



# CITY COUNCIL REGULAR MEETING

**Monday, June 05, 2023 at 6:30 PM**

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

(218) 562-4441 | Office Hours 8:00 a.m. - 4:00 p.m. | [cityadmin@cityofbreezypointmn.us](mailto:cityadmin@cityofbreezypointmn.us)

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## AGENDA

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**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE**

**4. APPROVAL/AMENDMENT OF THE AGENDA**

**5. OPEN FORUM**

Items not included in the agenda.

**6. ITEMS OF PUBLIC INTEREST**

A. Direction on the Completion of the Disc Golf Course Expansion

**7. CONSENT AGENDA**

One action, topics will not be discussed unless removed from consent agenda. Items requiring the expenditures of funds are budgeted items or have been previously discussed by the City Council.

A. May 1, 2023 Regular City Council Meeting Minutes

B. Approval of Claims in the Amount of \$251,484.39 Comprised of Checks 138427 - 138519.

C. Resolution 07-2023 Accepting Donation from Bonnie Supan to the Pelican Woods Cemetery.

D. Public Assembly First Amendment Rights Policy

E. New Holland Tractor Repair

**8. NEW BUSINESS**

A. May 16, 2023 City Council Workshop Summary & Minutes

B. May 20, 2023 City Council Retreat Minutes

C. Discussion on Communication Improvements

D. Pequot Lakes Fire District Capital Improvement Plan

E. Approval of 2024 Budget Calendar

F. Discussion on July 2023 Meeting Date

- [G.](#) City Council Workshop to Discuss Bylaws and Code of Conduct for All City Boards, Committees, and Commissions.

## **9. OLD BUSINESS**

- [A.](#) Selection of Health Insurance Broker

## **10. STAFF REPORTS**

- [A.](#) City Website Update
- [B.](#) Buschmann Road Project Website
- [C.](#) Police Department Hiring Update

## **11. MAYOR AND CITY COUNCIL REPORTS**

## **12. ADJOURN**

TO: Mayor and City Council

FROM: David Chanski, City Administrator/Clerk

RE: Direction on the Completion of the Disc Golf Course Expansion

DATE: June 5, 2023

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### **Background**

On April 3, the City Council moved to “Send the issue of the disc golf course expansion back to Parks & Recreation in May to review alternative uses of the property and if a disc golf course is still the best use of the land, and have staff simultaneously work with adjacent property owners on possible solutions to be presented to the City Council in June pending a recommendation from Parks & Recreation.”

As a result of this motion, the Parks & Recreation Committee took public comment on alternative uses of the disc golf course property during their meeting on May 13. Staff actively promoted the May 11 Parks & Recreation meeting, specifying that the Committee is seeking comment on possible alternative uses of the land. Such promotion included directing members of the public to the April 3, 2023 City Council meeting packet, where a significant amount of information regarding the disc golf course was provided, as well as the video recording of that meeting on the City’s YouTube page. Additionally, members of the public were encouraged to reach out to staff (contact information was provided) with any comments or questions. All communication that was received by staff was forwarded directly to the Parks & Recreation Committee as it has been received.

Additionally, staff sent letters to the 40 adjacent property owners of the disc golf course property, informing them of the Parks & Recreation Committee meeting as well as inviting them to reach out to staff to discuss concerns that they might have with the disc golf course expansion. Staff requested that these property owners meet with staff by Friday, May 26.

### **Parks & Recreation Committee**

On May 13, the Parks & Recreation Committee took public comment on alternative uses of the disc golf course property. In all, the Committee heard from 12 members of the public. After public comment was taken, the committee members each shared their own thoughts and reactions from what they heard. To hear what the members of the public and the members of the committee had to say, staff recommends watching the meeting recording, which can be found [here](#).

In the end, the Committee passed the following motion on a 4-2 vote:

*Motion by Diane Williams and seconded by Gail Arne to report back to the City Council that disc golf course is the highest and best use of the property.*

The Committee did also clarify that their motion does not include any recommendations regarding whether the disc golf course expansion should be altered in any way as they believe such decisions belong to the City Council.

### **Neighboring Property Owner Input**

Staff ended up meeting with 4 sets of property owners. Below are summaries of each discussion.

Jonathan Kurten, 31709 Green Scene Dr. – April 20

- Believes that Hole 5 behind their house can be modified but would prefer it be removed entirely.
- Acknowledged that alteration of the course breaks the chain of holes. However, removing holes 4 through 15 would alleviate most issues.
- If holes 4 through 15 were to be removed, that area could be used for...
  - Nature playscape
  - Paved ADA trail
  - Unpaved/minimum maintenance trails using what has already be created by the disc golf course expansion.
- As for the new parking lot, it could be used for recreational uses such as basketball court, pickleball court, etc.
- All items that were discussed with Mr. Kurten are summarized in the presentation that was made to the Parks & Recreation Committee on May 13 as well as provided to the City Council earlier in May.

Brian & Valarie Wallin, 31894 Blue Ridge Dr. – May 16

- The City needs to follow its own ordinances and should start the development process over from the very beginning.
- Starting the development process over includes
  - Developing a formal project proposal including course design, impacts, budget, etc.
  - Issuing notice to neighboring properties.
  - Receiving public comment on project proposal.
- Questioned the compatibility of the disc golf course as well as the parking lot with the surrounding neighborhood.
- Public land should be better categorized in the Zoning Code



- There should be different designations for green space, park space, and land intended for public infrastructure.
- In the end, the disc golf course is a secondary issue. The primary issue is that they believe the City did not correctly follow procedure, and, therefore, needs to start over.

Tim & Jessica Olsen, 31908 Blue Ridge Dr. – May 19

- A 100 car parking lot should not be located in a neighborhood and is only necessary out of a push from people outside of the community to hold tournaments.
- Traffic is a really big concern regarding the parking lot, especially if occasional tournaments turn into weekly or nightly leagues.
- No proper planning has been done.
- Doesn't believe the disc golf course will actually benefit property values in any way.
- Not happy with current disc golf course layout.
- Very apparent that once the public became aware of the project on a large scale, the opposition was immediate.
- If there is a true passion for disc golf, why won't the City just find another location?
- What benefit has the original 18-hole disc golf course been to the City?
- If Outlot A was supposed to be park land, why wasn't a lot specifically dedicated for access?
- Preference is for the land to be returned to its natural state and let the public use it as they see fit with little involvement as has been done for the last 30 years.
- Sell the parking lot for residential development.
- Looking into vacating or conveying the land to the adjoining properties.

Bill Toft, 31877 Green Scene Dr. – May 25

*\*Assistant City Administrator Eick met with Mr. Toft as City Administrator Chanski was unavailable. These are his notes.*

- Shut down the course entirely. At the very least go with the Kurten's proposal as the surrounding homeowners have provide us enough "grace" as we have destroyed the areas surrounding their properties.
- Remove the 2 baskets within 30 yards of his property and the associated tee-box within 15 feet of his property.
- Wants to officially contest the memo presented to the Committee during their last meeting. Specifically, he takes issue with a

sentence/paragraph which talks about the “success” of the original 18 holes.

- He requested an explanation on means testing and asked what matrixes we utilized to prove success in this instance.
- He asked why the numbers had changed regarding tree cutting from roughly \$3,000 last year to \$17,000 this year.

### **City Attorney Opinion**

Staff worked with the City Attorney on the questions regarding the pending rezoning application of the parking lot parcels as well as accusation that the City did not follow procedure as a CUP was not issued for open/clear cutting of the lots.

Regarding these two issues, the City Attorney’s opinion is that the three parcels currently being considered for rezoning should be rezoned as Public if the City intends to use the parcels for any kind of public use. As for the issue of clear cutting, given that the ordinance language is not clear as to the purpose of a CUP for open/clear cutting, and that the City has never issued a CUP for clearing trees as part of developing a parcel, the Attorney notes that it would be inconsistent for the City to issue itself a CUP for clearing these parcels. The City Attorney does, however, recommend that the City consider amending the City Code to make its purpose and intent in this area more clear.

### **Staff Recommendation**

Staff sees 5 overarching approaches to the disc golf course expansion and completion of the parking lot.

- A. Complete the disc golf course expansion and parking lot as planned.
- B. Remove the disc golf course expansion and sell the parking lot parcels for residential development.
- C. Complete the disc golf course but remove and/or modify selected holes.
- D. Completed the parking lot but reduce its size.
- E. A combination of both Options C and D.

Having met with neighboring property owners, listened to the extensive public comment over the last 5 months, and walked the disc golf course expansion, staff makes the following recommendation:

1. Complete the rezoning of the parking lot parcels as recommended by the City Attorney.
2. Consider reducing the size of the parking lot, reserving the remaining portion for future park uses.
3. Consider realigning Hole #5
4. Regarding disc golf tournaments

- Limit the number of disc golf tournaments that can be held each year and direct staff to develop a Special Event Permit to be reviewed by the Parks & Recreation Committee

Or

- Limit play of the disc golf course (original and expansion) to casual play only (no organized events).

**Council Action**

Staff is seeking direction from the City Council as to how to proceed with the completion of the disc golf course expansion.

**Breezy Point City Council  
May 1, 2023 - 6:30 pm  
Regular Meeting Minutes**

The meeting of the Breezy Point City Council was called to order by Angel Zierden at 6:30 p.m. Councilmembers present were Rebecca Ball, Steve Jensen, and Michael Moroni. Brad Scott was absent. Staff present included Administrator Clerk David Chanski, Assistant Administrator Daniel Eick, Deputy Clerk Deb Runksmeier, Police Chief Brian Sandell, and Public Works Supervisor Joe Zierden. Also present was City Engineer Joe Dubel, Widseth. All present stood for the pledge of allegiance.

Approval/Amendment of the Agenda

MOTION JENSEN/MORONI TO ADD THE HART SERVICE CONTRACT TO THE AGENDA. MOTION CARRIED 4-0

MOTION MORONI/BALL TO APPROVE THE AMENDED AGENDA.

MOTION CARRIED 4-0

Open Forum

Tim Skare – 7531 Winter Trail

Gary Bakken – 29464 Shoreview Lane

Consent Agenda

A. April 3, 2023 Regular City Council Meeting Minutes

B. 19, 2023 Board of Appeal & Equalization Meeting Minutes

C. Approval of Claims Totaling \$52,056.29

D. Mutual Aid Agreement with St. Louis County

E. 2023-2024 Fire Service Contract

MOTION MORONI/JENSEN TO APPROVE THE CONSENT AGENDA, MOTION CARRIED 4-0

Baker Tilly Service Agreement

City Administrator Chanski presented a request from staff to issue a service agreement for city hall facility assessment project and the Buschmann Road project.

MOTION BALL/MORONI TO APPROVE SERVICE AGREEMENT WITH BAKERTILLY AS SHOWN IN THE PACKET, MOTION CARRIED 4-0

Ideal Township Shared Services Agreement

City Administrator Chanski presented the draft shared services between the City of

Breezy Point and Ideal Township for the design and engineering of the section of Buschmann Road that is shared between the two entities. Administrator Chanski also presented a corresponding contract amendment with WSB for this section of road as it was not included in the original Phase I contract with WSB.

MOTION MORONI/JENSEN TO APPROVE SHARED SERVICES AGREEMENT WITH IDEAL TOWNSHIP AND CONTACT AMENDMENT WITH WSB, MOTION CARRIED 4-0

Paul Sandy of WSB gave an update on the Buschmann Road Project. Councilmember Jensen would like a current speed study done.

#### Building Used by Charter Communications

City Administrator Chanski shared with the City Council that Charter Communications no longer has a need for the 20'x20' building that is located on a portion of City-owned land behind the Public Works building. Charter has a land lease for the use of the land that runs through 2027. Per the lease, Charter must either turn ownership of the building over to the City or demolish the building at the time it chooses to no longer use it. Administrator Chanski recommended that the City take ownership of the building and release Charter from the lease effective immediately.

MOTION MORONI/BALL TO ACCEPT OWNERSHIP OF CHARTER COMMUNICATIONS BUILDING AND RELEASE FROM CHARTER FROM ITS LEASE EFFECTIVE IMMEDIATELY, MOTION CARRIED 4-0

#### City Council Workshop

City Administrator Chanski requested that the City Council set date for a workshop to receive and discuss the City Hall Facility Assessment report from Widseth.

MOTION MORONI/JENSEN TO SET DATE OF MAY 16TH AT 1:00 PM FOR WORKSHOP TO DISCUSS CITY HALL FACILITY ASSESSMENT FINAL REPORT, MOTION CARRIED 4-0

#### Tax Forfeited Properties

MOTION BALL/MORONI TO CLASSIFY PROPERTIES SHOW IN THE PACKET AS NON-CONSERVATION AND SELL AT AUCTION, MOTION CARRIED 4-0

#### Board of Appeal and Equalization

City Administrator Chanski brought the Board of Appeal and Equalization process forward for discussion as a number of councilmembers had shared that they would like to consider moving to an open book format for property valuations.

MOTION MORONI/JENSEN TO MOVE TO OPEN BOOK PROCESS FOR BOARD OF APPEAL AND EQUALIZATION WITH RESOLUTION AT JUNE MEETING, MOTION

CARRIED 4-0

HART Animal Rescue Service Agreement

City Administrator Chanski shared that the Babinski Foundation informed staff that they will no longer accept animals impounded by the City of Breezy Point. As a result, the City's only other option is to contract with HART.

MOTION MORONI/BALL TO APPROVE CONTRACT WITH HEARTLAND ANIMAL RESCUE TEAM, MOTION CARRIED 4-0

Staff Reports

City Administrator Chanski reminded the City Council and the public of the Parks and Recreation Committee May meeting to discuss options for Disc Golf Course expansion area.

Mayor and City Council Reports

Councilmember Jensen shared that Cemetery plantings are out for quotes to Replace and update the grounds, and Councilmember Moroni encouraged everyone to attend Aviation Day on Saturday May 6<sup>th</sup>.

Closed Session to Conduct Annual Performance Evaluation on City Administrator David Chanski

MOTION MORONI/JENSEN TO AJOURN TO CLOSED SESSION PURSUATNT TO STATE STAUTE 13D.05 TO CONDUCT ANNUAL PERFORMANCE EVALUATION ON CITY ADMINISTRATOR DAVID CHANSKI, MOTION CARRIED 4-0

The closed session convened at 7:36pm

Open session reconvened at 8:13pm.

MOTION MORONI/JENSEN TO APPROVE CITY ADMINISTRATOR CHANSKI'S PAY INCREASE AND VACATION ACCRUAL INCREASE EFFECTIVE APRIL 25, 2023, MOTION CARRIED 4-0

Adjourn

MOTION MORONI/BALL TO ADJOURN THE MEETING, CARRIED 4-0

Meeting was adjourned at 8:14pm.

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David Chanski, Administrator/Clerk

## CITY OF BREEZY POINT

**\*Check Detail Register©**

Batch: 051023PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 Primary</b>					
<b>138427</b>	05/10/23	<b>Abdo Financial Solutions</b>			
E 100-41900-300		Professional Svcs (GENE	\$5,770.00	471612	ACCOUNTING SERVICES
		Total	\$5,770.00		
<b>138428</b>	05/10/23	<b>Anderson Brothers Constr Inc</b>			
E 100-43000-224		Aggregate Material	\$564.44	110125	PW WASH SAND PRODUCT
		Total	\$564.44		
<b>138429</b>	05/10/23	<b>Aramark Uniform Services</b>			
E 100-41900-401		Maint Buildings	\$81.53	2530104305	CH RUGS
E 100-41900-401		Maint Buildings	\$81.53	2530134258	RUGS
E 100-42100-401		Maint Buildings	\$88.29	2530134259	PD RUGS
		Total	\$251.35		
<b>138430</b>	05/10/23	<b>AT&amp;T MOBILITY</b>			
E 100-42100-321		Telephone	\$653.26	5032023	PD CELL PHONES - APRIL 2023
		Total	\$653.26		
<b>138431</b>	05/10/23	<b>APH Stores Inc.</b>			
E 100-43000-220		Repair/Maint Supply (GEN	\$165.96	66224780	OIL & COOLANT
E 100-43000-240		Small Tools/Minor Equipm	\$41.99	66225185	COMBINATION WRENCH
E 100-42100-401		Maint Buildings	\$25.99	66225500	AIR COMPRESSOR BELT
		Total	\$233.94		
<b>138432</b>	05/10/23	<b>Best Oil Company</b>			
E 100-43000-212		Motor Fuels	\$1,064.00	27411	#2 DYED DIESEL
E 100-43000-212		Motor Fuels	\$639.73	27411	#1 DYED DIESEL
E 100-43000-212		Motor Fuels	\$468.75	44714	#2 DYED DIESEL
E 100-43000-212		Motor Fuels	\$326.25	44714	#1 DYED DIESEL
E 100-43000-212		Motor Fuels	\$750.00	44898	#2 DYED DIESEL
		Total	\$3,248.73		
<b>138433</b>	05/10/23	<b>BREEZY POINT HARDWARE</b>			
E 100-43000-212		Motor Fuels	\$99.79	28641	PW FUEL
E 600-43250-200		General Operating (Suppli	\$29.97	28651	SEWER GLOVES
E 100-43000-229		Culverts/MB Supports	\$21.99	28682	PW MAILBOX
E 100-43000-220		Repair/Maint Supply (GEN	\$4.99	28728	PW POWER STEERING FLUID
E 100-43000-212		Motor Fuels	\$82.31	28741	PW FUEL
E 100-43000-229		Culverts/MB Supports	\$30.95	28748	PW MAILBOX & FASTENERS
E 100-42100-401		Maint Buildings	\$4.99	28794	PW CONNECTORS
E 100-42100-200		General Operating (Suppli	\$2.99	28881	PD KEY
		Total	\$277.98		
<b>138434</b>	05/10/23	<b>COMPENSATION CONSULTANTS LTD</b>			
E 100-41900-313		Benefits Administration	\$50.00	MAY 2023	FSA/H.S.A. PLAN ADMIN - MAY 2023
		Total	\$50.00		
<b>138435</b>	05/10/23	<b>CROW WING CO TREASURER</b>			
E 100-41910-302		E911 / Permit Exp	\$25.00	6036	E911 ADDRESSING - APRIL 2023

## CITY OF BREEZY POINT

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Batch: 051023PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$25.00		
<b>138436</b>	05/10/23	<b>Crow Wing County Recorder</b>			
E 100-41910-351		Legal Notices Publishing	\$40.00	REJ2023-027	BERSCHEID, PATRICIA DOC
Total			\$40.00		
<b>138437</b>	05/10/23	<b>Crow Wing Power</b>			
E 600-43250-381		Combined Utilities	\$672.56	1438703	SEWER PLANT
E 600-43250-381		Combined Utilities	\$25.77	1439301	#4 POND - TSF PUMP
E 600-43250-381		Combined Utilities	\$42.51	1460301	LIFT PUMP 2
E 600-43250-381		Combined Utilities	\$128.07	1501301	LIFT PUMP 4
E 100-41900-381		Combined Utilities	\$457.20	1516802	CITY HALL/MAINT BLDG
E 600-43250-381		Combined Utilities	\$60.53	1518101	30653 N LAKEVIEW DR LIFT PUMP 5
E 600-43250-381		Combined Utilities	\$50.93	1528301	LIFT PUMP 3
E 600-43250-381		Combined Utilities	\$256.45	1532601	LIFT PUMP 1
E 270-49010-381		Combined Utilities	\$36.51	33476401	8676 SKI CHALET DR CEMETERY WELL
E 600-43250-381		Combined Utilities	\$69.78	33770501	LIFT PUMP 6
E 600-43250-381		Combined Utilities	\$44.50	33929201	LIFT PUMP 7
E 600-43250-381		Combined Utilities	\$36.19	34265401	SPARROW DR LIFT STATION 8
E 270-49010-381		Combined Utilities	\$26.01	34454801	8676 SKI CHALET DR CEMETERY NORTH
E 100-43000-381		Combined Utilities	\$26.00	34569801	8319 N SPRUCE DR
E 600-43250-381		Combined Utilities	\$30.21	34613101	AIRPORT RD LIFT PUMP 9
E 100-43000-381		Combined Utilities	\$12.89	34856901	CSAH 11 & BUSCHMANN SECURITY LIGHT
E 100-43000-381		Combined Utilities	\$25.77	34857001	CSAH 11 & RANCHETTE DR
E 100-43000-381		Combined Utilities	\$10.00	35276301	BREEZY PT DR FISHING PIER
Total			\$2,011.88		
<b>138438</b>	05/10/23	<b>CULLIGAN</b>			
E 100-42100-381		Combined Utilities	\$35.70	581099	WATER SERVICE
Total			\$35.70		
<b>138439</b>	05/10/23	<b>DAN SATHRE</b>			
E 100-42100-208		Training and Education	\$294.60	APRIL 2023	TRAINING EXPENSE REIMBURSE
Total			\$294.60		
<b>138440</b>	05/10/23	<b>EMERGENCY AUTOMOTIVE</b>			
E 100-42100-220		Repair/Maint Supply (GEN	\$55.95	CG042523-5	PD REPAIR OF EXISTING SQUAD
Total			\$55.95		
<b>138441</b>	05/10/23	<b>FORUM COMMUNICATIONS COMPANY</b>			
E 100-41910-351		Legal Notices Publishing	\$26.31	36768	4/12/23 PUBLIC NOTICE
E 100-41910-351		Legal Notices Publishing	\$68.57	I2023.000149	2/1/23 & 2/8/23 NOPH 2/14/23
E 100-41910-351		Legal Notices Publishing	\$47.04	I2023.000149	2/15/23 ORD 2023-02
Total			\$141.92		
<b>138442</b>	05/10/23	<b>Gopher State One Call</b>			
E 600-43250-332		Gopher One Locates	\$50.00	3000246	2023 ANNUAL FACILITY OPERATOR FEE
E 600-43250-332		Gopher One Locates	\$6.75	3010246	LOCATES
Total			\$56.75		
<b>138443</b>	05/10/23	<b>H&amp;L MESABI INC</b>			



## CITY OF BREEZY POINT

**\*Check Detail Register©**

Batch: 051023PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-43000-220		Repair/Maint Supply (GEN	\$66.00	42643	PW PLOW BOLT
		Total	\$66.00		
<b>138444</b>	05/10/23	<b>HOLDEN ELECTRIC CO, INC.</b>			
E 100-41900-401		Maint Buildings	\$806.15	70939	REPAIR PARKING LOT LIGHTS
		Total	\$806.15		
<b>138445</b>	05/10/23	<b>Lakes Area Wildlife Control</b>			
E 100-41900-306		Animal Control	\$550.00	14791	ANIMAL CONTROL - APRIL 2023
		Total	\$550.00		
<b>138446</b>	05/10/23	<b>LAKES PRINTING INC</b>			
E 100-41300-200		General Operating (Suppli	\$80.30	215296	J RUST BUSINESS CARDS
		Total	\$80.30		
<b>138447</b>	05/10/23	<b>LAW ENFORCEMENT LABOR SERVICES</b>			
G 100-21710		Other Deductions	\$202.50	MAY 2023	RUSTAD, SALVEVOLD, SATHRE MBRSH - MAY 23
		Total	\$202.50		
<b>138448</b>	05/10/23	<b>LMC - INSURANCE TRUST</b>			
E 600-43250-150		Worker s Comp (GENERA	\$6,667.80	1002170-7	SEWER WORKERS COMP INS 4/8/23 - 4/8/24
E 100-41100-150		Worker s Comp (GENERA	\$95.00	1002170-7	CC WORKERS COMP INS 4/8/23 - 4/8/24
E 100-43000-150		Worker s Comp (GENERA	\$13,354.60	1002170-7	PW WORKERS COMP INS 4/8/23 - 4/8/24
E 100-41300-150		Worker s Comp (GENERA	\$2,670.92	1002170-7	CH WORKERS COMP INS 4/8/23 - 4/8/24
E 100-42100-150		Worker s Comp (GENERA	\$43,984.68	1002170-7	PD WORKERS COMP INS 4/8/23 - 4/8/24
		Total	\$66,773.00		
<b>138449</b>	05/10/23	<b>MARCO TECHNOLOGIES LLC</b>			
E 100-42100-400		Equipment	\$121.45	499955433	PD COPIER LEASE 4/17/23 - 5/17/23
E 100-43000-200		General Operating (Suppli	\$50.29	500387618	PW COPIER LEASE 4/22/23 - 5/22/23
E 100-41900-400		Equipment	\$201.16	500387618	CH COPIER LEASE 4/22/23 - 5/22/23
		Total	\$372.90		
<b>138450</b>	05/10/23	<b>MENARDS- BAXTER</b>			
E 100-43000-220		Repair/Maint Supply (GEN	\$184.99	94582	PW WET/DRY VAC
E 600-43250-200		General Operating (Suppli	\$24.89	94582	SEWER SOAP & WATER
E 100-42100-401		Maint Buildings	\$75.52	95603	PD CEILING TILES
E 600-43250-200		General Operating (Suppli	\$8.37	95603	SEWER NO DUMP PENALTY
E 100-42100-220		Repair/Maint Supply (GEN	\$39.36	96050	PD MNT STR KIT & CORNER BRACE
		Total	\$333.13		
<b>138451</b>	05/10/23	<b>MN Dpt Empl. &amp; Econ Dvlpmnt</b>			
E 100-41300-100		Compensation (GENERAL	\$1,130.62	1ST QTR 202	1ST QTR 2023 UNEMPLOYMENT BENEFITS
E 600-43250-100		Compensation (GENERAL	\$337.72	1ST QTR 202	1ST QTR 2023 UNEMPLOYMENT BENEFITS
		Total	\$1,468.34		
<b>138452</b>	05/10/23	<b>Old Dominion Brush Company</b>			
E 100-43000-220		Repair/Maint Supply (GEN	\$928.64	8474135	PW STREET SWEEPER BROOMS
		Total	\$928.64		
<b>138453</b>	05/10/23	<b>PELICAN SQUARE INC</b>			

## CITY OF BREEZY POINT

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Batch: 051023PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-43000-212		Motor Fuels	\$183.26	1016349	PW FUEL
E 100-45100-210		Operating Supplies (GEN	\$13.65	1023463	PARKS FUEL
		Total	\$196.91		
<b>138454</b>	05/10/23	<b>PEQUOT LAKES SANITATION</b>			
E 100-42100-381		Combined Utilities	\$49.90	MAY 2023	TRASH SERVICE - MAY 2023
E 100-41900-324		Recycling	\$40.00	MAY 2023	TRASH SERVICE - MAY 2023
E 100-41900-381		Combined Utilities	\$74.83	MAY 2023	TRASH SERVICE - MAY 2023
		Total	\$164.73		
<b>138455</b>	05/10/23	<b>PETTY CASH</b>			
E 100-41100-437		Training & Education	\$12.97		FOOD FOR COUNCIL MEETINGS REIMBURSEMENT
E 100-43000-200		General Operating (Suppli	\$102.53		PW MILEAGE REIMBURSEMENT
		Total	\$115.50		
<b>138456</b>	05/10/23	<b>PLACID LAKE ADVISORS</b>			
E 100-41910-100		Compensation (GENERAL	\$3,892.50	APRIL 2023	PLANNING CONSULTING 4/3/23 - 4/27/23
		Total	\$3,892.50		
<b>138457</b>	05/10/23	<b>PRATT, ROBERT C.</b>			
E 100-43000-417		Uniforms	\$206.74	2023 PRATT	CLOTHING REIMBURSEMENT
		Total	\$206.74		
<b>138458</b>	05/10/23	<b>PREMIER AUTO REPAIR</b>			
E 100-42100-220		Repair/Maint Supply (GEN	\$96.58	39767	PD SQUAD OIL CHANGE
		Total	\$96.58		
<b>138459</b>	05/10/23	<b>QUADIENT FINANCE USA, INC.</b>			
E 100-41300-200		General Operating (Suppli	\$300.00	041223 POS	POSTAGE REFILL
		Total	\$300.00		
<b>138460</b>	05/10/23	<b>RATWIK ROSZAK &amp; MALONEY PA</b>			
E 100-41610-304		Legal/Prosecution Fees	\$2,547.50	73581	DETACHMENT PETITION OAH DOCKET 71-0330-37967
		Total	\$2,547.50		
<b>138461</b>	05/10/23	<b>RUSTAD, KIEL</b>			
E 100-42100-417		Uniforms	\$262.57		PD DUTY BELT & POUCHES REIMB
		Total	\$262.57		
<b>138462</b>	05/10/23	<b>SADUSKY RENOVATIONS</b>			
E 100-41910-309		Building Inspector	\$3,241.21	APRIL 2023	INSPECTION SERVICES
		Total	\$3,241.21		
<b>138463</b>	05/10/23	<b>SHI INTERNATIONAL CORP</b>			
E 100-42100-208		Training and Education	\$2,440.73	B16741296	PD POWERLITE PROJECTOR
		Total	\$2,440.73		
<b>138464</b>	05/10/23	<b>SPECTRUM</b>			
E 100-42100-381		Combined Utilities	\$30.89	00122000502	PD CABLE TV
		Total	\$30.89		

## CITY OF BREEZY POINT

**\*Check Detail Register©**

Batch: 051023PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>138465</b>	05/10/23	<b>ST CLOUD STAMP &amp; SIGN</b>			
E 100-41300-200		General Operating (Suppli	\$27.33	OE-12252	J RUST NAME PLATE
		Total	\$27.33		
<b>138466</b>	05/10/23	<b>STREICHERS INC</b>			
E 100-42100-208		Training and Education	\$843.84	I1630594	PD PRACTICE AMMO
		Total	\$843.84		
<b>138467</b>	05/10/23	<b>THE OFFICE SHOP</b>			
E 100-42100-200		General Operating (Suppli	\$35.19	11265561-0	PD CSO CASSETTE
E 100-41300-200		General Operating (Suppli	\$49.39	1126631-0	FINANCE BINDERS & DIVIDERS
E 100-41300-200		General Operating (Suppli	\$16.37	1126631-1	FINANCE WALL CALENDAR
		Total	\$100.95		
<b>138468</b>	05/10/23	<b>THURLOW HARDWARE &amp; RENTAL</b>			
E 600-43250-200		General Operating (Suppli	\$20.00	A156879	SEWER IRRIGATION METER SHIPPING
		Total	\$20.00		
<b>138469</b>	05/10/23	<b>VERIZON WIRELESS</b>			
E 100-43000-321		Telephone	\$149.76	9932146289	PW CELL PHONES 4/11 - 5/10/23
E 600-43250-321		Telephone	\$100.80	9932146289	SEWER CELL PHONES 4/11 - 5/10/23
		Total	\$250.56		
<b>138470</b>	05/10/23	<b>VIKING ELECTRIC SUPPLY INC</b>			
E 100-43000-401		Maint Buildings	\$144.30	S006793307.	PW 32W-48IN T8 BIPIN
		Total	\$144.30		
<b>138471</b>	05/10/23	<b>WIDSETH SMITH NOLTING &amp; ASSOC</b>			
E 602-43500-592		Engineering Costs	\$1,181.50	222904	WWTF & SEWER EXPANSION STUDY 2022-11991
E 100-41100-300		Professional Svcs (GENE	\$3,007.50	222980	CITY HALL ASSESSMENT 2022-12001
		Total	\$4,189.00		
<b>138472</b>	05/10/23	<b>WSB</b>			
E 401-41900-300		Professional Svcs (GENE	\$6,604.75	R-022038-00	BUSCHMANN RD & RANCHETTE DR PROJECT
		Total	\$6,604.75		
<b>138473</b>	05/10/23	<b>XCEL ENERGY</b>			
E 100-43000-381		Combined Utilities	\$219.51	826344959	MAINT BLDG GAS SERVICE - APRIL 2023
E 100-41900-381		Combined Utilities	\$219.51	826344959	CH GAS SERVICE - APRIL 2023
E 100-42100-381		Combined Utilities	\$278.93	826353621	PD GAS SERVICE
		Total	\$717.95		
<b>138474</b>	05/10/23	<b>ZIEGLER INC</b>			
E 100-43000-220		Repair/Maint Supply (GEN	\$251.83	IN000943801	PW CLEANER & CLAMP
E 100-43000-220		Repair/Maint Supply (GEN	\$106.77	IN000961766	PW SHAFT AS
E 100-43000-226		Sign Materials	\$9.74	IN000962501	PW SIGN HARDWARE
		Total	\$368.34		
<b>10100 Primary</b>			<b>\$112,055.34</b>		

## CITY OF BREEZY POINT

**\*Check Detail Register©**

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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**Fund Summary****10100 Primary**

100 GENERAL FUND	\$95,542.77
270 CEMETERY Special Revenue Fund	\$62.52
401 Revolving Capital Fund	\$6,604.75
600 SEWER OPERATING FUND	\$8,663.80
602 Sewer Capital Projects Fund	\$1,181.50
	<hr/>
	\$112,055.34

## CITY OF BREEZY POINT

**\*Check Detail Register©**

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 Primary</b>					
<b>138475</b>	05/30/23	<b>Anderson Brothers Constr Inc</b>			
E 100-43000-225		Blacktop Repair	\$1,777.50	32057	HOT MIX
E 100-43000-225		Blacktop Repair	\$898.50	32070	HOT MIX
		Total	\$2,676.00		
<b>138476</b>	05/30/23	<b>APPLIED CONCEPTS, INC</b>			
E 100-42100-220		Repair/Maint Supply (GEN	\$235.19	419451	PD REPAIR LIGHTS
		Total	\$235.19		
<b>138477</b>	05/30/23	<b>APH Stores Inc.</b>			
E 100-43000-220		Repair/Maint Supply (GEN	\$20.47	66226935	VALVE, VALVE TOOL, BEAD SEALER
		Total	\$20.47		
<b>138478</b>	05/30/23	<b>Bureau of Crim. Apprehension</b>			
E 100-42100-208		Training and Education	\$625.00	29259	BCA CRIME SCENE COURSE
		Total	\$625.00		
<b>138479</b>	05/30/23	<b>Best Oil Company</b>			
E 100-43000-212		Motor Fuels	\$37.48	4408	FINANCE CHARGES
E 100-43000-212		Motor Fuels	\$452.07	45210	#2 DYED DIESEL
E 100-43000-212		Motor Fuels	\$1,131.57	45790	#2 DYED DIESEL
		Total	\$1,621.12		
<b>138480</b>	05/30/23	<b>BOBCAT OF BRAINERD</b>			
E 100-43000-220		Repair/Maint Supply (GEN	\$369.58	38049	COUPLERS & FILTERS
E 600-43250-220		Repair/Maint Supply (GEN	\$138.76	38575	GASKET & BELT DRIVE
E 600-43250-220		Repair/Maint Supply (GEN	\$341.04	38632	IDLER & BELT DRIVE
E 100-43000-220		Repair/Maint Supply (GEN	\$45.03	39356	BRISTLE POLY HD FLAT
E 100-43000-225		Blacktop Repair	\$241.60	39440	RIDE-ON-ROLLER
		Total	\$1,136.01		
<b>138481</b>	05/30/23	<b>BRAINERD GENERAL RENTAL</b>			
E 100-43000-228		Equipment Rental	\$1,541.00	160860	CHIPPER
E 100-43000-225		Blacktop Repair	\$187.50	161398	RIDE-ON-ROLLER DRUM
		Total	\$1,728.50		
<b>138482</b>	05/30/23	<b>BREEZY POINT HARDWARE</b>			
E 100-42100-200		General Operating (Suppli	\$11.99	28198	PD COMMAND STRIPS
E 100-43000-212		Motor Fuels	\$91.98	28558	PW FUEL
E 100-43000-212		Motor Fuels	\$97.88	28828	PW FUEL
E 100-45100-210		Operating Supplies (GEN	\$30.11	28853	PARKS FUEL
E 600-43250-220		Repair/Maint Supply (GEN	\$27.96	28855	PW CEMENT, PRIMER, BUSHING
E 600-43250-220		Repair/Maint Supply (GEN	\$16.42	28897	PW BIBB HOSE
E 600-43250-220		Repair/Maint Supply (GEN	\$17.94	28922	PW HARDWARE
E 600-43250-220		Repair/Maint Supply (GEN	\$39.99	28926	PW TOOLS
E 100-43000-220		Repair/Maint Supply (GEN	\$8.97	28933	PW HARDWARE
E 600-43250-220		Repair/Maint Supply (GEN	\$23.97	28938	PW BATTERY & RAIN GAUGE
E 100-43000-212		Motor Fuels	\$87.50	28954	PW FUEL
E 270-49010-200		General Operating (Suppli	\$21.98	29003	CEMETERY IRRIGATION PARTS

## CITY OF BREEZY POINT

**\*Check Detail Register©**

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 600-43250-212		Motor Fuels	\$31.63	29031	PW FUEL
E 100-45100-210		Operating Supplies (GEN	\$22.01	29033	PARKS FUEL
E 600-43250-220		Repair/Maint Supply (GEN	\$4.57	29037	PW HARDWARE
E 600-43250-220		Repair/Maint Supply (GEN	\$11.68	29038	PW HARDWARE
E 600-43250-220		Repair/Maint Supply (GEN	\$19.98	29042	PW CONCRETE MIX
E 600-43250-220		Repair/Maint Supply (GEN	\$12.37	29048	PW HARDWARE
E 100-42100-200		General Operating (Suppli	\$6.99	29059	PD BATTERY
E 100-45100-210		Operating Supplies (GEN	\$34.95	29087	PARKS CLEANING SUPPLIES
E 100-42100-220		Repair/Maint Supply (GEN	\$1.95	29088	PD HARDWARE
E 100-41900-401		Maint Buildings	\$11.99	29101	CH OUTDOOR CORD
E 100-45100-210		Operating Supplies (GEN	\$17.10	29110	PARKS FUEL
Total			\$651.91		
<b>138483</b>	05/30/23	<b>CHARTER COMMUNICATIONS</b>			
E 100-41100-100		Compensation (GENERAL	\$0.42	0041845 MA	INTERNET 5/8/23 - 6/7/23
E 100-41300-200		General Operating (Suppli	\$1.40	0041845 MA	INTERNET 5/8/23 - 6/7/23
E 100-41900-381		Combined Utilities	\$54.03	0041845 MA	INTERNET 5/8/23 - 6/7/23
E 100-41910-200		General Operating (Suppli	\$0.42	0041845 MA	INTERNET 5/8/23 - 6/7/23
E 600-43250-200		General Operating (Suppli	\$27.00	0041845 MA	INTERNET 5/8/23 - 6/7/23
E 100-43000-200		General Operating (Suppli	\$0.71	0041845 MA	INTERNET 5/8/23 - 6/7/23
E 100-42100-308		Software / IT Support	\$56.00	0041845 MA	INTERNET 5/8/23 - 6/7/23
Total			\$139.98		
<b>138484</b>	05/30/23	<b>CROW WING CO SHERIFF</b>			
E 100-42100-300		Professional Svcs (GENE	\$4,365.00	6044	LETG FEES
Total			\$4,365.00		
<b>138485</b>	05/30/23	<b>Crow Wing Power</b>			
E 600-43250-381		Combined Utilities	\$25.77	1439301	#4 POND - TSF PUMP 4/8-5/8
E 600-43250-381		Combined Utilities	\$37.13	1460301	LIFT PUMP 2 4/8-5/8
E 600-43250-381		Combined Utilities	\$133.67	1501301	LIFT PUMP 4 4/8-5/8
E 100-43000-381		Combined Utilities	\$100.00	1516802	MAINT BLDG 4/8-5/8
E 100-41900-381		Combined Utilities	\$339.17	1516802	CITY HALL 4/8-5/8
E 600-43250-381		Combined Utilities	\$57.15	1518101	LIFT PUMP 5 4/8-5/8
E 600-43250-381		Combined Utilities	\$37.60	1528301	LIFT PUMP 3 4/8-5/8
E 600-43250-381		Combined Utilities	\$265.35	1532601	LIFT PUMP 1 4/8-5/8
E 270-49010-381		Combined Utilities	\$36.51	33476401	PELICAN WOODS CEMETERY WELL 4/8-5/8
E 600-43250-381		Combined Utilities	\$69.43	33770501	LIFT PUMP 6 4/8-5/8
E 600-43250-381		Combined Utilities	\$45.90	33929201	LIFT PUMP 7 7/8-5/8
E 100-42100-381		Combined Utilities	\$537.09	34120201	PD 8361 CR 11 4/8-5/8
E 600-43250-381		Combined Utilities	\$33.38	34265401	#8 LIFT STATION 4/8-5/8
E 270-49010-381		Combined Utilities	\$26.12	34454801	PELICAN WOODS CEMETERY NORTH 4/8-5/8
E 100-43000-381		Combined Utilities	\$26.00	34569801	8319 N SPRUCE DR 4/8-5/8
E 600-43250-381		Combined Utilities	\$29.17	34613101	LIFT PUMP 9 4/8-5/8
E 100-43000-381		Combined Utilities	\$12.89	34856901	CSAH 11 & BUSCHMAN RD SECURITY LIGHT 4/8-5/8
E 100-43000-381		Combined Utilities	\$25.77	34857001	CSAH 11 & RANCHETTE DR 4/8-5/8
E 100-43000-381		Combined Utilities	\$10.00	35276301	BREEZY PT DR FISHING PIER 4/8-5/8
Total			\$1,848.10		

## CITY OF BREEZY POINT

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>138486</b>	05/30/23	<b>CTC</b>			
E 100-43000-321		Telephone	\$28.70	21202699	PW PHONE SERVICE 5/12-6/11
E 100-41300-321		Telephone	\$206.19	21202699	CH PHONE SERVICE 5/12-6/11
E 100-42100-321		Telephone	\$469.61	21202699	PD PHONE SERVICE 5/12-6/11
		Total	\$704.50		
<b>138487</b>	05/30/23	<b>DAKOTA BUSINESS SOLUTIONS</b>			
E 100-41300-220		Repair/Maint Supply (GEN	\$84.00	7776	ANNUAL MAIL MACHINE MAINTENANCE 5/1/23 - 4/30/24
		Total	\$84.00		
<b>138488</b>	05/30/23	<b>David Chanski</b>			
E 100-41300-331		Travel Expenses / Mileage	\$58.16		CHANSKI MARCH MILEAGE
E 100-41300-331		Travel Expenses / Mileage	\$92.88		CHANSKI APRIL MILEAGE
E 100-41300-208		Training and Education	\$21.07		CHANSKI MEALS
E 100-41100-437		Training & Education	\$134.43		COUNCIL RETREAT REFRESHMENTS & LUNCH
		Total	\$306.54		
<b>138489</b>	05/30/23	<b>EMERGENCY AUTOMOTIVE</b>			
E 800-00000-430		Miscellaneous (GENERAL	\$2,578.52	CG02172350	PD 2023 RAM 1500 EQUIPMENT
E 100-42100-590		Capital Outlay	\$1,382.52	CG02172351	PD 2023 FORD EQUIPMENT
		Total	\$3,961.04		
<b>138490</b>	05/30/23	<b>FED EX</b>			
E 100-42100-220		Repair/Maint Supply (GEN	\$12.37	8-133-61365	PD SHIPPING CHARGES
		Total	\$12.37		
<b>138491</b>	05/30/23	<b>FORUM COMMUNICATIONS COMPANY</b>			
E 100-41910-351		Legal Notices Publishing	\$82.92	215763-1	4/26 & 5/3 VARIANCE & CUP PUBLIC HEARING NOTICE
E 100-41910-351		Legal Notices Publishing	\$55.81	217320-1	4/26 7 5/3 REZONE PUBLIC HEARING NOTICE
		Total	\$138.73		
<b>138492</b>	05/30/23	<b>GARAGE DOOR STORE</b>			
E 100-43000-401		Maint Buildings	\$896.00	Z239598	REPAIR DOORS AT MAINT BLDG
		Total	\$896.00		
<b>138493</b>	05/30/23	<b>Gopher State One Call</b>			
E 600-43250-332		Gopher One Locates	\$17.55	3040247	LOCATES
		Total	\$17.55		
<b>138494</b>	05/30/23	<b>GRANITE ELECTRONICS</b>			
E 100-42100-220		Repair/Maint Supply (GEN	\$56.44	150013136-1	PD ANTENNA KIT
		Total	\$56.44		
<b>138495</b>	05/30/23	<b>KIMBER CREEK FORD</b>			
E 100-43000-220		Repair/Maint Supply (GEN	\$453.75	4164	PW 2015 FORD F450 REPAIR
		Total	\$453.75		
<b>138496</b>	05/30/23	<b>LMC - INSURANCE TRUST</b>			
E 100-43000-160		Liability Insurance	\$1,152.26	10003104	PROPERTY/CASUALTY INS 4/7/23 - 4/7/24
E 100-43000-362		Property Ins	\$3,360.75	10003104	PROPERTY/CASUALTY INS 4/7/23 - 4/7/24

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-43000-363		Automotive Ins	\$1,920.43	10003104	PROPERTY/CASUALTY INS 4/7/23 - 4/7/24
E 100-41900-160		Liability Insurance	\$5,761.28	10003104	PROPERTY/CASUALTY INS 4/7/23 - 4/7/24
E 100-41900-362		Property Ins	\$2,640.59	10003104	PROPERTY/CASUALTY INS 4/7/23 - 4/7/24
E 100-45100-362		Property Ins	\$3,840.85	10003104	PROPERTY/CASUALTY INS 4/7/23 - 4/7/24
E 600-43250-160		Liability Insurance	\$4,801.07	10003104	PROPERTY/CASUALTY INS 4/7/23 - 4/7/24
E 600-43250-362		Property Ins	\$4,032.90	10003104	PROPERTY/CASUALTY INS 4/7/23 - 4/7/24
E 600-43250-363		Automotive Ins	\$1,104.25	10003104	PROPERTY/CASUALTY INS 4/7/23 - 4/7/24
E 100-42100-160		Liability Insurance	\$15,363.40	10003104	PROPERTY/CASUALTY INS 4/7/23 - 4/7/24
E 100-42100-362		Property Ins	\$6,961.54	10003104	PROPERTY/CASUALTY INS 4/7/23 - 4/7/24
E 100-42100-363		Automotive Ins	\$11,522.55	10003104	PROPERTY/CASUALTY INS 4/7/23 - 4/7/24
E 270-49010-362		Property Ins	\$576.13	10003104	PROPERTY/CASUALTY INS 4/7/23 - 4/7/24
Total			\$63,038.00		
<b>138497</b>	05/30/23	<b>M&amp;R SIGN CO., INC.</b>			
E 100-43000-226		Sign Materials	\$511.40	219505	SIGNS
Total			\$511.40		
<b>138498</b>	05/30/23	<b>MARCO TECHNOLOGIES LLC</b>			
E 100-42100-400		Equipment	\$121.45	502322449	PD COPIER LEASE 5/17/23 - 6/17/23
Total			\$121.45		
<b>138499</b>	05/30/23	<b>MENARDS- BAXTER</b>			
E 100-43000-225		Blacktop Repair	\$754.11	94156	PW POTHOLE PATCH
Total			\$754.11		
<b>138500</b>	05/30/23	<b>MID AMERICA METER INC</b>			
E 600-43250-220		Repair/Maint Supply (GEN	\$907.89	23-5186	SHOP SUPPLIES
Total			\$907.89		
<b>138501</b>	05/30/23	<b>MN CITY/CNTY MNGMNT ASSOC.</b>			
E 100-41300-433		Dues and Subscriptions	\$100.00	2023-2024	D. EICK MEMBERSHIP 5/1/23-4/30/24
E 100-41300-433		Dues and Subscriptions	\$130.02	2023-2024	D. CHANSKI MEMBERSHIP 5/1/23-4/30/23
Total			\$230.02		
<b>138502</b>	05/30/23	<b>NAPA OF CROSSLAKE</b>			
E 100-42100-220		Repair/Maint Supply (GEN	\$31.12	159430	PD WIPER AND WIPER BLADES
Total			\$31.12		
<b>138503</b>	05/30/23	<b>Old Dominion Brush Company</b>			
E 100-43000-225		Blacktop Repair	\$1,042.00	6834	PW CRACK SEALING
Total			\$1,042.00		
<b>138504</b>	05/30/23	<b>PAPER STORM</b>			
E 100-41900-300		Professional Srvs (GENE	\$52.00	22498	PAPER SHREDDING SERVICES
Total			\$52.00		
<b>138505</b>	05/30/23	<b>Pavestripe llc</b>			
E 100-43000-225		Blacktop Repair	\$425.00	050523	COMM CENTER PARKING LOT STRIPING
E 100-42100-401		Maint Buildings	\$430.00	050523A	PUBLIC SAFETY PARKING LOT STRIPING
Total			\$855.00		



## CITY OF BREEZY POINT

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>138506</b>	05/30/23	<b>PELICAN SQUARE INC</b>			
E 100-43000-212		Motor Fuels	\$107.00	1016310	PW FUEL
E 100-43000-200		General Operating (Suppli	\$9.88	1022024	PW WATER
		Total	\$116.88		
<b>138507</b>	05/30/23	<b>PLACID LAKE ADVISORS</b>			
E 100-41910-100		Compensation (GENERAL	\$4,500.00	MAY 2023	PLANNING CONSULTING 5/1/23 - 5/26/23
		Total	\$4,500.00		
<b>138508</b>	05/30/23	<b>PREMIER AUTO REPAIR</b>			
E 100-42100-220		Repair/Maint Supply (GEN	\$96.58	39877	PD 2017 FORD TRUCK MAINTENANCE
E 100-42100-220		Repair/Maint Supply (GEN	\$96.58	39897	PD 2021 FORD EXPLORER MAINTENANCE
E 100-42100-220		Repair/Maint Supply (GEN	\$1,040.38	40024	PD 2015 INTERCEPTOR UTILITY REPAIR
		Total	\$1,233.54		
<b>138509</b>	05/30/23	<b>RATWIK ROSZAK &amp; MALONEY PA</b>			
E 100-41610-304		Legal/Prosecution Fees	\$663.00	73866	MISC LEGAL FEES - APRIL 2023
		Total	\$663.00		
<b>138510</b>	05/30/23	<b>RED RIVER FLAGS</b>			
E 100-41900-401		Maint Buildings	\$285.90	5023	FLAGS
		Total	\$285.90		
<b>138511</b>	05/30/23	<b>SPARROW CLEANING SERVICE</b>			
E 100-42100-401		Maint Buildings	\$360.00	3619	PD OFFICE CLEANING SERVICES - APRIL
E 100-41900-401		Maint Buildings	\$280.00	3619	CH OFFICE CLEANING SERVICES - APRIL
		Total	\$640.00		
<b>138512</b>	05/30/23	<b>STREICHERS INC</b>			
E 100-42100-208		Training and Education	\$464.00	I1632282	PD AMMO
		Total	\$464.00		
<b>138513</b>	05/30/23	<b>TDS TELECOM</b>			
E 100-41910-308		Software / IT Support	\$6.90	12-406-0304	INTERNET 5/13/23-6/12/23
E 100-42100-308		Software / IT Support	\$48.32	12-406-0304	INTERNET 5/13/23-6/12/23
E 600-43250-308		Software / IT Support	\$8.63	12-406-0304	INTERNET 5/13/23-6/12/23
E 100-43000-308		Software / IT Support	\$5.18	12-406-0304	INTERNET 5/13/23-6/12/23
E 100-41900-308		Software / IT Support	\$17.24	12-406-0304	INTERNET 5/13/23-6/12/23
		Total	\$86.27		
<b>138514</b>	05/30/23	<b>THE OFFICE SHOP</b>			
E 100-42100-200		General Operating (Suppli	\$58.94	1127110-0	PD OFFICE SUPPLIES
E 100-41900-400		Equipment	\$34.99	1127599-0	OFFICE SUPPLIES
E 100-41300-200		General Operating (Suppli	\$12.98	1127599-1	ADMIN SUPPLIES
E 100-43000-200		General Operating (Suppli	\$12.98	1127599-1	PW SUPPLIES
E 100-41900-400		Equipment	\$68.16	1127642-0	EASEL & MARKERS
E 100-41300-200		General Operating (Suppli	\$3.72	1127677-0	ADMIN SUPPLIES
		Total	\$191.77		
<b>138515</b>	05/30/23	<b>US BANK</b>			
E 100-41300-200		General Operating (Suppli	\$19.41	APRIL 2023	MONITOR CABLE

## CITY OF BREEZY POINT

**\*Check Detail Register©**

Batch: 053023PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-43000-220		Repair/Maint Supply (GEN	\$25.75	APRIL 2023	PW LOW VOLTAGE REDUCER
E 100-43000-200		General Operating (Suppli	\$50.25	APRIL 2023	PW CLEVIS
E 100-43000-220		Repair/Maint Supply (GEN	\$313.52	APRIL 2023	PW TOW STRAP
E 100-43000-200		General Operating (Suppli	\$67.37	APRIL 2023	PW SAFETY GLASSES & EARPLUGS
E 100-42100-208		Training and Education	\$773.20	APRIL 2023	PD B SANDELL TRAINING LODGING
E 100-43000-225		Blacktop Repair	\$167.69	APRIL 2023	PW BLACKTOP PATCH
Total			\$1,417.19		
<b>138516</b>	05/30/23	<b>VERIZON WIRELESS</b>			
E 600-43250-321		Telephone	\$99.84	9934532314	SEWER CELL PHONES 5/11-6/10
E 100-43000-321		Telephone	\$149.76	9934532314	PW CELL PHONES 5/11-6/10
Total			\$249.60		
<b>138517</b>	05/30/23	<b>WIDSETH SMITH NOLTING &amp; ASSOC</b>			
E 100-41100-300		Professional Svcs (GENE	\$6,367.75	223398	CITY HALL ENGINEERING FEES THRU 5/12/23
E 602-43500-592		Engineering Costs	\$8,273.69	223477	WASTEWATER FACILITY & SEWER EXPANSION STUDY THRU 5/12/23
Total			\$14,641.44		
<b>138518</b>	05/30/23	<b>WSB</b>			
E 401-41900-300		Professional Svcs (GENE	\$23,770.00	R-022038-00	BUSCHMANN RD & RANCHETTE DR RECONSTRUCT ENG FEES- APRIL
Total			\$23,770.00		
<b>138519</b>	05/30/23	<b>ZIEGLER INC</b>			
E 100-43000-220		Repair/Maint Supply (GEN	\$665.00	IN000977095	PW COMPACT TRACK LOADER
E 100-43000-220		Repair/Maint Supply (GEN	\$1,283.27	SI000324317	PW EQUIPMENT REPAIRS
Total			\$1,948.27		
<b>10100 Primary</b>			\$139,429.05		

## Fund Summary

**10100 Primary**

100 GENERAL FUND	\$91,726.11
270 CEMETERY Special Revenue Fund	\$660.74
401 Revolving Capital Fund	\$23,770.00
600 SEWER OPERATING FUND	\$12,419.99
602 Sewer Capital Projects Fund	\$8,273.69
800 Escrow Reserve Fund	\$2,578.52
	\$139,429.05

CITY OF BREEZY POINT  
RESOLUTION 07-2023

A RESOLUTION ACCEPTING THE DONATION OF \$100.00 FROM BONNIE SUPAN FOR  
THE CITY OF BREEZY POINT PELICAN WOODS CEMETERY

WHEREAS, Bonnie Supan has donated \$100.00 to the City of Breezy Point Pelican Woods Cemetery.

NOW THEREFORE BE IT RESOLVED by the Breezy Point City Council that they accept the donation of the \$100.00

Rebecca Ball: \_\_\_\_\_

Brad Scott: \_\_\_\_\_

Steve Jensen: \_\_\_\_\_

Angel Zierden: \_\_\_\_\_

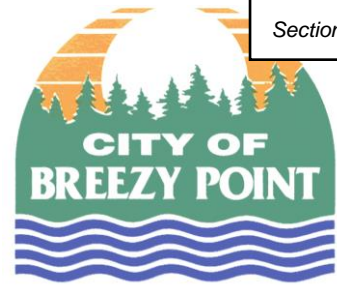
Michael Moroni: \_\_\_\_\_

Adopted this 5<sup>th</sup> Day of June 2023

\_\_\_\_\_  
Mayor Angel Zierden

Attest:

\_\_\_\_\_  
David Chanski, City Administrator/Clerk



TO: Mayor and Council

FROM: Police Chief Brian Sandell

DATE: May 30, 2023

MEETING DATE: June 5, 2023

Agenda Item: Public Assembly First Amendment Rights Policy

Background: The First Amendment to the Constitution of the United States of America states, "Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof, or abridging the freedom of speech or of the press, or the right of the people peaceably to assemble and to petition the Government for a redress of grievances."

The Bill of Rights in Article 1 of the [Minnesota Constitution](#) addresses the rights of free speech and the liberty of the press. However, neither the state nor federal constitutions protect criminal activity or threats against citizens, businesses, or critical infrastructure.

The Breezy Point Police Department supports all people's fundamental right to peaceably assemble and their right to freedom of speech and expression.

The purpose of this policy is to provide guidelines to Breezy Point Police Department personnel regarding the application and operation of acceptable law enforcement actions addressing public assemblies and First Amendment Activity.

Requested Action: Approve the mandated Public Assembly First Amendment Rights Model Policy.

## **Public Assembly and First Amendment Activity**

### References:

Minn. Rules 6700.1615

[First Amendment US Constitution](#)

[Minnesota Constitution](#)

[609.705. Unlawful Assembly](#)

[609.71 Riot](#)

[609.066 Authorized Use of Force by Peace Officers](#)

[609.06 Authorized Use of Force](#)

## **1) PURPOSE**

The First Amendment to the Constitution of the United States of America states, "Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof, or abridging the freedom of speech or of the press, or the right of the people peaceably to assemble and to petition the Government for a redress of grievances."

The Bill of Rights in Article 1 of the [Minnesota Constitution](#) addresses the rights of free speech and the liberty of the press. However, neither the state nor federal constitutions protect criminal activity or threats against citizens, businesses, or critical infrastructure.

The Breezy Point Police Department supports all people's fundamental right to peaceably assemble and their right to freedom of speech and expression.

The purpose of this policy is to provide guidelines to Breezy Point Police Department personnel regarding the application and operation of acceptable law enforcement actions addressing public assemblies and First Amendment Activity.

## **2) POLICY**

The Breezy Point Police Department will uphold the constitutional rights of free speech and assembly while using the minimum use of physical force and authority required to address a crowd management or crowd control issue.

The policy of the Breezy Point Police Department ("department") regarding crowd management and crowd control is to apply the appropriate level of direction and control to protect life, property, and vital facilities while maintaining public peace and order during a public assembly or First Amendment activity. Department personnel must not harass, intimidate, or discriminate against or unreasonably interfere with persons engaged in the lawful exercise of their rights.

This policy concerning crowd management, crowd control, crowd dispersal, and police responses to violence and disorder applies to spontaneous demonstrations, crowd event situations, and planned demonstration or crowd events regardless of the permit status of

the event.

This policy is to be reviewed annually.

### 3) DEFINITIONS

- A. Chemical Agent Munitions: Munitions designed to deliver chemical agents from a launcher or hand thrown.
- B. Control Holds: Control holds are soft empty hand control techniques as they do not involve striking.
- C. Crowd Management: Techniques used to manage lawful public assemblies before, during, and after an event. Crowd management can be accomplished in part through coordination with event planners and group leaders, permit monitoring, and past event critiques.
- D. Crowd Control: Techniques used to address unlawful public assemblies.
- E. Deadly Force: Force used by an officer that the officer knows, or reasonably should know, creates a substantial risk of causing death or great bodily harm.  
(Reference: (law enforcement agency's) Use of Force Policy, MN Statutes [609.06](#) and [609. 066](#))
- F. Direct Fired Munitions: Less-lethal impact munitions that are designed to be direct fired at a specific target.
- G. First Amendment Activities: First Amendment activities include all forms of speech and expressive conduct used to convey ideas and/or information, express grievances, or otherwise communicate with others and include both verbal and non-verbal expression. Common First Amendment activities include, but are not limited to, speeches, demonstrations, vigils, picketing, distribution of literature, displaying banners or signs, street theater, and other artistic forms of expression. All these activities involve the freedom of speech, association, and assembly and the right to petition the government, as guaranteed by the United States Constitution and the [Minnesota State Constitution](#).

The government may impose reasonable restrictions on the time, place, or manner of protected speech, provided the restrictions are justified without reference to the content of the regulated speech, that they are narrowly tailored to serve a significant governmental interest, and that they leave open ample alternative channels for communication of the information.

- H. Great Bodily Harm: Bodily injury which creates a high probability of death, or which causes serious, permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily harm. (Reference: (law enforcement agency's) Use of Force Policy, MN Statutes [609.06](#) and [609. 066](#))
- I. Legal Observers – Individuals, usually representatives of civilian human rights agencies, who attend public demonstrations, protests and other activities. The following may be indicia of a legal observer: Wearing a green National Lawyers' Guild issued or authorized Legal Observer hat and/or vest (a green NLG hat and/or black vest with green labels) or wearing a blue ACLU issued or authorized legal observer vest.
- J. Less-lethal Impact Munitions. Impact munitions which can be fired, launched, or

otherwise propelled for the purpose of encouraging compliance, overcoming resistance or preventing serious injury without posing significant potential of causing death.

- K. **Media:** Media means any person who is an employee, agent, or independent contractor of any newspaper, magazine or other periodical, book publisher, news agency, wire service, radio or television station or network, cable or satellite station or network, or audio or audiovisual production company, or any entity that is in the regular business of news gathering and disseminating news or information to the public by any means, including, but not limited to, print, broadcast, photographic, mechanical, internet, or electronic distribution. For purposes of this policy, the following are indicia of being a member of the media: visual identification as a member of the press, such as by displaying a professional or authorized press pass or wearing a professional or authorized press badge or some distinctive clothing that identifies the wearer as a member of the press.

#### 4) Law Enforcement Procedures

- A. **Uniform:** All officers responding to public assemblies must at all times, including when wearing protective gear, display their agency name and a unique personal identifier in compliance with this department's uniform policy. The chief law enforcement officer must maintain a record of any officer(s) at the scene who is not in compliance with this requirement due to exigent circumstances.
- B. **Officer conduct:**
1. Officers shall avoid negative verbal engagement with members of the crowd. Verbal abuse against officers does not constitute a reason for an arrest or for any use of force against such individuals.
  2. Officers must maintain professional demeanor and remain neutral in word and deed despite unlawful or anti-social behavior on the part of crowd members.
  3. Officers must not take action or fail to take action based on the opinions being expressed.
  4. Officers must not interfere with the rights of members of the public to observe and document police conduct via video, photographs, or other methods unless doing so interferes with on-going police activity.
  5. Officers must not use a weapon or munition unless the officer has been trained in the use and qualified in deployment of the weapon/munition.
  6. This policy does not preclude officers from taking appropriate action to direct crowd and vehicular movement; enforce ordinances and statutes; and to maintain the safety of the crowd, the general public, law enforcement personnel, and emergency personnel.

#### 5. Responses to Crowd Situations

- A. **Lawful assembly.** Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest, or otherwise express their views and opinions through varying forms of communication including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills, leafleting and

loitering.

## **B. Unlawful assembly**

1. The definition of an unlawful assembly has been set forth in Minnesota Statute [§609.705](#).
2. The mere failure to obtain a permit, such as a parade permit or sound permit, is not a sufficient basis to declare an unlawful assembly
3. The fact that some of the demonstrators or organizing groups have engaged in violent or unlawful acts on prior occasions or demonstrations is not grounds for declaring an assembly unlawful.
4. Whenever possible, the unlawful behavior of a few participants must not result in the majority of peaceful protestors being deprived of their First Amendment rights, unless other participants or officers are threatened with dangerous circumstances.
5. Unless emergency or dangerous circumstances prevent negotiation, crowd dispersal techniques must not be initiated until after attempts have been made through contacts with the police liaisons and demonstration or crowd event leaders to negotiate a resolution of the situation so that the unlawful activity will cease, and the First Amendment activity can continue.

## **C. Declaration of Unlawful Assembly**

1. If the on-scene supervisor/incident commander has declared an unlawful assembly, the reasons for the declaration and the names of the decision maker(s) must be recorded. The declaration and dispersal order must be announced to the assembly. The name(s) of the officers announcing the declaration should be recorded, with the time(s) and date(s) documented.
2. The dispersal order must include:
  - a) Name, rank of person, and agency giving the order
  - b) Declaration of Unlawful Assembly and reason(s) for declaration
  - c) Egress or escape routes that may be used
  - d) Specific consequences of failure to comply with dispersal order
  - e) How long the group has to comply
3. Whenever possible, dispersal orders should also be given in other languages that are appropriate for the audience. Officers must recognize that not all crowd members may be fluent in the language(s) used in the dispersal order.
4. Dispersal announcements must be made in a manner that will ensure that they are audible over a sufficient area. Dispersal announcements must be made from different locations when the demonstration is large and noisy. The dispersal announcements should be repeated after commencement of the dispersal operation so that persons not present at the original broadcast will understand that they must leave the area. The announcements must also specify adequate egress or escape routes. Whenever possible, a minimum of two escape/egress routes shall be identified and announced.

## **D. Crowd Dispersal**

1. Crowd dispersal techniques should not be initiated until officers have made repeated announcements to the crowd, or are aware that repeated announcements



- have been made, asking members of the crowd to voluntarily disperse, and informing them that, if they do not disperse, they will be subject to arrest.
2. Unless an immediate risk to public safety exists or significant property damage is occurring, sufficient time will be allowed for a crowd to comply with officer commands before action is taken.
  3. If negotiations and verbal announcements to disperse do not result in voluntary movement of the crowd, officers may employ additional crowd dispersal tactics, but only after orders from the on-scene supervisor/incident commander. The use of these crowd dispersal tactics shall be consistent with the department policy of using the minimal officer intervention needed to address a crowd management or control issue.
  4. If, after a crowd disperses pursuant to a declaration of unlawful assembly and subsequently participants assemble at a different geographic location where the participants are engaged in non-violent and lawful First Amendment activity, such an assembly cannot be dispersed unless it has been determined that it is an unlawful assembly, and a new declaration of unlawful assembly has been made.

## **6. Tactics and Weapons to Disperse or Control a Non-Compliant Crowd**

Nothing in this policy prohibits officers' abilities to use appropriate force options to defend themselves or others as defined in the (law enforcement agency's) Use of Force policy.

### **A. Use of Batons**

1. Batons must not be used for crowd control, crowd containment, or crowd dispersal except as specified below.
2. Batons may be visibly displayed and held in a ready position during squad or platoon formations.
3. When reasonably necessary for protection of the officers or to disperse individuals in the crowd pursuant to the procedures of this policy, batons may be used in a pushing, pulling, or jabbing motion. Baton jabs must not be used indiscriminately against a crowd or group of persons but only against individuals who are physically aggressive or actively resisting arrest. Baton jabs should not be used in a crowd control situation against an individual who is attempting to comply but is physically unable to disperse or move because of the press of the crowd or some other fixed obstacle.
4. Officers must not strike a person with any baton to the head, neck, throat, kidneys, spine, or groin, or jab with force to the armpit unless the person has created an imminent threat of great bodily harm to another.
5. Batons shall not be used against a person who is handcuffed except when permissible under this department's Use of Force policy and state law.

### **B. Restrictions on Crowd Control and Crowd Dispersal**

1. Canines. Canines must not be used for crowd control, crowd containment, or crowd dispersal.
2. Fire Hoses. Fire hoses must not be used for crowd control, crowd containment, or crowd dispersal.
3. Electronic Control Weapons (ECWs) must not be used for crowd control, crowd

containment, or crowd dispersal.

4. Motorcycles and police vehicles must not be used for crowd dispersal, but may be used for purposes of observation, visible deterrence, traffic control, transportation, and area control during a crowd event.
5. Skip Fired Specialty Impact Less-Lethal Munitions (Wooden Dowels and Stinger Grenades) may be used as a last resort if other crowd dispersal techniques have failed or have been deemed ineffective.
6. Direct Fired munitions may never be used indiscriminately against a crowd or group of persons even if some members of the crowd or group are violent or disruptive.
  - a) Except for exigent circumstances, the on-scene supervisor/incident commander must authorize the deployment of Direct Fired munitions. Direct Fired munitions must be used only against a specific individual who is engaging in conduct that poses an immediate threat of loss of life or serious bodily injury to them self, officers, or the general public; or is creating an imminent risk to the lives or safety of other persons through the substantial destruction of property.
  - b) Officers shall not discharge a Direct Fired munitions at a person's head, neck, throat, face, left armpit, spine, kidneys, or groin unless deadly force would be justified.
  - c) When circumstances permit, the on-scene supervisor/incident commander must make an attempt to accomplish the policing goal without the use of Direct Fired munitions as described above, and, if practical, an audible warning shall be given to the subject before deployment of the weapon.
7. Aerosol Hand-held Chemical Agents must not be used in a demonstration or crowd situation or other civil disorders without the approval of the on-scene supervisor/incident commander.
  - a) Aerosol, hand-held, pressurized, containerized chemical agents that emit a stream shall not be used for crowd management, crowd control, or crowd dispersal during demonstrations or crowd events. Aerosol hand-held chemical agents may not be used indiscriminately against a crowd or group of persons, but only against specific individuals who are engaged in specific acts of serious unlawful conduct or who are actively resisting arrest.
  - b) Officers shall use the minimum amount of the chemical agent necessary to overcome the subject's resistance.
  - c) When possible, persons should be removed quickly from any area where hand held chemical agents have been used. Officers must monitor the subject and pay particular attention to the subject's ability to breathe following the application of a chemical agent.
  - d) A subject who has been sprayed with a hand-held chemical agent shall not be left lying on their stomach once handcuffed or restrained with any device.
9. Chemical munitions use in a crowd situation is subject to the following:
  - a) Chemical munitions must be used only when:
    - 1) a threat of imminent harm or serious property damage is present, or

other crowd dispersal techniques have failed or did not accomplish the policing goal as determined by the incident commander,

- 2) sufficient egress to safely allow the crowd to disperse exists, and
- 3) The use of chemical munitions is approved by the on-scene supervisor/incident commander, and
- b) When feasible, additional announcements should be made prior to the use of chemical munitions in a crowd situation warning of the imminent use of chemical munitions.
- c) Deployment of chemical munitions into a crowd must be avoided to prevent unnecessary injuries.
- d) CN chemical munitions are prohibited.
- e) The use of each chemical munition must be recorded (time, location), and the following information must be made available by the department on request :
  - 1) the name of each chemical munition used in an incident,
  - 2) the location and time of use for each munition deployment,
  - 3) access to the safety data sheet (SDS) for chemical munition
- f) Where extensive use of chemical munitions would reasonably be anticipated to impact nearby residents or businesses, agencies should consider proactively notifying impacted individuals of safety information related to the munitions use as soon as possible, even if after the event.
- g) When chemical munitions are used, an emergency responder will be on standby at a safe distance near the target area when feasible.
- h) Chemical munitions are subject to the same procedural requirements as outlined in the (law enforcement department)'s UOF policy.

## C. Arrests

1. If the crowd has failed to disperse after the required announcements and sufficient time to disperse, officers may encircle the crowd or a portion of the crowd for purposes of making multiple simultaneous arrests.
2. Persons who make it clear (e.g., by non-violent civil disobedience) that they seek to be arrested may be arrested and must not be subjected to other dispersal techniques, such as the use of batons or chemical agents. Persons refusing to comply with arrest procedures may be subject to the reasonable use of force.
3. Arrests of non-violent persons shall be accomplished by verbal commands and persuasion, handcuffing, lifting, carrying, the use of dollies and/or stretchers, and/or the use of soft empty hand control holds.
4. Officers must document any injuries reported by an arrestee, and as soon as practical, officers must obtain professional medical treatment for the arrestee.
5. Juveniles arrested in demonstrations shall be handled consistent with department policy on arrest, transportation, and detention of juveniles.
6. Officers arresting a person with a disability affecting mobility or communication must follow the department policy on arrest, transportation, and detention of persons with disabilities.

## 6. Handcuffs

- A. All persons subject to arrest during a demonstration or crowd event shall be handcuffed in accordance with department policy, orders, and training bulletins.
- B. Officers should be cognizant that flex-cuffs may tighten when arrestees hands swell or move, sometimes simply in response to pain from the cuffs themselves. When arrestees complain of pain from overly tight flex cuffs, officers must examine the cuffs and ensure proper fit.
- C. Arrestees in flex-cuffs must be monitored to prevent injury.
- D. Each unit involved in detention and/or transportation of arrestees with flex-cuffs should have a flex-cuff cutter and adequate supplies of extra flex-cuffs readily available.

## 7. Media.

- A. The media have a First Amendment right to cover public activity, including the right to record video or film, livestream, photograph, or use other mediums.
- B. The media must not be restricted to an identified area, and must be permitted to observe and must be permitted close enough access to view the crowd event and any arrests. An onsite supervisor/incident commander may identify an area where media may choose to assemble.
- C. Officers will not arrest members of the media unless they are physically obstructing lawful efforts to disperse the crowd, or efforts to arrest participants, or engaged in criminal activity.
- D. The media must not be targeted for dispersal or enforcement action because of their media status.
- E. Even after a dispersal order has been given, clearly identified media must be permitted to carry out their professional duties unless their presence would unduly interfere with the enforcement action.

## 8. Legal Observers

- A. Legal observers, including unaffiliated self-identified legal observers and crowd monitors, do not have the same legal status as the media, and are subject to laws and orders similar to any other person or citizen.
- B. Legal observers and monitors must comply with all dispersal orders unless the on-site supervisor/incident commander chooses to allow such an individual legal observers and monitors to remain in an area after a dispersal order.
- C. Legal observers and crowd monitors must not be targeted for dispersal or enforcement action because of their status.

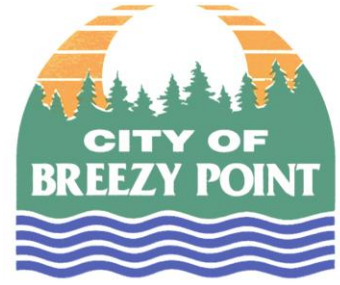
## 9. Documentation of Public Assembly and First Amendment Activity

- A. The purpose of any visual documentation by the Breezy Point Police Department of a public assembly or first amendment activity must be related only to:
  - 1) Documentation of the event for the purposes of debriefing,
  - 2) Documentation to establish a visual record for the purposes of responding to citizen complaints or legal challenges, or
  - 3) Creating visual records for training purposes.

- B. If it is the policy of the Breezy Point Police Department to videotape and photograph, it must be done in a manner that minimizes interference with people lawfully participating in First Amendment activities. Videotaping and photographing of First Amendment activities must take place only when authorized by the on-site supervisor/incident commander.
  - C. Individuals should not be singled out for photographing or recording simply because they appear to be leaders, organizers, or speakers.
  - D. Unless evidence of criminal activity is provided, videos or photographs of demonstrations shall not be disseminated to other government agencies, including federal, state, and local law enforcement agencies. If videos or photographs are disseminated or shared with another law enforcement agency, a record should be created and maintained noting the date and recipient of the information.
  - E. If there are no pending criminal prosecutions arising from the demonstration or if the video recording or photographing is not relevant to an Internal Affairs or citizen complaint investigation or proceedings or to civil litigation arising from police conduct at the demonstration, the video recording and/or photographs shall be destroyed in accordance with department policies.
  - F. This directive shall not prohibit department members from using these videos or footage from such videos as part of training materials for officers in crowd control and crowd dispersal techniques and procedures.
-

TO: Mayor and City Council  
FROM: Joe Zierden, Public Works Supervisor  
RE: New Holland Tractor Repair  
DATE: June 5, 2023

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The 2002 New Holland TS 110 tractor is used for road sweeping and ditch mowing, scheduled replacement would be 2027. While sweeping, the front differential seized up and movement ceased. Without repair the tractor will be non-operational and ditch mowing will not occur. Repairs are estimated to cost around \$8,000.00 but could change if further problems are discovered in the repair.

**Council Action**

Staff recommends that the City Council authorize the repair of the New Holland TS 110.



40486 408th Street  
Sauk Centre, MN 56378  
Phone: (320) 352-6543



www.modernfarmequipment.com

25894 HWY 27  
Pierz, MN 56364  
Phone: (320) 468-2161



Estimate: E45003P

COD Date: 05/31/2023

CITY OF BREEZY POINT  
8319 COUNTY ROAD 11

BREEZY POINT, MN 56472--311

Year		Make/Model		Serial Number		
		2000 NH TS110		140620B		
Stock No	PO	License	Tag	Customer	Telephone	
16063				73590	218-562-4441	

Cond	OpCode	T	Description	Quantity	List	Net	Total
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Type: TRACTOR RO Open Date: 05/30/23

001 AXLE ESTIMATE  
D FRONT AXLE ESTIMATE

CL	L LABOR						3900.00
	CUSTOMER						
	P BEARING, R	1.00	49.00	49.00	49.00		
	P BEARING AS	1.00	125.00	125.00	125.00		
	P RING	1.00	72.25	72.25	72.25		
	P O-RING	1.00	2.40	2.40	2.40		
	P SEAL	1.00	17.25	17.25	17.25		
	P SEAL PROTE	1.00	12.00	12.00	12.00		
	P NUT RING	1.00	26.00	26.00	26.00		
	P GEAR, BEVE	1.00	1005.00	1005.00	1005.00		
	P SCREW	8.00	4.10	4.10	32.80		
	P DIFFERENTI	1.00	950.00	950.00	950.00		
	P BEARING AS	2.00	134.00	134.00	268.00		
	P O-RING	1.00	11.25	11.25	11.25		
	P O-RING	1.00	22.25	22.25	22.25		
	P O-RING	1.00	1.15	1.15	1.15		
	P WASHER, SE	1.00	4.45	4.45	4.45		
	P BEARING, B	2.00	50.75	50.75	101.50		
	P SEAL	2.00	14.75	14.75	29.50		
	P RETAINER	2.00	20.25	20.25	40.50		
	P O-RING	2.00	1.15	1.15	2.30		
	P BUSHING	2.00	177.00	177.00	354.00		
	P O-RING	2.00	5.65	5.65	11.30		
	P RING	4.00	5.40	5.40	21.60		
	P RING, SNAP	4.00	8.15	8.15	32.60		
	P SEAL	2.00	1.45	1.45	2.90		
	P OIL HYDRA	1.00	130.00	130.00	130.00		
	P MISC	1.00	500.00	500.00	500.00		
	Subtotal charges this section				7725.00		

M SHOP SUPPLIES / ENVIRONMENTAL 135.00

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Estimate: E45003P

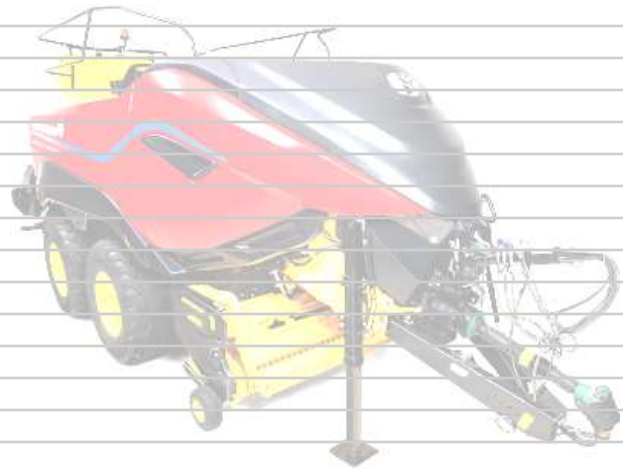
COD Date: 05/31/2023

CITY OF BREEZY POINT  
8319 COUNTY ROAD 11

BREEZY POINT, MN 56472--311

Year		Make/Model		Serial Number		
		2000 NH TS110		140620B		
Stock No	PO	License	Tag	Customer	Telephone	
16063				73590	218-562-4441	

Cond	OpCode	T	Description	Quantity	List	Net	Total
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**General Invoice Disclaimer:** All sales are final, no returns or refunds on charges above. Telephone or any electronic means of authorization also implies acceptance of this invoice.

☐ **Service Estimate Disclaimer:** AUTHORIZATION: Whether communicating in person, by telephone, or any electronic means; authorization shall be acceptance of the repair work herein set forth to be completed, along with the necessary parts and materials to complete such work. I agree that Modern Farm Equipment is not responsible for any delays caused by unavailability of parts or delays in parts shipments or delivery. I acknowledge that this is an estimate and not a firm quotation.

☐ **Service Invoice Disclaimer:** AUTHORIZATION: Whether communicating in person, by telephone, or any electronic means; in leaving the machine with Modern Farm Equipment or having Modern Farm Equipment pick up or haul the machine, I hereby authorize the repair work herein set forth to be completed, along with the necessary parts and materials to complete such work. I agree that Modern Farm Equipment will not be held responsible for loss or damage to machine, or articles left in the machine in case of fire, theft, accident, or any other cause beyond Modern Farm Equipment's control. I agree that Modern Farm Equipment is not responsible for any delays caused by unavailability of parts or delays in parts shipments or delivery. I hereby grant Modern Farm Equipment permission to operate the machine as needed and in locations deemed necessary for inspection, troubleshooting, testing, and/or repair work verification. An express mechanic lien is hereby acknowledged on the machine to secure the amount of repairs thereto. I certify that I am authorized to use this Account and that I agree that the total amount of this invoice is repayable in accordance with the Credit Agreement applicable to the Account used to complete this purchase.

Signature: \_\_\_\_\_

DESC	TOTALS
LABOR	3900.00
PARTS	3825.00
SUBLET	
MISC	135.00
OTHER	
SUBTOTAL	7860.00
TAX	
TOTAL	7860.00



TO: Mayor and City Council

FROM: David Chanski, City Administrator/Clerk

RE: May 16 City Council Workshop Summary

DATE: June 5, 2023

---



On May 16 the City Council conducted a workshop to receive and discuss the final report from Widseth on the City Hall Facility Assessment. The Council met at 1:00pm and concluded at 3:30pm. The presentation given by Widseth, the full Facility Assessment, and the cost estimate worksheet that were presented to the City Council are attached to this memo.

In summary, Widseth walked the City Council through the process by which they approached the assessment, the overarching findings of the assessment, and estimated costs to address identified deficiencies. Additionally, Widseth presented 4 options for addressing the needs identified in the assessment:

1. Conduct basic repairs to the existing City Hall building as identified.
2. Conduct basic repairs and expand the building to address space constraints and future needs.
3. Construct a new City Hall building and preserve the existing building for a public use to be identified in the future.
4. Construct a new City Hall building with community amenities and demolish the existing building.

The estimated costs of these four options range from approximately \$1 million to conduct basic repairs to approximately \$4 million to construct a new building with community amenities and demolish the existing building. The City Council was also provided with a very high level analysis of the costs to bond for the high and low cost estimates. This analysis was done by BakerTilly, but is not a complete analysis. BakerTilly is currently conducting a complete financial analysis, which will be completed prior to further discussions being held by the City Council.

Following the presentation, the City Council took time to share their individual reactions and thoughts. Ultimately, the Council had consensus that the City should investigate Options 2 and 4 further. The Council was also in consensus that they would like to see public engagement on these options as well as the completed financial analysis before discussing further.

As a result of this workshop, staff has given further direction to BakerTilly to focus on Options 2 and 4, so that their financial analysis can be as informative as possible.

Additionally, staff has begun developing an engagement plan that will begin in June. This engagement plan takes the following approach:

- All documentation provided by Widseth and BakerTilly will be posted to the new City's website where the project will be given a dedicated project page. In addition to all documentation on this project, staff will also be creating space on the project page for questions and comments to be submitted online.
  - o Staff is looking to launch the new website on June 12.
- Starting June 6, staff will be setting up a standing display in City Hall for members of the public to see and engage with renderings of the existing layout of city hall, concept remodel option, and concept new city hall option. Comment cards will be made available to the public.
- Staff has also scheduled an open house for Wednesday, June 14 from 5:00pm to 7:00pm. This open house is dedicated time for the public to come in, get a full tour of the building, including staff space and the basement, as well as to engage with City staff and Widseth staff. Members of the City Council are encouraged to attend.
- Finally, staff will be actively marketing these three engagement opportunities via social media, press releases, and the City Hall sign.

**Breezy Point City Council  
May 16, 2023 - 1:00 pm  
City Council Workshop Minutes**

A workshop of the Breezy Point City Council began at 1:02pm. Councilmembers present were Rebecca Ball, Steve Jensen, Michael Moroni, Brad Scott, and Mayor Angel Zierden as well as City Administrator Chanski and Assistance City Administrator Daniel Eick. Lindsey Kriens and Mike Angland with Widseth were also present. The purpose of the workshop was to receive and discuss the City Hall Facility Assessment final report.

Widseth staff walked the City Council through the process by which they approached the assessment, the overarching findings of the assessment, and estimated costs to address identified deficiencies. Additionally, Widseth presented 4 options for addressing the needs identified in the assessment:

1. Conduct basic repairs to the existing City Hall building as identified.
2. Conduct basic repairs and expand the building to address space constraints and future needs.
3. Construct a new City Hall building and preserve the existing building for a public use to be identified in the future.
4. Construct a new City Hall building with community amenities and demolish the existing building.

The estimated costs of these four options range from approximately \$1 million to conduct basic repairs to approximately \$4 million to construct a new building with community amenities and demolish the existing building. The City Council was also provided with a very high level analysis of the costs to bond for the high and low cost estimates. This analysis was done by BakerTilly, but was not a complete analysis.

Following the presentation, the City Council took time to share their individual reactions and thoughts. Ultimately, the Council had consensus that the City should investigate Options 2 and 4 further. The Council was also in consensus that they would like to see public engagement on these options as well as the completed financial analysis before discussing further.

Councilmember Ball and Mayor Zierden departed at 3:00pm.

Councilmember Scott raised some concerns regarding the location of the City Council Retreat scheduled for May 20. After some discussion, a request was made

for City Administrator Chanski to confer with the City Attorney regarding concerns about holding the retreat outside of city limits.

The retreat concluded at 2:30pm.

---

David Chanski, Administrator/Clerk

DRAFT



City of Breezy Point

# City Hall Assessment And Study Presentation

May 15, 2023



WIDSETH



# Facility Assessment & Study Process

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1. Site & building walkthrough
2. Programming session
3. Identify facility deficiencies
4. Evaluate building access & security
5. Prioritize facility deficiencies
6. Study building additions/ remodels
7. Study new building
8. Plan overview and graphics
9. Cost summary
10. Presentation

# FACILITY ASSESSMENT

## Facility Deficiencies

A deep understanding of the current building and site, through the lens of the public's health, safety and welfare. Assessment of building system effectiveness, space analysis, security and longevity.

- Site conditions
- Exterior envelope
- Building access control
- Building code
- American Disabilities Act (ADA)
- Mechanical and electrical systems
- User groups
- Space utilization
- Audio visual and technology

### 5. General Accessibility

#### Item Concern: General Accessibility and Code Related Issues

#### Priority: High



The reception desk does not have an ADA accessible counter. Many of the doors do not provide ADA approved hardware. The kitchen does not allow accessibility to counters or the sink. When the council chambers serve as the community room and the doors are locked to the offices a dead-end corridor condition is present. There is non tempered glass present within 3' of a door.

#### Item Recommendation:

- The reconfiguration of the corridor would require a remodel and would impact the overall layout of the interior space of the building. Cost would be dependent on future design.
- Replace existing hardware with ADA compliant. Remodel to incorporate ADA accessible counter and kitchen area.



Photos: (provide caption)

# FACILITY ASSESSMENT

## Site Deficiencies

---





# FACILITY ASSESSMENT

## Building Envelope Deficiencies

---





# FACILITY ASSESSMENT

## Building Interior Deficiencies

---





# COST SUMMARY

Widseth has developed a cost summary process that corresponds to the facility assessment. Each item is evaluated on a low, medium or high priority list. Recommendations for addressing each category is also provided for your capital planning purpose. Below is an example of cost summary system.

*\*See appendix for cost summary report*

	PRIORITY		
	LOW	MEDIUM	HIGH
	11 + YEARS	5-10 YEARS	0-5 YEARS

*Facility deficiencies prioritized according to urgency of item that needs to be addressed.*

DISCIPLINE	ITEM	DESCRIPTION
CIVIL		
	1	Parking Lot Pavement Improvements
	2	Concrete Aprons for Material Storage

*Facility deficiencies organized by discipline.*

CONTINGENCY		
SUB-TOTAL		
GENERAL CONTRACTOR/CONSTRUCTION MANAGER		
SUB-TOTAL		
A/E DESIGN		
TOTAL		

*Facility deficiencies quantified and presented as project cost in lieu of item cost.*

# Breezy Point City Hall

## Preliminary Design Options

**Option 1** Facility assessment report items (High, Medium, Low).

**Option 2** Facility assessment report items and existing building remodel & addition.

**Option 3** New city hall facility and maintain existing building for community use.

**Option 4** New city hall building with community spaces.



# BUILDING PROGRAMMING

## The Process

A building program review individual spaces throughout a building from a square footage perspective. This data is cross referenced with industry standards and then “right-sized” in a new space program.

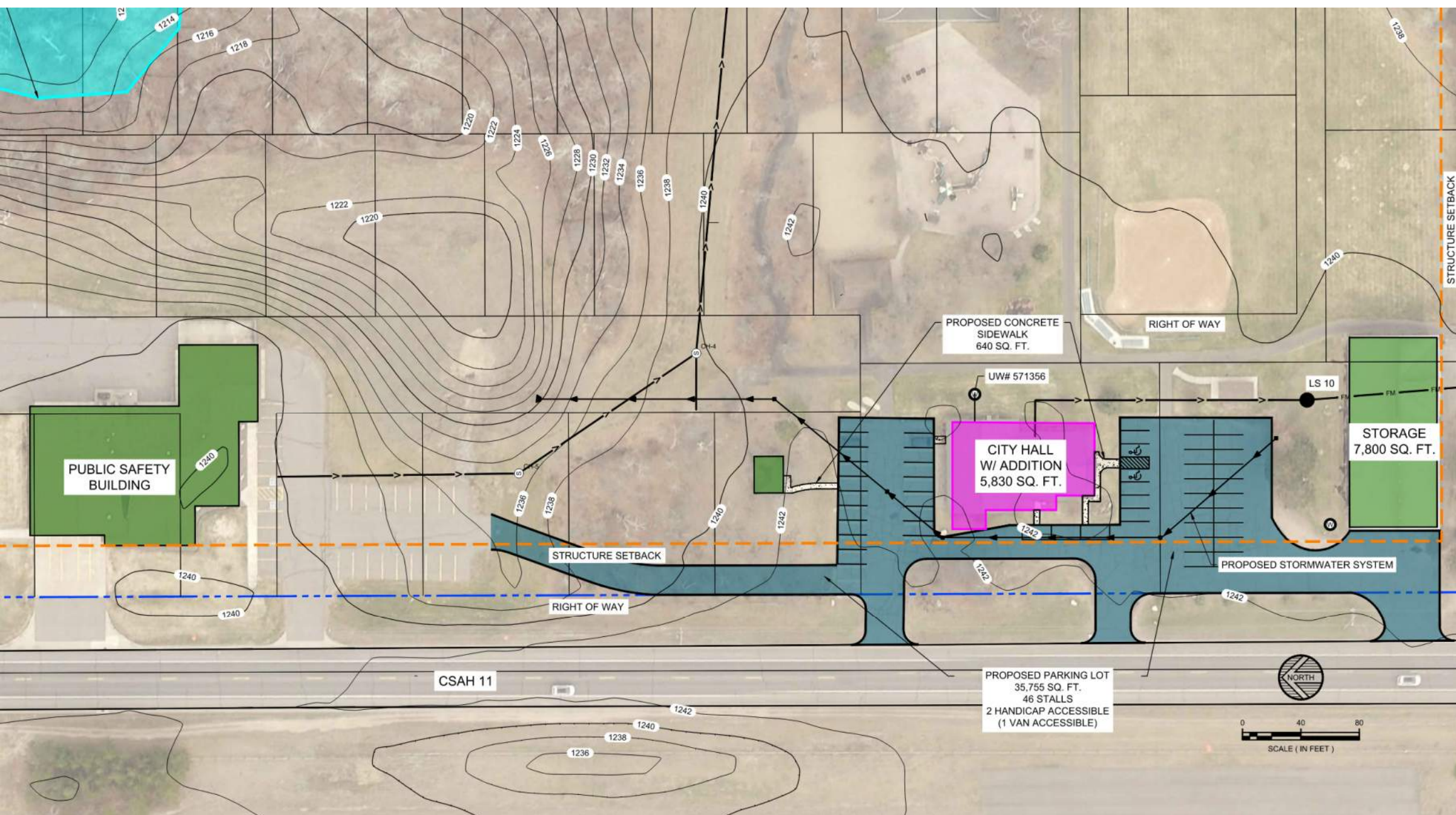
- Department analysis
- Site tour
- User group meeting
- As-built drawings
- Existing space program
- Review of industry standards
- Proposed space program
- Preliminary site plan & floor plan
- Review feasibility of design solutions

	Count	Area	Program Department Total SF	Existing Department SF	Remarks	Note
					Remarks	Note
<b>Staff Office Space</b>						
City Administrator	1	250	250	164	12.5' x 20'	
Assistant City Administrator	1	150	150	131	10'x15'	
Finance	1	150	150		10'x15'	
Public Works	1	150	150		10'x15'	
Future Staff	1	150	150		10'x15'	
Cubicle -Deputy Clerk	1	64	64	340	8'x8'	
Cubicle - Planning & Zoning	1	64	64	194	8'x8'	
Cubicle - Building	1	64	64	200	8'x8'	
Cubicle - Future Staff	1	64	64		8'x8'	
Staff Meeting Room	1	150	150		6-8 people	
Mail/Copy Room	1	80	80	108	Could be cubicle space	
Mini Kitchen	1	80	80		Sink, Ref, MW, DW	
Storage	1	120	120			
<b>Additional Notes:</b>						
<b>Subtotal</b>			<b>1,536</b>			
<b>Area Modifier (15%) Circulation</b>			<b>230</b>			
<b>Area Grand Total (SF)</b>			<b>1,766</b>	<b>1,138</b>		
<b>Council Chambers</b>						
Mayor	1	15	15		Dais	
Council Members	5	15	75		Dais	
Staff	4	15	60		Dais	
Public Seating	40	15	600		Prefer Fixed (35-40)	
Meeting Room	1	300	300		10-12 people	
Storage	1	120	120	142		
<b>Additional Notes:</b>						
<b>Subtotal</b>			<b>1,155</b>			
<b>Area Modifier (15%) Circulation</b>			<b>173</b>			
<b>Area Grand Total (SF)</b>			<b>1,328</b>	<b>1,912</b>		
<b>Community Room</b>						
Seating	50	15	750		At least 50 people	
Kitchen Space	1	150	150	224	Ref, MW, Sink, DW,	
Storage	1	120	120	142	Stove/Oven	
<b>Additional Notes:</b>						
<b>Subtotal</b>			<b>1,020</b>			
<b>Area Modifier (15%) Circulation</b>			<b>153</b>			
<b>Area Grand Total (SF)</b>			<b>1,173</b>	<b>Not Available</b>		
<b>Library</b>						
Seating	8	15	120		6-8 people	
Book Stacks	24	9	216		5,000 books; (24) 3' x 7'	
Storage	1	120	120		shelves	
<b>Additional Notes:</b>						
<b>Subtotal</b>			<b>456</b>			
<b>Area Modifier (15%) Circulation</b>			<b>68</b>			
<b>Area Grand Total (SF)</b>			<b>524</b>	<b>140</b>		
<b>Circulation Space/ Public Space</b>						
Mens Room	1	130	130	88		
Womens Room	1	130	130	88		
IT	1	80	80	82		
Corridor	1	134	134	134		
Corridor	1	127	127	127		
Vestibule	1	54	54	54		
<b>Additional Notes:</b>						
<b>Subtotal</b>			<b>655</b>			
<b>Area Modifier (15%) Circulation</b>			<b>98</b>			
<b>Area Grand Total (SF)</b>			<b>753</b>	<b>655</b>		



# Option 1 and 2 Building and Site

In this option, the existing city hall structure would remain, with potential additions to the existing building and site improvements.

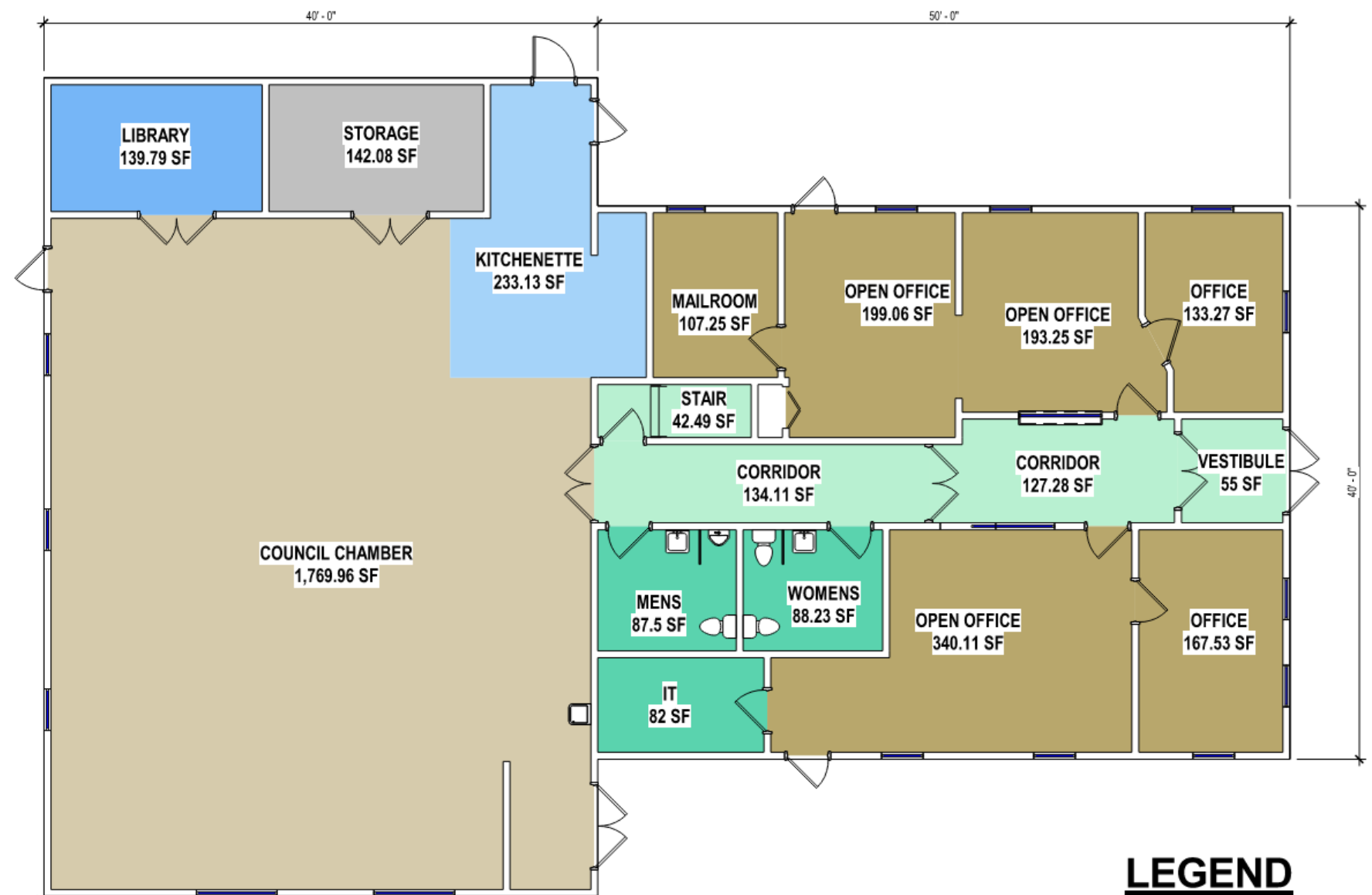


- Existing facility to remain.
- Temporary workspace and public meeting space required.
- Consideration of remodel and addition to existing building.
- Improved pavement and striping.
- Improved site lighting.
- New signage.
- Consideration of heated sidewalks.

# PRELIMINARY DESIGN

## Option 1 existing plan

- No secure entry
- Antiquated processes
- Undersized spaces
- Underutilized spaces
- Lack of garage & storage space



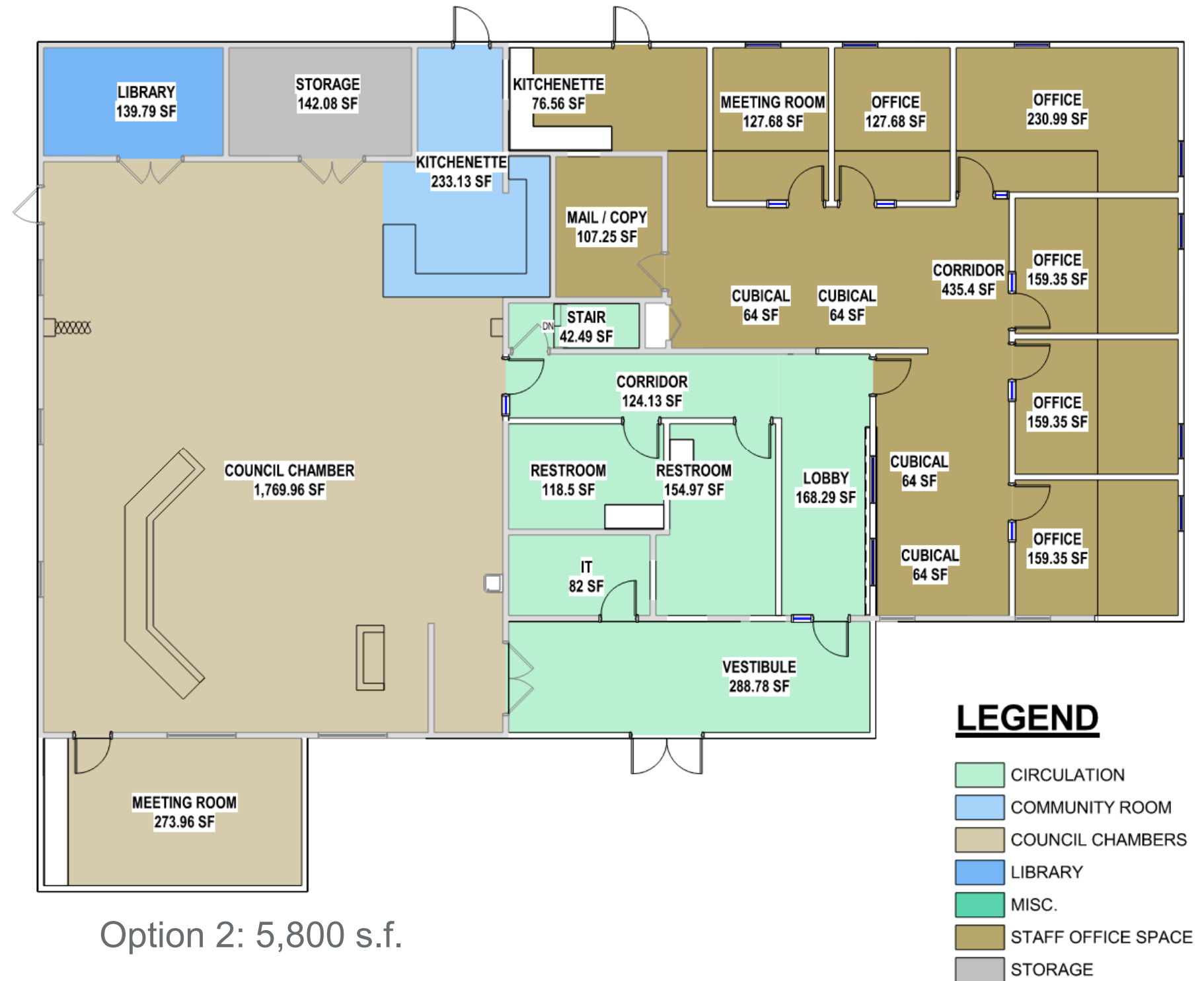
### LEGEND

<span style="background-color: #e0f2f1; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	CIRCULATION
<span style="background-color: #bbdefb; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	COMMUNITY ROOM
<span style="background-color: #f5f5dc; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	COUNCIL CHAMBERS
<span style="background-color: #bbdefb; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	LIBRARY
<span style="background-color: #e0f2f1; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	MISC.
<span style="background-color: #f5f5dc; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	STAFF OFFICE SPACE
<span style="background-color: #f5f5dc; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	STORAGE

# PRELIMINARY DESIGN

## Option 2 addition/remodel

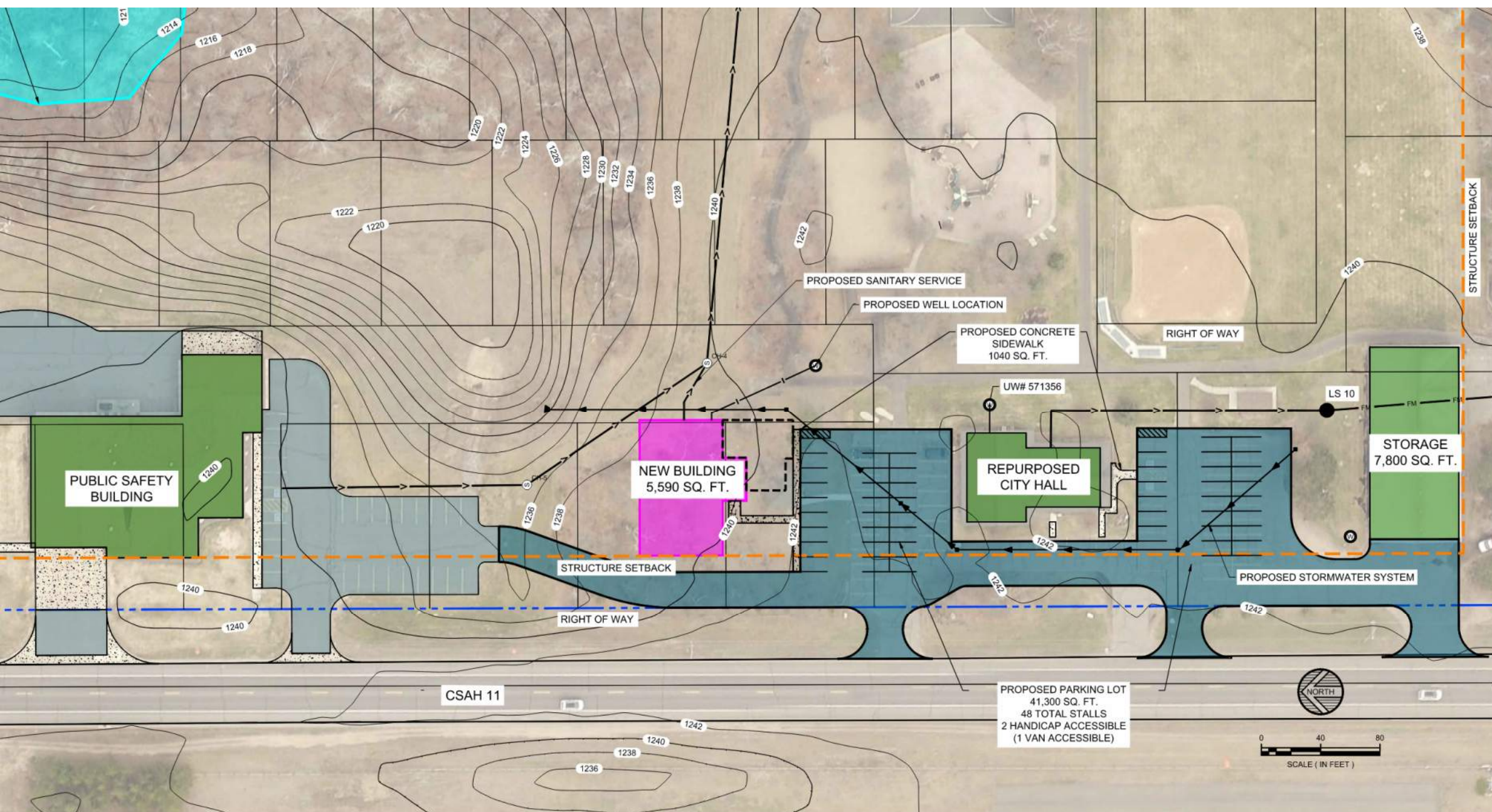
- Secure entry
- Department organization
- Right-sized spaces
- Updated M/E services
- Site upgrades





# Option 3 Concept Site

In this option, the existing city hall structure would remain. A new facility would be built to the north, between the existing facility and the Public Safety building.

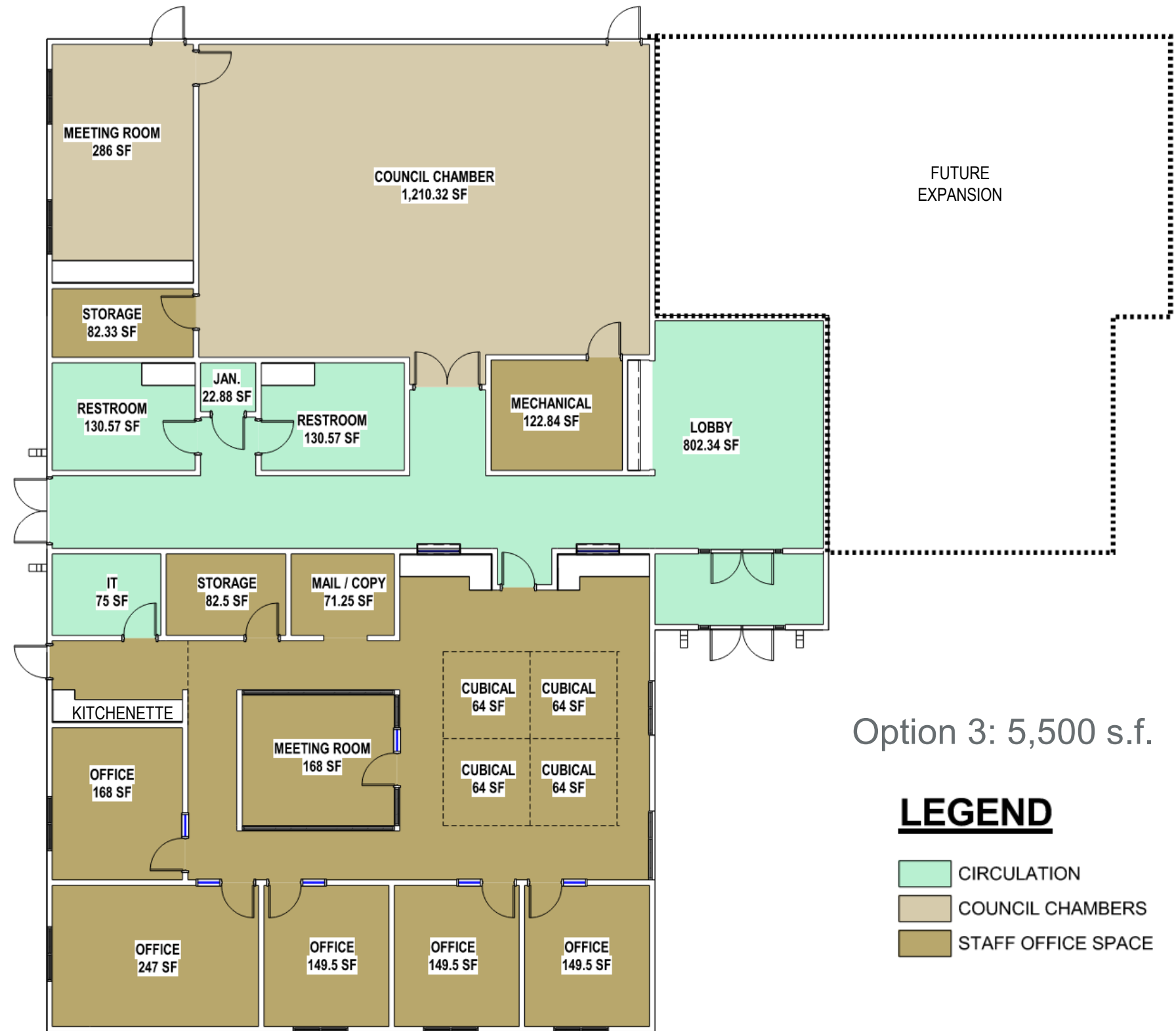


- Existing facility to remain.
- Repurpose as community center space: library, community room and kitchenette.
- New facility to support City Government functions.
- Option for future growth and expansion on building.

# PRELIMINARY DESIGN

## Option 3 new building plan

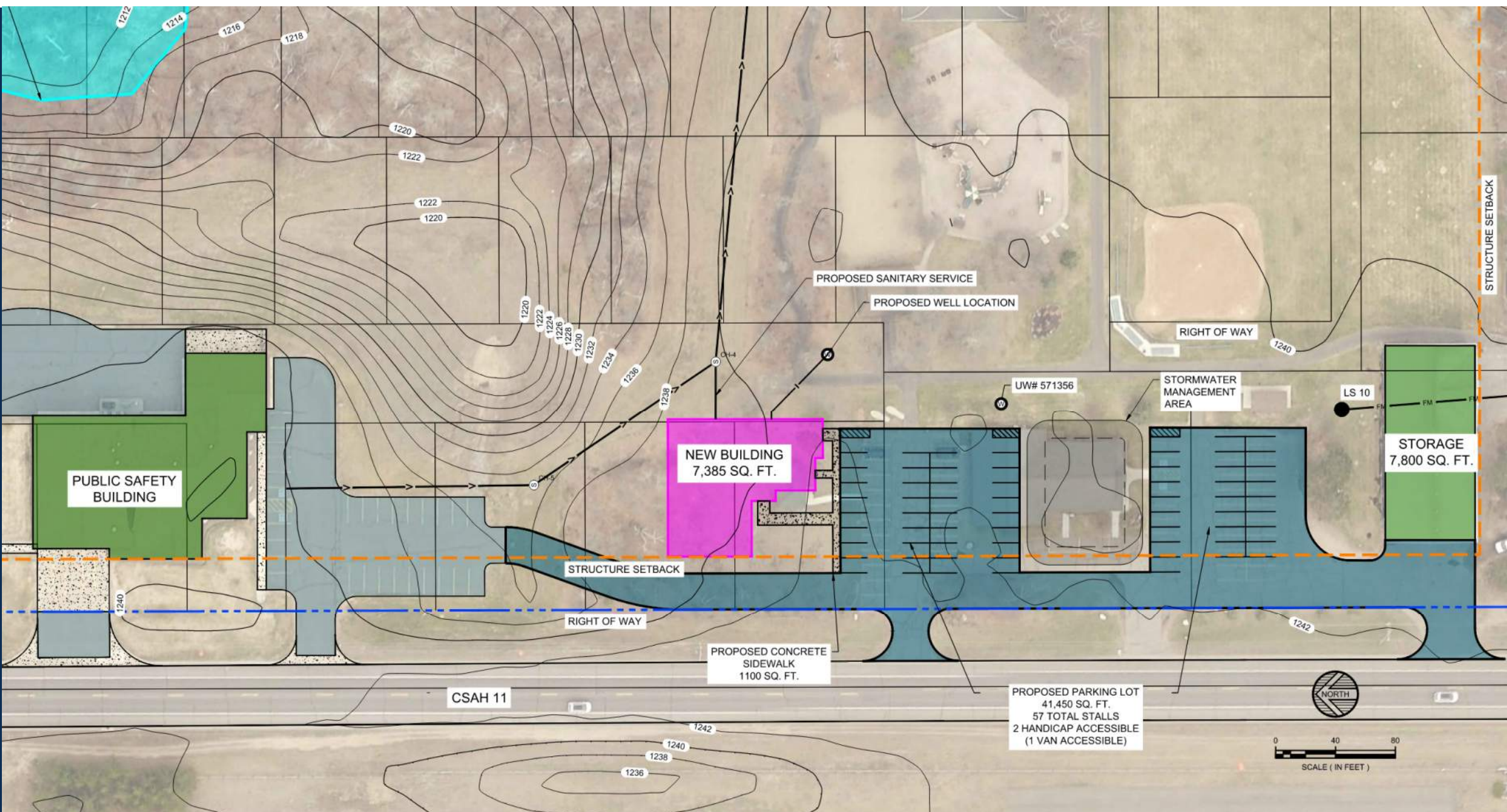
- Existing building to remain
- New city hall constructed
- Future expansion
- City operations
- Efficient construction





# Option 4 Concept Site

Option 4 would construct a new city hall facility with community accessed spaces within. Construction of this building could be completed and then the existing facility removed for site improvements.

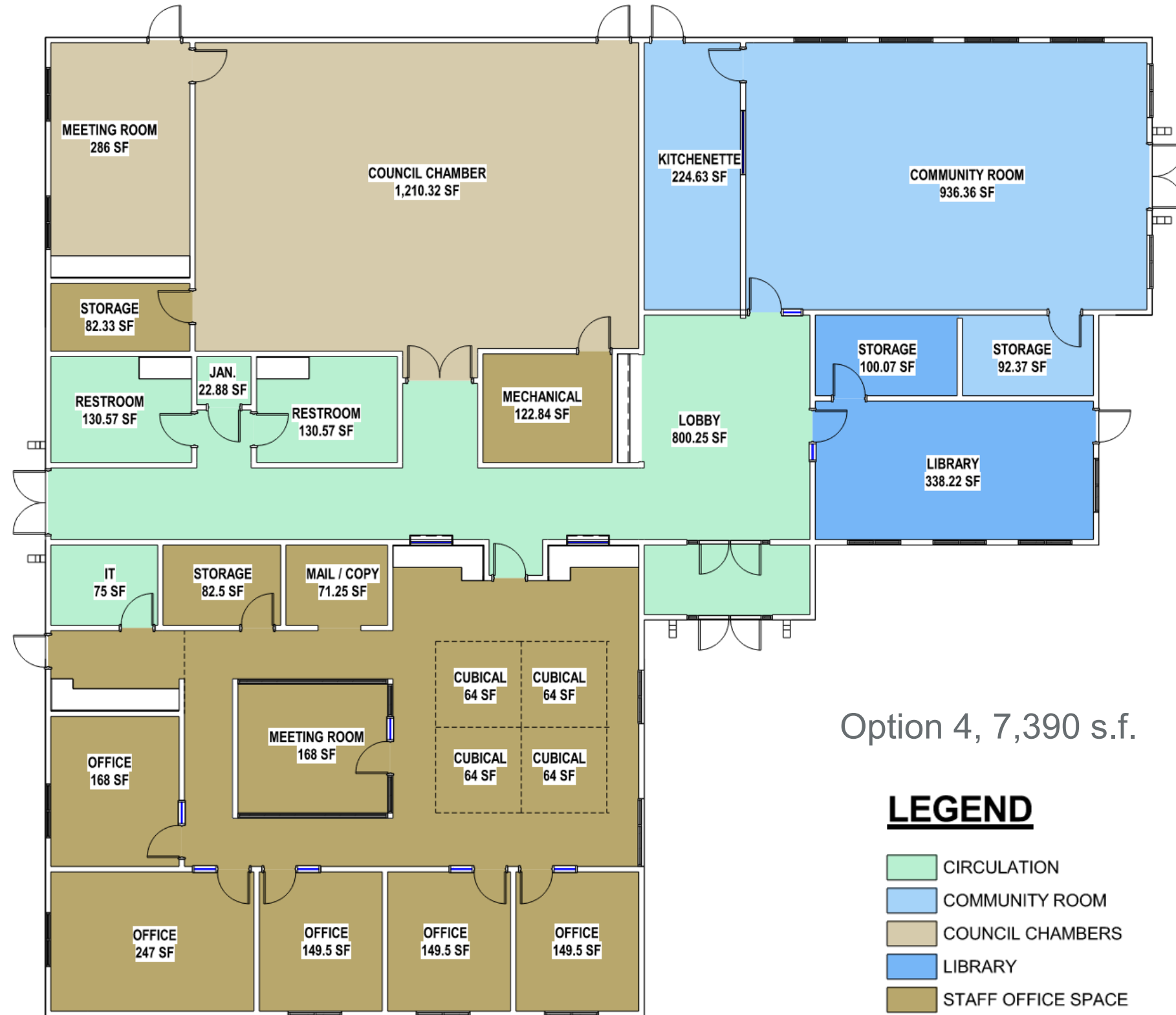


- Existing facility to remain during construction then demoed.
- Site improvements and water retention.
- One new facility that supports community and city government functions.
- Future of community center expansion if desired.

# PRELIMINARY DESIGN

## Option 4 New Building Plan

- Existing building removed
- New city hall constructed
- Community spaces
- New site design
- Expansion of athletic facility





# Conceptual Design

A critical component of a facility study is to develop a conceptual building design. This allows for amenities to be illustrated graphically, square footages to be assigned and programming discussions to happen. This helps facilitate the development of an accurate site location and building construction estimate.





# Conceptual Design

A study of conceptual design was conducted on option 4, which would entail a new city hall building with removal of the existing facility.



- Classic northern Minnesota design and material uses.
- Highlights of copper which is indicative of monarch butterflies.
- Native garden that is drought resistant and low maintenance.
- Access to city office.
- Separate access for community room and library.
- High-bay windows for natural daylighting.

# WIDSETH

ARCHITECTS ■ ENGINEERS  
SCIENTISTS ■ SURVEYORS



## Breezy Point City Hall Facility Assessment

**City of Breezy Point**  
8319 Co Rd 11  
Breezy Point, MN 56472

Widseth Project No. 2022-12001

**Final Report**  
**04.19.23**





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## Appendix A

Estimated Budgetary Cost Summary



# Executive Summary : Overview

---

## Executive Summary

The material presented in this written report has been formulated for the use of the City of Breezy Point. The purpose of this report is to aid the city in assessing the needs and improvement measures to be taken in accordance with the facility maintenance of the existing facility.

The contents of this report include :

1. Table of contents
2. Descriptive information comprised of text and graphics highlighting specific items where improvements are needed for maintaining this facility.
3. A non-exhaustive cost summary and supporting documentation.

The purpose of this investigation is to create a baseline summary of the facility in an “As-Is” state of current conditions, and to provide recommendations for maintenance planning. Maintenance and planning efforts carried out by the city should not be considered through a narrow lens, instead considering the needs and assets management of the aging facility.

## Widseth’s Assignment to Investigate and Report

The City of Breezy Point selected Widseth to conduct a facility study of the existing building, located at 8319 Co Rd 11, Breezy Point, MN. Widseth was chosen to investigate, evaluate, and report on general current conditions of the site, building and mechanical and electrical systems. Upon completion, this information will be organized and consolidated into a facility assessment which includes maintenance, unit costs and a proposed maintenance budget. Costs for facility maintenance and reconstruction change from year to year making adjustments to anticipate costs necessary for future budgetary planning purposes.

To accomplish the investigation Widseth put together a team of professionals including: an architect, interior designer, civil, structural, mechanical and electrical engineer. Together, a tour was conducted of all parts of the building to see first-hand the conditions and use of the overall building, to visually observe how the structure was holding-up physically - both on the interior and exterior, and how the mechanical and electrical systems were operating. Widseth’s team took note of and photographed deficiencies, noncompliant items, where improvements could be addressed, spoke with facility personal and reviewed existing documents. Upon completion of this on-site facilities tour, the team put together this following report, describing the conditions observed. The conditions were broken down by zone and location, and successively by item. Each evaluation is formatted where the deficient item is described, recommendations for future action are provided, and photographic inventory is provided to help the reader understand the depth of the subject matter.

A non-exhaustive cost summary was prepared for the facility study items. This summary is provided to reflect current maintenance needs as well as primary upgrade costs that are required to operate the facility.

# Executive Summary : Facility Map and Datasheet



## Breezy Point City Hall

8319 Co Rd  
Pequot Lakes, MN 56472

### Legend

- Existing Buildings
- Structure Setback
- Right of Way

- 1) Parcel/ Lot Size:
  - a) 10161079 - .75 Acres
  - b) 10161080 - .28
- 2) City of Breezy Point Zoning:
  - a) Public (P)
- 3) Facility Size:
  - a) 4,400 SF
- 4) Building Construction
  - a) 1995 Original Facility : 4,400 SF

## Facility Assessment: Criteria & Rating

---

The assessment team evaluated the Breezy Point City Hall based on the following categories:

1. General Physical Conditions: Including exterior envelope (roof, wall, exterior doors & windows, sidewalks & stoops), interior elements and finishes (partition walls, doors, windows, floor finishes, ceiling finishes), and building code / ADA deficiencies.
2. Mechanical / Electrical / Plumbing Conditions: Including HVAC, ventilation, & Plumbing systems

The Comprehensive Cost Assessment presents Data Sheets delineated by a general overview of conditions followed by the specific analysis of individual deficiencies. Each zone or building analysis contains the associated line-item element breakdown. This spreadsheet tool aims to capture existing information such as last known year of replacement and replacement cost along with relevant comments. When applicable, the spreadsheet tool highlights the typical “Useful Life” in terms of years. Current Unit Costs for repair / replacement are provided and shown as current year 2023 values.

The spreadsheet prioritizes these values in categoric terms of “LOW – MEDIUM – HIGH”

- LOW (estimated replacement 10 years or beyond)
- MEDIUM (estimated replacement 5-10 years)
- HIGH (estimated replacement 0-5 years)

This Comprehensive Cost Assessment provides both a general overview and specific highlight of deficiencies (versus listing every item regardless of its condition).

# Breezy Point City Hall– Civil Evaluation Summary

---

## Overview of Existing Conditions and Recommendations:

### CIVIL NARRATIVE

The Breezy Point City Hall was assessed on January 20<sup>th</sup>, 2023. The site was examined to identify the quality and condition of the existing civil related items. While not all items could be adequately assessed due to snow, conversations were held with city staff to get a better idea of what items need maintenance or repair.

The parking area for the existing City Hall is approximately 28 years old. Maintenance on this pavement has included periodic crack sealing and patching when necessary. The life expectancy of a bituminous parking lot is around 20-30 years. The pavement is in poor condition, it is considerably cracked and has begun to crumble in certain areas. It is recommended that this parking lot be reclaimed and repaved within the next 5 years. Stormwater drainage was a problem pointed out by city staff. To preserve the life of the recommended pavement, it is recommended that some measures be taken shed the water from the parking lot. A minimalist approach to this would be to grade the parking lot towards small infiltration basins, however the space required to treat runoff in that way may not be available given the existing site conditions. A second option would be to install a series of catch basins in the parking lot. It is recommended that this would take place with the repaving of the parking lot. A stormwater analysis would be required to determine the feasibility of either option.

The sidewalk pavement appears to be in fair condition. Due to snow cover it was difficult to accurately assess the pavement. It is assumed the sidewalk pavement is approximately 28 years old. The life expectancy of concrete sidewalk pavement is around 20-30 years. It is recommended that the sidewalk be replaced in the next 10 years. The City Hall has wood accessibility ramps for two entrances. The condition of these ramps is fair, and city staff has expressed concern about their longevity. There are alternative materials and ADA standards that should be reviewed that can minimize maintenance, enhance safe access and enable the City to become more current with published ADA standards that are in effect today. It is recommended that the access ramps be replaced in the next 5 years.

The sanitary sewer system consists of a gravity sewer line running to a lift station (LS-10), which pumps out to connect to City sanitary sewer. The service line running to the lift station has a bend which does not have a cleanout. No problems have been reported with the sanitary system, however it is recommended that a cleanout is installed on the bend of the service pipe. It is not an immediate concern but should be done within 5 years. The lift station pump life expectancy is approximately 10 years. The City should anticipate this pump will require replacement within 5 years.

The well (UW# 571356) servicing the City Hall is approximately 28 years old. There is a second well on City property servicing the storage building south of City Hall, its age is unknown at this time. Both wells should be analyzed for compliancy. It is recommended that the well pumps be replaced simultaneously in the next 5 to 10 years.

# Breezy Point City Hall- Civil Evaluation

## 1. Parking Area and Stormwater Management

### Item Concern:

#### Priority: High



The parking lot is the original pavement and is approximately 28 years old and is in poor condition. Considerable fatigue cracking has occurred, and the pavement has begun to fall apart. The life expectancy of bituminous pavement is about 20-30 years. Ponding water on pavement can decrease its life expectancy. Lighting appears to be inadequate in the parking area. Lighting improvements would enhance the parking areas safety and accessibility.

### Item Recommendation:

- It is recommended that the pavement be reclaimed and repaved in the next 5 years. It is also recommended that measures be taken to enhance stormwater management on the site. The recommended options include grading improvements and infiltration basins or stormwater system installation. A stormwater analysis would be required to determine the feasibility of either option. It is recommended that additional lighting units be added to the parking area.



Photo: Aerial photo depicting the current condition of the parking area.



# Breezy Point City Hall- Civil Evaluation

## 2. Sidewalks and ADA Compliance

### Item Concern:

#### Priority: Medium

The sidewalk pavement is original pavement and appears to be in fair condition. Concrete pavement life expectancy is about 20-30 years. The wooden access ramps are in fair condition and concern has been expressed about their longevity.

### Item Recommendation:

- It is recommended that the access ramps material be evaluated for a more maintenance free and ADA compliant alternative and replaced within the next 5 years. It is also recommended that the sidewalk be replaced in the next 10 years.



Photos: Existing conditions of sidewalks and ADA access ramps.



## Breezy Point City Hall- Civil Evaluation

### 3. Sanitary Sewer

#### Item Concern:

#### Priority: Medium

The sanitary sewer consists of 6" PVC gravity service pipe leading to a lift station (LS-10). The lift station then pumps to the City sanitary sewer system. The lift station is assumed to be 28 years old . The life expectancy for the lift station pump is approximately 10 years.

#### Item Recommendation:

- It is recommended that a cleanout be installed at the bend of the sanitary service in the next 5 years. The City should also anticipate that the lift station pump will require replacement within 5 years.



Photos: Approximate sanitary sewer service line and lift station location.

Breezy Point City Hall- Civil Evaluation

4. Water Service/Well

Item Concern:  
Priority: Low

The well servicing the City Hall is approximately 28 years old. There is a second well servicing the storage building that’s age is unknown. The life expectancy for a well pump is largely dependent on external factors.

Item Recommendation:

- It is recommended that the pumps for both wells be replaced simultaneously in the next 15 years. The City should consider the need for the well servicing the storage building and analyze both wells for compliancy with the Minnesota Department of Health.



Photos: Approximate well location.

Minnesota Unique Well Number		County Crow Wing		MINNESOTA DEPARTMENT OF HEALTH		Entry Date 12/14/1995	
571356		Quadr Pelican		WELL AND BORING REPORT		Update Date 03/10/2014	
Quadr ID 231C		Subsection		Minnesota Statutes Chapter 1031		Received Date	
Well Name		Twp 136 N		Range 28 E		Depth Completed 90 ft.	
CITY OF		W 16		BCCCBD		Date Well Completed 09/19/1995	
Elevation 1242		Elev. Method 7.5 minute topographic map (+/- 5 feet)		Drill Method Non-specified Rotary		Drill Fluid Bentonite	
Address		C/W HCR 2 BOX 46 BREEZY POINT MN 56472		Use public supply/non-comm. transient		Status Active	
Stratigraphy Information		From To (ft.) Color Hardness		Well Hydrofractured? Yes No		From To	
CEMENT SAND		0 17 BROWN		Casing Type Single casing		Joint	
CLAY		17 49 BROWN		Drive Shaft? Yes No		Above/Below	
FINER SAND		49 75 BROWN		Casing Diameter 4 in.		Weight 82 lbs./ft.	
MED FINE SAND		75 90 BROWN		Hole Diameter 8.8 in.		To 90 ft.	
Open Hole		From To ft.		Screen? Yes		Type stainless	
Diameter 4 in.		Slot Gauge 12 ft.		Length 8 ft.		Set 82 ft.	
Static Water Level 33 ft.		land surface		Measure 09/19/1995		Make JOHNSON	
Pumping Level (below land surface) 68 ft.		1 hrs. Pumping at 50 g.p.m.		Wellhead Completion		Pileless adapter manufacturer MAASS Model J	
Grouting Information		Well Grouted? Yes No		Casing Protection 12 in. above grade		At-grade (Environmental Wells and Borings ONLY)	
Material high solids bentonite		Amount 0 ft. 34 ft.		Well Grouted? Yes No		Not Specified	
Nearest Known Source of Contamination		50 feet Direction		Septic tank/drain field Type		Well disinfected upon completion? Yes No	
Pump		Not Installed Date Installed 10/12/1995		Manufacturer's name AERMOTOR		HP 1/2 Volt 230	
Length of drop pipe 63 ft.		Capacity 20 g.p.		Type Submersible		Abandoned	
Does property have any not in use and not sealed well(s)?		Yes No		Variance		Was a variance granted from the MDH for this well? Yes No	
Miscellaneous		First Redrock sand-brown		Aquifer Quant. buried		Depth to Redrock ft.	
Remarks		WELL #1		Located by Minnesota Department of Health		GPS SA OIT (averaged) (15 meters)	
		Locate Method UTM - NAD83, Zone 15, Meter		X 406662		Y 5161009	
		Unique Number Verification Tag on well		Input Date 04/02/2002		Angled Drill Hole	
		Well Contractor		Boart Longyear Drilling 49588		WITUCKI, J.	
		Lic. or Reg. No.		Name of Driller		Minnesota Well Index Report	
		571356		Printed on 03/29/2023		HE-01205-15	

Photos: MDH Well and Boring report for existing well.



# Breezy Point City Hall– Architectural Evaluation Summary

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## Overview of Existing Conditions and Recommendations:

### ARCHITECTURAL NARRATIVE

The Breezy Point City Hall building was constructed in 1995. The building construction type consists of a cmu foundation and wood framed walls and roof trusses. The construction of this building resembles that of a residential structure in terms of the construction type, mechanical and electrical systems and other amenities that would be typical for a city hall building.

The exterior cladding of the building consists of half log siding, wood window and door trim, wood decking for the elevated walkways as well as wood spindles for the railings. These materials present the City with a building that requires extensive annual and ongoing maintenance that is costly and necessary to maintain.

The interior finishes consist of carpet, wood base, ceramic tile and vinyl composite tile and they are showing wear and tear, which is typical for a building of this age. Some of these interior finishes are typical of a residential structure and do not hold up to the use that is typical of a public building like a city hall.

The mechanical and electrical systems are functioning well for this building. There are upgrades that can be implemented with this building that would align with a public building and how it is utilized. These upgrades would also provide energy and cost savings that would be realized by the City as the owner and operator of the building.

There are building code and accessibility issues with the building that are in large part due to the fact that this building was constructed without taking codes into consideration during the design and construction. There are elements that can be addressed with little disruption; however, some elements will require an internal remodel in order to accommodate required clearances for accessibility.

Overall, the current state of the Breezy Point City Hall facility is in fair condition, however there are deficiencies that need to be addressed. This building has served the City of Breezy Point well for a number of years; however, serious consideration needs to be had as it relates to the longevity of the continued use of this building into the future. Please refer to the following items that were identified during our on-site walkthrough.

# Breezy Point City Hall- Architectural Evaluation

## 1. Exterior

### Item Concern:

#### Priority: Medium

The Exterior is made up of wood siding and vented soffit. The overall exterior appears to be in fair condition. The wood decking for the ramps are showing heavy wear and should be replaced in the next 5 years. The stair exit from the basement should be protected to keep it from infilling with snow.

### Item Recommendation:

- Repair and replace ramp boards as needed
- Construct a roof over the basement stairs



Photos: (Exterior)

# Breezy Point City Hall- Architectural Evaluation

## 2. Roof

**Item Concern:**

**Priority: Low**



The existing roof is an asphalt shingle roof and is less than 10 years old. The existing roof drainage system is comprised largely of uncontrolled roof runoff except for several rain gutters over walking paths.

**Item Recommendation:**

- The shingled roof should be replaced within the next 10 years. Gutters should be installed with extensions to direct the water away from the foundation.



Photos: (Roof)

## Breezy Point City Hall- Architectural Evaluation

### 3. Exterior Doors, Windows and Caulking

#### Item Concern: Exterior Doors, Windows and Caulking

##### Priority: High

The aluminum doors and frames are showing wear and are not providing an effective weather barrier. Exterior metal doors are showing heavy wear and the seals are deteriorating. The windows are in fair condition but show signs of condensation. There are several areas that need caulking/re-caulking.

##### Item Recommendation:

- Exterior doors and windows should be replaced with a high-performance thermal energy efficient system. Remove and/or install new caulking around all building penetrations to prevent water and air infiltration.



Photos: (Window and Doors)



# Breezy Point City Hall- Architectural Evaluation

## 4. Restroom Accessibility

### Item Concern: Restroom Accessibility

#### Priority: High

The existing restrooms are located on the main floor and are not accessible. The pull side of the doors do not allow 18 “ of clearance.

### Item Recommendation:

- This restrooms will need to be reconfigured to provide the adequate clearance on the pull side of the doors as defined by the 2020 Minnesota Accessibility Code. This reconfiguration would require a remodel and would impact the overall layout of the interior space of the building, including the relocation of the plumbing fixtures.



Photos: (Women’s restroom above and men’s restroom below)

# Breezy Point City Hall- Architectural Evaluation

## 5. General Accessibility

### Item Concern: General Accessibility and Code Related Issues

#### Priority: High



The reception desk does not have an ADA accessible counter. Many of the doors do not provide ADA approved hardware. The kitchen does not allow accessibility to counters or the sink. When the council chambers serve as the community room and the doors are locked to the offices a dead-end corridor condition is present. There is non tempered glass present within 3’ of a door.

#### Item Recommendation:

- The reconfiguration of the corridor would require a remodel and would impact the overall layout of the interior space of the building. Cost would be dependent on future design.
- Replace existing hardware with ADA compliant. Remodel to incorporate ADA accessible counter and kitchen area.



Photos: (General Accessibility)



# Breezy Point City Hall- Architectural Evaluation

## 6. Interior Floor Finishes

### Item Concern:

#### Priority: High



The existing floor finishes consist of ceramic tile, carpet, VCT, and concrete in the basement. Ceramic tile and VCT are in fair condition with some areas of high abrasion. The carpet is showing wear and should have proper transitions to adjacent materials. The server room carpet should be replaced with an anti-static material.

### Item Recommendation:

- Replace carpet in high traffic areas with durable carpet tile, as well as commercial cleaning of carpet in office areas. Replace transitions where necessary. Replace carpet in server room with anti static carpet.



Photos: (Floor Finishes)

# Breezy Point City Hall- Architectural Evaluation

## 7. Interior Ceiling Finishes

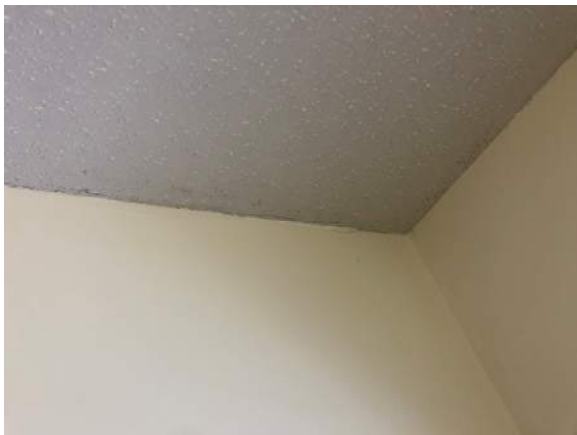
### Item Concern:

**Priority: Medium**

The existing ceiling consists of gypsum board with a popcorn finish. There are several areas that are need repair and repainting.

### Item Recommendation:

- Repair and repaint damaged areas of ceiling ad needed.



Photos: (Ceiling Finishes)

## Breezy Point City Hall- Architectural Evaluation

### 8. Interior Gypsum Board Wall Repair and Repainting

#### Item Concern:

#### Priority: Medium

Throughout the building, there are walls and ceilings that have damaged gypsum board that need to be repaired and repainted.

#### Item Recommendation:

- Repair walls and repaint these damaged areas from corner to corner, or along an entire surface to ensure that there is a consistent finished wall or ceiling surface with the same paint sheen.



Photos: (Gypsum Wall Repair)

# Breezy Point City Hall- Architectural Evaluation

## 9. Unconditioned Crawl Spaces

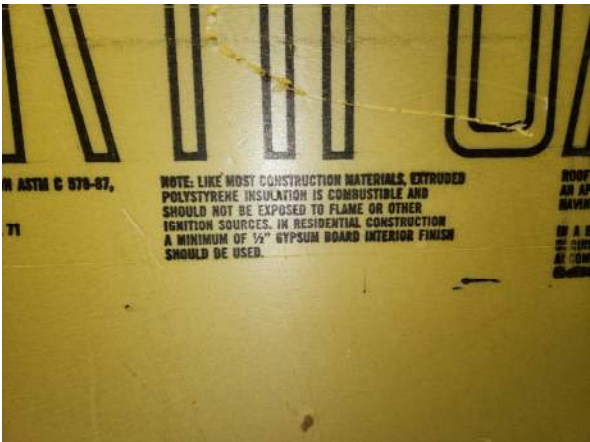
Item Concern:

Priority: High

The crawl spaces are currently not ventilated to the exterior and there is not a soil-gas-retarder to prevent the infiltration of moisture from the ground below. The existing rigid insulation along the interior side of the foundation wall is exposed to the interior.

Item Recommendation:

- Encapsulate the crawl space with a minimum of 6 mil poly vapor barrier along the floor of the crawl space, install gypsum board to the face of the rigid insulation and install vents to the exterior to provide ventilation.



Photos: (Crawl Spaces and Basement)



# Breezy Point City Hall– Structural Evaluation Summary

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## Overview of Existing Conditions and Recommendations:

### STRUCTURAL NARRATIVE

Overall, the building was constructed in a manner that is structurally sound. The structure consists of a cmu foundation, wood stud walls, TGI floor joists and pre-engineered wood roof trusses. There is however some instances where there is bearing conditions where structural members are shimmed and do not bear directly on a plate.

# Breezy Point City Hall- Structural Evaluation

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## 1. Structural Column

### Item Concern:

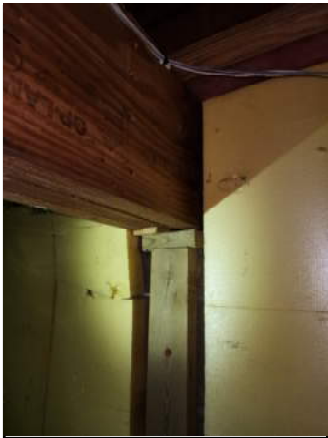
#### Priority: High



The existing structural support columns in the crawlspace are not allowed to be shimmed.

### Item Recommendation:

- Replace shims with appropriate materials at column locations



Photos: (Photo shows shim on top of support column)



# Breezy Point City Hall– Mechanical Evaluation Summary

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## Overview of Existing Conditions and Recommendations:

### MECHANICAL NARRATIVE

The Breezy Point City Hall is served by two residential, up flow furnaces with condensing units and an air exchanger, all located in the lower lever. The furnace serving the southern portion of the building has a zone damper controller. There are two zones, East and West. The furnaces and condensing units were replaced approximately 5 years ago (~2018). ASHRAE estimates a useful life of 15-18 years for furnaces and condensing units. The west side open office space is also served by a mini-split a/c unit. The unit is 20 years old. The furnaces are supplied outdoor air by an air exchanger that dates to 1996. The average life span for an air exchanger is 15-20 years.

The building is served by a private well with pressure tank and city sewer. The 50-gallon electric water heater is 28 years old and appears to be in good condition. Life expectancy of a water heater is 8-12 years. The plumbing fixtures appear to be in good condition.

# Breezy Point City Hall- Mechanical Evaluation

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## 1. Uninsulated Ductwork

### Item Concern:

#### Priority: Medium

Staff indicated the building is cold in the winter and warm in the summer. It was observed that the ductwork in the crawlspaces is not sealed or insulated. 2020 Minnesota Energy Code requires a minimum of R-3.3 insulation for ductwork in a similar space.

### Item Recommendation:

- Seal duct connections and insulate ductwork in crawlspaces.



# Breezy Point City Hall- Mechanical Evaluation

## 2. Thermostat Location

### Item Concern:

#### Priority: Low

The thermostats for the west side office and the mini-split a/c unit are adjacent to each other. See photo. In the summer, the mini-split a/c unit could be satisfying the thermostat for the furnace, causing the furnace to not supply cooling to the west side offices. This could be a contributing factor to the temperature issues described by the staff.

### Item Recommendation:

- Relocate furnace zone thermostat to southwest office.



# Breezy Point City Hall- Mechanical Evaluation

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## 3. Code Required Ventilation

### Item Concern:

Priority: Medium

The building does not appear to be provided with code required ventilation. Based on area, occupant density, and space usage, approximately 350 cfm of outdoor air should be provided to the space. The current air exchanger is rated to supply 189 cfm at 0.4 esp. Natural ventilation can be used in lieu of mechanical ventilation if the operable windows are 4% of the floor area (natural ventilation is often impractical in the winter).

### Item Recommendation:

- Due to the age of the existing air exchanger, it is recommended to install a new energy recovery unit connected to the furnace serving the south portion of the building. Additionally, install a separate new energy recovery unit to serve the north portion of the building. Because the occupancy of this space can vary greatly, this unit could be equipped with variable frequency drives to modulate the amount of outside air based on space carbon dioxide levels. The heating and cooling capacity of each furnace should be evaluated to determine their capability to handle the additional ventilation load.



# Breezy Point City Hall- Mechanical Evaluation

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## 4. Restroom Accessibility Remodel

### Item Concern:

#### Priority: High



The restroom layouts do not meet accessibility standards and some of the plumbing fixtures do not meet ADA code.

### Item Recommendation:

- Install ADA plumbing fixtures in Restrooms, modify existing plumbing as required by new accessibility compliant layout.

## Breezy Point City Hall- Mechanical Evaluation

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### 5. New Central Computer Server System

**Item Concern:****Priority: Medium**

A new central computer server system would likely require additional HVAC upgrades.

**Item Recommendation:**

- Install split system, size and type to be determined.

# Breezy Point City Hall– Electrical Evaluation Summary

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## Overview of Existing Conditions and Recommendations:

### ELECTRICAL NARRATIVE

The City Hall building is in good electrical condition, overall, and is serviced with a 120/240V, single phase electric service to two 150A panels and one 100A load center. There are 12 available spaces for additional circuits. There is a 60A portable generator connection labeled as a “transfer switch”. All major electrical systems were installed in approximately 1995.

NOTE: In the event that the city elects to move forward with an addition to the existing building, it would most likely be required to upgrade the electrical service rating, which would include removing and replacing the service conductors from the utility transformer to the building and removing and replacing the existing electrical panels with new electrical panel(s) with a higher ampacity rating.



# Breezy Point City Hall- Electrical Evaluation

## 1. Lighting

### Item Concern:

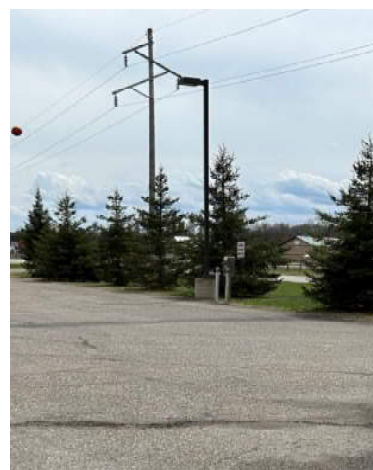
#### Priority: Medium

The lighting in the building is primarily fluorescent type lighting fixtures, with some incandescent type fixtures in the basement. The exterior building mounted fixtures and parking lot lights are metal-halide fixtures. All existing fixtures appear to be functional.

LED type lighting fixtures typically consume much lower amounts of electricity. To reduce electrical power usage and save on electrical energy costs, all non-LED light fixtures should be replaced with LED type light fixtures.

### Item Recommendation:

- Replace the non-LED lighting fixtures with LED type lighting fixtures.



Photos: (provide caption)



# Breezy Point City Hall- Electrical Evaluation

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## 2. Lighting Controls

### Item Concern:

#### Priority: Medium



In most common areas there is no automatic control of the interior lighting fixtures. All interior lighting is controlled with standard switching. Electrical power savings could be realized if the lighting is turned off automatically when there is no occupancy in a designated area after a designated period of time. Occupancy sensors should be installed to facilitate the automatic control.

### Item Recommendation:

- Install occupancy sensors for automatic lighting control.

Photos: (provide caption)

# Breezy Point City Hall- Electrical Evaluation

## 3. Electrical Panels

**Item Concern:**

**Priority: Low**



The electrical panelboard circuit directories are not up-to-date (total of 2 panels and a load center). There are unidentified circuits, etc. that need to be identified, and others that need to be updated.

**Item Recommendation:**

- Hire an electrician to verify and/or determine the loads on each circuit in the panelboards and provide a new, complete and up-to-date circuit directory for each panelboard.



# Breezy Point City Hall- Electrical Evaluation

## 4. Centralized Computer System

**Item Concern:**

**Priority: Medium**

There are some modernization and security concerns regarding the city’s current computer storage and management system. A centralized computer system would help with electronic file management and security access for the city’s electronic information.

**Item Recommendation:**

- Hire commercial IT consultant to determine the city’s needs and provide a server and rack, and possibly IT support, for a centralized computer system.
- NOTE: Pricing for centralized computer systems is highly variable and can change drastically depending on the city’s needs. The pricing given in the budgetary cost estimate is essentially a placeholder and should not be construed as a guarantee.



Photos: (provide caption)

# Breezy Point City Hall- Electrical Evaluation

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## 5. Card Access System

### Item Concern:

#### Priority: High



A card access system is desired by the City; the city staff indicated they need to have more physical security for the building.

### Item Recommendation:

- Hire commercial security consultant to determine the city's needs and provide a new card access system.
- NOTE: Pricing for card access systems is highly variable and can change drastically depending on the city's needs. The pricing given in the budgetary cost estimate is essentially a placeholder and should not be construed as a guarantee.

Photos: (provide caption)



# Breezy Point City Hall- Electrical Evaluation

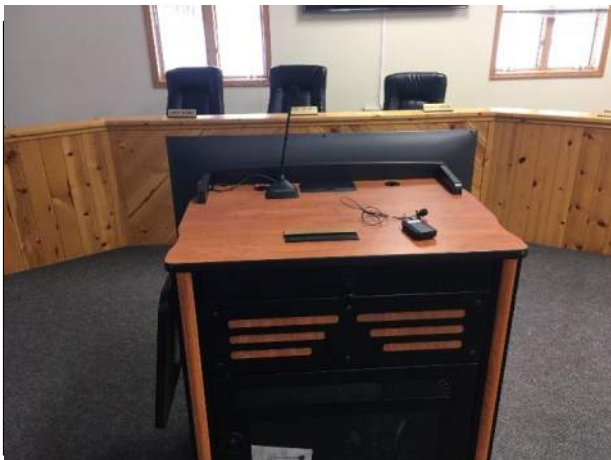
## 6. A/V System Upgrade

**Item Concern:**  
**Priority: Medium**

The City indicated that they would like to upgrade their A/V system in the council chambers.

**Item Recommendation:**

- Hire commercial A/V consultant to determine the city’s needs and provide a new A/V system.
- NOTE: Pricing for A/V systems is highly variable and can change drastically depending on the city’s needs. The pricing given in the budgetary cost estimate is essentially a placeholder and should not be construed as a guarantee.



# Breezy Point City Hall- Electrical Evaluation

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## 5. HVAC Upgrades

### Item Concern:

#### Priority: High



In the event that the City elects to upgrade the existing HVAC system per the mechanical report, there will be related electrical work associated with this task.

### Item Recommendation:

- Potential additional dedicated circuits may need to be added, wire and conduit runs, etc.

Photos: (provide caption)

**END OF REPORT**

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APPENDIX A  
FACILITY ASSESSMENT FOR THE BREEZY POINT CITY HALL  
Estimated Budgetary Cost Summary  
5/15/2023

DISCIPLINE	ITEM	DESCRIPTION	ESTIMATED BUDGETARY COST	PRIORITY		
				LOW 10 + YEARS	MEDIUM 5-10 YEARS	HIGH 0-5 YEARS
CIVIL						
	1	Parking Area - Reclaim and Repave - Site Lighting	\$155,000.00			\$155,000.00
	2	Sidewalks and ADA Compliant Building Access	\$21,000.00			\$21,000.00
	3	Sanitary Sewer	\$12,000.00		\$12,000.00	
	4	Water Service	\$7,500.00	\$7,500.00		
SUB-TOTAL			\$195,500.00	\$7,500.00	\$12,000.00	\$176,000.00
ARCHITECTURAL						
	1	Replace ramp deck boards and construct overhang to basement stairs.	\$10,200.00		\$10,200.00	
	2	Roof and rain gutters.	\$45,000.00	\$45,000.00		
	3	Replace or repair existng doors and windows with high performance thermal engery efficent systems.	\$34,000.00			\$34,000.00
	4	Restroom accessibility remodel.	\$25,000.00			\$25,000.00
	5	Remodel to accomodate ADA accesible areas in reception and kitchen. Replace existng door with ADA accessible hardware.	\$40,000.00			\$40,000.00
	6	Replace carpet and add appropriate transitions between materials.	\$12,500.00			\$12,500.00
	7	Interior ceiling repairs.	\$8,500.00		\$8,500.00	
	8	Interior wall repairs.	\$5,500.00		\$5,500.00	
	9	Basement column repair.	\$3,500.00			\$3,500.00
SUB-TOTAL			\$184,200.00	\$45,000.00	\$24,200.00	\$115,000.00
STRUCTURAL						
	1	Structural column.	\$1,500.00			\$1,500.00
SUB-TOTAL			\$1,500.00	\$0.00	\$0.00	\$1,500.00
MECHANICAL						
	1	Insulate and seal ductwork in crawlspaces	\$5,000.00		\$5,000.00	
	2	Relocate Furnace zone thermostat to Southwest office	\$250.00	\$250.00		
	3	Install two new energy recovery units and required ductwork	\$9,600.00		\$9,600.00	
	4	Restroom accessibility remodel - install new ADA compliant fixtures	\$10,000.00			10,000.00
	5	HVAC upgrades for new central computer system	\$5,000.00		\$5,000.00	
SUB-TOTAL			\$29,850.00	\$250.00	\$19,600.00	\$10,000.00
ELECTRICAL						
	1	Provide new LED lighting throughout interior space.	\$45,000.00		\$45,000.00	
	2	Add occupancy/vacancy sensors for lighting control.	\$22,275.00		\$22,275.00	
	3	Hire electrician to verify electrical loads and provide up-to-date circuit directories.	\$2,560.00	\$2,560.00		
	4	Provide and Install new central computer server system.	\$12,000.00		\$12,000.00	
	5	Provide new card access system.	\$7,500.00			\$7,500.00
	6	A/V system upgrade.	\$35,000.00		\$35,000.00	
	7	Electrical connections for HVAC upgrades.	\$5,000.00			\$5,000.00
SUB-TOTAL			\$129,335.00	\$2,560.00	\$114,275.00	\$12,500.00
SECURITY						
	1	Install a security system, including alarm and access control.	\$33,000.00			\$33,000.00
SUB-TOTAL			\$33,000.00	\$0.00	\$0.00	\$33,000.00
SUB-TOTAL			\$573,385.00	\$55,310.00	\$170,075.00	\$348,000.00
CONTINGENCY			20%	\$157,487.00	\$20,112.00	\$42,775.00
SUB-TOTAL				\$730,872.00	\$120,672.00	\$256,650.00
GENERAL CONTRACTOR/CONSTRUCTION MANAGER			20%	\$146,174.40	\$24,134.40	\$51,330.00
SUB-TOTAL				\$877,046.40	\$144,806.40	\$307,980.00
A/E DESIGN			11%	\$96,475.10	\$15,928.70	\$33,877.80
TOTAL				\$973,521.50	\$160,735.10	\$341,857.80
						\$756,043.20

PROJECT	ITEM	DESCRIPTION	ESTIMATED	PRIORITY		
OPTION 2			BUDGETARY	LOW	MEDIUM	HIGH
			COST	10 + YEARS	5-10 YEARS	0-5 YEARS
ADDITION/REMODEL						
	1	Interior remodel and addition to the existing city hall. ( Remodel 4,340 s.f. x \$125/s.f.) (Addition of 1,430 s.f. x \$200/s.f.)	\$828,500.00			\$828,500.00
	2	Proposed site work ( 40,800 s.f. x \$7.80/ s.f.)	\$289,000.00			\$289,000.00
	3	Temporary work space and public meeting space. (12 month construction timeframe = \$14/s.f. * 4,500 s.f. commercial office space lease)	\$63,000.00			\$63,000.00
	4	FF&E (Fixtures, Furniture & Equipment)	T.B.D.			T.B.D.
SUB-TOTAL			\$1,180,500.00	\$0.00	\$0.00	\$1,180,500.00
SUB-TOTAL			\$1,180,500.00	\$0.00	\$0.00	\$1,180,500.00
CONTINGENCY			20%	\$0.00	\$0.00	\$236,100.00
SUB-TOTAL			\$1,416,600.00	\$0.00	\$0.00	\$1,416,600.00
GENERAL CONTRACTOR/CONSTRUCTION MANAGER			20%	\$0.00	\$0.00	\$283,320.00
SUB-TOTAL			\$1,699,920.00	\$0.00	\$0.00	\$1,699,920.00
A/E DESIGN			11%	\$0.00	\$0.00	\$186,991.20
TOTAL			\$1,886,911.20	\$0.00	\$0.00	\$1,886,911.20

PROJECT	ITEM	DESCRIPTION	ESTIMATED	PRIORITY		
OPTION 3			BUDGETARY	LOW	MEDIUM	HIGH
			COST	10 + YEARS	5-10 YEARS	0-5 YEARS
NEW BUILDING						
	1	Construct a new city hall building. (5,590 s.f. x \$275/s.f.)	\$1,537,250.00			\$1,537,250.00
	2	Proposed site work (70,750 s.f x \$6.40/ s.f.)	\$451,000.00			\$451,000.00
	3	Existing building demolition.	\$25,000.00			\$25,000.00
	4	FF&E (Fixtures, Furniture & Equipment)	T.B.D.			T.B.D.
SUB-TOTAL			\$2,013,250.00	\$0.00	\$0.00	\$2,013,250.00
SUB-TOTAL			\$2,013,250.00	\$0.00	\$0.00	\$2,013,250.00
CONTINGENCY			20%	\$0.00	\$0.00	\$402,650.00
SUB-TOTAL			\$2,415,900.00	\$0.00	\$0.00	\$2,415,900.00
GENERAL CONTRACTOR/CONSTRUCTION MANAGER			20%	\$0.00	\$0.00	\$483,180.00
SUB-TOTAL			\$2,899,080.00	\$0.00	\$0.00	\$2,899,080.00
A/E DESIGN			11%	\$0.00	\$0.00	\$318,898.80
TOTAL			\$3,217,978.80	\$0.00	\$0.00	\$3,217,978.80

PROJECT	ITEM	DESCRIPTION	ESTIMATED	PRIORITY		
OPTION 4			BUDGETARY	LOW	MEDIUM	HIGH
			COST	10 + YEARS	5-10 YEARS	0-5 YEARS
NEW BUILDING						
	1	Construct a new city hall building. (7,385 s.f. x \$275/s.f.)	\$2,030,875.00			\$2,030,875.00
	2	Proposed site work (72,800 s.f. x \$6.30/ s.f.)	\$454,000.00			\$454,000.00
	3	Existing building demolition.	\$25,000.00			\$25,000.00
	4	FF&E (Fixtures, Furniture & Equipment)	T.B.D.			T.B.D.
SUB-TOTAL			\$2,509,875.00	\$0.00	\$0.00	\$2,509,875.00
SUB-TOTAL			\$2,509,875.00	\$0.00	\$0.00	\$2,509,875.00
CONTINGENCY			20%	\$0.00	\$0.00	\$501,975.00
SUB-TOTAL			\$3,011,850.00	\$0.00	\$0.00	\$3,011,850.00
GENERAL CONTRACTOR/CONSTRUCTION MANAGER			20%	\$0.00	\$0.00	\$602,370.00
SUB-TOTAL			\$3,614,220.00	\$0.00	\$0.00	\$3,614,220.00
A/E DESIGN			11%	\$0.00	\$0.00	\$397,564.20
TOTAL			\$4,011,784.20	\$0.00	\$0.00	\$4,011,784.20



**Breezy Point City Council  
May 20, 2023 - 9:00 am  
City Council Retreat Minutes**

A retreat of the Breezy Point City Council began at 9:00am. Councilmembers present were Rebecca Ball, Steve Jensen, Michael Moroni, Brad Scott, and Mayor Angel Zierden. City Administrator Chanski was also present. Circle Pines Mayor Dave Bartholomay facilitated the retreat.

The City Council discussed an array of organization leadership topics with emphasis being made on engagement, communication, transparency, and trust.

The City Council took a short break at 10:53am and reconvened at 11:08am.

Councilmember Brad Scott departed the meeting due to illness at 12:20pm.

The retreat concluded at 2:20pm.

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David Chanski, Administrator/Clerk

TO: David Chanski, City Administrator/Clerk  
FROM: Daniel Eick, Assistant City Administrator  
RE: Communications Improvements  
DATE: May 22, 2023

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## **Summary**

At the direction of the City Council staff has been working to develop various improvements to the City's communications and planning processes. A summary of those developments is outlined below. Staff is seeking comment and direction from Council on the below items to further guide their development.

## **Communications Priorities**

### **1. Social Media through <https://nextdoor.com/>.**

Staff are seeking approval from Council on the development of a City Nextdoor page. Nextdoor has a strong presence in the broader Breezy Point community and will benefit the city through greater reach and communicative depth. The purpose of Nextdoor is not to replace current channels but to supplement the City's broader communications planning with shared content across multiple channels.

Nextdoor has been developing their product since 2008 when the company first formed. The platform gives specific geographic communities, known as "neighborhoods", greater control over local group communications. This is because neighborhoods and content moderators can limit and control access by location. Additionally, Nextdoor as a platform places a higher priority on human reviewed moderation than its competitors.

Given the established presence of Nextdoor in the community, staff is requesting Council direct us to create and operate an account at the discretion of the City Administrator.

### **2. Press Releases and Media Relations**

On several occasions the City Council and members of the public have voiced frustration regarding a lack of press coverage and engagement on the part of local media. While the Pine and Lakes Echo Journal generally does a great job covering City events, the easiest way to increase coverage is to engage the press ourselves as opposed to waiting for them to come to us.

Staff believes the benefits of creating such releases substantially outweigh the costs in increased outreach. As such, staff is requesting the Council direct us to begin creating and implementing Press Releases at the discretion of the City Administrator.

### 3. City Newsletter

The City Council has voiced interest in developing or publishing a regular newsletter in comments multiple times. While city newsletters are not uncommon, and often serve as locations for project updates and community trust building, their development can be complex and burdensome. As such, staff would like the Council to consider the following questions ahead of production:

- What length should the newsletter be?
- How does the City plan to distribute the newsletter?
- What kinds of content should the newsletter contain?
- What format will the newsletter be; digital or physical?
- What times should the newsletter be sent; weekly, monthly, quarterly, yearly?

Staff is requesting guidance from the Council on these questions to bring this item back in July for further consideration.

### 4. Planning, Policy, and Branding

Finally, staff is requesting the Council look at the big picture and imagine how they would like City communications to look in the future. Based upon previous conversations the following questions may help guide this conversation:

- What should our guiding documentation look like?
- What kinds of Policies and Procedures should be put into place?
- How should our communications function at the organizational level?
- What kinds of departments or community support resources should we offer?
- What kind of branding should the City have? Should it be departmentally unified?

### **Council Action**

With the above items in mind, staff is seeking Council approval to proceed with developing two of these four items. Those items are:

1. Direct staff to create a municipal level account on Nextdoor and begin sharing information on the platform at the Administrator's discretion immediately.
2. Direct staff to begin drafting and designing Press Releases for media distribution at the Administrator's discretion as soon as possible.



City of  
**Breezy Point**  
Minnesota

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**For Immediate Release**

Tuesday, April 30, 2023

**Contacts:**

Daniel Eick, Assistant City Administrator, 218-###-####

Joe Zierden, Public Works Supervisor, 218-###-####

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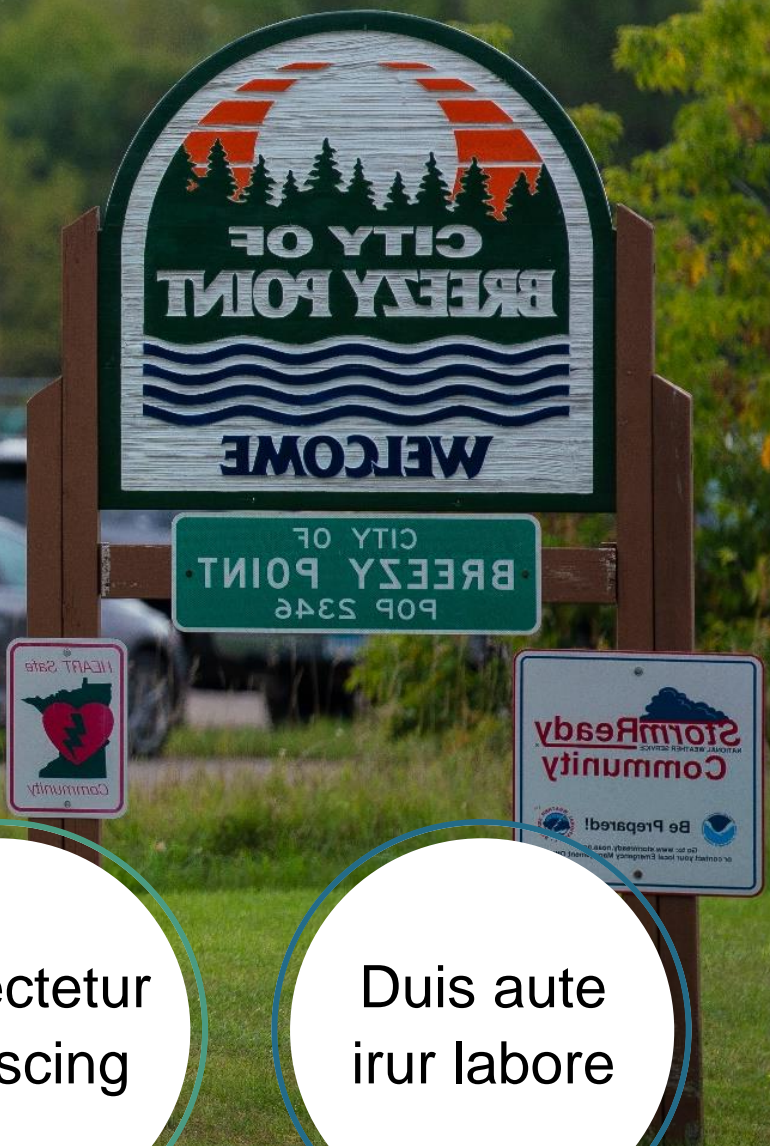
# Breezy Point Newsletter

VOL. 1 – NO. 1  
SUMMER 2023

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8319 County Road 11  
Breezy Point, MN 56472

Section 8, Item C.

PRSRT STD  
ECRWSS  
U.S. POSTAGE  
PAID  
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### **NEWSLETTER INFORMATION**

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Residential Customer  
Breezy Point, MN 56472



## **COMMUNITY CALENDAR SUMMER 2023**

### **Public Meetings**

City Hall, 8319 County Road 11

### **Council Meetings**

6:30 PM: First Monday of each month

### **Planning Commission Meetings**

7:00 PM: Second Tuesday of each month

### **Parks and Recreation Meetings**

5:00 PM Second Thursday of each month

All meeting agendas and recordings posted online at:

[www.breezypointmn.gov/agenda](http://www.breezypointmn.gov/agenda)

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TO: Mayor and City Council

FROM: David Chanski, City Administrator/Clerk

RE: Fire District CIP

DATE: June 5, 2023

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### **Background**

The Pequot Lakes Fire District Joint Powers Board has been actively working on a Capital Improvement Plan (CIP) for the District. In a special meeting on May 17, the Board voted unanimously to send the attached draft CIP to the Breezy Point City Council and Pequot Lakes City Council for discussion prior to the Joint Powers Board preparing and finalizing the District's 2024, which will be done in July.

### **Purpose a Capital Improvement Plan**

Capital Improvement Plans are designed to provide an entity a plan for replacing significant assets. By maintaining a CIP, an entity can annualize the cost for replacing assets in a way that allows for costs to be fixed over a designated period of time. This results in superior financial management while keeping important assets on a timely replacement schedule.

Without implementing a CIP, entities often end up with constantly fluctuating replacement costs that significantly restrict operating budgets, especially as assets included in a CIP usually come with significant price tags.

### **The Plan**

The proposed CIP covers the replacement of all the District's significant pieces of equipment. While the CIP itself is a 25-year plan, different pieces of equipment have been given different life expectancies based on manufacturer and industry recommendations as well as expected usage. For example, fire engines are listed with a life expectancy of 30 years while tenders are listed with a life expectancy of 25 years.

The life expectancy of each piece of equipment is applied to their manufacture dates and then placed on the plan accordingly. Once the replacement schedule for each piece of equipment is set over the 25 years of the plan, the total cost of the CIP comes out to \$6,242,169. Fire Chief Schwankl did identify that one tender solely exists to serve contract townships that would not be needed if the District did not contract with other entities. Therefore, that truck (an estimated \$400,000) has been separated out as a cost that would be born solely by contract entities, leaving the total cost of the CIP to be funded over 25 years between the cities of Breezy Point and Pequot Lakes at \$5,842,169.

The total cost of the proposed CIP was then divided by 25 to get an average annual cost to fund it. This came out to a total annual cost of \$233,686.78. Once this number was calculated, it was multiplied against each community's share of the aggregate estimated market value of both cities. This calculation was used as it seemed the most fair way to allocate the cost burden proportionately to each community.

**Breezy Point's CIP, General Operating, and Relief Association Contributions**

Using the calculation described above and applying the 2022 (payable 2023) estimated market value (EMV) as determined by the Crow Wing County Assessor, the City of Breezy Point's estimated annual cost burden of the proposed CIP is \$154,233.27.

Adding an estimated general operating contribution of \$87,778.35 and a Fire Relief Association contribution of \$14,644.00, Breezy Point's total estimated 2024 Fire District contribution comes out to 256,655.62, which is a 73.4% increase over 2023's contribution of \$147,973.88.

**Council Discussion**

These numbers are by no means finalized as the Joint Powers Board has yet to have formal discussion on the 2024 operating budget and final 2023 (payable 2024) EMVs will not be available until late summer/early fall. The purpose of this presentation is to inform the City Council as to the work the Joint Powers Board has done and get comments from the Council ahead of the Board preparing the 2024 Fire District budget.





Pequot Lakes Fire District Capital Outlay - 25 Year

Large Equipment

Apparatus		Age	Description	Replace	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	
E2	Ford	27	1995 Engine	30 Years			\$ 700,000.00																								
E1	Peterbilt	20	2003 Engine	30 Years											\$ 700,000.00																
E3	Freightliner	8	2014 Engine	30 Years																						\$ 850,000.00					
T1	GMC	22	2000 Tender	25 Years			\$ 400,000.00																								
T3	Freightliner	15	2007 Tender	25 Years											\$ 420,000.00																
T2	Freightliner	1	2022 Tender	25 Years																											
R1	Ford	23	1999 Rescue	20 Years		\$ 250,000.00																									
U1	Ford F550	18	2004 Wildland/Utility	15 Years																	\$ 100,000.00					\$ 300,000.00					
U2	Ford F350	3	2019 Wildland/Utility	15 Years		\$ 90,000.00																									
C1	Chevy Tahoe	7	2015 Command	12 Years					\$ 90,000.00							\$ 110,000.00															
Kabota Boat	Kabota	4	2018 UTV	15 Years											\$ 30,000.00															\$ 45,000.00	
	INMAR	1	2022 Rescue Boat	15 Years															\$ 20,000.00												
					\$ -	\$ 340,000.00	\$ 1,100,000.00	\$ -	\$ 90,000.00	\$ -	\$ -	\$ -	\$ -	\$ 420,000.00	\$ 730,000.00	\$ 110,000.00	\$ -	\$ -	\$ 20,000.00	\$ -	\$ 225,000.00	\$ -	\$ -	\$ -	\$ -	#####	\$ -	\$ -	\$ -	\$ 45,000.00	
																\$ 2,680,000.00											\$ 355,000.00				\$ 4,230,000.00

SCBA		2016																												
Apparatus		BtIs	SCBA's	RIT	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048
E1		6	6	1									\$72,000.00																	
E2		0	2										\$24,000.00																	
E3		7	7	1									\$84,000.00																	
R1		7	5										\$60,000.00																	
		20	20	2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$240,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300,000.00	\$0.00	\$0.00

Armer Radios					2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048
Hand Held			Motorola																											
30- Total	APX6000XE/4000		Purchase - 3		\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00	\$19,000.00	\$19,000.00	\$19,000.00	\$19,000.00	\$19,000.00	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00	\$23,000.00	\$23,000.00	\$23,000.00	\$23,000.00	\$23,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$27,000.00	\$27,000.00

Capital Outlay Small Tools / Equipment / PPE

PPE					2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048
Type	Per Year		Inventory	Cost Per																										
PPE	3		30	\$4,000.00	\$12,000.00	\$12,300.00	\$12,607.50	\$12,922.69	\$13,245.75	\$13,576.90	\$13,916.32	\$14,264.23	\$14,620.83	\$14,986.36	\$15,361.01	\$15,745.04	\$16,138.67	\$16,542.13	\$16,955.69	\$17,379.58	\$17,814.07	\$18,259.42	\$18,715.90	\$19,183.80	\$19,663.40	\$20,154.98	\$20,658.86	\$21,175.33	\$21,704.71	\$22,247.33
Boots	3		30	\$375.00	\$1,125.00	\$1,153.13	\$1,181.95	\$1,211.50	\$1,241.79	\$1,272.83	\$1,304.66	\$1,337.27	\$1,370.70	\$1,404.97	\$1,440.10	\$1,476.10	\$1,513.00	\$1,550.82	\$1,589.60	\$1,629.34	\$1,670.07	\$1,711.82	\$1,754.62	\$1,798.48	\$1,843.44	\$1,889.53	\$1,936.77	\$1,985.19	\$2,034.82	\$2,085.69
Hoods	5		50	\$120.00	\$600.00	\$615.00	\$630.38	\$646.13	\$662.29	\$678.84	\$695.82	\$713.21	\$731.04	\$749.32	\$768.05	\$787.25	\$806.93	\$827.11	\$847.78	\$868.98	\$890.70	\$912.97	\$935.80	\$959.19	\$983.17	\$1,007.75	\$1,032.94	\$1,058.77	\$1,085.24	\$1,112.37
Gloves	10		30	\$125.00	\$1,250.00	\$1,281.25	\$1,313.28	\$1,346.11	\$1,379.77	\$1,414.26	\$1,449.62	\$1,485.86	\$1,523.00	\$1,561.08	\$1,600.11	\$1,640.11	\$1,681.11	\$1,723.14	\$1,766.22	\$1,810.37	\$1,855.63	\$1,902.02	\$1,949.57	\$1,998.31	\$2,048.27	\$2,099.48	\$2,151.96	\$2,205.76	\$2,260.91	\$2,317.43
Helmets	3		30	\$400.00	\$1,200.00	\$1,230.00	\$1,260.75	\$1,292.27	\$1,324.58	\$1,357.69	\$1,391.63	\$1,426.42	\$1,462.08	\$1,498.64	\$1,536.10	\$1,574.50	\$1,613.87	\$1,654.21	\$1,695.57	\$1,737.96	\$1,781.41	\$1,825.94	\$1,871.59	\$1,918.38	\$1,966.34	\$2,015.50	\$2,065.89	\$2,117.53	\$2,170.47	\$2,224.73
			Total		\$16,175.00	\$16,579.38	\$16,993.86	\$17,418.71	\$17,854.17	\$18,300.53	\$18,758.04	\$19,226.99	\$19,707.67	\$20,200.36	\$20,705.37	\$21,223.00	\$21,753.58	\$22,297.42	\$22,854.85	\$23,426.22	\$24,011.88	\$24,612.18	\$25,227.48	\$25,858.17	\$26,504.62	\$27,167.24	\$27,846.42	\$28,542.58	\$29,256.14	\$29,987.55

HOSE/Equipment					2023	2024	2025	2026	2027	2028	2029	2030	2030	2030	2030	2030	2030	2030	2030	2030	2030	2030	2030	2030	2030	2030	2030	2030	2030	2030
Type			Inventory	Cost Per																										
LDH		100'	2400'	\$1,000.00	\$2,400.00	\$2,400.00	\$2,400.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00
2 1/2		50'	4200'	\$143.00	\$600.00	\$720.00	\$720.00	\$720.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00
1 3/4		50'	3500'	\$134.00	\$770.00	\$990.00	\$990.00	\$990.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00
Nozzle/Fittings				\$750.00	\$1,500.00	\$1,500.00	\$1,500.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
			Total		\$5,270.00	\$5,610.00	\$5,610.00	\$6,310.00	\$6,540.00	\$6,540.00	\$6,540.00	\$6,540.00	\$6,540.00	\$6,540.00	\$6,540.00	\$6,540.00	\$6,540.00	\$6,540.00	\$6,540.00	\$6,540.00	\$6,540.00	\$6,540.00	\$6,540.00	\$6,540.00	\$6,540.00	\$6,540.00	\$6,540.00	\$6,540.00	\$6,540.00	\$6,540.00

Small Power Tools																														
Type			Inventory	Cost Per	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048
Fans/Chainsaws/Tools				\$2,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
IPADS	Charging Cases	Qty: 10		\$800.00	\$10,000.00	\$8,000.00					\$10,000.00					\$10,000.00				\$10,000.00						\$12,000.00				

2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048
\$ 1,445.00	\$ 390,189.38	\$ 1,142,603.86	\$ 44,728.71	\$ 137,394.17	\$ 47,840.53	\$ 58,298.04	\$ 48,766.99	\$ 289,247.67	\$ 471,740.36	\$ 782,245.37	\$ 172,763.00	\$ 53,293.58	\$ 53,837.42	\$ 76,394.85	\$ 56,366.22	\$ 292,551.88	\$ 58,152.18	\$ 58,767.48	\$ 61,398.17	\$ 62,044.62	#####	\$ 63,386.42	\$ 364,082.58	\$ 66,796.14	\$ 112,527.55

Less Contract Capital

\$ 6,242,169.38

\$ (400,000.00)

\$ 5,842,169.38

	2024	2025	2026
Operating City	\$ 132,997.50	\$ 136,987.43	\$ 141,097.05
Operating Contract	\$ 44,332.50	\$ 45,662.48	\$ 47,032.35
Capital City	\$ 233,686.78	\$ 233,686.78	\$ 233,686.78
Capital Contract	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00
Relief	\$ 40,000.00	\$ 41,200.00	\$ 42,436.00
<b>Total</b>	<b>\$ 467,016.78</b>	<b>\$ 473,536.68</b>	<b>\$ 480,252.18</b>

<b>Breezy Point</b>	<b>Operating</b>	\$ 87,778.35	\$ 90,411.70	\$ 93,124.05
	<b>Capital</b>	\$ 154,233.27	\$ 154,233.27	\$ 154,233.27
	<b>Relief</b>	\$ 14,644.00	\$ 15,083.32	\$ 15,535.82
	<b>Total</b>	<b>\$ 256,655.62</b>	<b>\$ 259,728.30</b>	<b>\$ 262,893.15</b>

<b>Pequot Lakes</b>	<b>Operating</b>	\$ 45,219.15	\$ 46,575.72	\$ 47,973.00
	<b>Capital</b>	\$ 79,453.51	\$ 79,453.51	\$ 79,453.51
	<b>Relief</b>	\$ 14,436.00	\$ 14,869.08	\$ 15,315.15
	<b>Total</b>	<b>\$ 139,108.66</b>	<b>\$ 140,898.31</b>	<b>\$ 142,741.65</b>

<b>Jenkins</b>	<b>Operating</b>	\$ 6,250.88	\$ 6,438.41	\$ 6,631.56
	<b>Capital</b>	\$ 2,256.00	\$ 2,256.00	\$ 2,256.00
	<b>Relief</b>	\$ 2,528.00	\$ 2,603.84	\$ 2,681.96
	<b>Total</b>	<b>\$ 11,034.88</b>	<b>\$ 11,298.25</b>	<b>\$ 11,569.52</b>

<b>Jenkins Twsp</b>	<b>Operating</b>	\$ 15,117.38	\$ 15,570.90	\$ 16,038.03
	<b>Capital</b>	\$ 5,456.00	\$ 5,456.00	\$ 5,456.00
	<b>Relief</b>	\$ 2,932.00	\$ 3,019.96	\$ 3,110.56
	<b>Total</b>	<b>\$ 23,505.38</b>	<b>\$ 24,046.86</b>	<b>\$ 24,604.59</b>

<b>Loon Lake</b>	<b>Operating</b>	\$ 10,639.80	\$ 10,958.99	\$ 11,287.76
	<b>Capital</b>	\$ 3,840.00	\$ 3,840.00	\$ 3,840.00
	<b>Relief</b>	\$ 2,884.00	\$ 2,970.52	\$ 3,059.64
	<b>Total</b>	<b>\$ 17,363.80</b>	<b>\$ 17,769.51</b>	<b>\$ 18,187.40</b>

<b>Poplar</b>	<b>Operating</b>	\$ 1,684.64	\$ 1,735.17	\$ 1,787.23
	<b>Capital</b>	\$ 608.00	\$ 608.00	\$ 608.00
	<b>Relief</b>	\$ 840.00	\$ 865.20	\$ 891.16
	<b>Total</b>	<b>\$ 3,132.64</b>	<b>\$ 3,208.37</b>	<b>\$ 3,286.39</b>

<b>Pelican</b>	<b>Operating</b>	\$ 10,639.80	\$ 10,958.99	\$ 11,287.76
	<b>Capital</b>	\$ 3,840.00	\$ 3,840.00	\$ 3,840.00
	<b>Relief</b>	\$ 1,736.00	\$ 1,788.08	\$ 1,841.72
	<b>Total</b>	<b>\$ 16,215.80</b>	<b>\$ 16,587.07</b>	<b>\$ 16,969.49</b>

Operating	\$ 177,330.00	\$ 182,649.90	\$ 188,129.40
Capital	\$ 249,686.78	\$ 249,686.78	\$ 249,686.78
Relief	\$ 40,000.00	\$ 41,200.00	\$ 42,436.00
<b>Grand Total</b>	<b>\$ 467,016.78</b>	<b>\$ 473,536.68</b>	<b>\$ 480,252.18</b>

2027	2028	2029	2030	2031	2032
\$ 145,329.96	\$ 149,689.86	\$ 154,180.55	\$ 158,805.97	\$ 163,570.15	\$ 168,477.25
\$ 48,443.32	\$ 49,896.62	\$ 51,393.52	\$ 52,935.32	\$ 54,523.38	\$ 56,159.08
\$ 233,686.78	\$ 233,686.78	\$ 233,686.78	\$ 233,686.78	\$ 233,686.78	\$ 233,686.78
\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00
\$ 43,709.08	\$ 45,020.35	\$ 46,370.96	\$ 47,762.09	\$ 49,194.95	\$ 50,670.80
<b>\$ 487,169.14</b>	<b>\$ 494,293.61</b>	<b>\$ 501,631.81</b>	<b>\$ 509,190.17</b>	<b>\$ 516,975.27</b>	<b>\$ 524,993.92</b>

\$ 95,917.77	\$ 98,795.31	\$ 101,759.17	\$ 104,811.94	\$ 107,956.30	\$ 111,194.99
\$ 154,233.27	\$ 154,233.27	\$ 154,233.27	\$ 154,233.27	\$ 154,233.27	\$ 154,233.27
\$ 16,001.89	\$ 16,481.95	\$ 16,976.41	\$ 17,485.70	\$ 18,010.27	\$ 18,550.58
<b>\$ 266,152.94</b>	<b>\$ 269,510.53</b>	<b>\$ 272,968.85</b>	<b>\$ 276,530.92</b>	<b>\$ 280,199.85</b>	<b>\$ 283,978.84</b>

\$ 49,412.19	\$ 50,894.55	\$ 52,421.39	\$ 53,994.03	\$ 55,613.85	\$ 57,282.27
\$ 79,453.51	\$ 79,453.51	\$ 79,453.51	\$ 79,453.51	\$ 79,453.51	\$ 79,453.51
\$ 15,774.61	\$ 16,247.85	\$ 16,735.28	\$ 17,237.34	\$ 17,754.46	\$ 18,287.09
<b>\$ 144,640.30</b>	<b>\$ 146,595.90</b>	<b>\$ 148,610.17</b>	<b>\$ 150,684.87</b>	<b>\$ 152,821.82</b>	<b>\$ 155,022.86</b>

\$ 6,830.51	\$ 7,035.42	\$ 7,246.49	\$ 7,463.88	\$ 7,687.80	\$ 7,918.43
\$ 2,256.00	\$ 2,256.00	\$ 2,256.00	\$ 2,256.00	\$ 2,256.00	\$ 2,256.00
\$ 2,762.41	\$ 2,845.29	\$ 2,930.64	\$ 3,018.56	\$ 3,109.12	\$ 3,202.39
<b>\$ 11,848.92</b>	<b>\$ 12,136.71</b>	<b>\$ 12,433.13</b>	<b>\$ 12,738.44</b>	<b>\$ 13,052.92</b>	<b>\$ 13,376.83</b>

\$ 16,519.17	\$ 17,014.75	\$ 17,525.19	\$ 18,050.95	\$ 18,592.47	\$ 19,150.25
\$ 5,456.00	\$ 5,456.00	\$ 5,456.00	\$ 5,456.00	\$ 5,456.00	\$ 5,456.00
\$ 3,203.88	\$ 3,299.99	\$ 3,398.99	\$ 3,500.96	\$ 3,605.99	\$ 3,714.17
<b>\$ 25,179.05</b>	<b>\$ 25,770.74</b>	<b>\$ 26,380.18</b>	<b>\$ 27,007.91</b>	<b>\$ 27,654.46</b>	<b>\$ 28,320.42</b>

\$ 11,626.40	\$ 11,975.19	\$ 12,334.44	\$ 12,704.48	\$ 13,085.61	\$ 13,478.18
\$ 3,840.00	\$ 3,840.00	\$ 3,840.00	\$ 3,840.00	\$ 3,840.00	\$ 3,840.00
\$ 3,151.42	\$ 3,245.97	\$ 3,343.35	\$ 3,443.65	\$ 3,546.96	\$ 3,653.36
<b>\$ 18,617.82</b>	<b>\$ 19,061.16</b>	<b>\$ 19,517.79</b>	<b>\$ 19,988.12</b>	<b>\$ 20,472.57</b>	<b>\$ 20,971.55</b>

\$ 1,840.85	\$ 1,896.07	\$ 1,952.95	\$ 2,011.54	\$ 2,071.89	\$ 2,134.05
\$ 608.00	\$ 608.00	\$ 608.00	\$ 608.00	\$ 608.00	\$ 608.00
\$ 917.89	\$ 945.43	\$ 973.79	\$ 1,003.00	\$ 1,033.09	\$ 1,064.09
<b>\$ 3,366.74</b>	<b>\$ 3,449.50</b>	<b>\$ 3,534.74</b>	<b>\$ 3,622.55</b>	<b>\$ 3,712.98</b>	<b>\$ 3,806.13</b>

\$ 11,626.40	\$ 11,975.19	\$ 12,334.44	\$ 12,704.48	\$ 13,085.61	\$ 13,478.18
\$ 3,840.00	\$ 3,840.00	\$ 3,840.00	\$ 3,840.00	\$ 3,840.00	\$ 3,840.00
\$ 1,896.97	\$ 1,953.88	\$ 2,012.50	\$ 2,072.87	\$ 2,135.06	\$ 2,199.11
<b>\$ 17,363.37</b>	<b>\$ 17,769.07</b>	<b>\$ 18,186.94</b>	<b>\$ 18,617.35</b>	<b>\$ 19,060.67</b>	<b>\$ 19,517.29</b>

\$ 193,773.28	\$ 199,586.48	\$ 205,574.07	\$ 211,741.29	\$ 218,093.53	\$ 224,636.34
\$ 249,686.78	\$ 249,686.78	\$ 249,686.78	\$ 249,686.78	\$ 249,686.78	\$ 249,686.78
\$ 43,709.08	\$ 45,020.35	\$ 46,370.96	\$ 47,762.09	\$ 49,194.95	\$ 50,670.80
<b>\$ 487,169.14</b>	<b>\$ 494,293.61</b>	<b>\$ 501,631.81</b>	<b>\$ 509,190.17</b>	<b>\$ 516,975.27</b>	<b>\$ 524,993.92</b>

2033

\$ 173,531.57
\$ 57,843.86
\$ 233,686.78
\$ 16,000.00
\$ 52,190.93
<b>\$ 533,253.14</b>

\$ 114,530.84
\$ 154,233.27
\$ 19,107.10
<b>\$ 287,871.21</b>

\$ 59,000.73
\$ 79,453.51
\$ 18,835.71
<b>\$ 157,289.95</b>

\$ 8,155.98
\$ 2,256.00
\$ 3,298.47
<b>\$ 13,710.45</b>

\$ 19,724.76
\$ 5,456.00
\$ 3,825.59
<b>\$ 29,006.35</b>

\$ 13,882.53
\$ 3,840.00
\$ 3,762.97
<b>\$ 21,485.49</b>

\$ 2,198.07
\$ 608.00
\$ 1,096.01
<b>\$ 3,902.08</b>

\$ 13,882.53
\$ 3,840.00
\$ 2,265.09
<b>\$ 19,987.61</b>

\$ 231,375.43
\$ 249,686.78
\$ 52,190.93
<b>\$ 533,253.14</b>

TO: Mayor and City Council

FROM: David Chanski, City Administrator/Clerk

RE: 2024 Budget Calendar

DATE: June 5, 2023

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As the calendar turns over to June, it is time to officially kick-off the 2024 budget process. For the 2024 Budget, staff is recommending the following budget calendar:

- June
  - o Department Heads submit 2024 capital requests.
  - o City Administrator and Finance Specialist begin drafting 2024 operating budgets.
- July
  - o Budget Kick-off Workshop with City Council
    - July 18 @ 1:00pm.
  - o Staff revise draft budget.
- August
  - o Preliminary Budget Workshop with City Council
    - August 15 @ 1:00pm.
  - o Staff finalized preliminary budget and levy and issue public notice.
- September
  - o Preliminary Budget & Levy Public Hearing & Adoption
    - Regular City Council Meeting September 5 @ 6:30pm.
- October/November
  - o Final Budget Workshop with City Council (if necessary)
    - October 17 @ 1:00pm.
  - o Staff finalize 2024 Budget and issue public notice.
- December
  - o Final Budget & Levy Public Hearing & Adoption
    - Regular City Council Meeting December 4 @ 6:30pm.

The budget kick-off workshop will be centered around discussion on overall budget goals and expectations, initial projected operating budget changes, department capital requests, and potential projects with significant attention being given to discussion on City Hall and Buschmann Road.

At the preliminary budget workshop, staff will present a draft of the full preliminary budget & levy ahead of the public hearing and adoption scheduled for the regular City Council meeting on September 5. Per State Statute, every municipality must set a preliminary budget & levy and provide it to the county auditor no later than September 30. The final budget & levy will then be set on December 4. The final levy can be lower than the preliminary levy, but it cannot be higher.

### **Council Action**

Staff recommends approval of the provided 2024 Budget Calendar, setting workshops as listed.



TO: Mayor and City Council  
FROM: David Chanski, City Administrator/Clerk  
RE: July City Council Meeting Date  
DATE: June 5, 2023

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The July City Council meeting is currently scheduled for Monday, July 3. Being the evening before Independence Day and given the many related events that take place on July 3<sup>rd</sup>, staff would like to discuss moving the July City Council meeting to an alternate date.

The City's policy is that when a regular City Council meeting lands on a recognized holiday, the meeting is automatically scheduled for the following day (i.e. Tuesday) at the same meeting time. Following the spirit of that policy, staff would have recommended that the July City Council meeting be moved to July 5. However, as the auditors need to present the 2022 Audit Report prior to submitting it to the State Auditor and are unavailable on July 5 as they are presenting an audit report to another municipality, staff recommends moving the City Council meeting from Monday, July 3 to Thursday, July 6.

**Council Action**

Staff recommends that the City Council move the July 2023 regular City Council meeting from Monday, July 3 @ 6:30pm to Thursday, July 6 @ 6:30pm.

TO: Mayor and City Council  
FROM: David Chanski, City Administrator/Clerk  
RE: City Council Workshop  
DATE: June 5, 2023

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Following the discussion that took place at the City Council Retreat as well as having received lots of questions from councilmembers, committee members, and members of the public, staff believes it would be beneficial for the City Council to consider adopting bylaws and a code of conduct for all City boards, committees, and commissions.

If the City Council would like to consider adopting bylaws and a code of conduct, staff recommends starting the conversation with a City Council workshop in June.

**Council Action**

Staff requests that the City Council consider holding a workshop on either Tuesday, June 13 at 1:00pm or Wednesday, June 14 at 7:00pm following the city hall open house.

TO: Mayor and City Council

FROM: David Chanski, City Administrator/Clerk

RE: Health Insurance Broker Selection

DATE: June 5, 2023

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At the April 3 City Council meeting, the City Council authorized staff to issue an RFP for Health Insurance Broker Services. In all, the City received 5 proposals. After reviewing the proposals, staff recommends accepting the proposal from the A.T. Group (the City's current broker) for benefit years 2024, 2025, and 2026.

Broker services come at no direct cost to the City as the City is considered as small group under the Affordable Care Act. Therefore, brokerage fees for small groups are fixed and are incorporated into the City's premium payments.

**Council Action**

Staff recommends that the City Council accept the proposal from the A.T. Group for health insurance broker services for benefit years 2024, 2025, and 2026.



# City of Breezy Point

## Employee Benefits Consulting and Brokerage Services for the years 2025 and 2026

Prepared for  
**Breezy Point**



Presented by:  
**Bill Singer**

**Senior Group Benefits Consultant**

**A.T. Group**

04/15/2023

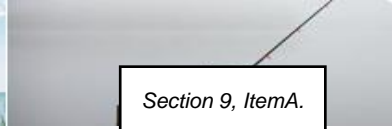


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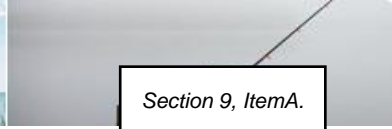
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## Executive Summary

A.T. Group has a reputation for providing excellent products and services to the public groups across Minnesota. We are a Minnesota only agency, not a national franchise. We currently work with close to 200 public groups including cities, counties, school districts and public utilities. We specialize in the development of benefit packages that offer a wide range of coverage to the employees as well as protection to employers.

Along with great products we consider ourselves team members with you in the administration of those benefits. Some of the services that we team with you on are COBRA administration, Flex Plan administration and HSA/VEBA Administration.

In addition to our own professional staff and value-added services, our firm is able to provide a wealth of resources to our clients through our industry affiliations.

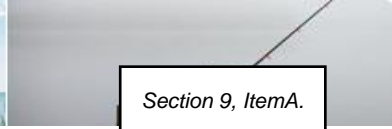
A.T. Group strives to treat our customers how we would like to be treated, from taking time to listen to each employee who calls us for assistance to putting in the best effort possible when developing and implementing products. We make ourselves easily accessible through e-mail, cell phones, faxes, business phone, etc. It is our goal to respond quickly, thoroughly and courteously to each inquiry.

Our team of specialists is dedicated to using their experience and expertise to meet your objectives, and is committed to anticipating and fulfilling your needs.

A.T. Group is able to offer a variety of medical plans, a long list of other group and voluntary products, retirement/Medicare products. We are able to offer benefit plans from carriers and vendors across the United States. We specialize in evaluating, negotiating with and recommending insurers and providers to our clients, and we employ selection criteria and performance objectives when considering a vendor.

Our agency also offers a variety of other professional services, including plan administration assistance and legislative compliance assistance, custom communication offerings, Web-based human resources tools and access to specialized online benefits enrollment tools.

We pride ourselves on the level of knowledge and service we provide to our clients.



## Responding to:

The City of Breezy Point desires the agent to perform the following services:

- Advise and assist the City in evaluating and selecting coverage among available alternatives. Examples include plan coverages, deductibles, co-payments, out-of-pocket payments, etc.

This is a process we go through each year at renewal time. Each carrier has a series of plan we can pick from with corresponding rates. Over the past 5 years or so the city's decision has been to keep the plans as stable as possible with the exception of the changes periodically required by the Affordable Care Act.

- Advise the City on potential gaps or overlaps in coverages.
- Advise the City on long-term strategies for premium stability.

This is a great subject to review. However, it is best done in person as it takes a while to understand how our current health insurance system works for small groups. The Affordable Care Act has some advantages and some disadvantages, and we just need to understand what is possible to set our strategy in place.

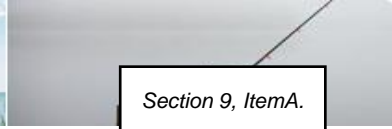
- Analyze value-added services available to the City.

Partnering with the city of Breezy Point on their COBRA/Minnesota State Continuation administration is an extremely valuable service we provide. I am not aware of any other agency that provides the in-depth COBRA assistance as A.T. Group. Continuation administration violations can lead to the employer being liable for penalties, which could include claim payments to qualified beneficiaries, court levies damages, attorney fees, and other claims.

Since 2016 we have been following every single employee through the Continuation process from the day they are hired to the day they are no longer eligible for benefits with the city.

- Assist the City with reviewing claims data and determining premium impact of any coverage changes.

For Small Groups (less than 50 employees) claims data will not affect our renewal rates with our fully insured carrier options due to the very large regional pool we are in. Every year we have rates available for every possible plan available.



## Responding to:

### 1. Firm History and Experience:

- Brief history of firm including size and any specialty areas.
- Background company data, including financial references.
- Expertise or involvement in the insurance/employee benefits industry.
- Municipality experience.
- List of providers the firm is associated with.
- Expected communication responsibilities.

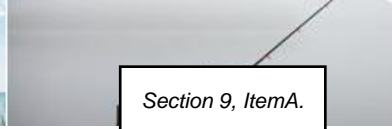
## About A.T. Group

A.T. Group is built upon a tradition of integrity, and excellence. We are committed to delivering tailored benefit solutions. We have the finest benefit professionals whose knowledge of public group employee benefits is unmatched and has helped us build our reputation for excellence and fueled our growth.

This proposal for employee benefits consulting and agency services outlines our history, business philosophy and services as they relate to further satisfying the needs of the city of Breezy Point.

A.T. Group is proud of its long history of servicing the employee benefits needs of employers in Minnesota. A few important facts about us follow.

- Founded in 1985.
- **Excel specifically in service to Public Groups** – At the 2023 Minnesota Clerks and Financial Officers Association Conference (MCFOA) in St. Cloud we had about 60 clerks attend out class on COBRA and Minnesota State Continuation. We have conducted classes at about six MCFOA conferences on a variety of employee benefit related topics. A.T. Group has also conducted classes at each of the MCFOA regions across the state of Minnesota. Municipalities are our area of expertise.
- Headquartered in suburb of Minneapolis, Minnesota
- Full range of agency/consulting services include:
  - Employee benefits products and services
  - Compliance assistance
  - Post 65 Medicare products and services
  - Individual products and services
- Provide access to virtually all insurance and administration markets



## Partial List of Clients

A.T. Group is proud to service the employee benefits needs of some of Minnesota's finest employers.

Below is a list of groups in which we are listed as the agent for their complete benefit package (with a few small exception) including:

- **Health** Insurance
- **Dental** Insurance
- **Vision** Insurance
- **Short Term Disability** Insurance
- **Long Term Disability** Insurance
- **HSAs**
- **Flex Plans**
- **COBRA** administration.

In many cases we assist with those benefits that we are not listed as the agent just like we do with the city of Breezy Point on their Flex plan with Compensation Consultants. Not every group has every benefit. Additional contact information can be provided.

City of Montgomery, 16 employees, Patti Soukup, 507-364-8888

City of Lake Shore, 4 employees, Patti McDonald, 218-963-2148

City of Cannon Falls, 20 employees, Michelle Sandeen, 507-263-9309

City of Park Rapids, 28 employees, Sarah Gwiazdon, 218-237-2740

City of Grand Rapids, 65 employees, Cheryl Pierzina, 218-326-7606

City of Nisswa, 17 employees, Kiki Lindbery, 218-961-4258

City of Baudette, 11 employees, Tina Rennemo, 218-634-1850

City of Kasson, 35 employees, Linda Rappe, 507-634-6324

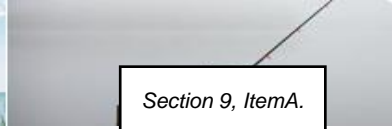
West Hennepin Public Safety, 13 employees, Kim Curtis, 763-479-0548

City of Big Lake, 30 employees, Deb Wegeleben, 763-263-2107

City of Bayport, 15 employees, Mary Goulette, 651-275-4404

City of Winthrop, 8 employees, Michael Looft, 507-647-5306

City of Zumbrota, 18 employees, Kim Simonson, 507-732-7318



City of Dassel, 9 employees, Terri Boese, 320-275-2454

City of Rush City, 4 employees, Sue Hochstatter, 320-358-4743

City of Paynesville, 16 employees, Belinda Ludwig, 320-243-3714

New York Mills ISD, 130 employees, Marsha Maki, 218-385-4202

City of Cold Spring, 17 employees, Kris Dockendorf, 320-685-3653

Grand Rapids Public Utilities, 53 employees, Cheryl Pierzina, 218-326-7606

City of Chatfield, 18 employees, Beth Carlson 507-867-3810

City of Ely, 37 employees, Dan Smith, 218-507-5139

City of Oak Park Heights, 21 employees, Betty Caruso, 651-439-4439

City of Spring Lake Park, 45 employees, Melissa Barker, 763-784-6491

City of Babbitt, 14 employees, Kathy Vraa, 218-827-3464

City of Ham Lake, 17 employees, Andrea Murff, 763-434-9555

City of Oak Grove, 8 employees, Loren Wickham, 763-753-1920

Princeton Public Utilities, 17 employees, Kathy Ohman, 763-389-2252

City of Waite Park, 44 employees, Lori Glanz-Gambrino, 320-252-6822

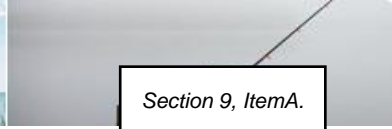
City of Lexington, 9 employees, Chris Galiov, 763-784-2792

City of Fosston, 16 employees, Cassie Heide, 218-435-1959

City of Chisago City, 15 employees, Cassie Gemuenden, 651-257-4162

One group that has left us in the last few years is Greenwood Connections in Menahga. They completely dropped all of their employer sponsored benefits. Contact is Karen Lepinski, 218-564-4101.





## Partial List of Carriers we work with.

HealthPartners

Medica

Blue Cross Blue Shield

United Health Care

Sourcewell Service Co-op

Minnesota Health Consortium

Public Employee Insurance Plan

Delta Dental

Sun Life

Guardian

Health Equity

Dearborn National

Lincoln Financial

Standard

Reliance Standard

TASC

Eyemed

Avesis

National Insurance Services

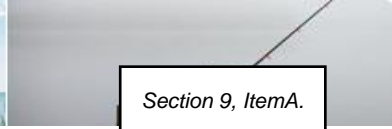
VSP

Hartford

Unum

Kansas City Life

Prudential

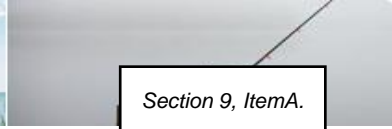


## A.T. Group Team Services

At A.T. Group our professionals pride themselves on excellent service, and are dedicated to using their experience and expertise to meet our clients' benefits objectives. Our goal is to help you efficiently administer your employee benefit package through proper implementation and management.

Some of the general services you can expect from your A.T. Group account team include the following:

- Assistance in the coordination and administration of all agency activities relating to the city of Breezy Point's employee benefits program, including health, HSA, HRA, FSA, dental, life, disability, vision and COBRA.
- Communication with human resources or benefits personnel regarding benefits program issues, changes, or problem resolutions.
- Plan design consultation at annual renewal time.
- Meetings with management or benefits personnel as requested and at agreed-upon regular intervals.
- Custom employee communications if desired.
- Response to general inquiries from the cities benefit personnel or individual employees.
- Resources for COBRA, Health Care Reform, Section 125, Health Savings Accounts and other compliance questions.
- Ensure implementation of policy changes with carrier(s).
- Benefit education meetings for employees to ensure plan understanding.
- Changed contracts reviewed for accuracy.
- Act as a resource for difficult claim situations.
- Act as a council for the city in sticky or difficult benefit situations.
- Ongoing compliance assistance with state and federal mandates
- Benefits personnel education on the administration of the benefit package when a new employee is hired to fulfill that role.



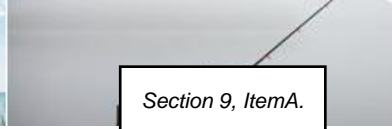
## Initial Action Steps

- Identify and introduce all team members
- Establish preferred communication channels with the city of Breezy Point
- Establish preferred communication channels with insurance carriers.
- Gather and review plan design and contract information.
- Determine the city's satisfaction with current service and products.
- Determine the city's future objectives.
- Put together a plan to offer the best available benefits to the employees of the city of Breezy Point while meeting the objectives of the city.

## Proposed Fee for Services:

A.T. Group would be assigned as your agent of record for all the city's lines of insurance. As your servicing agency, our compensation for any specific line of coverage will be set at the carrier's standard commission agreement which is already built into most of the products. For example, the health insurance already had a broker fee built into it. This is true for all fully insured carriers. These fees can't be increased or decreased by either the broker or the group. There will be no direct billing to the city for any of our services. All services are part of our agency package.

A.T. Group incorporates all the technology services we need to thoroughly research the market and provide the city with all the necessary documentation for their benefit administration.



## Contact Information:

A.T. Group  
PO Box 48033  
Coon Rapids, MN 55448  
Telephone: (763) 754-8898  
Fax: (763) 754-8496  
[www.at-group.net](http://www.at-group.net)

### **Breezy Point Primary Contact:**

Bill Singer  
Senior Group Benefits Consultant  
Telephone: (763) 754-8898  
Cell: (612) 581-5790  
Email: [Bill.Singer@at-group.net](mailto:Bill.Singer@at-group.net)

I have been a Benefit Specialist with A.T. Group for over 25 years. A.T. Group specifically works with cities, counties, and school districts on their employee benefit package. The rules and process of public groups is different than the private industry so experience matters. I have spoken for the MCFOA Conference multiple times over the last 10 years as well as speaking at the different MCFOA regions throughout the state of Minnesota.

I have been married for 37 years and have five children. I grew up in the Pequot Lakes area but was whisked away while in high school and now live north of the metro area. I enjoy helping my kids with projects. It seems they always need some help with car repairs or home maintenance. Occasionally we just hang out. I am now an empty nester, so I have recently taken up Triathlons after coaching my son's basketball team for 11 years. I enjoy those long training bike rides in the summer and enjoy coaching and teaching others what I have learned about triathlon. Recently, as my adult kids have been moving through their careers, I have enjoyed discussing with them about what it means to be a leader in their area of influence.

TO: David Chanski, City Administrator/Clerk  
FROM: Daniel Eick, Assistant City Administrator  
RE: Website Development Update  
DATE: May 30, 2023

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### **Summary**

During the regular Council Meeting held on Monday, November 7, 2022, the City Council approved a contract with Civic Plus to design, host, and manage a new City Website. Civic Plus has been working with the Assistant City Administrator to finalize this project and staff is now prepared to present the results to Council.

### **Development Updates**

Please note, for security reasons staff is unable to share a direct link to the new website publicly at this time. However, the City Administrator's Office wanted to present an update to the community ahead of the website's official launch. To accomplish this Civic Plus is hosting a remote version of the website for presentation to Council. Assuming the Council approves of the final product staff plan to launch the website on Monday, June 12, 2023.

As a result of this project coming to a close, the City will eventually need to update the syntax of all city emails (staff and Council) from [@cityofbreezypointmn.us](mailto:@cityofbreezypointmn.us) to [@breezypointmn.gov](mailto:@breezypointmn.gov). Staff currently plan to have OnSystems finalize this change late summer/early fall of 2023 after the new website is well established.

### **Council Action**

Staff is seeking Council approval of the final website design with a planned launch date of Monday, June 12, 2023.



TO: David Chanski, City Administrator/Clerk

FROM: Daniel Eick, Assistant City Administrator

RE: Buschmann Roadway Public Outreach Update

DATE: May 22, 2023



### **Summary**

During the Regular Council Meeting held on Monday, December 5, 2022, the City Council approved phase one of a contract with WSB for engineering and design services along the Buschmann Roadway corridor. A portion of that contract is dedicated to outreach and community engagement. A brief update on the status of the City's outreach planning is provided below.

### **Buschmann Roadway Outreach Update**

WSB has been working with the Assistant City Administrator to develop and manage the contractually proposed project website and related communications material. The project website is available at the following link:

- <https://buschmannrd-ranchettedr-wsbeng.hub.arcgis.com/>

Staff has also been coordinating with WSB to plan and develop material for a project open house. The meeting is tentatively scheduled for Wednesday, July 26, from 6:00 PM to 8:00 PM at City Hall. The open house will be interactive to better solicit comments from the public on WSB's proposed initial design and engineering. A timeline is provided below outlining important date projections:

- On Wednesday, June 7, 2023 the Project Website will "go live" and the City's initial social media advertising will begin. Public comments will be taken on the project website and staff will push to general communication channels.
- On Monday, June 12, 2023 Staff will link WSB's Project Website to our new website. Additionally, the Assistant City Administrator is developing a "Projects Master Page" on the new website. This page will serve as a historical record of current and past projects undertaken by the City.
- On Monday, June 26, 2023 a mailer inviting residents and community members to the July Open House will be sent. A recommended contact list with relevant addresses will be developed and provided by WSB ahead of the mailer.
- On Wednesday, July 26, 2023 WSB and City staff will host a Public Open House for the Buschmann Roadway Corridor Project. The open house will be held from 6:00 PM to 8:00 PM. WSB hopes to use the forum to encourage conversation and public comment from community members.

### **Council Action**

Staff is seeking input from Council on the project website and above proposed timeline. No official action is required at this time.



## Memorandum

To: David Chanski, City Administrator  
City of Breezy Point

From: Paul Sandy, PE, Project Manager  
WSB and Associates

Date: June 5, 2023

Re: Buschmann Road and Ranchette Drive Reconstruction Project  
Project Update  
WSB Project No. 022038-000

The project team appreciates this opportunity to provide this project update to the City Council. As we have moved through the winter and spring months, the project team has been working through data collection and public engagement materials to be prepared to move into preliminary design starting early in June. Below is a listing of each specific task and what progress has been made in each task to date, along with planned activities in the next month.

### Work Completed and Planned Activities

- Task 1 – Existing Data Collection – City staff and the WSB project met to collect existing studies and documents from City Hall and compiled an existing conditions memorandum that was delivered to the City on February 27. This memo is a compilation of the data collected in the reconnaissance performed at City Hall along with any other studies or information that we could gather.

As a part of this task, a quality management plan was generated and submitted to City staff on March 13<sup>th</sup>. The quality management plan is a document that references WSB's commitment to quality and outlines how deliverables are reviewed internally and whom from WSB is responsible. The QMP documents how each deliverable goes through a thorough review process before finalizing as a deliverable sent to the City.

- Task 2 – Topographic Survey – The field topographic survey has been completed. A Gopher State One-Call (GSOC) locate ticket was ordered the week of 5/29 to have private utility companies locate their existing private utilities within the public right of way. This data will be collected by field survey staff and incorporated into the base map with the topographic survey.
- Task 3 – Existing Right of Way Determination – Title reports were ordered and subsequently received by WSB to begin review and piece together the existing right of way based on the reports. Field work (looking for existing monumentation, irons, and pins) was completed during topographic survey. This task will be completed around mid-June, and the existing right of way will be placed within the base map file prior to preliminary design. The existing right of way boundaries will be used to estimate right of way impacts or easement needs based on the preferred alternative design.

- Task 4 – Environmental Reconnaissance and Wetland Delineation – The wetland delineation report prepared as a part of the Cooperative Community Enhancement Project was sent to the LGU (Local Government Unit) to ensure that the report was previously submitted, and that the report wetland boundaries and wetland type received TEP (Technical Advisory Panel) concurrence. It was confirmed that the report was submitted and received concurrence on boundary and type. Wetland boundary lines will be requested from Bolton and Menk in AutoCAD format to be included in the preliminary design drawings to estimate impacts to resources and potential permitting needs.
- Task 5 – Geotechnical Exploration – Soil borings were performed at 29 separate locations on site, and subsequently, a draft geotechnical report was prepared based on the findings. Once review is complete, the final report will be sent to City staff for review. The findings from the report will cover procedures utilized to collect and analyze the materials, exploration results including site geology, groundwater conditions, and subsurface soil conditions, a thorough engineering analysis including recommendations for backfill and fill compaction, subgrade preparation, pavement sections for roadways (10-ton design) and trails, other construction considerations, and construction safety information.
- Task 6 – Preliminary Design, Preferred Geometric Layout, and Preliminary Right of Way Impacts – This task has started, and WSB design staff have begun to generate existing alignments and review design criteria to produce alternatives for the City to review. Based on the findings from the Cooperative Community Enhancement Project, the local design standard will be utilized as one option, in which includes 12-foot through driving lanes with 4-foot shoulders for multimodal traffic. In subsequent iterations, and based on Council, Staff, and public feedback, modifications to the design typical can be made based on preference (i.e., narrower lanes to help control speed).

The WSB is also preparing an alternative typical section in which includes a narrower roadway consisting of a 26' – 28' foot top (two 12-foot driving lanes and 1-2' paved shoulders) and a separated multimodal 10-foot-wide trail.

Alternatives for the Buschmann/Ranchette intersection will be explored throughout the alternatives analysis process. The preferred alternative from the Cooperative Community Enhancement Project will be modeled and impacts identified to ensure the selected alternative is the best moving forward. Any modifications needed to reduce impacts will be discussed with the City before implementation to ensure it is the right solution moving forward into final design.

The two Buschmann Road alternatives and the intersection of Ranchette Drive alternatives will be compared for impacts and cost implications. The impacts will be presented at public engagement meetings to solicit feedback of the proposed alternatives. After feedback is solicited, revisions to the layouts and typical sections will be made based on guidance and feedback from the public, Council, and Staff.

- Task 7 – Utility Coordination – Throughout preliminary design, coordination with private utilities along the corridor will take place. Based on the outcomes of preliminary design, a utility meeting will be held with impacted utilities to get the project on their radar moving forward for any possible conflicts or relocations that will be necessary for construction.

- Task 8 – Public Engagement – WSB staff have been working closely with City staff to create the public engagement plan, create and update a project stakeholder list, and launch a project website.

The public engagement plan for the project has been completed and submitted to the City for review. A project stakeholder list has been created, and WSB is currently working on collecting contact information for the list so that we are reaching the right audience with our public engagement activities. The project website was launched on 5/22. The link to the website is below. The website includes project information, schedule, and an interactive map that the public can utilize in placing pins and comments on the interactive map. The website also includes contact information for the project manager to allow for direct correspondence with the project team.

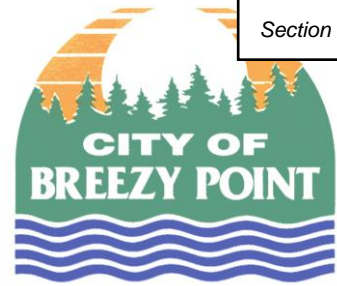
<https://buschmannrd-ranchettedr-wsbeng.hub.arcgis.com/>

We welcome the Council, Staff, and public to visit the above website and interacting with the project team by placing project concerns or items on interest on the interactive map or within the last page where you can leave general contact information. If you would like a call back, please leave your contact information on the Give Feedback page.

The first public engagement open house for the project is scheduled for July 26<sup>th</sup>, 2023, at City Hall from 6:00 PM – 8:00 PM. The public will be able to view the progress made on preliminary design, proposed alternative typical sections, potential impacts, and other information. There won't be any formal presentation at the meeting, rather stations in which the project team will be available to answer questions related to the project.

- Task 9 – Preliminary Cost Estimate – Once the preferred alignment, intersection alternatives, and final typical section is selected and modeled, WSB will prepare a preliminary cost estimate to help the City review future financial obligations that will come from the reconstruction of Buschmann Road and Ranchette Drive.

WSB will be consistently engaged with City Staff throughout the months of June and July as we prepare for the first public open house. If there are any issues or topics that the Council would like to discuss with the project team, please feel free to reach out to the Project Manager, Paul Sandy, at 320.630.4657 or psandy@wsbeng.com.



TO: Mayor and Council

FROM: Police Chief Brian Sandell

DATE: May 23, 2023

MEETING DATE: June 5, 2023

Agenda Item: Hiring Update

Background: On March 16<sup>th</sup> we began a search for an officer after Officer Peters accepted a position with the Brainerd Police Department. We had three initial applicants move forward in the process. One applicant accepted a position with the Baxter Police Department and one accepted a position with an unknown department. The final applicant did not move forward in the process.

We continue to search for qualified individuals through the MN POST Board job listings, social media, and technical colleges. MN POST Board currently has 142 listings for open peace officer positions.