



# CITY COUNCIL REGULAR MEETING

**Monday, November 04, 2024 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. EQUIPMENT CERTIFICATE SALES - BAKER TILLY**

[A.](#) Equipment Sales Certificates - Baker Tilly

**6. SHOREVIEW LANE REPAIRS - WIDSETH**

[A.](#) Shoreview Lane

**7. OPEN FORUM**

**8. 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.](#) October 7, 2024 Regular Council Meeting Minutes

[B.](#) Approval of Claims Totaling \$161,140.27

[C.](#) 2025 Liquor License Renewal

[D.](#) Sourcewell Grant - Community Garden

**9. ITEMS REMOVED FROM CONSENT AGENDA**

**10. PUBLIC HEARING - ASSESS SEWER BILLS TO TAXES**

[A.](#) Assess Sewer Bill to Taxes

**11. PUBLIC HEARING - ORDINANCE NO CAMPING PUBLIC LAND**

[A.](#) Ordinance No Camping on Public Land

**12. NEW BUSINESS**

[A.](#) Cannabis Ordinance

[B.](#) Community Garden Application and Guidelines

[C.](#) Finance Specialist Wage

[D.](#) Canvass Election Results and Workshop

**13. OLD BUSINESS**

[A.](#) Speed Study Dakota Drive

**14. STAFF REPORTS**

[A.](#) City Administrator Search

[B.](#) City Hall Renovation Update

C. Cemetery

D. Community Garden

**15. MAYOR AND CITY COUNCIL REPORTS**

[A.](#) Sourcewell Board

**16. AGENDA FORECAST**

**17. ADJOURN**



<b>Prepared By:</b> <i>Janette Rust, Finance Specialist</i>	<b>Meeting Date:</b> <i>11/4/2024</i>	<input checked="" type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> Click or tap here to enter text.
<b>Item Description:</b> <i>Issuance and Sale of \$1,450,000 General Obligation Equipment Certificates, Series 2024A for the 2024</i>		<b>Reviewed By:</b> <i>Jerry Bohnsack, Interim City Administrator</i>	
		<b>Reviewed By:</b> <i>N/A</i>	

**ACTION REQUESTED**

**Motion to approve a RESOLUTION providing for the issuance and sale of General Obligation Equipment Certificates, Series 2024A, in the proposed aggregate principal amount of \$1,450,000.**

**BACKGROUND/DISCUSSION**

At the January 2, 2024, regular City Council meeting, the City Council approved Resolution 06-2024 authorizing the City to pay cash for the 2024 ladder truck purchase authorized by the Pequot Lakes Fire District Board earlier this year. A Joint Powers Agreement between the City of Breezy Point, City of Pequot Lakes, and the Pequot Lakes Fire District was signed authorizing the issuance of debt equal to the price of the ladder truck plus any related fees, sales taxes, and bonding costs to reimburse the City of Breezy Point. The ladder truck was received and paid for by the City in January of this year in the amount of \$1,409,470.

The Bonds will be sold through a competitive sale process on December 2, 2024. Baker Tilly Municipal Advisors, LLC will be present at the December meeting for any questions regarding the results of the sales.

By approving this resolution, you will be approving the issuance and sale of General Obligation Equipment Certificates, Series 2024A, in the amount of \$1,450,000.

**FINANCIAL IMPACT**

The attached amortization schedule shows the repayment schedule from the Pequot Lakes Fire District to the City of Breezy Point. The payment structure for the ladder truck is part of the Fire District’s CIP plan and was integrated into the service contracts starting in 2024.

**STAFF RECOMMENDATION**

Approve resolution as stated above

**ATTACHMENTS**

- Pre-Sale Summary for Issuance of Certificates
- Resolution for issuance and sale of certificates
- Joint Powers Agreement
- Exhibit A: Cash Purchase Amortization Schedule
- Resolution 06-2024

## City of Breezy Point, Minnesota Pre-Sale Summary for Issuance of Certificates

### \$1,450,000 General Obligation Equipment Certificates, Series 2024A

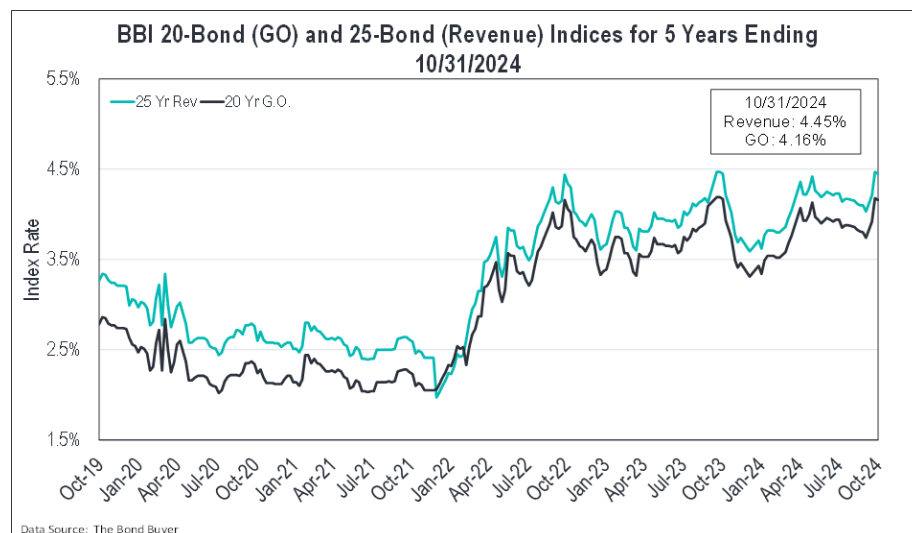
The Council has under consideration the issuance of certificates to finance (i) the reimbursement of the acquisition of a ladder truck and (ii) pay costs of issuance on the Certificates. This document provides information relative to the proposed issuance.

**KEY EVENTS:** The following summary schedule includes the timing of key events that will occur relative to the certificate issuance:

November 4, 2024	Council sets sale date and terms
November 12, 2024	Rating conference is conducted
<b>December 2, 2024, 10:00 a.m.</b>	<b>Competitive proposals are received</b>
<b>December 2, 2024, 6:30 p.m.</b>	<b>Council considers award of the Certificates</b>
December 19, 2024	Proceeds are received

**RATING:** An application will be made to S&P Global Ratings (S&P) for a rating on the Certificates. The City currently has no general obligation debt outstanding but there 2012A GO Crossover Refunding Bonds were initially rated "A+" by S&P and were upgraded to AA based on the new General Obligation criteria in 2013.

**THE MARKET:** Performance of the tax-exempt market is often measured by the Bond Buyer's Index ("BBI") which measures the yield of high-grade municipal bonds in the 20<sup>th</sup> year for general obligation bonds rated Aa2 by Moody's or AA by S&P (the BBI 20-Bond GO Index) and the 30<sup>th</sup> year for revenue bonds rated A1 by Moody's or A+ by S&P (the BBI 25-Bond Revenue Index). The following chart illustrates these two indices over the past five years:



**PURPOSE:** Proceeds of the Certificates will be used to finance (i) the reimbursement of acquisition of a ladder truck; and (ii) pay costs of issuance on the Certificates.

**AUTHORITY:** Statutory Authority: The Certificates are being issued pursuant to Minnesota Statutes Chapter 475 and Section 412.301.

Statutory Requirements: Pursuant to Minnesota Statutes, Section 412.301, if the total amount of the equipment certificates exceeds ¼ of 1% of the estimated market value of taxable property in the City, the City must publish a notice in the paper allowing for a petition requiring a referendum. One-quarter of one percent of the City's Pay 2024 estimated market value is \$2,178,037 (\$871,215,000\*.25%). Therefore, the certificates of \$1,450,000 is within the limitation and not subject to taxpayer petition for a referendum.

**SECURITY AND SOURCE OF PAYMENT:** The Certificates will be a general obligation of the City, secured by its full faith and credit and taxing power. The City is planning on not levying for the repayment of the Certificates and the Certificates will be repaid from revenues pledged from a joint powers agreement.

**STRUCTURING SUMMARY:** In consultation with the City staff, principal repayment is structured over a term of fifteen (15) years to result in level annual debt service payments.

**SCHEDULES ATTACHED:** Schedules for the Certificates include (i) sources and uses of funds; (ii) pricing summary; and (iii) estimated debt service schedule.

**RISKS/SPECIAL CONSIDERATIONS:** The outcome of this financing will rely on the market conditions at the time of the sale. Any projections included herein are estimates based on current market conditions.

The Certificates have been structured to result in additional proceeds generated from a reoffering premium. There is no guaranty that the winning bidder will price the Certificates with a reoffering premium in the amount that we have estimated, which could result in an issue size greater or less than what is projected in these schedules.

**SALE TERMS AND MARKETING:** Variability of Issue Size: A specific provision in the sale terms permits modifications to the issue size and/or maturity structure to customize the issue once the price and interest rates are set on the day of sale.

Prepayment Provisions: Certificates maturing on or after December 15, 2035 may be prepaid at a price of par plus accrued interest on or after December 15, 2034.

Bank Qualification: The City does not expect to issue more than \$10 million in tax-exempt obligations that count against the \$10 million limit for this calendar year; therefore, the Certificates are designated as bank qualified.

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## Post Issuance Compliance

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### POST ISSUANCE COMPLIANCE:

The issuance of the Certificates will result in post-issuance compliance responsibilities. The responsibilities are in two primary areas: (i) compliance with federal arbitrage requirements and (ii) compliance with secondary disclosure requirements.

Federal arbitrage requirements include a wide range of implications that have been taken into account as this issue has been structured. Post-issuance compliance responsibilities for this tax-exempt issue include both rebate and yield restriction provisions of the IRS Code. In general terms the arbitrage requirements control the earnings on unexpended certificate proceeds, including investment earnings, moneys held for debt service payments (which are considered to be proceeds under the IRS regulations), and/or reserves. Under certain circumstances any “excess earnings” will need to be paid to the IRS to maintain the tax-exempt status of the Certificates. Any interest earnings on gross certificate proceeds or debt service funds should not be spent until it has been determined based on actual facts that they are not “excess earnings” as defined by the IRS Code.

The arbitrage rules provide for an exception to the rebate requirements for an issuer that issues \$5 million or less of tax-exempt obligations in a calendar year. The City does not expect to issue more than \$5 million in tax-exempt obligation in 2024; therefore, the City will qualify as a small issuer and the Certificates will be exempt from rebate.

Regardless of whether the issue qualifies for an exemption from the rebate provisions, yield restriction provisions will apply to Certificate proceeds (including interest earnings) unspent after three years and the debt service fund throughout the term of the Certificates. This money should be monitored until the Certificates are retired.

Secondary disclosure requirements result from an SEC requirement that underwriters provide ongoing disclosure information to investors. To meet this requirement, any prospective underwriter will require City to commit to providing the information needed to comply under a continuing disclosure agreement.

Baker Tilly MA currently provides both arbitrage and continuing disclosure services to the City. Baker Tilly MA will work with City Staff to provide these services for the Certificates under the existing Agreement for Municipal Advisor Services.

Baker Tilly Municipal Advisors, LLC is a registered municipal advisor and controlled subsidiary of Baker Tilly Advisory Group, LP. Baker Tilly Advisory Group, LP and Baker Tilly US, LLP, trading as Baker Tilly, operate under an alternative practice structure and are members of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities. Baker Tilly US, LLP is a licensed CPA firm and provides assurance services to its clients. Baker Tilly Advisory Group, LP and its subsidiary entities provide tax and consulting services to their clients and are not licensed CPA firms. ©2024 Baker Tilly Municipal Advisors, LLC.

**\$1,450,000**

**City of Breezy Point, Minnesota**

General Obligation Equipment Certificates, Series 2024A

**Sources & Uses**

Dated 12/19/2024 | Delivered 12/19/2024

**Sources Of Funds**

Par Amount of Bonds	\$1,450,000.00
Reoffering Premium	31,214.45

**Total Sources** **\$1,481,214.45**

**Uses Of Funds**

Deposit to Project Construction Fund	1,409,470.00
Costs of Issuance	49,800.00
Total Underwriter's Discount (1.400%)	20,300.00
Rounding Amount	1,644.45

**Total Uses** **\$1,481,214.45**

**\$1,450,000**

**City of Breezy Point, Minnesota**

General Obligation Equipment Certificates, Series 2024A

**Pricing Summary**

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	Dollar Price
12/15/2026	Serial Coupon	4.000%	3.140%	75,000.00	101.645%	76,233.75
12/15/2027	Serial Coupon	4.000%	3.070%	75,000.00	102.636%	76,977.00
12/15/2028	Serial Coupon	4.000%	3.090%	80,000.00	103.390%	82,712.00
12/15/2029	Serial Coupon	4.000%	3.120%	80,000.00	104.036%	83,228.80
12/15/2030	Serial Coupon	4.000%	3.200%	85,000.00	104.328%	88,678.80
12/15/2031	Serial Coupon	4.000%	3.250%	90,000.00	104.655%	94,189.50
12/15/2032	Serial Coupon	4.000%	3.300%	90,000.00	104.880%	94,392.00
12/15/2033	Serial Coupon	4.000%	3.350%	95,000.00	105.008%	99,757.60
12/15/2034	Serial Coupon	4.000%	3.400%	100,000.00	105.045%	105,045.00
12/15/2035	Serial Coupon	3.510%	3.510%	105,000.00	100.000%	105,000.00
12/15/2036	Serial Coupon	3.650%	3.650%	105,000.00	100.000%	105,000.00
12/15/2037	Serial Coupon	3.770%	3.770%	110,000.00	100.000%	110,000.00
12/15/2038	Serial Coupon	3.840%	3.840%	115,000.00	100.000%	115,000.00
12/15/2039	Serial Coupon	3.940%	3.940%	120,000.00	100.000%	120,000.00
12/15/2040	Serial Coupon	3.990%	3.990%	125,000.00	100.000%	125,000.00
<b>Total</b>	-	-	-	<b>\$1,450,000.00</b>	-	<b>\$1,481,214.45</b>

**Bid Information**

Par Amount of Bonds	\$1,450,000.00
Reoffering Premium or (Discount)	31,214.45
Gross Production	\$1,481,214.45
Total Underwriter's Discount (1.400%)	\$(20,300.00)
Bid (100.753%)	1,460,914.45
Total Purchase Price	\$1,460,914.45
Bond Year Dollars	\$14,048.89
Average Life	9.689 Years
Average Coupon	3.8775782%
Net Interest Cost (NIC)	3.7998891%
True Interest Cost (TIC)	3.7787652%

**\$1,450,000**

**City of Breezy Point, Minnesota**

General Obligation Equipment Certificates, Series 2024A

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I	105% Levy
12/15/2025	-	-	55,967.65	55,967.65	58,766.03
12/15/2026	75,000.00	4.000%	56,596.50	131,596.50	138,176.33
12/15/2027	75,000.00	4.000%	53,596.50	128,596.50	135,026.33
12/15/2028	80,000.00	4.000%	50,596.50	130,596.50	137,126.33
12/15/2029	80,000.00	4.000%	47,396.50	127,396.50	133,766.33
12/15/2030	85,000.00	4.000%	44,196.50	129,196.50	135,656.33
12/15/2031	90,000.00	4.000%	40,796.50	130,796.50	137,336.33
12/15/2032	90,000.00	4.000%	37,196.50	127,196.50	133,556.33
12/15/2033	95,000.00	4.000%	33,596.50	128,596.50	135,026.33
12/15/2034	100,000.00	4.000%	29,796.50	129,796.50	136,286.33
12/15/2035	105,000.00	3.510%	25,796.50	130,796.50	137,336.33
12/15/2036	105,000.00	3.650%	22,111.00	127,111.00	133,466.55
12/15/2037	110,000.00	3.770%	18,278.50	128,278.50	134,692.43
12/15/2038	115,000.00	3.840%	14,131.50	129,131.50	135,588.08
12/15/2039	120,000.00	3.940%	9,715.50	129,715.50	136,201.28
12/15/2040	125,000.00	3.990%	4,987.50	129,987.50	136,486.88
<b>Total</b>	<b>\$1,450,000.00</b>	<b>-</b>	<b>\$544,756.65</b>	<b>\$1,994,756.65</b>	<b>\$2,094,494.48</b>

**SIGNIFICANT DATES**

Dated	12/19/2024
Delivery Date	12/19/2024
First Coupon Date	12/15/2025

**Yield Statistics**

Bond Year Dollars	\$14,048.89
Average Life	9.689 Years
Average Coupon	3.8775782%
Net Interest Cost (NIC)	3.7998891%
True Interest Cost (TIC)	3.7787652%
Bond Yield for Arbitrage Purposes	3.6022482%
All Inclusive Cost (AIC)	4.2265029%

**IRS Form 8038**

Net Interest Cost	3.6003344%
Weighted Average Maturity	9.630 Years

**Interest rates are estimates. Changes in rates may cause significant alterations to this schedule.**

**The actual underwriter's discount bid may also vary**

**CITY OF BREEZY POINT, MINNESOTA**

**RESOLUTION NO. XX-2024**

**RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF  
GENERAL OBLIGATION EQUIPMENT CERTIFICATES,  
SERIES 2024A, IN THE PROPOSED AGGREGATE PRINCIPAL  
AMOUNT OF \$1,450,000**

BE IT RESOLVED By the City Council of the City of Breezy Point, Minnesota (the “City”) as follows:

1. Authorization.

(a) The City is authorized by Minnesota Statutes, Chapter 475, as amended, and Minnesota Statutes, Section 412.301, as amended (collectively, the “Act”), to issue general obligation equipment certificates of indebtedness on such terms and in such manner as the City determines to finance the purchase of items of capital equipment, subject to certain limitations contained in the Act.

(b) The City has purchased and acquired a ladder truck (the “Capital Equipment”), pursuant to the Act.

(c) As required by the Act:

(i) the expected useful life of the Capital Equipment is or will be at least as long as the term of the equipment certificates issued to finance the Capital Equipment;

(ii) the equipment certificates shall be payable in not more than 20 years and shall be issued on the terms and in the manner determined by the City Council; and

(iii) the principal amount of equipment certificates to be issued in the year 2024 will not exceed 0.25 percent of the estimated market value of taxable property in the City for the year 2024.

(d) The City has proposed to issue its General Obligation Equipment Certificates, Series 2024A (the “Equipment Certificates”), in the proposed aggregate principal amount of \$1,450,000, pursuant to the Act, to reimburse the City for costs related to the acquisition of the Capital Equipment and the costs of issuing the Equipment Certificates.

(e) The City is authorized by Section 475.60, subdivision 2(9) of the Act to negotiate the sale of the Equipment Certificates, it being determined that the City has retained an independent municipal advisor in connection with such sale. The actions of the City staff and municipal advisor in negotiating the sale of the Equipment Certificates are ratified and confirmed in all aspects.

2. Sale of Equipment Certificates. The City Council finds it necessary and expedient to the sound financial management of the affairs of the City to issue the Equipment Certificates, pursuant to the Act, in the proposed aggregate principal amount of \$1,450,000, to reimburse the City for costs related to the acquisition of the Capital Equipment and the costs of issuing the Equipment Certificates. The Equipment Certificates will be issued, sold, and delivered in accordance with the Terms of Proposal set forth in EXHIBIT A attached hereto (the “Terms of Proposal”).

3. Authority of Municipal Advisor. Baker Tilly Municipal Advisors, LLC, municipal advisor to the City (the “Municipal Advisor”), is authorized and directed to advertise the Equipment Certificates for sale in accordance with the Terms of Proposal. The City Council will meet on Monday, December 2, 2024, to consider proposals on the Equipment Certificates and take any other appropriate action with respect to the Equipment Certificates.

4. Authority of Bond Counsel. The law firm of Kennedy & Graven, Chartered, as bond counsel for the City (“Bond Counsel”), is authorized to act as bond counsel and to assist in the preparation and review of necessary documents, certificates and instruments relating to the Equipment Certificates. The officers, employees and agents of the City are hereby authorized to assist Bond Counsel in the preparation of such documents, certificates, and instruments.

5. Covenants. In the resolution awarding the sale of the Equipment Certificates, the City Council will set forth the covenants and undertakings required by the Act.

6. Official Statement. In connection with the sale of the Equipment Certificates, the officers or employees of the City are authorized and directed to cooperate with the Municipal Advisor and participate in the preparation of an official statement for the Equipment Certificates and to deliver it on behalf of the City upon its completion.

(The remainder of this page is intentionally left blank.)

Adopted this 4<sup>th</sup> day of November 2024.

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

Attest:

\_\_\_\_\_  
Deb Runksmeier, Deputy City Clerk

**EXHIBIT A**  
**TERMS OF PROPOSAL**

THE CITY HAS AUTHORIZED BAKER TILLY MUNICIPAL ADVISORS, LLC TO NEGOTIATE THIS ISSUE ON ITS BEHALF. PROPOSALS WILL BE RECEIVED ON THE FOLLOWING BASIS:

TERMS OF PROPOSAL

\$1,450,000\*

CITY OF BREEZY POINT, MINNESOTA

GENERAL OBLIGATION EQUIPMENT CERTIFICATES, SERIES 2024A

(BOOK ENTRY ONLY)

Proposals for the above-referenced obligations (the "Certificates") will be received by the City of Breezy Point, Minnesota (the "City") on Monday, December 2, 2024 (the "Sale Date") until 10:00 A.M., Central Time (the "Sale Time") at the offices of Baker Tilly Municipal Advisors, LLC ("Baker Tilly MA"), 30 East 7<sup>th</sup> Street, Suite 3025, Saint Paul, MN 55101, after which time proposals will be opened and tabulated. Consideration for award of the Certificates will be by the City Council at its meeting commencing at 6:30 P.M., Central Time, of the same day.

SUBMISSION OF PROPOSALS

Baker Tilly MA will assume no liability for the inability of a bidder or its proposal to reach Baker Tilly MA prior to the Sale Time, and neither the City nor Baker Tilly MA shall be responsible for any failure, misdirection or error in the means of transmission selected by any bidder. All bidders are advised that each proposal shall be deemed to constitute a contract between the bidder and the City to purchase the Certificates regardless of the manner in which the proposal is submitted.

(a) Sealed Bidding. Completed, signed proposals may be submitted to Baker Tilly MA by email to [bids@bakertilly.com](mailto:bids@bakertilly.com), and must be received prior to the Sale Time.

OR

(b) Electronic Bidding. Proposals may also be received via PARITY<sup>®</sup>. For purposes of the electronic bidding process, the time as maintained by PARITY<sup>®</sup> shall constitute the official time with respect to all proposals submitted to PARITY<sup>®</sup>. Each bidder shall be solely responsible for making necessary arrangements to access PARITY<sup>®</sup> for purposes of submitting its electronic proposal in a timely manner and in compliance with the requirements of the Terms of Proposal. Neither the City, its agents, nor PARITY<sup>®</sup> shall have any duty or obligation to undertake registration to bid for any prospective bidder or to provide or ensure electronic access to any qualified prospective bidder, and neither the City, its agents, nor PARITY<sup>®</sup> shall be responsible for a bidder's failure to register to bid or for any failure in the proper operation of, or have any liability for any delays or interruptions of or any damages caused by the services of PARITY<sup>®</sup>. The City is using the services of PARITY<sup>®</sup> solely as a communication mechanism to conduct the electronic bidding for the Certificates, and PARITY<sup>®</sup> is not an agent of the City.

If any provisions of this Terms of Proposal conflict with information provided by PARITY<sup>®</sup>, this Terms of Proposal shall control. Further information about PARITY<sup>®</sup>, including any fee charged, may be obtained from:

PARITY<sup>®</sup>, 1359 Broadway, 2<sup>nd</sup> Floor, New York, New York 10018  
Customer Support: (212) 849-5000

\*Preliminary; subject to change.

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DETAILS OF THE CERTIFICATES

The Certificates will be dated the date of delivery and will bear interest payable on June 15 and December 15 of each year, commencing December 15, 2025. Interest will be computed on the basis of a 360-day year of twelve 30-day months.

The Certificates will mature December 15 in the years and amounts\* as follows:

2026	\$75,000	2030	\$85,000	2034	\$100,000	2038	\$115,000
2027	\$75,000	2031	\$90,000	2035	\$105,000	2039	\$120,000
2028	\$80,000	2032	\$90,000	2036	\$105,000	2040	\$125,000
2029	\$80,000	2033	\$95,000	2037	\$110,000		

\*The City reserves the right, after proposals are opened and prior to award, to increase or reduce the principal amount of the Certificates or the amount of any maturity or maturities in multiples of \$5,000. In the event the amount of any maturity is modified, the aggregate purchase price will be adjusted to result in the same gross spread per \$1,000 of Certificates as that of the original proposal. Gross spread for this purpose is the differential between the price paid to the City for the new issue and the prices at which the proposal indicates the securities will be initially offered to the investing public.

BOOK ENTRY SYSTEM

The Certificates will be issued by means of a book entry system with no physical distribution of Certificates made to the public. The Certificates will be issued in fully registered form and one Certificate, representing the aggregate principal amount of the Certificates maturing in each year, will be registered in the name of Cede & Co. as nominee of The Depository Trust Company ("DTC"), New York, New York, which will act as securities depository for the Certificates. Individual purchases of the Certificates may be made in the principal amount of \$5,000 or any multiple thereof of a single maturity through book entries made on the books and records of DTC and its participants. Principal and interest are payable by the registrar to DTC or its nominee as registered owner of the Certificates. Transfer of principal and interest payments to participants of DTC will be the responsibility of DTC; transfer of principal and interest payments to beneficial owners by participants will be the responsibility of such participants and other nominees of beneficial owners. The lowest bidder (the "Purchaser"), as a condition of delivery of the Certificates, will be required to deposit the Certificates with DTC.

REGISTRAR/PAYING AGENT

The City will name the registrar/paying agent (the "Registrar") which shall be subject to applicable regulations of the Securities and Exchange Commission. The City will pay for the services of the Registrar.

OPTIONAL REDEMPTION

The City may elect on December 15, 2034, and on any day thereafter, to redeem Certificates due on or after December 15, 2035. Redemption may be in whole or in part and if in part at the option of the City and in such manner as the City shall determine. If less than all Certificates of a maturity are called for redemption, the City will notify DTC of the particular amount of such maturity to be redeemed. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. All redemptions shall be at a price of par plus accrued interest.

SECURITY AND PURPOSE

The Certificates will be general obligations of the City for which the City will pledge its full faith and credit and power to levy direct general ad valorem taxes. The proceeds of the Certificates will be used to (i) reimburse the costs of the purchase of a ladder truck and (ii) pay costs of issuance on the Certificates.

BANK QUALIFIED TAX-EXEMPT OBLIGATIONS

The City will designate the Certificates as qualified tax-exempt obligations for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

BIDDING PARAMETERS

Proposals shall be for not less than \$1,450,000 (Par) plus accrued interest, if any, on the total principal amount of the Certificates. Rates shall be in integral multiples of 1/100 or 1/8 of 1%. The initial price to the public for each maturity as stated on the proposal must be 98.0% or greater.

Proposals for the Certificates may contain a maturity schedule providing for a combination of serial bonds and term bonds. All term bonds shall be subject to mandatory sinking fund redemption at a price of par plus accrued interest to the date of redemption scheduled to conform to the maturity schedule set forth herein. In order to designate term bonds, the proposal must specify "Years of Term Maturities" in the spaces provided on the proposal form.

No proposal can be withdrawn or amended after the time set for receiving proposals on the Sale Date unless the meeting of the City scheduled for award of the Certificates is adjourned, recessed, or continued to another date without award of the Certificates having been made. Certificates of the same maturity shall bear a single rate from the date of the Certificates to the date of maturity. No conditional proposals will be accepted.

ESTABLISHMENT OF ISSUE PRICE

In order to provide the City with information necessary for compliance with Section 148 of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations promulgated thereunder (collectively, the "Code"), the Purchaser will be required to assist the City in establishing the issue price of the Certificates and shall complete, execute, and deliver to the City prior to the closing date, a written certification in a form acceptable to the Purchaser, the City, and Bond Counsel (the "Issue Price Certificate") containing the following for each maturity of the Certificates (and, if different interest rates apply within a maturity, to each separate CUSIP number within that maturity): (i) the interest rate; (ii) the reasonably expected initial offering price to the "public" (as said term is defined in Treasury Regulation Section 1.148-1(f) (the "Regulation")) or the sale price; and (iii) to the extent the hold-the-offering-price rule applies, pricing wires or equivalent communications supporting such offering or sale price. Any action to be taken or documentation to be received by the City pursuant hereto may be taken or received on behalf of the City by Baker Tilly MA.

The City intends that the sale of the Certificates pursuant to this Terms of Proposal shall constitute a "competitive sale" as defined in the Regulation based on the following:

- (i) the City shall cause this Terms of Proposal to be disseminated to potential bidders in a manner that is reasonably designed to reach potential bidders;
- (ii) all bidders shall have an equal opportunity to submit a bid;
- (iii) the City reasonably expects that it will receive bids from at least three bidders that have established industry reputations for underwriting municipal bonds such as the Certificates; and
- (iv) the City anticipates awarding the sale of the Certificates to the bidder who provides a proposal with the lowest true interest cost, as set forth in this Terms of Proposal (See "AWARD" herein).

Any bid submitted pursuant to this Terms of Proposal shall be considered a firm offer for the purchase of the Certificates, as specified in the proposal. The Purchaser shall constitute an "underwriter" as said term is defined in the Regulation. By submitting its proposal, the Purchaser confirms that it shall require any agreement among underwriters, a selling group agreement, or other agreement to which it is a party relating to the initial sale of the Certificates, to include provisions requiring compliance with the provisions of the Code and the Regulation regarding the initial sale of the Certificates.

If all of the requirements of a "competitive sale" are not satisfied, the City shall advise the Purchaser of such fact prior to the time of award of the sale of the Certificates to the Purchaser. **In such event, any proposal submitted will not be subject to cancellation or withdrawal.** Within twenty-four (24) hours of the notice of award of the sale of the Certificates, the Purchaser shall advise the City and Baker Tilly MA if 10% of any maturity of the Certificates (and, if different interest rates apply within a maturity, to each separate CUSIP number within that maturity) has been sold to the public and the price at which it was sold. The City

will treat such sale price as the "issue price" for such maturity, applied on a maturity-by-maturity basis. The City will not require the Purchaser to comply with that portion of the Regulation commonly described as the "hold-the-offering-price" requirement for the remaining maturities, but the Purchaser may elect such option. If the Purchaser exercises such option, the City will apply the initial offering price to the public provided in the proposal as the issue price for such maturities. If the Purchaser does not exercise that option, it shall thereafter promptly provide the City and Baker Tilly MA the prices at which 10% of such maturities are sold to the public; provided such determination shall be made and the City and Baker Tilly MA notified of such prices whether or not the closing date has occurred, until the 10% test has been satisfied as to each maturity of the Certificates or until all of the Certificates of a maturity have been sold.

GOOD FAITH DEPOSIT

To have its proposal considered for award, the Purchaser is required to submit a good faith deposit via wire transfer to the City in the amount of \$14,500 (the "Deposit") no later than 1:00 P.M., Central Time on the Sale Date. The Purchaser shall be solely responsible for the timely delivery of its Deposit, and neither the City nor Baker Tilly MA have any liability for delays in the receipt of the Deposit. If the Deposit is not received by the specified time, the City may, at its sole discretion, reject the proposal of the lowest bidder, direct the second lowest bidder to submit a Deposit, and thereafter award the sale to such bidder.

A Deposit will be considered timely delivered to the City upon submission of a federal wire reference number by the specified time. Wire transfer instructions will be available from Baker Tilly MA following the receipt and tabulation of proposals. The successful bidder must send an e-mail including the following information: (i) the federal reference number and time released; (ii) the amount of the wire transfer; and (iii) the issue to which it applies.

Once an award has been made, the Deposit received from the Purchaser will be retained by the City and no interest will accrue to the Purchaser. The amount of the Deposit will be deducted at settlement from the purchase price. In the event the Purchaser fails to comply with the accepted proposal, said amount will be retained by the City.

AWARD

The Certificates will be awarded on the basis of the lowest interest rate to be determined on a true interest cost (TIC) basis calculated on the proposal prior to any adjustment made by the City. The City's computation of the interest rate of each proposal, in accordance with customary practice, will be controlling.

The City will reserve the right to: (i) waive non-substantive informalities of any proposal or of matters relating to the receipt of proposals and award of the Certificates, (ii) reject all proposals without cause, and (iii) reject any proposal that the City determines to have failed to comply with the terms herein.

BOND INSURANCE AT PURCHASER'S OPTION

The City has **not** applied for or pre-approved a commitment for any policy of municipal bond insurance with respect to the Certificates. If the Certificates qualify for municipal bond insurance and a bidder desires to purchase a policy, such indication, the maturities to be insured, and the name of the desired insurer must be set forth on the bidder's proposal. The City specifically reserves the right to reject any bid specifying municipal bond insurance, even though such bid may result in the lowest TIC to the City. All costs associated with the issuance and administration of such policy and associated ratings and expenses (other than any independent rating requested by the City) shall be paid by the successful bidder. Failure of the municipal bond insurer to issue the policy after the award of the Certificates shall not constitute cause for failure or refusal by the successful bidder to accept delivery of the Certificates.

CUSIP NUMBERS

If the Certificates qualify for the assignment of CUSIP numbers such numbers will be printed on the Certificates; however, neither the failure to print such numbers on any Certificate nor any error with respect thereto will constitute cause for failure or refusal by the Purchaser to accept delivery of the Certificates. Baker Tilly MA will apply for CUSIP numbers pursuant to Rule G-34 implemented by the Municipal

G-4

A-5

Securities Rulemaking Board. The CUSIP Service Bureau charge for the assignment of CUSIP identification numbers shall be paid by the Purchaser.

SETTLEMENT

On or about December 19, 2024, the Certificates will be delivered without cost to the Purchaser through DTC in New York, New York. Delivery will be subject to receipt by the Purchaser of an approving legal opinion of Kennedy & Graven, Chartered of Minneapolis, Minnesota, and of customary closing papers, including a no-litigation certificate. On the date of settlement, payment for the Certificates shall be made in federal, or equivalent, funds that shall be received at the offices of the City or its designee not later than 12:00 Noon, Central Time. Unless compliance with the terms of payment for the Certificates has been made impossible by action of the City, or its agents, the Purchaser shall be liable to the City for any loss suffered by the City by reason of the Purchaser's non-compliance with said terms for payment.

CONTINUING DISCLOSURE

At the time of delivery of the Certificates, the City will not be obligated with respect to more than \$10,000,000 of outstanding municipal securities, including the Certificates being offered hereby. In order to assist bidders in complying with SEC Rule 15c2-12, as amended, the City will enter into a Continuing Disclosure Certificate pursuant to which it will covenant to file with the Municipal Securities Rulemaking Board electronically through the Electronic Municipal Market Access system certain financial information or operating data that is customarily prepared and is publicly available and notices of certain material events to the limited extent required by SEC Rule 15c2-12(d)(2). The Continuing Disclosure Certificate will be set forth in the Official Statement.

OFFICIAL STATEMENT

The City has authorized the preparation of a Preliminary Official Statement containing pertinent information relative to the Certificates, and said Preliminary Official Statement has been deemed final by the City as of the date thereof within the meaning of Rule 15c2-12 of the Securities and Exchange Commission. For an electronic copy of the Preliminary Official Statement or for any additional information prior to sale, any prospective purchaser is referred to the Municipal Advisor to the City, Baker Tilly Municipal Advisors, LLC, by telephone (651) 223-3000, or by email [bids@bakertilly.com](mailto:bids@bakertilly.com).

A Final Official Statement (as that term is defined in Rule 15c2-12) will be prepared, specifying the maturity dates, principal amounts, and interest rates of the Certificates, together with any other information required by law. By awarding the Certificates to the Purchaser, the City agrees that, no more than seven business days after the date of such award, it shall provide to the Purchaser an electronic copy of the Final Official Statement. The City designates the Purchaser as its agent for purposes of distributing the Final Official Statement to each syndicate member, if applicable. The Purchaser agrees that if its proposal is accepted by the City, (i) it shall accept designation and (ii) it shall enter into a contractual relationship with its syndicate members for purposes of assuring the receipt of the Final Official Statement by each such syndicate member.

Dated November 4, 2024

BY ORDER OF THE CITY COUNCIL

/s/ Janette Rust  
Finance Specialist

**JOINT POWERS AGREEMENT  
BETWEEN THE CITY OF BREEZY POINT, CITY OF PEQUOT LAKES  
AND THE PEQUOT LAKES FIRE DISTRICT**

This Agreement is entered into by and between the City of Breezy Point, a Minnesota municipal corporation, the City of Pequot Lakes, a Minnesota municipal corporation, and the Pequot Lakes Fire District, a Minnesota joint powers organization, pursuant to Minn. Stat. § 471.59.

1. Purpose. The cities of Breezy Point and Pequot Lakes are members of the Pequot Lakes Fire District. The Fire District Board approved the purchase of a ladder truck (Rosenbauer Aerial with Commander chassis and King Cobra Platform) pursuant to its Capital Improvement Plan. The purpose of this Agreement is to establish the procedure and responsibility for financing the truck.
2. Term. The term of this Agreement shall commence on January 9, 2024, and shall continue until the debt on the truck is paid in full.
3. Joint Responsibility. Pequot Lakes and Breezy Point each acknowledge their respective responsibility to pay for one half of the cost of the new truck, including any financing costs, which payments shall be made to the Fire District as part of each City's annual contribution to the District.
4. Equipment Financing. Breezy Point shall provide the initial financing to purchase the ladder truck. At its sole discretion, Breezy Point shall utilize one of the two following financing methods:
  - a. Debt Issue. Breezy Point may issue general obligation bonds in an amount equal to the price of the truck plus any related fees, sales taxes and bonding costs. The bonds shall issue as soon as reasonably practicable following approval of this Agreement. Breezy Point shall provide Pequot Lakes and the Fire District Board with information on the final bond sales price, net proceeds and repayment schedule. Breezy Point shall make bond payments pursuant to the bond payment schedule. At least 30 days before the scheduled payments, the Fire District shall submit payment to Breezy Point in an amount equal to the scheduled bond payment.
  - b. Cash Purchase. Breezy Point may issue a cash payment for the final invoice amount, in which case the Fire District shall submit an annual payment to Breezy Point as shown in Exhibit A.
5. Equipment Acquisition. Upon receipt of confirmation of the sale of bonds, or receipt of notice from the City of Breezy Point that it is ready to issue a cash payment, the Fire District Board shall finalize the purchase of the specified ladder truck and provide the final invoice to each City. Upon the sale of bonds (if applicable) and receipt of the final invoice, Breezy Point shall pay the final invoice directly to the seller and notify Pequot Lakes and the Fire District Board of the payment. The Fire District shall arrange for delivery and receipt of the truck.

6. Miscellaneous Provisions.

- a. Compliance with Laws and Standards. The parties hereto agree to abide by all Federal, State or local laws, statutes, ordinances, rules and regulations now in effect or hereafter adopted pertaining to this Agreement.
- b. Liability and Indemnification. Each party to the Agreement shall be liable for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party, its officers, employees or agents. To the extent allowed by law, each party hereby agrees to defend and indemnify the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to the Agreement.

It is understood and agreed that liability arising from the parties' acts or omissions is governed by the provisions of the Municipal Tort Claims Act, Minn. Stat. ch. 466, and other applicable laws.

- c. Amendments. Any alterations, variations or modifications of the provisions of this Agreement shall be valid only when reduced to writing, approved by the parties' Board or Council, and signed by authorized representatives.
- d. Disposition of Property. Upon termination of this Agreement, any property acquired as a result of activities undertaken pursuant to this Agreement and any surplus moneys shall be returned to the Fire District.
- e. Relationship of the Parties. Nothing contained in this Agreement is intended or shall be construed in any manner as creating or establishing a partnership, joint venture, or agency relationship between the parties.
- f. Notice. All notices and communications required by this Agreement shall be given in writing, by certified mail, as follows:

To Breezy Point:        David Chanski  
    City Administrator  
    8319 County Road 11  
    Breezy Point, MN 56472

To Pequot Lakes:        Angie Duus  
    City Administrator  
    4638 Main Street  
    Pequot Lakes, MN 56472

To Fire District:        Mike Schwankl  
    Fire Chief  
    4638 Main Street

Pequot Lakes, MN 56472

g. Counterparts. The Agreement may be signed in one or more counterparts, each of which shall constitute an original and all of which, taken together, shall constitute one and the same agreement.

**City of Breezy Point**



Angel Zierden, Mayor

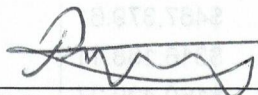
Dated: 1-8-2024

Attest:



David Chanski, City Administrator

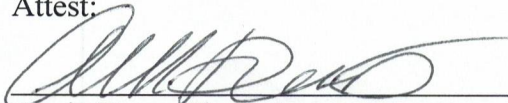
**City of Pequot Lakes**



Tyler Gardner, Mayor

Dated: 1-8-2024

Attest:



Angie Duus, City Administrator

**Pequot Lakes Fire District**



Tyler Gardner, Chair

Dated: 1-8-2024

Attest:



Mike Schwankl, Fire Chief

## Exhibit A: Cash Purchase Amortization Schedule

**Rosenbauer 101' King Cobra Aerial Cash Purchase Amortization Schedule:**

Principal:	\$1,409,470.00
Interest rate:	3.00%
Annual payment:	\$165,232.88
Years:	10

PAYMENT DATE	ANNUAL PAYMENT	PRINCIPAL	INTEREST	UNPAID BALANCE
August 1, 2024	\$165,232.88	\$122,948.78	\$42,284.10	\$1,286,521.22
August 1, 2025	\$165,232.88	\$126,637.25	\$38,595.64	\$1,159,883.97
August 1, 2026	\$165,232.88	\$130,436.36	\$34,796.52	\$1,029,447.61
August 1, 2027	\$165,232.88	\$134,349.45	\$30,883.43	\$895,098.16
August 1, 2028	\$165,232.88	\$138,379.94	\$26,852.94	\$756,718.22
August 1, 2029	\$165,232.88	\$142,531.34	\$22,701.55	\$614,186.88
August 1, 2030	\$165,232.88	\$146,807.28	\$18,425.61	\$467,379.61
August 1, 2031	\$165,232.88	\$151,211.49	\$14,021.39	\$316,168.11
August 1, 2032	\$165,232.88	\$155,747.84	\$9,485.04	\$160,420.27
August 1, 2033	\$165,232.88	\$160,420.27	\$4,812.61	\$0.00
	\$1,652,328.82	\$1,409,470.00	\$242,858.82	

CITY OF BREEZY POINT  
RESOLUTION 06-2024

A RESOLUTION DECLARING THE OFFICIAL INTENT OF THE CITY OF BREEZY POINT TO REIMBURSE CERTAIN CAPITAL EXPENDITURES OF A PROJECT FROM THE PROCEED OF TAX-EXEMPT BONDS

WHEREAS, the Internal Revenue Service has issued Treasury Regulations, Section 1.150-2 (the "Reimbursement Regulations") under the Internal Revenue Code of 1986, as amended (the "Code"), providing that proceeds of tax-exempt bonds used to reimburse prior capital expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City of Breezy Point, Minnesota, a municipal corporation and a political subdivision of the State of Minnesota (the "City"), expects to incur certain expenditures that may be financed temporarily from sources other than tax-exempt bonds, and later reimbursed from the proceeds of tax-exempt bonds; and

WHEREAS, the City has determined to make a declaration of its official intent (the "Declaration") to reimburse certain capital costs from the proceeds derived from the sale of tax-exempt bonds issued by the City or another political subdivision in accordance with the Reimbursement Regulations.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Breezy Point, Minnesota as follows:

1. The City may incur certain capital expenditures in connection with the acquisition of a ladder truck (collectively, the "Project").
2. The City reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of tax-exempt bonds in a principal amount currently estimated not to exceed \$1,409,470.00. All reimbursed expenditures related to the Project will be capital expenditures, costs of issuance of the tax-exempt bonds or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.
3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of tax-exempt bonds, except for the following expenditures: (a) costs of issuance of tax-exempt bonds; (b) costs in an amount not in excess of the lesser of \$100,000 or 5% of the proceeds of the tax-exempt bonds; or (c) "preliminary expenditures" up to an amount not in excess of 20% of the aggregate issue price of the tax-exempt bonds that are reasonably expected by the City to finance the Project. The term "preliminary expenditures" includes architectural, engineering, surveying, soil testing, bond issuance and similar costs that are incurred prior to commencement of acquisition, construction, or rehabilitation of the Project,

excluding land acquisition, site preparation, and similar costs incident to commencement of construction.

- 4. A reimbursement allocation with respect to tax-exempt bonds will be made not later than 18 months after the later of: (i) the date the original expenditure is paid; or (ii) the date the Project is placed in service or abandoned, but in no event more than 3 years after the original expenditure.
- 5. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the tax-exempt bonds described in paragraph 2 are consistent with the City's budgetary and financial circumstances. No sources other than proceeds of tax-exempt bonds are reasonably expected to be reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such expenditures for which bonds are issued.
- 6. The action is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Rebecca Ball: Yes

Brad Scott: Yes

Steve Jensen: Yes

Angel Zierden: Yes

Michael Moroni: Yes

Adopted this 2<sup>nd</sup> Day of January 2024




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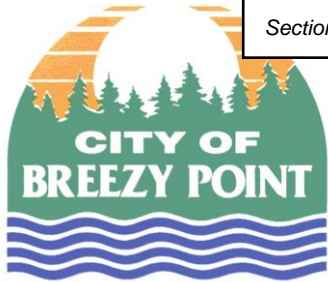
Mayor Angel Zierden

Attest:




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David C. Chanski, City Administrator/Clerk



Memo to: Breezy Point Mayor and City Council  
From: Jerry Bohnsack, Interim City Administrator  
Date: November 4, 2024  
Re: Shoreview Lane Repairs

Spring of 2024 Shoreview Lane experienced an extensive amount of structural damage caused by the movement of the ice on Pelican Lake. The damage was temporarily fixed to allow traffic. Engineering to access the damage and provide a permanent fix to the roadway was completed and construction plans were drawn up and approved at the October City Council Meeting. Ads for bids were published and four bids were received for the project. Bids ranged from \$120,637.65 to &185,775.00.

Staff recommends award of bid to Gladen Construction (low bid of \$120,637.65)

**Brainerd/Baxter**

7804 Industrial Park Road  
Baxter MN 56425

218.829.5117

Baxter@Widseth.com  
Widseth.com

October 31, 2024

Honorable Mayor and City Council  
City of Breezy Point  
8319 County Road 11  
Breezy Point, MN 56472

RE: Shoreview Lane Ice Damage Repair  
WSN Project No. 2024-10650

Dear Honorable Mayor and City Council:

Pursuant to the authority of the City Council and after proper legal advertisement, bids for the above-referenced project were obtained at 9:30 A.M., October 31, 2024, at the Breezy Point City Hall.

The following bids were received:

Gladen Construction	\$126,984.59
Borden Excavating, Inc.	\$127,797.00
Marvin Tretter, Inc.	\$145,066.00
Urban Companies	\$185,775.00
Engineer's Estimate	\$90,923.00

Details of all bids are shown on the attached Bid Tabulation. The bids were conforming to the plans, specifications and advertisement. A mathematical error was found in Gladen Construction's bid total, and a math error was found in Marvin Tretter, Inc.'s bid. However, these errors did not result in a change of low bidder.

We recommend that the contract be awarded to Gladen Construction, Laporte, Minnesota, the lowest responsible bidder, on the basis of the unit prices on the bid proposal.

We have retained all bid bonds and the original bid form of the lowest bidder. We will use the original bid form of Gladen Construction to prepare three Contract Documents (one for the City, one for Gladen Construction, and one for WIDSETH). We will return all bid bonds once a fully executed Contract between the City and Gladen Construction has been received. The following are enclosed for your files:

- Copy of the Bid Tabulation
- Copy of Gladen Construction's bid form

Sincerely,

Widseth Smith Nolting & Assoc., Inc.

David S. Reese, PE, VP

Enclosures

cc: Jerry Bohnsack, Interim City Administrator, Breezy Point

WIDSETH SMITH NOLTING  
7804 Industrial Park Road, Baxter, MN 56425

PHONE 218-829-5117

**TABULATION OF BIDS**

NAME: SHOREVIEW LANE ICE DAMAGE REPAIR

CLIENT: CITY OF BREEZY POINT  
PROJECT NO: 2024-10650

DATE: OCTOBER 31, 2024  
TIME: 9:30AM

				ENGINEER'S ESTIMATE		Gladen Construction 40739 US Highway 71 Laporte, MN 56461		Borden Excavating, Inc. 13110 Borden Road Merrifield, MN 56465		Marvin Tretter, Inc. 26389 233rd Street Pierz, MN 56364		Urban Companies 3781 Labore Road St. Paul, MN 55110	
SPEC NO	ITEM DESCRIPTION	CONTRACT QUANTITY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
2021.501	MOBILIZATION	1	LUMP SUM	\$8,000.00	\$8,000.00	\$16,000.00	\$16,000.00	\$4,000.00	\$4,000.00	\$25,000.00	\$25,000.00	\$10,000.00	\$10,000.00
2101.505	CLEARING	0.1	ACRE	\$20,000.00	\$2,000.00	\$12,000.00	\$1,200.00	\$10,000.00	\$1,000.00	\$30,000.00	\$3,000.00	\$50,000.00	\$5,000.00
2104.504	REMOVE BITUMINOUS PAVEMENT	90	SQ YD	\$10.00	\$900.00	\$18.00	\$1,620.00	\$10.00	\$900.00	\$8.00	\$720.00	\$20.00	\$1,800.00
2105.607	COMMON EXCAVATION	113	CU YD	\$35.00	\$3,955.00	\$116.00	\$13,108.00	\$50.00	\$5,650.00	\$25.00	\$2,825.00	\$100.00	\$11,300.00
2105.607	COMMON BORROW (CV)	91	CU YD	\$22.00	\$2,002.00	\$80.00	\$7,280.00	\$50.00	\$4,550.00	\$30.00	\$2,730.00	\$75.00	\$6,825.00
2108.504	GEOTEXTILE FABRIC TYPE 3	584	SQ YD	\$4.00	\$2,336.00	\$4.25	\$2,482.00	\$6.00	\$3,504.00	\$7.00	\$4,088.00	\$8.00	\$4,672.00
2211.507	AGGREGATE BASE (CV) CLASS 5	18.6	CU YD	\$60.00	\$1,116.00	\$205.00	\$3,813.00	\$100.00	\$1,860.00	\$65.00	\$1,209.00	\$100.00	\$1,860.00
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B)	30	TON	\$200.00	\$6,000.00	\$215.00	\$6,450.00	\$300.00	\$9,000.00	\$300.00	\$9,000.00	\$500.00	\$15,000.00
2511.507	RANDOM RIPRAP CLASS IV	422	CU YD	\$100.00	\$42,200.00	\$115.00	\$48,530.00	\$125.00	\$52,750.00	\$175.00	\$73,850.00	\$150.00	\$63,300.00
2563.601	TRAFFIC CONTROL	1	LUMP SUM	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,200.00	\$1,200.00	\$20,000.00	\$20,000.00
2564.502	DELINEATOR TYPE X4-3	13	EACH	\$200.00	\$2,600.00	\$125.00	\$1,625.00	\$200.00	\$2,600.00	\$150.00	\$1,950.00	\$250.00	\$3,250.00
2573.501	STABILIZED CONSTRUCTION EXIT	1	LUMP SUM	\$2,000.00	\$2,000.00	\$500.00	\$500.00	\$1.00	\$1.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
2573.503	FLOTATION SILT CURTAIN TYPE STILL WATER	678	LIN FT	\$14.00	\$9,492.00	\$17.00	\$11,526.00	\$35.00	\$23,730.00	\$15.00	\$10,170.00	\$32.00	\$21,696.00
2574.507	COMMON TOPSOIL BORROW	36	CU YD	\$60.00	\$2,160.00	\$150.00	\$5,400.00	\$100.00	\$3,600.00	\$50.00	\$1,800.00	\$100.00	\$3,600.00
2574.508	FERTILIZER TYPE 3	40	POUND	\$2.50	\$100.00	\$1.00	\$40.00	\$1.00	\$40.00	\$1.00	\$40.00	\$3.00	\$120.00
2575.505	SEEDING	0.06	ACRE	\$2,000.00	\$120.00	\$950.00	\$57.00	\$10,000.00	\$600.00	\$950.00	\$57.00	\$100,000.00	\$6,000.00
2575.508	SEED MIXTURE WINTER WHEAT (WW)	7	POUND	\$15.00	\$105.00	\$0.97	\$6.79	\$1.00	\$7.00	\$1.00	\$7.00	\$20.00	\$140.00
2575.508	SEED MIXTURE NORTHEAST ROADSIDE (NER)	27	POUND	\$15.00	\$405.00	\$47.65	\$1,286.55	\$5.00	\$135.00	\$50.00	\$1,350.00	\$20.00	\$540.00
2575.508	HYDRAULIC MULCH MATRIX	234	POUND	\$8.00	\$1,872.00	\$5.00	\$1,170.00	\$5.00	\$1,170.00	\$5.00	\$1,170.00	\$8.00	\$1,872.00
2577.502	LIVE STAKES	195	EACH	\$8.00	\$1,560.00	\$19.95	\$3,890.25	\$60.00	\$11,700.00	\$20.00	\$3,900.00	\$40.00	\$7,800.00

**TOTAL** **\$90,923.00** **\$126,984.59** **\$127,797.00** **\$145,066.00** **\$185,775.00**

I hereby certify that this tabulation is a true and correct copy of the bids for the **Shoreview Lane Ice Dar Repair Project**.



NAME: DAVID S. REESE

23432      October 31, 2024  
REG. NO.      DATE

## BID FORM FOR CONSTRUCTION CONTRACT

The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

### ARTICLE 1—OWNER AND BIDDER

- 1.01 This Bid is submitted to: **Attn: Jerry Bohnsack, Interim City Administrator, City of Breezy Point, 8319 County Road 11, Breezy Point, MN 56472**
- 1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

### ARTICLE 2—ATTACHMENTS TO THIS BID

- 2.01 The following documents are submitted with and made a condition of this Bid:
  - A. Required Bid security;
  - B. List of Proposed Subcontractors;
  - C. Responsible Contractor Verification and Certification of Compliance

### ARTICLE 3—BASIS OF BID—LUMP SUM BID AND UNIT PRICES

- 3.01 *Unit Price Bids*
  - A. Bidder will perform the following Work at the indicated unit prices:

ITEM NO.	SPEC NO.	ITEM DESCRIPTION	UNIT	QTY	BID UNIT PRICE	BID AMOUNT
1	2021.501	MOBILIZATION	LUMP SUM	1	\$ 16,000.00	\$ 16,000.00
2	2101.505	CLEARING	ACRE	0.1	\$ 12,000.00	\$ 1,200.00
3	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	90	\$ 18.00	\$ 1,620.00
4	2105.607	COMMON EXCAVATION	CU YD	113	\$ 116.00	\$ 13,108.00
5	2105.607	COMMON BORROW (CV)	CU YD	91	\$ 80.00	\$ 7,280.00
6	2108.504	GEOTEXTILE FABRIC TYPE 3	SQ YD	584	\$ 4.25	\$ 2,482.00
7	2211.507	AGGREGATE BASE (CV) CLASS 5	CU YD	18.6	\$ 205.00	\$ 3,813.00
8	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B)	TON	30	\$ 215.00	\$ 6,450.00
9	2511.507	RANDOM RIPRAP CLASS IV	CU YD	422	\$ 115.00	\$ 48,530.00
10	2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$ 1,000.00	\$ 1,000.00
11	2564.502	DELINEATOR TYPE X4-3	EACH	13	\$ 125.00	\$ 1,625.00
12	2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1	\$ 500.00	\$ 500.00
13	2573.503	FLOTATION SILT CURTAIN TYPE STILL WATER	LIN FT	678	\$ 17.00	\$ 11,526.00
14	2574.507	COMMON TOPSOIL BORROW	CU YD	36	\$ 150.00	\$ 5,400.00
15	2574.508	FERTILIZER TYPE 3	POUND	40	\$ 1.00	\$ 40.00
16	2575.505	SEEDING	ACRE	0.06	\$ 950.00	\$ 57.00
17	2575.508	SEED MIXTURE WINTER WHEAT (WW)	POUND	7	\$ 0.97	\$ 6.65

18	2575.508	SEED MIXTURE NORTHEAST ROADSIDE (NER)	POUND	27	\$ 47.65	\$ 1,286.55
19	2575.508	HYDRAULIC MULCH MATRIX	POUND	234	\$ 5.00	\$ 1,170.00
20	2577.502	LIVE STAKES	EACH	195	\$ 19.95	\$ 3,890.25
<b>Total of All Unit Price Bid Items</b>						<b>\$ 120,637.65</b>

B. Bidder acknowledges that:

1. each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and
2. estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all Unit Price Work will be based on actual quantities, determined as provided in the Contract Documents.

**ARTICLE 4—TIME OF COMPLETION**

- 4.01 Bidder agrees that the Work will be substantially complete on or before June 27, 2025, and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before July 31, 2025.
- 4.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

**ARTICLE 5—BIDDER'S ACKNOWLEDGEMENTS: ACCEPTANCE PERIOD, INSTRUCTIONS, AND RECEIPT OF ADDENDA**

5.01 *Bid Acceptance Period*

- A. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

5.02 *Instructions to Bidders*

- A. Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security.

5.03 *Receipt of Addenda*

- A. Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number	Addendum Date
1	10-29-2024

**ARTICLE 6—BIDDER'S REPRESENTATIONS AND CERTIFICATIONS**

6.01 *Bidder's Representations*

- A. In submitting this Bid, Bidder represents the following:
1. Bidder has examined and carefully studied the Bidding Documents, including Addenda.

2. Bidder has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
3. Bidder is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
4. Bidder has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical Data in such reports and drawings.
5. Bidder has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.
6. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, if selected as Contractor; and (c) Bidder's (Contractor's) safety precautions and programs.
7. Based on the information and observations referred to in the preceding paragraph, Bidder agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
8. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
9. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
10. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
11. The submission of this Bid constitutes an incontrovertible representation by Bidder that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

6.02 *Bidder's Certifications*

A. The Bidder certifies the following:

1. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation.

2. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid.
3. Bidder has not solicited or induced any individual or entity to refrain from bidding.
4. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 8.02.A:
  - a. Corrupt practice means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process.
  - b. Fraudulent practice means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition.
  - c. Collusive practice means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels.
  - d. Coercive practice means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

BIDDER hereby submits this Bid as set forth above:

Bidder: Gladen Const. Inc.  
(typed or printed name of organization)

By: Clayton Gladen  
(individual's signature)

Name: Clayton Gladen  
(typed or printed)

Title: Pres.  
(typed or printed)

Date: 10/31/24  
(typed or printed)

If Bidder is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.

Attest: Bertel Jurgens  
(individual's signature)

Name: Bertel Jurgens  
(typed or printed)

Title: Vice President  
(typed or printed)

Date: 10-30-2024  
(typed or printed)

Address for giving notices: 40739 US 71 Lagarto, MA 01461

Bidder's Contact:

Name: Bertel Jurgens  
(typed or printed)

Title: VP  
(typed or printed)

Phone: 218-407-7565

Email: Bertel@gladenconstructioninc.com

Address: 40739 US 71 Lagarto, MA 01461

Bidder's Contractor License No.: (if applicable) NA



**Breezy Point City Council  
October 7, 2024 - 6:30 pm  
Regular Meeting Minutes**

The meeting of the Breezy Point City Council was called to order by Mayor Angel Zierden at 6:30 p.m. Roll Call was taken by Interim City Administrator Jerry Bohnsack. Councilmembers present were Rebecca Ball, Steve Jensen, and Brad Scott. Michael Moroni was absent. Staff present included Interim City Administrator Jerry Bohnsack, Deputy Clerk Deb Runksmeier, Police Chief Brian Sandell, and Public Works Supervisor Joe Zierden. All stood for the pledge of allegiance.

Approval/Amendment of the Agenda

MOTION BALL/JENSEN TO APPROVE THE AGENDA AS PRESENTED, MOTION CARRIED 4-0

Buschmann Road Project Update

Paul Sandy with WBS spoke about the September 25th Buschmann Road project open house for impacted property owners along the project route. Answered to questions and addressed concerns. Right-of-way acquisition still in process and should present final delivery of plans in December.

Open Forum

Bill Toft – 31877 Green Scene Drive  
Gary Bakken – 29464 Shoreview Lane

Consent Agenda

- A. September 3, 2024 Regular City Council Meeting Minutes
- B. September 11, 2024 City Council Special Meeting Minutes
- C. September 20, 2024 City Council Special Meeting Minutes
- D. September 24, 2024 City Council Workshop Minutes
- E. Approval of Claims Totaling \$384,326.75
- F. Resolution 24-2024 Appointing Election Judges
- F. Resolution 25-2024 Add Michael Moroni as Bank Account Signatory
- G. Resolution 26-2024 Community Garden Arbor Donation

MOTION JENSEN/SCOTT TO APPROVE THE CONSENT AGENDA AS PRESENTED, MOTION CARRIED 4-0

Ordinance No Camping on Public Property

Interim Administrator Bohnsack presented the first reading of the proposed Ordinance to Prohibit Camping on Public property. Amends Chapter 132 of the City Code. Police Chief Brian Sandell stated that it goes along with the rules for private property.

MOTION BALL/JENSEN TO PUBLISH ORDINANCE WITH PUBLIC NOTICE IN NEWSPAPER FOR NOVEMBER 4, 2025 REGULAR COUNCIL MEETING, MOTION CARRIED 4-0

Order Police Squad

Chief Sandell explained the timeline of receiving police squads from time of order has taken close to a year. Requested to order next year's 2025 Chevrolet Tahoe before the budget is approved in December.

MOTION JENSEN/BALL TO APPROVE ORDERING POLICE SQUAD FOR 2025, MOTION CARRIED 4-0

Deputy Clerk Wage

Interim Administrator Bohnsack spoke to the council about similar situations of a temporary wage increase.

Councilmember Scott question other staff who should be compensated for increased work.

MOTION JENSEN/BALL TO APPROVE DEPUTY CLERK WAGE \$5 PER HOUR INCREASE STARTING SEPTEMBER 4, 2024 THROUGH TWO TO FOUR WEEKS AFTER NEW CITY ADMINISTRATOR BEGINS EMPLOYMENT, MOTION CARRIED 4-0

Shoreview Lane Repair Project

Dave Reese of Widseth spoke about the damage assessment for Shoreview Lane. Would like to have bids to consider in November. Councilmember Jensen wants this done before winter as the current state may affect snow plowing and routine maintenance.

MOTION BALL/JENSEN TO ACCEPT WIDSETH SHOREVIEW LANE REPAIR PLAN AND AUTHORIZE BID PROCESS, MOTION CARRIED 4-0

Dove Street Speed Sign

Public Works Supervisor Joe Zierden shared information changing 35 mph sign on Dove Street to correct 30 mph sign.

MOTION JENSEN/SCOTT TO APPROVE REPLACING SIGN ON DOVE STREET AT 30 MPH, MOTION CARRIED 4-0

Speed Study near Brush Site

Chief Sandell spoke about the speed study results from the Percheron Drive area near the brush/compost site. Clarified date about the speed readings over 30 mph. Mayor Zierden would like it moved to Suffolk Drive. Council agrees with Chief Sandell not to display the speed when recording data. Will move to Suffolk Drive.

Staff Reports

Public Works Supervisor Zierden updated the council on the current cemetery project of installing memorial pavers and new columbarium. Foundation for columbarium was poured and sidewalk to happen later.

Zierden also shared the Community Garden construction status. Water lines in place and designing maintenance plan. Fences to be installed before bottom rail. Gates to be made next week and wood chips coming soon.

Mayor and Council Reports

Councilmember Jensen reported on the first Streets Committee meeting. Addressed Public's concerns that were spoke about in open forum. Event Permits at the Disc Golf courses are only required when it exceeds a certain number of participants. Residents having problems with Short Term Rentals need to call Police when the issue is happening.

Councilmember Ball gave update of the Fire Board district with interview of new fire fighter.

Agenda Forecast

Budget Workshop to be schedule in November.

Adjourn

MOTION BALL/JENSEN TO ADJOURN, CARRIED 4-0

Meeting ended at 7:37 p.m.

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Deb Runksmeier, Deputy City Clerk

## CITY OF BREEZY POINT

# \*Check Detail Register©

Batch: 101624PAY,103024PAY,3RDQTR24BLDGSURCHG,PRL-101024,PRL-102424,PRL-103124

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 Primary</b>					
<b>3684 e</b>	10/14/24	<b>INTERNAL REVENUE SERVICE</b>			
G 100-21701		Federal Withholding	\$4,750.51	2024 PR 21	Federal
G 100-21703		FICA Tax Withholding	\$739.75	2024 PR 21	Medicare
G 100-21703		FICA Tax Withholding	\$1,693.14	2024 PR 21	Social Security
G 100-21703		FICA Tax Withholding	\$1,693.14	2024 PR 21	Social Security Benefit
G 100-21703		FICA Tax Withholding	\$739.75	2024 PR 21	Medicare Benefit
		Total	\$9,616.29		
<b>3685 e</b>	10/10/24	<b>MINNESOTA STATE RETIREMENT SYS</b>			
G 100-21705		Other Retirement	\$361.15	2024 PR 21	MNDGP - PR 21
		Total	\$361.15		
<b>3686 e</b>	10/14/24	<b>MN DEPT OF REVENUE</b>			
G 100-21702		State Withholding	\$2,456.30	2024 PR 21	State Tax - MN
		Total	\$2,456.30		
<b>3687 e</b>	10/10/24	<b>PUBLIC EMP. RETIREMENT ASSOC</b>			
G 100-21704		PERA	\$1,833.73	2024 PR 21	PERA Deduct
G 100-21704		PERA	\$3,134.78	2024 PR 21	Police PERA Deduct
G 100-21704		PERA	\$2,115.83	2024 PR 21	PERA Benefit
G 100-21704		PERA	\$4,702.16	2024 PR 21	PERA police Benefit
		Total	\$11,786.50		
<b>3688 e</b>	10/10/24	<b>MINNESOTA STATE RETIREMENT SYS</b>			
G 100-21710		Other Deductions	\$2,342.15	2024 PR 21	HCSP- PR 21
		Total	\$2,342.15		
<b>3689 e</b>	10/10/24	<b>COMPENSATION CONSULTANTS LTD</b>			
G 100-21710		Other Deductions	\$1,201.92	2024 PR 21	HSA - PR 21
		Total	\$1,201.92		
<b>3690 e</b>	10/01/24	<b>RELIANCE STANDARD LIFE INS</b>			
G 100-21710		Other Deductions	\$178.50	OCT 2024	Life Insurance Premiums - Oct 2024
		Total	\$178.50		
<b>3691 e</b>	10/11/24	<b>MN DEPT OF LABOR &amp; INDUSTRY</b>			
E 100-41910-309		Building Inspector	\$2,752.59	3RD QTR 20	3rd Qtr 2024 Building Surcharge Report
		Total	\$2,752.59		
<b>3692 e</b>	10/29/24	<b>INTERNAL REVENUE SERVICE</b>			
G 100-21701		Federal Withholding	\$5,329.14	2024 PR 22	Federal
G 100-21703		FICA Tax Withholding	\$793.42	2024 PR 22	Medicare
G 100-21703		FICA Tax Withholding	\$1,763.90	2024 PR 22	Social Security
G 100-21703		FICA Tax Withholding	\$1,763.90	2024 PR 22	Social Security Benefit
G 100-21703		FICA Tax Withholding	\$793.42	2024 PR 22	Medicare Benefit
		Total	\$10,443.78		
<b>3693 e</b>	10/24/24	<b>MINNESOTA STATE RETIREMENT SYS</b>			
G 100-21705		Other Retirement	\$361.15	MNDGP 2024	MNDGP - PR 22

CITY OF BREEZY POINT

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Batch: 101624PAY,103024PAY,3RDQTR24BLDGSRCHG,PRL-101024,PRL-102424,PRL-103124

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		Total	\$361.15		
<b>3694 e</b>	10/29/24	<b>MN DEPT OF REVENUE</b>			
G 100-21702		State Withholding	\$2,685.21	2024 PR 22	State Tax - MN
		Total	\$2,685.21		
<b>3695 e</b>	10/24/24	<b>PUBLIC EMP. RETIREMENT ASSOC</b>			
G 100-21704		PERA	\$1,909.14	2024 PR 22	PERA Deduct
G 100-21704		PERA	\$3,459.81	2024 PR 22	Police PERA Deduct
G 100-21704		PERA	\$2,202.85	2024 PR 22	PERA Benefit
G 100-21704		PERA	\$5,189.70	2024 PR 22	PERA police Benefit
		Total	\$12,761.50		
<b>3696 e</b>	10/24/24	<b>MINNESOTA STATE RETIREMENT SYS</b>			
G 100-21710		Other Deductions	\$2,555.54	HCSP 2024P	HCSP - PR 22
		Total	\$2,555.54		
<b>3697 e</b>	10/24/24	<b>COMPENSATION CONSULTANTS LTD</b>			
G 100-21710		Other Deductions	\$1,201.92	2024 PR 22	HSA - PR 22
		Total	\$1,201.92		
<b>3698 e</b>	10/03/24	<b>BLUE CROSS &amp; BLUE SHIELD OF MN</b>			
E 100-41300-131		Paid Health/Dental	\$61.79	NOV 2024	Vision Insurance - Nov 2024
		Total	\$61.79		
<b>3699 e</b>	10/28/24	<b>RELIANCE STANDARD LIFE INS</b>			
G 100-21710		Other Deductions	\$178.50	NOV 2024	Life Ins Premiums - Nov 2024
		Total	\$178.50		
<b>3700 e</b>	10/24/24	<b>AFLAC</b>			
G 100-21710		Other Deductions	\$128.96	OCT 2024	Aflac Premiums - October 2024
		Total	\$128.96		
<b>3701 e</b>	10/28/24	<b>HEALTHPARTNERS</b>			
E 100-41300-131		Paid Health/Dental	\$3,075.40	NOV 2024	Health Ins Premiums - Nov 2024
E 100-41910-131		Paid Health/Dental	\$732.56	NOV 2024	Health Ins Premiums - Nov 2024
E 100-42100-131		Paid Health/Dental	\$9,977.55	NOV 2024	Health Ins Premiums - Nov 2024
E 100-43000-131		Paid Health/Dental	\$2,785.21	NOV 2024	Health Ins Premiums - Nov 2024
E 100-45100-131		Paid Health/Dental	\$164.75	NOV 2024	Health Ins Premiums - Nov 2024
E 600-43250-131		Paid Health/Dental	\$2,798.20	NOV 2024	Health Ins Premiums - Nov 2024
G 100-21706		Hospitalization/Medical Ins	\$1,545.81	NOV 2024	Health Ins Premiums - Nov 2024
E 100-41300-131		Paid Health/Dental	\$131.61	NOV 2024	Dental Ins Premiums - Nov 2024
E 100-41910-131		Paid Health/Dental	\$88.04	NOV 2024	Dental Ins Premiums - Nov 2024
E 100-42100-131		Paid Health/Dental	\$595.45	NOV 2024	Dental Ins Premiums - Nov 2024
E 100-43000-131		Paid Health/Dental	\$221.47	NOV 2024	Dental Ins Premiums - Nov 2024
E 100-45100-131		Paid Health/Dental	\$5.93	NOV 2024	Dental Ins Premiums - Nov 2024
E 600-43250-131		Paid Health/Dental	\$139.35	NOV 2024	Dental Ins Premiums - Nov 2024
G 100-21706		Hospitalization/Medical Ins	\$208.55	NOV 2024	Dental Ins Premiums - Nov 2024
		Total	\$22,469.88		
<b>3702 e</b>	11/05/24	<b>INTERNAL REVENUE SERVICE</b>			

**CITY OF BREEZY POINT**

**\*Check Detail Register©**

**Batch: 101624PAY,103024PAY,3RDQTR24BLDGSURCHG,PRL-101024,PRL-102424,PRL-103124**

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 100-21701		Federal Withholding	\$61.00		2024 PR M10 Federal
G 100-21703		FICA Tax Withholding	\$24.95		2024 PR M10 Medicare
G 100-21703		FICA Tax Withholding	\$106.64		2024 PR M10 Social Security
G 100-21703		FICA Tax Withholding	\$106.64		2024 PR M10 Social Security Benefit
G 100-21703		FICA Tax Withholding	\$24.95		2024 PR M10 Medicare Benefit
		Total	\$324.18		
<b>3703 e</b>	11/05/24	<b>MN DEPT OF REVENUE</b>			
G 100-21702		State Withholding	\$40.00		2024 PR M10 State Tax - MN
		Total	\$40.00		
<b>3704 e</b>	10/31/24	<b>PUBLIC EMP. RETIREMENT ASSOC</b>			
G 100-21704		PERA	\$30.00		2024 PR M10 Council PERA Deduct
G 100-21704		PERA	\$30.00		2024 PR M10 PERA Council Benefit
		Total	\$60.00		
<b>139741</b>	10/16/24	<b>Anderson Brothers Constr Inc</b>			
E 100-43000-224		Aggregate Material	\$46.48	116137	PW Washed Sand
		Total	\$46.48		
<b>139742</b>	10/16/24	<b>AT&amp;T MOBILITY</b>			
E 100-42100-321		Telephone	\$961.52	X10032024	PD Cell Phones 8/26/24 - 9/25/24
		Total	\$961.52		
<b>139743</b>	10/16/24	<b>AUTO VALUE PEQUOT LAKES</b>			
E 100-43000-220		Repair/Maint Supply (GEN	\$170.97	66253955	PW Parts
E 100-43000-200		General Operating (Suppli	\$15.99	66253955	PW Parts
		Total	\$186.96		
<b>139744</b>	10/16/24	<b>AW RESEARCH LABORATORIES INC</b>			
E 600-43250-326		MPCA Permit/Lab Testing	\$158.00	66357	Sewer Testing
		Total	\$158.00		
<b>139745</b>	10/16/24	<b>Bureau of Crim. Apprehension</b>			
E 100-42100-300		Professional Svcs (GENE	\$300.00	823380	PD CJDN Access Fee
G 100-15500		Prepaid Items	\$300.00	823380	PD CJDN Access Fee
		Total	\$600.00		
<b>139746</b>	10/16/24	<b>BREEZY POINT HARDWARE</b>			
E 600-43250-200		General Operating (Suppli	\$9.99	34338	Sewer Marking Paing
E 600-43250-220		Repair/Maint Supply (GEN	\$1.99	34344	Sewer Coupler
E 600-43250-200		General Operating (Suppli	\$18.99	34356	Sewer Batteries
E 600-43250-220		Repair/Maint Supply (GEN	\$5.98	34423	Sewer Poly Plug
E 100-45100-212		Motor Fuels	\$17.04	34453	PW Fuel
E 100-43000-212		Motor Fuels	\$106.56	34454	PW Fuel
E 100-43000-200		General Operating (Suppli	\$17.99	34470	PW Batteries
		Total	\$178.54		
<b>139747</b>	10/16/24	<b>CHARTER COMMUNICATIONS - PA</b>			
E 100-42100-381		Combined Utilities	\$30.89	OCT 2024	PD Cable TV 10/2/24 - 11/1/24
		Total	\$30.89		

## CITY OF BREEZY POINT

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Batch: 101624PAY,103024PAY,3RDQTR24BLDGSURCHG,PRL-101024,PRL-102424,PRL-103124

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>139748</b>	10/16/24	<b>CITY OF BREEZY POINT</b>			
E 100-42100-381		Combined Utilities	\$150.00	3rd QTR 202	PD 3rd Qtr 2024 Sewer
E 100-41900-381		Combined Utilities	\$150.00	3rd QTR 202	CH 3rd Qtr 2024 Sewer
		Total	\$300.00		
<b>139749</b>	10/16/24	<b>Crow Wing Power</b>			
E 100-41900-381		Combined Utilities	\$107.38	36058101CH	City Hall Addition New Service Application
		Total	\$107.38		
<b>139750</b>	10/16/24	<b>CTC</b>			
E 100-41300-321		Telephone	\$208.83	21457141	CH Phone Service 10/12/24 - 11/11/24
E 100-42100-321		Telephone	\$490.80	21457141	PD Phone Service 10/12/24 - 11/11/24
E 100-43000-321		Telephone	\$28.48	21457141	PW Phone Service 10/12/24 - 11/11/24
		Total	\$728.11		
<b>139751</b>	10/16/24	<b>DAKOTA BUSINESS SOLUTIONS</b>			
E 100-41300-200		General Operating (Suppli	\$241.00	10007	Mail Machine Ink Cartridge
		Total	\$241.00		
<b>139752</b>	10/16/24	<b>DIAMOND MOWERS LLC</b>			
E 100-43000-212		Motor Fuels	\$258.56	273174	PW Mower Parts
E 100-43000-220		Repair/Maint Supply (GEN	\$1,315.11	273479	PW Pump P350
		Total	\$1,573.67		
<b>139753</b>	10/16/24	<b>FLEXIBLE PIPE TOOL COMPANY</b>			
E 600-43250-220		Repair/Maint Supply (GEN	\$180.00	30622	Sewer Hose Repair
		Total	\$180.00		
<b>139754</b>	10/16/24	<b>FYLES SATELLITES INC.</b>			
E 100-45100-300		Professional Srvs (GENE	\$540.00	12186	Parks Portable Restroom Rental 8/8/24 - 10/3/24
		Total	\$540.00		
<b>139755</b>	10/16/24	<b>GrassMaster Professional</b>			
E 270-49010-300		Professional Srvs (GENE	\$1,028.00	114508	Cemetery Lawn Mowing - Sept 2024
E 100-42100-402		Grounds Maintenance	\$292.00	114508	PD Lawn Mowing - Sept 2024
E 100-41900-402		Grounds Maintenance	\$492.00	114508	CH Lawn Mowing - Sept 2024
		Total	\$1,812.00		
<b>139756</b>	10/16/24	<b>HEARTLAND ANIMAL RESCUE TEAM</b>			
E 100-41900-306		Animal Control	\$333.87	09/2024	Animal Impound Fees - Sept 2024
		Total	\$333.87		
<b>139757</b>	10/16/24	<b>CARYN HOLLINGSWORTH</b>			
E 100-42100-208		Training and Education	\$113.90	100224	PD Training Mileage C. Hollingsworth
E 100-42100-208		Training and Education	\$16.14	100224	PD Training Meals C. Hollingsworth
E 100-42100-208		Training and Education	\$120.51	100224	PD Training Lodging C. Hollingsworth
E 100-42100-208		Training and Education	\$26.80	101424	PD Training Mileage C. Hollingsworth
E 100-42100-208		Training and Education	\$10.78	101424	PD Training Meals C. Hollingsworth
		Total	\$288.13		
<b>139758</b>	10/16/24	<b>LAKES AREA WILDLIFE CONTROL</b>			

**CITY OF BREEZY POINT**

**\*Check Detail Register©**

**Batch: 101624PAY,103024PAY,3RDQTR24BLDGSURCHG,PRL-101024,PRL-102424,PRL-103124**

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-41900-306		Animal Control	\$566.50	14845	Animal Control - Sept 2024
		Total	\$566.50		
<b>139759</b>	10/16/24	<b>MARCO TECHNOLOGIES LLC</b>			
E 100-41900-400		Equipment	\$214.25	539182113	CH Copier Lease 9/22/24 - 10/22/24
E 600-43250-200		General Operating (Suppli	\$53.56	539182113	CH Copier Lease 9/22/24 - 10/22/24
		Total	\$267.81		
<b>139760</b>	10/16/24	<b>MENARDS- BAXTER</b>			
E 100-45100-590		Capital Outlay	\$132.58	30044	Parks Irrigation Parts
E 100-45100-590		Capital Outlay	\$0.51	30455	Parks Coupling
		Total	\$133.09		
<b>139761</b>	10/16/24	<b>MIDWEST MACHINERY CO</b>			
E 100-43000-220		Repair/Maint Supply (GEN	\$3,049.45	10224587	PW Tractor Repair
		Total	\$3,049.45		
<b>139762</b>	10/16/24	<b>MN DEPT OF LABOR &amp; INDUSTRY</b>			
E 600-43250-200		General Operating (Suppli	\$10.00	ABR0336648	Sewer UM Pressure Vessel
		Total	\$10.00		
<b>139763</b>	10/16/24	<b>NCPERS Group Life Ins</b>			
G 100-21710		Other Deductions	\$80.00	35750011202	Life Insurance Premiums - Nov 2024
		Total	\$80.00		
<b>139764</b>	10/16/24	<b>ON SYSTEMS INC</b>			
E 100-41900-308		Software / IT Support	\$639.85	11260	IT Support - Oct 2024
E 100-41910-308		Software / IT Support	\$255.94	11260	IT Support - Oct 2024
E 100-42100-308		Software / IT Support	\$1,791.58	11260	IT Support - Oct 2024
E 100-43000-308		Software / IT Support	\$191.96	11260	IT Support - Oct 2024
E 600-43250-308		Software / IT Support	\$319.93	11260	IT Support - Oct 2024
		Total	\$3,199.26		
<b>139765</b>	10/16/24	<b>PAPER STORM</b>			
E 100-42100-300		Professional Svcs (GENE	\$52.00	27315	PD Document Destruction
		Total	\$52.00		
<b>139766</b>	10/16/24	<b>PEQUOT LAKES SANITATION</b>			
E 100-42100-381		Combined Utilities	\$30.10	OCT 2024	PD Garbage Service - Oct 2024
E 100-41900-324		Recycling	\$40.00	OCT 2024	CH Recycling Service - Oct 2024
E 100-41900-381		Combined Utilities	\$104.43	OCT 2024	CH Garbage Service - Oct 2024
E 100-45100-210		Operating Supplies (GEN	\$38.61	OCT 2024	Parks Garbage Service - Oct 2024
		Total	\$213.14		
<b>139767</b>	10/16/24	<b>QUADIENT FINANCE USA, INC.</b>			
G 100-15500		Prepaid Items	\$300.00	SEPT 2024	Postage Purchase 9/26/24
		Total	\$300.00		
<b>139768</b>	10/16/24	<b>QUADIENT LEASING USA, INC.</b>			
E 100-41900-400		Equipment	\$71.59	Q1535042	Mail Machine Lease 11/3/24 - 2/2/25
G 100-15500		Prepaid Items	\$35.79	Q1535042	Mail Machine Lease 11/3/24 - 2/2/25

CITY OF BREEZY POINT

\*Check Detail Register©

Batch: 101624PAY,103024PAY,3RDQTR24BLDGSURCHG,PRL-101024,PRL-102424,PRL-103124

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 600-43250-200		General Operating (Suppli	\$17.89	Q1535042	Mail Machine Lease 11/3/24 - 2/2/25
G 600-15500		Prepaid Items	\$8.95	Q1535042	Mail Machine Lease 11/3/24 - 2/2/25
		Total	\$134.22		
<b>139769</b>	10/16/24	<b>TDS TELECOM</b>			
E 100-41900-308		Software / IT Support	\$20.42	OCT 2024	Phone Service 10/13/24 - 11/12/24
E 100-41910-308		Software / IT Support	\$8.16	OCT 2024	Phone Service 10/13/24 - 11/12/24
E 100-42100-308		Software / IT Support	\$57.15	OCT 2024	Phone Service 10/13/24 - 11/12/24
E 100-43000-308		Software / IT Support	\$6.12	OCT 2024	Phone Service 10/13/24 - 11/12/24
E 600-43250-308		Software / IT Support	\$10.21	OCT 2024	Phone Service 10/13/24 - 11/12/24
		Total	\$102.06		
<b>139770</b>	10/16/24	<b>THE OFFICE SHOP</b>			
E 100-41300-200		General Operating (Suppli	\$41.31	1146677-0	CH Notary Stamp J. Rust
E 100-41300-200		General Operating (Suppli	\$16.37	1146832-0	CH Wall Calendar
E 100-43000-200		General Operating (Suppli	\$18.38	1147048-0	PW Desk Calendar
E 100-41300-200		General Operating (Suppli	\$38.52	1147075-0	CH File Folders
		Total	\$114.58		
<b>139771</b>	10/16/24	<b>THURLOW HARDWARE &amp; RENTAL</b>			
E 100-45100-590		Capital Outlay	\$5.60	B238935	Parks Irrigation Pipe
		Total	\$5.60		
<b>139772</b>	10/16/24	<b>Vestis</b>			
E 100-41900-401		Maint Buildings	\$157.09	2530326452	CH Mats
E 100-42100-401		Maint Buildings	\$121.17	2530326453	PD Mats
		Total	\$278.26		
<b>139773</b>	10/16/24	<b>XCEL ENERGY</b>			
E 100-41900-381		Combined Utilities	\$26.17	896124919	CH Electric 8/28/24 - 9/27/24
E 100-43000-381		Combined Utilities	\$26.18	896124919	PW Electric 8/28/24 - 9/27/24
E 100-42100-381		Combined Utilities	\$36.80	896161105	PD Electric 8/28/24 - 9/27/24
		Total	\$89.15		
<b>139774</b>	10/30/24	<b>AAA RENTAL INC</b>			
E 600-43250-200		General Operating (Suppli	\$234.12	86213	Sewer Compressor Rental
		Total	\$234.12		
<b>139775</b>	10/30/24	<b>Anderson Brothers Constr Inc</b>			
E 100-43000-224		Aggregate Material	\$740.19	116311	PW Washed Sand
		Total	\$740.19		
<b>139776</b>	10/30/24	<b>APPLIED CONCEPTS, INC</b>			
E 100-42100-220		Repair/Maint Supply (GEN	\$572.50	446438	PD Antenna
		Total	\$572.50		
<b>139777</b>	10/30/24	<b>BEST OIL COMPANY</b>			
E 100-43000-212		Motor Fuels	\$1,036.50	8494	PW Diesel Fuel
		Total	\$1,036.50		
<b>139778</b>	10/30/24	<b>BREEZY POINT HARDWARE</b>			

CITY OF BREEZY POINT

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Batch: 101624PAY,103024PAY,3RDQTR24BLDGSRCHG,PRL-101024,PRL-102424,PRL-103124

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-45100-212		Motor Fuels	\$28.29	34480	Parks Fuel
E 100-45100-210		Operating Supplies (GEN	\$14.00	34496	Parks Antifreeze
E 600-43250-220		Repair/Maint Supply (GEN	\$7.96	34497	Sewer Poly Elbow
E 100-42100-200		General Operating (Suppli	\$6.99	34547	PD Masking Tape
E 100-42100-208		Training and Education	\$30.98	34550	PD Staple Gun & Staples Target Practice
E 600-43250-200		General Operating (Suppli	\$29.98	34560	Sewer Pliers & Wire
E 100-45100-212		Motor Fuels	\$18.36	34574	Parks Fuel
E 100-45100-212		Motor Fuels	\$18.01	34575	Parks Fuel
E 100-45100-210		Operating Supplies (GEN	\$15.98	34587	Parks Cable Ties
E 100-45100-210		Operating Supplies (GEN	\$15.98	34589	Parks Cable Ties
		Total	\$186.53		
<b>139779</b>	10/30/24	<b>CARGILL INC</b>			
E 100-43000-223		Salt/Sand	\$4,335.64	2910144073	PW Bulk Deicer Salt
		Total	\$4,335.64		
<b>139780</b>	10/30/24	<b>CHARTER COMMUNICATIONS - PA</b>			
E 100-41100-100		Compensation (GENERAL	\$0.42	15648120110	Internet 10/8/24 - 11/7/24
E 100-41300-200		General Operating (Suppli	\$1.40	15648120110	Internet 10/8/24 - 11/7/24
E 100-41900-381		Combined Utilities	\$54.03	15648120110	Internet 10/8/24 - 11/7/24
E 100-41910-200		General Operating (Suppli	\$0.42	15648120110	Internet 10/8/24 - 11/7/24
E 100-42100-308		Software / IT Support	\$56.00	15648120110	Internet 10/8/24 - 11/7/24
E 100-43000-200		General Operating (Suppli	\$0.71	15648120110	Internet 10/8/24 - 11/7/24
E 600-43250-200		General Operating (Suppli	\$27.00	15648120110	Internet 10/8/24 - 11/7/24
		Total	\$139.98		
<b>139781</b>	10/30/24	<b>CLEARWATER STONE &amp; COLUMBARIA</b>			
E 270-49010-534		Site Improvements	\$7,750.00	110-172024	Cemetery 60 Niche Columbaria
		Total	\$7,750.00		
<b>139782</b>	10/30/24	<b>COLUMN SOFTWARE PBC</b>			
E 100-41910-351		Legal Notices Publishing	\$171.70	6AA024C4-0	Shoreview Ln Bids Request
E 100-41910-351		Legal Notices Publishing	\$60.45	6AA024C4-0	PH Notice Adopt Ord 2024-02
E 100-41100-351		Legal Notices Publishing	\$47.77	6AA024C4-0	Annual TIF Disclosure
E 100-41100-351		Legal Notices Publishing	\$26.61	6AA024C4-0	PH Notice Assessment Unpaid Sewer Utilities
E 100-41910-351		Legal Notices Publishing	\$35.79	6AA024C4-0	PH Notice IUA I-24-001
		Total	\$342.32		
<b>139783</b>	10/30/24	<b>CROW WING CO TREASURER</b>			
E 100-41910-302		E911 / Permit Exp	\$125.00	7426	E911 Addressing
		Total	\$125.00		
<b>139784</b>	10/30/24	<b>Crow Wing Power</b>			
E 600-43250-381		Combined Utilities	\$2,591.54	1438703SEP	Sewer Plant Electric Service 9/8/24 - 10/8/24
E 600-43250-381		Combined Utilities	\$109.99	1439301SEP	#4 Pond TSF Pump Electric Service 9/8/24 - 10/8/24
E 600-43250-381		Combined Utilities	\$37.82	1460301SEP	Lift Pump 2 Electric Service 9/8/24 - 10/8/24
E 600-43250-381		Combined Utilities	\$172.20	1501301SEP	Lift Pump 4 Electric Service 9/8/24 - 10/8/24
E 100-41900-381		Combined Utilities	\$270.54	1516802SEP	CH 8319 CR 11 Electric Service 9/8/24 - 10/8/24
E 100-43000-381		Combined Utilities	\$270.54	1516802SEP	PW 8319 CR 11 Electric Service 9/8/24 - 10/8/24
E 600-43250-381		Combined Utilities	\$58.23	1518101SEP	Lift Pump 5 Electric Service 9/8/24 - 10/8/24

**CITY OF BREEZY POINT**

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**Batch: 101624PAY,103024PAY,3RDQTR24BLDGSRCHG,PRL-101024,PRL-102424,PRL-103124**

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 600-43250-381		Combined Utilities	\$41.26	1528301SEP	Lift Pump 3 Electric Service 9/8/24 - 10/8/24
E 600-43250-381		Combined Utilities	\$304.25	1532601SEP	Lift Pump 1 Electric Service 9/8/24 - 10/8/24
E 270-49010-381		Combined Utilities	\$164.03	33476401SE	Pelican Woods Cemetery Well Electric Service 9/8/24 - 10/8/24
E 600-43250-381		Combined Utilities	\$76.91	33770501SE	Lift Pump 6 Electric Service 9/8/24 - 10/8/24
E 600-43250-381		Combined Utilities	\$52.58	33929201SE	Lift Pump 7 Electric Service 9/8/24 - 10/8/24
E 100-42100-381		Combined Utilities	\$602.44	34120201SE	PD Electric Service 9/8/24 - 10/8/24
E 600-43250-381		Combined Utilities	\$37.45	34265401SE	#8 Lift Station Electric Service 9/8/24 - 10/8/24
E 270-49010-381		Combined Utilities	\$94.25	34454801SE	Pelican Woods Cemetery North Electric Service 9/8/24 - 10/8/24
E 100-43000-381		Combined Utilities	\$33.00	34569801SE	8319 N Spruce Dr Electric Service 9/8/24 - 10/8/24
E 600-43250-381		Combined Utilities	\$34.25	34613101SE	Lift Pump 9 Electric Service 9/8/24 - 10/8/24
E 100-45100-210		Operating Supplies (GEN	\$10.00	35276301SE	Fishing Pier Electric Service 9/8/24 - 10/8/24
		Total	\$4,961.28		
<b>139785</b>	10/30/24	<b>D&amp;N LANDWORKS LLC</b>			
E 100-45100-590		Capital Outlay	\$7,800.00	6417	Parks Black Dirt - Community Garden
		Total	\$7,800.00		
<b>139786</b>	10/30/24	<b>DAVES CONCRETE</b>			
E 270-49010-534		Site Improvements	\$1,500.00	70656	Cemetery Walkway Columbarium
		Total	\$1,500.00		
<b>139787</b>	10/30/24	<b>FED EX</b>			
E 100-42100-200		General Operating (Suppli	\$13.13	8-652-49395	PD Postage
		Total	\$13.13		
<b>139788</b>	10/30/24	<b>FYLES SATELLITES INC.</b>			
E 100-45100-300		Professional Svcs (GENE	\$256.25	12279	Parks Portable Restroom Rental
E 100-45100-300		Professional Svcs (GENE	\$300.00	12321	Parks Portable Restroom Rental
		Total	\$556.25		
<b>139789</b>	10/30/24	<b>HEARTLAND TIRE INC</b>			
E 100-43000-220		Repair/Maint Supply (GEN	\$513.06	15028360	PW Tractor Tire Repair
		Total	\$513.06		
<b>139790</b>	10/30/24	<b>HOISINGTON KOEGLER GROUP INC</b>			
E 401-41300-590		Capital Outlay	\$1,605.00	024-032-3	Zoning Ordinance Update - Sept 2024
		Total	\$1,605.00		
<b>139791</b>	10/30/24	<b>HOVDE ENTERPRISES</b>			
E 100-43000-300		Professional Svcs (GENE	\$900.00	1346	PW Annual DOT Fleet Inspections
		Total	\$900.00		
<b>139792</b>	10/30/24	<b>MENARDS- BAXTER</b>			
E 100-45100-210		Operating Supplies (GEN	\$157.85	31397	Parks Cleaners
E 100-45100-590		Capital Outlay	\$78.35	31524	Parks Irrigation Parts
		Total	\$236.20		
<b>139793</b>	10/30/24	<b>PELICAN SQUARE INC</b>			
E 100-42100-200		General Operating (Suppli	\$30.88	1011383	PD Halloween Candy
E 600-43250-212		Motor Fuels	\$26.04	1020899	Sewer Fuel

CITY OF BREEZY POINT

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Batch: 101624PAY,103024PAY,3RDQTR24BLDGSURCHG,PRL-101024,PRL-102424,PRL-103124

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$56.92		
<b>139794</b>	10/30/24	<b>RATWIK ROSZAK &amp; MALONEY PA</b>			
E 100-41610-304		Legal/Prosecution Fees	\$1,867.94	77665	Miscellaneous, Rieber & Data Breach Legal Fees
Total			\$1,867.94		
<b>139795</b>	10/30/24	<b>NICHOLAS SALVEVOLD</b>			
E 100-42100-208		Training and Education	\$104.52	102324	PD Training Mileage
E 100-42100-208		Training and Education	\$23.53	102324	PD Training Meals
Total			\$128.05		
<b>139796</b>	10/30/24	<b>SPARROW CLEANING SERVICE</b>			
E 100-42100-401		Maint Buildings	\$450.00	3738	PD Cleaning Services - Sept 2024
E 100-41900-401		Maint Buildings	\$350.00	3739	CH Cleaning Services - Sept 2024
Total			\$800.00		
<b>139797</b>	10/30/24	<b>THE OFFICE SHOP</b>			
E 100-42100-200		General Operating (Suppli	\$83.99	1147211-0	PD Printer Cartridge
Total			\$83.99		
<b>139798</b>	10/30/24	<b>ULINE</b>			
E 100-41910-309		Building Inspector	\$72.39	184585225	Building Dept Permit Bags
Total			\$72.39		
<b>139799</b>	10/30/24	<b>VERIZON WIRELESS</b>			
E 100-43000-321		Telephone	\$100.40	9975940469	PW Cell Phones 9/11/24 - 10/10/24
E 600-43250-321		Telephone	\$100.40	9975940469	Sewer Cell Phones 9/11/24 - 10/10/24
Total			\$200.80		
<b>139800</b>	10/30/24	<b>VICTORY AUTOMOTIVE SERVICE LLC</b>			
E 100-42100-220		Repair/Maint Supply (GEN	\$1,448.50	1401512	PD 2022 Explorer Service & Repair
E 100-42100-220		Repair/Maint Supply (GEN	\$123.04	1401526	PD 2023 Ram Oil Change & Tire Rotate
Total			\$1,571.54		
<b>139801</b>	10/30/24	<b>WIDSETH SMITH NOLTING &amp; ASSOC</b>			
E 602-41950-592		Engineering Costs	\$2,632.50	233518	WWTF & Sewer Expansion Engineering Fees thru 9/13/24
E 100-41900-303		Engineering Fees	\$959.50	233519	Shoreview Ln Damage Assess Engineering Fees thru 9/13/24
E 100-41900-303		Engineering Fees	\$611.25	233626	General Engineering Fees thru 9/13/24
E 401-41900-300		Professional Srvs (GENE	\$5,733.25	233627	2024 Streets CIP Engineering Fees thru 9/13/24
E 401-41900-300		Professional Srvs (GENE	\$2,300.20	233740	CH Remodel Engineering Fees thru 9/13/24
E 100-41900-303		Engineering Fees	\$3,471.50	233996	Shoreview Ln Damage Assess Engineering Fees thru 10/11/24
E 401-41900-300		Professional Srvs (GENE	\$2,300.20	234125	CH Remodel Engineering Fees thru 10/11/24
E 401-41900-300		Professional Srvs (GENE	\$3,973.06	234259	2024 Streets CIP Engineering Fees thru 10/11/24
Total			\$21,981.46		
<b>10100</b>			\$161,140.27		

# CITY OF BREEZY POINT

## \*Check Detail Register©

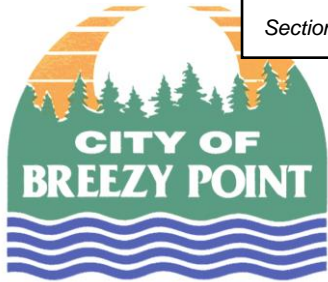
Batch: 101624PAY,103024PAY,3RDQTR24BLDGSURCHG,PRL-101024,PRL-102424,PRL-103124

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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### Fund Summary

**10100 Primary**

100 GENERAL FUND	\$124,384.76
270 CEMETERY Special Revenue Fund	\$10,536.28
401 Revolving Capital Fund	\$15,911.71
600 SEWER OPERATING FUND	\$7,675.02
602 Sewer Capital Projects Fund	\$2,632.50
	<hr/>
	\$161,140.27



TO: City of Breezy Point Mayor and City Council  
 FROM: Deb Runksmeier, Deputy Clerk/Office Manager  
 DATE: November 4, 2024  
 RE: Liquor License Renewals

The City Council is asked to approve the renewal of liquor licenses for the following establishments:

- |                        |   |
|------------------------|---|
| 1. Commander/JJ's      | On Sale/Sunday On Sale/Off Sale             |
| 2. Breezy Point Resort | On Sale/Sunday On Sale/Off Sale/3.2 On-Sale |
| 3. Antlers             | On Sale/Sunday On Sale                      |
| 4. Deacon's Lodge      | On Sale/Sunday On Sale                      |
| 5. The North Star      | On Sale/Sunday On Sale                      |
| 6. Pelican Square      | Off Sale                                    |

Staff has received documentation from the establishments; renewal applications completed, appropriate fees, liquor liability and worker's comp proof of insurance, and any additional background information requested. The properties are also researched for any delinquent taxes and sewer bills at the time of renewal.

A motion from Council is requested to approve the renewal of liquor licenses subject to all required compliance and documentation being submitted.

TO: Mayor and City Council  
FROM: Joe Zierden, Public Works Supervisor  
RE: Sourcewell Boost Fund  
DATE: November 4, 2024

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**Background**

Sourcewell offers a Boost fund of up to \$2,000.00 for small projects to communities in Region 5. The fund was applied for the community garden project and \$2,000.00 was awarded to the project.

**Requested Action:**

A motion to accept the Sourcewell Boost fund of \$2,000.00 for the community garden project would be appreciated.



**Breezy Point City Council**

<b>Prepared By:</b> <i>Janette Rust, Finance Specialist</i>	<b>Meeting Date:</b> <i>11/4/2024</i>	<input checked="" type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> Click or tap here to enter text.
<b>Item Description:</b> <b>***PUBLIC HEARING***</b> <i>2024 Delinquent Sewer Utility Accounts Assessment Certifications</i>		<b>Reviewed By:</b> <i>Jerry Bohnsack, Interim City Administrator</i> <b>Reviewed By:</b> <i>Deb Runksmeier, Deputy City Clerk</i>	

**ACTION REQUESTED**

Motion to approve a RESOLUTION placing delinquent sewer utility charges against specified properties for collection with the 2025 property taxes.

**BACKGROUND/DISCUSSION**

This year, as in past years, we have some delinquent sewer accounts. Last year was a year of change in the sewer department; we had a new person settle into the Finance Specialist position and we changed when bills are generated (at the end of the quarter as opposed to the beginning of the quarter). Because of all this change, past due penalties were not charged in 2023, many accounts were delinquent, and these accounts were not certified to the property taxes in 2023, resulting in some large past-due account balances.

Late notices with penalties are mailed to property owners monthly. Many accounts have become current, but there are still quite a few that have not paid or reached out to Finance Specialist Rust to arrange a payment plan.

Letters (sample attached) were sent to property owners that had a past-due account balance due to non-payment on October 4, 2024. Property owners have until November 14, 2024, to bring their account(s) current. There are 13 delinquent accounts totaling \$7,543.51. Those accounts not paid by November 14, 2024, will be certified to the 2025 property taxes.

**FINANCIAL IMPACT**

Delinquent sewer bills have a direct impact on the cash flow of those funds.

**STAFF RECOMMENDATION**

Approve the 2024 special assessments for delinquent sewer utility accounts to the 2025 property tax payable.

**ATTACHMENTS**

- Notice mailed to delinquent account owners
- Public Hearing Notice
- Resolution XX-2024 Certifying Delinquent Sewer Charges to the Tax Rolls



October 4, 2024

Property Owner  
XXXXX Anywhere Ln  
Breezy Point, MN 56472

Account: OX-00000XXXX-00-X  
Service Address: XXXXX Anywhere Ln  
Parcel Number: 12345678  
**Amount Due: \$ 398.72**

**NOTICE OF PENDING PROPERTY OWNER ASSESSMENT**

Dear Property Owner,

Our records indicate a delinquent balance at the above service address. The Breezy Point Municipal Code provides for the following responsibilities: the owner shall be liable for the utilities provided to his/her property and any charges unpaid shall be certified for assessment to the County Auditor and placed on the tax rolls against the property.

According to our records, there is a past due amount of **\$398.72** that was delinquent as of October 4, 2024. This assessment will be included with your property taxes payable in 2025 as defined under Minnesota State Statute §444.075.

You are hereby given until Thursday, November 14, 2024, to pay the balance of the delinquent account listed above. Any amount remaining unpaid after this date will be certified to the Office of the Crow Wing County Auditor. The delinquent amount will then appear on the 2025 property tax statement.

You are being provided this opportunity to make payment on this delinquent account. Accounts that were delinquent as of October 30, 2024, will be presented to the City Council on November 4, 2024 for certification to the county for collection with taxes payable in 2025. That amount including all penalties will be **\$398.72**.

You have the right to appeal the assessment by requesting a hearing before the City Council during the regularly scheduled meeting on November 4, 2024, whereupon a determination shall be made as to whether the charge is actually due and unpaid.

If you have questions regarding your account, please contact the Finance Specialist at 763-569-1005.

Respectfully,

City of Breezy Point  
Janette Rust  
Finance Specialist

CITY OF BREEZY POINT  
Crow Wing County  
State of Minnesota

NOTICE OF PUBLIC HEARING  
FOR ASSESSMENT OF UNPAID SEWER UTILITIES

NOTICE is hereby given that the following public hearing will be held before the Breezy Point City Council at 6:30pm on November 4, 2024, in the City Hall located at 8319 Co. Rd. 11, Breezy Point, MN 56472

- Assess Delinquent Sewer Utility Bills to 2025 Property Taxes
  - o Send to Crow Wing County

All such persons desiring to be heard on these matters will be given an opportunity to do so.

Jerry Bohnsack  
Interim City Administrator

(Publish in the Pine and Lakes Echo Journal October 23, 2024)

**BREEZY POINT CITY COUNCIL  
RESOLUTION XX-2024**

**A RESOLUTION PLACING DELINQUENT SEWER CHARGES  
AGAINST SPECIFIED PROPERTIES**

**WHEREAS**, the city of Breezy Point maintains a municipal sewer system and charges fees to users of the system; and

**WHEREAS**, property owners who have delinquent accounts were given notice of delinquencies as provided for under section 50.04 of the city code; and

**WHEREAS**, those properties that have not satisfied delinquent accounts require certification to the tax rolls for collection.

**NOW THEREFORE BE IT RESOLVED** by the Breezy Point City Council that the following delinquent sewer accounts are to be certified to the tax rolls.

PID	Address	Sewer Acct No.	Amount Due
10211152	29787 Lakeshore Drive	01-00000330-00-1	398.72
10162039	30400 N Spruce Drive	01-00000560-00-4	833.92
10161937	8773 North Drive	01-00001040-00-2	1,468.12
10161839	30746 N Lakeview Drive	01-00001390-00-8	791.94
10161692	29903 Canary Lane	01-00001750-00-4	467.26
10161676	8606 Eagle Lane	01-00002191-00-4	398.72
10210964	30080 Circle Drive	01-00002250-00-8	1,254.13
10210918	30055 Circle Drive	01-00002570-00-5	174.83
10162007	30406 N Pinewood Drive	01-00002620-00-7	117.33
10210897	29715 Aspen Lane	01-00002774-00-3	184.58
10160703	9151 Breezy Point Dr #434	01-00004720-00-2	199.83
10210767	29850 Poplar Drive	02-00000891-00-6	1,254.13

**BE IT FURTHER RESOLVED** that if payment is made by a property owner to the city prior to certification to the tax rolls the certification will be withdrawn.

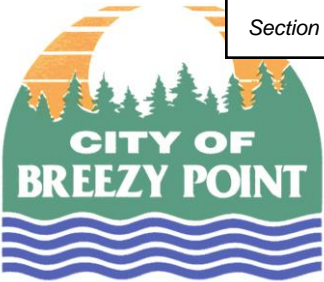
Angel Zierden \_\_\_\_\_  
Steve Jensen \_\_\_\_\_  
Rebecca Olson-Ball \_\_\_\_\_

Michael Moroni \_\_\_\_\_  
Brad Scott \_\_\_\_\_

Adopted this 4th day of November 2024.

Attest: \_\_\_\_\_  
Mayor Angel Zierden

\_\_\_\_\_  
Debra Runksmeier, Deputy City Clerk



TO: Mayor and Council

FROM: Police Chief Brian Sandell

DATE: September 9, 2024

MEETING DATE: September 24, 2024

Agenda Item: Camping Ordinance

Background: We have a current camping ordinance which prohibits property owners from camping on undeveloped property. This is done to prevent noise complaints, garbage dumping, and sewage issues.

Adding a camping ordinance throughout the city would be appropriate to maintain consistency within the city.

Requested Action: Approve the attached camping ordinance.

Chapter 132 - Camping

132.01 - Definitions. Subdivision 1. For the purposes of this section, the following words, terms and abbreviations shall have the definitions given to them.

Subd. 2 City refers to the City of Breezy Point, Minnesota

Subd. 3 Camp means to set up, or to remain in or at a campsite.

Subd. 4 Campsite means any place where any tent, lean-to, shack, or other structure, any vehicle or part thereof, or any bedding, sleeping bag, or other sleeping matter, or any stove or fire is placed, established, or maintained for the purpose of establishing or maintaining a temporary place to live.

132.02 - Prohibition. Subdivision 1. No person shall camp in or upon any public property in the City except in any location where camping has been expressly allowed by the officer or agency having the control, management and supervision of the public property in question.

Subd. 2. No person shall camp upon any private property in the City without the express written consent of the property owner or the owner's agent, and only in such locations where camping may be conducted in accordance with any other applicable city law.

Subd. 3. Any camping or campsite materials or personal property associated with a camping area that is in violation of this ordinance may be removed or cleaned up by the City or its designated contractors. The City will continue to utilize encampment protocols that will provide notice (verbal or in writing), and a reasonable period of time (generally a maximum of 48 hours) for persons to access available services and seek shelter options.

132.03 - Criminal Penalty. Subdivision 1. Any violation of this section is deemed a misdemeanor, as defined in Minnesota Statute §609.02, subd. 3, currently a crime for which a sentence of not more than 90 days or a fine of not more than \$1,000, or both, may be imposed.

Subd. 2. No person may be prosecuted under this chapter unless:

1. The person has been informed of the various charitable and social services available to the person, including shelter options as well as daytime services; and
2. The person has been warned that their conduct is a violation of this

section, subject to criminal prosecution. An individual who has been warned and then relocates to another space that a reasonable person would understand is also covered by this section is not entitled to a new warning.

132.04 - Prioritization of Enforcement. Subdivision 1. Recognizing that enforcement resources may be insufficient to cover all included spaces at all times, prioritization will be given to the following spaces:

1. In, or within 100 feet of, a City Park.
2. Within 250 feet of a preschool, kindergarten, elementary or secondary school, or a licensed childcare center.
3. Public road rights-of-way.
4. The area of the sidewalk corridor on City sidewalks, or public trails, intended for pedestrian travel.
5. Upon or within 250 feet of a lot or parcel containing an electric utility substation or electric power generation facility.
6. Upon or within 250 feet of a lot or parcel containing a water/sewer utility pumping facility or storage facility.
7. Areas posted as no-trespassing by authorized City personnel.

(Added October 2024)

TO: Mayor and City Council  
FROM: Jerry Bohnsack, City Administrator  
RE: Cannabis Ordinance  
DATE: November 4, 2024

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**Action Requested**

Motion to approve First Reading of Ordinance 24-02 an Ordinance Regulating Cannabis Business in the City of Breezy Point.

**Background**

The City of Breezy Point currently has adopted Ordinance 23-03 an Ordinance regulating the use of Cannabis Derived Products in Public Places. Ordinance 23-04 an Interim Ordinance placing a moratorium on the licensure and retail sale of cannabis in the City of Breezy Point.

Ordinance 23-004 is effective through December 31, 2024. This Moratorium cannot be extended.

If the City chooses and regulates cannabis business within the City, an Ordinance is required. This proposed ordinance confines the use to C- Commercial Zoned properties and limits the number of cannabis retail to one.

This ordinance is consistent with rules and regulations of the state of Minnesota Office of Cannabis Management.

Since the ordinance also deals with land use, the zoning ordinance will also need to be amended and include Cannabis uses. (Section 153.040 – Commercial; Section 153.044 Land Use Category Chart; Section 153.003 Rules and Definitions)

The Planning Commission will need to weight in on the land use issues. Planning Commission November 12, 2024.

**ORDINANCE NO. 24- \_\_**

**AN ORDINANCE OF THE  
CITY TO REGULATE CANNABIS BUSINESS**

**CITY OF BREEZY POINT  
COUNTY OF CROW WING  
STATE OF MINNESOTA**

The City Council of Breezy Point does ordain as follows:

**Section 1 – Amendment.** Title XI, “Business Regulations,” of the City Code is amended by adding the following Chapter 116:

**Chapter 116 – Cannabis Businesses**

**Administration**

**Section 116.01 Administration.**

- (A) Findings and Purpose.** The City Council makes the following legislative findings: The purpose of this ordinance is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes the City Council to protect the public health, safety, welfare of Crosslake residents by regulating cannabis businesses within the legal boundaries of the City. The City Council finds and concludes that the proposed provisions are appropriate and lawful land use regulations for the City, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.
- (B) Authority and Jurisdiction.** The City Council has authority to adopt this ordinance pursuant to: (a) Minn. Stat. § 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses; (b) Minn. Stat. § 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses; (c) Minn. Stat. § 152.0263, subd. 5, regarding the use of cannabis in public places; and (d) Minn. Stat. § 462.357, regarding the authority of a local authority to adopt zoning ordinances. Ordinance shall be applicable within the legal boundaries of the City.

**(C) Severability.** If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

**(D) Enforcement.** The City Council is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether a permit is required for a regulated activity listed in this ordinance.

**(E) Definitions.**

(1) Unless otherwise noted in this section, words and phrases contained in Minn. Stat. 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.

(2) **Cannabis Cultivation:** A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.

(3) **Cannabis Retail Businesses:** A retail location and the retail location(s) of a mezzobusiness with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, and lower-potency hemp edible retailers.

(4) **Cannabis Retailer:** Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.

(5) **Daycare:** A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.

(6) **Lower-potency Hemp Edible:** As defined under Minn. Stat. § 342.01, subd. 50.

(7) **Office of Cannabis Management:** Minnesota Office of Cannabis Management, referred to as “OCM” in this ordinance.

(8) **Place of Public Accommodation:** A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.

(9) **Preliminary License Approval:** OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. § 342.17.

(10) **Public Place:** A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants;

bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.

- (11) Residential Treatment Facility: As defined under Minn. Stat. § 245.462, subd. 23.
- (12) Retail Registration: An approved registration issued by the City to a state licensed cannabis retail business.
- (13) School: A public school as defined under Minn. Stat. § 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. § 120A.24.
- (14) State License: An approved license issued by the State of Minnesota’s Office of Cannabis Management to a cannabis retail business.

**Registration**

**Section 116.02 Registration of Cannabis Businesses**

- (A) Consent to registering of Cannabis Businesses.** No individual or entity may operate a state-licensed cannabis retail business within the City without first registering with the City. Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of up to \$2,000 for each violation.
- (B) Compliance Checks Prior to Retail Registration.** Prior to issuance of a cannabis retail business registration, the City shall conduct a preliminary compliance check to ensure compliance with local ordinances. Pursuant to Minn. Stat. ch. 342, within 30 days of receiving a copy of a state license application from OCM, the City shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.
- (C) Registration and Application Procedure.**
  - (1) **Fees.** The City shall not charge an application fee. A registration fee, as established in the City’s fee schedule, shall be charged to applicants depending on the type of retail business license applied for. An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. § 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee. Any renewal retail registration fee imposed by the City shall be charged at the time of the second renewal and each subsequent renewal thereafter. A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. § 342.11, whichever is less. A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the

lesser of a single retail registration fee, defined under this section, of the adult-use retail business.

(2) **Application Submittal.** The City shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. § 342.22.

- a. An applicant for a retail registration shall fill out an application form, as provided by the City. Said form shall include, but is not limited to:
  - i. Full name of the property owner and applicant;
  - ii. Address, email address, and telephone number of the applicant;
  - iii. The address and parcel ID for the property which the retail registration is sought;
  - iv. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. § 342.13.
- b. The applicant shall include with the form:
  - i. the registration fee as required in Section 2.3.1;
  - ii. a copy of a valid state license or written notice of OCM license preapproval;
- c. Once an application is considered complete, the City Clerk shall inform the applicant as such, process the application fees, and forward the application to the Council for approval or denial.
- d. The application fee shall be non-refundable once processed.

(3) **Application Approval.**

- a. A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under 116.07.
- b. A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.
- c. A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved.

**Section 116.03 Annual Compliance Checks.**

The City shall complete at minimum one compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements, as required under Minn. Stat. § 342.22, subd. 4(b) and Minn. Stat. § 342.24 and this ordinance.

The City shall conduct at minimum one unannounced age verification compliance check at least once per calendar year.

Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the

person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

Any failures under this section must be reported to the Office of Cannabis Management.

**Section 116.04 Location Change.**

A state-licensed cannabis retail business shall be required to submit a new application for registration under Section 2.3.2 if it seeks to move to a new location still within the legal boundaries of the City.

or

If a state-licensed cannabis retail business seeks to move to a new location still within the legal boundaries of the City, it shall notify the City of the proposed location change and submit necessary information to meet all the criteria in this paragraph.

**Section 116.05 Renewal of Registration.**

- (A) **State-Licensed Retail.** The City shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license. A state-licensed cannabis retail business shall apply to renew registration on a form established by the City.
- (B) **No Transfer.** A cannabis retail registration issued under this ordinance shall not be transferred.
- (C) **Renewal Fees.** The City may charge a renewal fee for the registration starting at the second renewal, as established in the City's fee schedule.
- (D) **Renewal Application.** The application for renewal of a retail registration shall include but is not limited to items required under Section 2.3.2 of this Ordinance.

**Section 116.06 Suspension of registration**

- (A) **When Suspension is Warranted.** The City may suspend a cannabis retail business's registration if it violates the ordinance of the City or poses an immediate threat to the health or safety of the public. The City shall immediately notify the cannabis retail business in writing the grounds for the suspension.
- (B) **Notification to OCM.** The City shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide the City and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.
- (C) **Length of Suspension.** The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended. The City may reinstate a registration if it determines that the violations have been

resolved. The City shall reinstate a registration if OCM determines that the violation(s) have been resolved.

**(D) Civil Penalties.** Subject to Minn. Stat. 342.22, subd. 5(e) the City may impose a civil penalty, as specified in the City’s Fee Schedule, for registration violations, not to exceed \$2,000.

**Section 116.07 Limiting of Registrations**

The City shall limit the number of cannabis retail businesses to one.

**Requirements for Cannabis Businesses**

**Section 116.08 Minimum Buffer Requirements**

The City shall prohibit the operation of a cannabis business within 0-1,000 feet of a school.

The City shall prohibit the operation of a cannabis business within 0-500 feet of a day care.

The City shall prohibit the operation of a cannabis business within 0-500 feet of a residential treatment facility.

The City shall prohibit the operation of a cannabis business within 0-500 feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.

The City shall prohibit the operation of a cannabis retail business within 0 feet of another cannabis retail business.

Pursuant to Minn. Stat. § 462.357 subd. 1e, nothing in Section 3.1 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school/daycare/residential treatment facility/attraction within a public park that is regularly used by minors moves within the minimum buffer zone.

**Section 116.09 Zoning and Land Use**

**(A) Cultivation** Cannabis businesses licensed or endorsed for cultivation are permitted as a (CUP) Conditional Use Permit in the following zoning districts:

- C - Commercial

**(B) Cannabis Manufacturer:** Cannabis businesses licensed or endorsed for cannabis manufacturer are permitted as a (type of use) in the following zoning districts:

- C - Commercial

**(C) Hemp Manufacturer.** Businesses licensed or endorsed for low-potency hemp edible manufacturers permitted as a (CUP) Conditional Use Permit in the following zoning districts:

- C – Commercial

**(D) Wholesale.** Cannabis businesses licensed or endorsed for wholesale are permitted as a (CUP) Conditional Use Permit in the following zoning districts:

- C – Commercial

**(E) Cannabis Retail.** Cannabis businesses licensed or endorsed for cannabis retail are permitted as a (CUP) Conditional Use Permit in the following zoning districts:

- C – Commercial

**(F) 3.2.6. Cannabis Transportation.** Cannabis businesses licensed or endorsed for transportation are permitted as a (CUP) Conditional Use Permit in the following zoning districts:

- C – Commercial

**(G) Cannabis Delivery.** Cannabis businesses licensed or endorsed for delivery are permitted as a (CUP) Conditional Use Permit in the following zoning districts:

- C - Commercial

**Section 116.10 Hours of Operation**

Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 10:00 A.M. and 9:00 P.M. (The city can prohibit sales between 8-10 a.m. and between 9 p.m. to 2 a.m., seven days a week.)

**Section 116.11 Advertising**

Cannabis businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business, unless otherwise limited by the City’s sign ordinances.

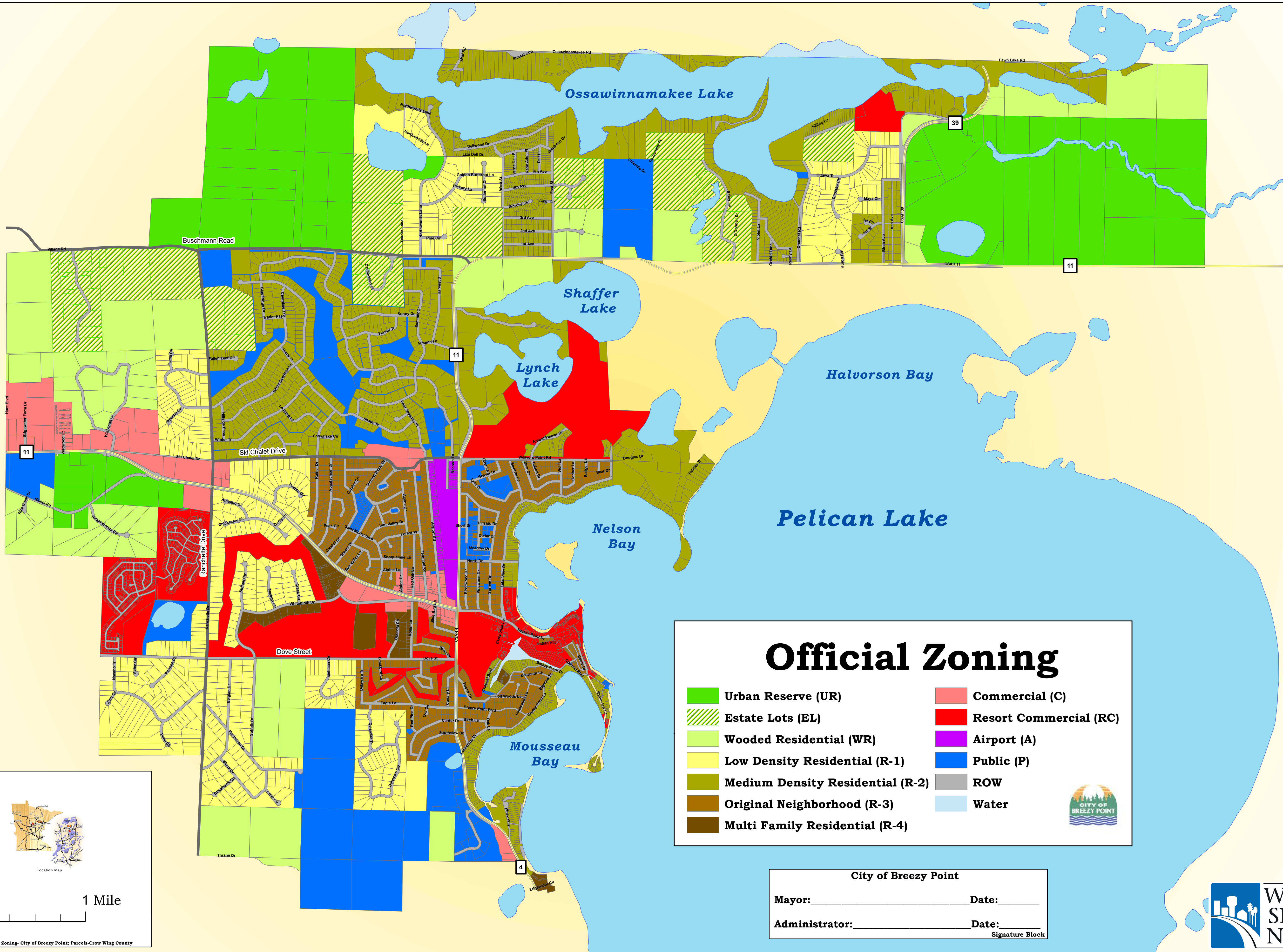
**Section 2 – Effective Date.** This ordinance amendment shall be in full force and effect from and after passage and publication according to state law.

Adopted by the City Council this \_\_\_\_ day of \_\_\_\_\_.

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

ATTEST:

\_\_\_\_\_  
Jerry Bohnsack, Interim City Administrator



## Official Zoning

Urban Reserve (UR)	Commercial (C)
Estate Lots (EL)	Resort Commercial (RC)
Wooded Residential (WR)	Airport (A)
Low Density Residential (R-1)	Public (P)
Medium Density Residential (R-2)	ROW
Original Neighborhood (R-3)	Water
Multi Family Residential (R-4)	

Location Map

0    0.25    0.5    1 Mile

Data Source: Streets & Lakes-MN DNR; Corporate Limits & Zoning, City of Breezy Point; Parcels-Crow Wing County

**City of Breezy Point**

Mayor: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Signature Block



TO: Mayor and City Council  
FROM: Joe Zierden, Public Works Supervisor  
RE: Community Garden Application and Rules  
DATE: 11/4/2024

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**Background**

The attached community garden application and rules were approved by the Park and Recreation Committee at the September meeting.

**Requested Action:**

A motion to approve the community garden application and rules would be appreciated.



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

Section 12, Item B.

Permit #: \_\_\_\_\_  
 Issued On: \_\_\_\_\_  
 Receipt #: \_\_\_\_\_

**Resident: \$30.00**  
**Non-Resident: \$40.00**

# Community Garden Plot Application – 2025

## Applicant Information

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

## Plot Information

Regular Plot Rental Preferred Plot #: \_\_\_\_  17" Raised Bed Plot Rental \$ \_\_\_\_\_  
 Additional Plot Rental Preferred Plot #: \_\_\_\_  32" Raised Bed Plot Rental \$ \_\_\_\_\_

**If you would like to donate to help support the Community Garden, sponsor a plot, or apply for a related scholarship, please fill out the information provided to the right and ask a member of staff for assistance.**

Donation/  
 Plot Sponsorship \$ \_\_\_\_\_  
 Scholarship   
**Total: \$ \_\_\_\_\_**

Rental plots are available between May 1 and October 15 of the calendar year. Additional plots are rented on a yearly basis based upon availability. Additional plots will only become available after the yearly wait list for primary plots has been exhausted. Fees for additional plots will be due upon secondary plot assignment.

I hereby certify I have received and reviewed the Community Garden Rules and Regulations provided by the City of Breezy Point and agree to abide by them. I understand any violation or departure from those Rules and Regulations may result in the forfeiture of my use privileges and that the City of Breezy Point is not liable for any damage, loss, injury, or claim that occurs because of my use.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

Data Privacy Notice\*

The City of Breezy Point is asking you to provide information which includes private information under the Minnesota Government Data Practices Act (MGDPA). The City of Breezy Point is asking for this information to facilitate providing the service being requested. This information will be used to provide the requested or required service whether it be issuing a license, permit, conducting an assessment search or other specified service.

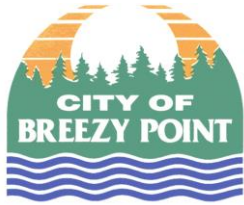
You are not legally required to provide the information and you may refuse to provide some or all of the information requested. However, the City of Breezy Point may not be able to process your request if you do not provide sufficient information. Failure to provide certain information could result in not providing the license, permit, or other specific service being sought.

With some exceptions, unless you consent to further release of private information, access to this information will be limited to those within the City whose jobs reasonably require access to this information. However, state and federal law authorizes release of private information without your consent to:

- to the Commissioner of the Department of Employee Relations (Minn. Stat. Chapter 43A);
- to State and Federal Revenue authorities for tax purposes;
- to child support enforcement authorities in this or another state (Minn. Stat. §256.978);
- if required by a court order, or authorized by other state or federal law.

\*This notice is required when collecting private data from an individual. Minn. Stat. Sect. 13.04, Subd.2.

This has sometimes been called the "Tennessee Warning."



# City of Breezy Point

## COMMUNITY GARDEN GUIDELINES

**ALL GARDENERS ARE REQUIRED TO ATTEND THE GARDEN ORIENTATION. YOU WILL BE NOTIFIED BY EMAIL WITH THE DATE(S) OF THIS MEETING.**

**Plots are reserved yearly on a first come first serve basis as payments and applications are received at City Hall. Plot reservations will be taken between January 1 and April 1 of the calendar year. All requests for additional plots will remain unfilled until April 1. After that date, any unreserved plots will be made available for reservation as additional plots.**

**Gardener's may reserve the same plot/raised bed for the following year if request is made prior to December 1st of the next year's registration period.**

**Garden Sizes: (4) 17" High, Raised Beds (8' x 4')**

**( ) 32" High, Raised Beds (8' x 4')**

**( ) 10' x 20' Plots**

### GENERAL RULES AND GUIDELINES

- The Breezy Point Community Garden will be open between the dates of May 1 and October 17<sup>th</sup> of the calendar year. Park hours of operation are limited to 6:00 AM to 9:00 PM daily.
- Plants and vines must not interfere with or shade neighboring plots in any manner.
- Soil must be removed to the maximum possible degree from weeds and plants before composting or disposing of them at the garden's facilities.
- All vegetation must be removed by October 17 of the calendar year with all plant materials composted or disposed of per the rules and regulations outlined here.
- All support systems (trellis, cages, etc.) must be removed by October 17.
- No planting or growing of cannabis and/or marijuana of any kind is allowed.
- No planting of perennials is allowed in individual plots or raised beds (ex. Strawberries, rhubarb, chives, mint, etc).
- Operation of any power equipment or maintenance of the facility outside of the specific area of the reserved garden plot is forbidden by anyone other than City of Breezy Point employees.

### MAINTENANCE OF GARDEN AND PLOTS

- Plants must be maintained on a regular basis, kept within the limits of the rented garden plot, and must be legally permissible under MN State, County, and City regulations.

- Only organic gardening methods are permissible. No use of commercial fertilizers, pesticides, herbicides, or fungicides are permitted unless specifically labeled to contain only organic ingredients.
- Rented plots, and all adjoining pathways and fence lines, must be kept free of weeds, rocks, pests, and diseases by the renter.
- All trash, litter, and other materials that are not composted, and will be disposed of offsite.
- On site gardening tools are available for use on a first come first serve basis. If a gardener desires a specific tool, or wished to utilize a tool while none are available, they must provide their own. All tools must be cleaned and returned to the tool rack after use.
- Gardens may be flagged for lack of plot maintenance. Lack of management consists of improper weeding, watering, and removal of diseased or dying vegetation. Complaints can be made at City Hall during regular office hours and will be handled as follows:
  - a. Complaint must be provided on a written form available at City Hall. The complainant must identify the plot number and the reason for their complaint.
  - b. A member of City Staff will evaluate the situation, and if necessary, notify the renter via email or text, to remedy the issue within one week.
  - c. Should the issue fail to be resolved within that week, a second notification will be sent to the renter the following week.
  - d. If issue(s) remain unresolved by the third week the plot will be cleared and tarped for the remainder of the growing season. The renter will be notified of the closure of their plot and will be unable to reserve a plot for use in the concurrent year.
- If a Gardener is unable to maintain their plot for any reason they must contact the Community Garden Group via email at: [BreezyPointCommunityGarden@gmail.com](mailto:BreezyPointCommunityGarden@gmail.com).

#### WATERING OF GARDEN AND PLOTS

- Water usage must be limited to the system provided by the City of Breezy Point. Individual sprinklers are not allowed on the premises and gardeners must remain present while watering their gardens.
- Renters must remain present during the watering of a plot and related hoses and/or tools must be returned to the appropriate rack after use. Instances of overwatering or mishandling of equipment can be reported to City Hall.
- Any leaks or other mechanical problems with watering systems must be reported to staff at City Hall as soon as is safely possible.

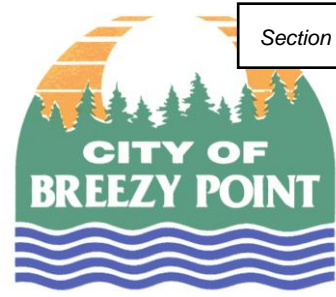
#### COMPOSTING AND DISPOSAL OF MATERIALS

- Only healthy plant material is permissible for composting at garden facilities. All compost must be disposed of in appropriate containers.

- Renters must dispose of all weeds and diseased plants or materials in the appropriate provided bins separate from the compost bins.
- All personal waste, such as pots and non-garden waste, must be removed from the facility and disposed of offsite.

#### MISCELLANEOUS GARDEN RULES

- All children under the age of 16 must always be accompanied by an adult who can monitor their behavior and location.
- Renters who wish to play music while they garden must utilize headphones to avoid disturbing others.
- Renters and gardeners are solely responsible for the safety of themselves, and any guests, brought into the garden area. Please refer to the City of Breezy Point Community Garden application for further details.
- The following items are prohibited on the Garden facility premises:
  - a. Alcohol/illegal drugs
  - b. Firearms (Except as allowed by MN State Statute)
  - c. Pets or animals
  - d. Smoking and/or vaping
  - e. Use of Fireworks
  - f. Fires of any kind



TO: City of Breezy Point Mayor and City Council  
FROM: Janette Rust, Finance Specialist  
DATE: October 15, 2024  
RE: Wage Increase for Finance Specialist

***Background / Discussion***

With the recent resignations of the City Administrator/Clerk/Treasurer and Assistant City Administrator the duties of the Finance Specialist have greatly increased. This position has become responsible for working with consultants on upcoming project financing, TIF reporting, managing city investments, attending night meetings, assisting with the general election, in addition to the numerous daily tasks of the Finance Specialist.

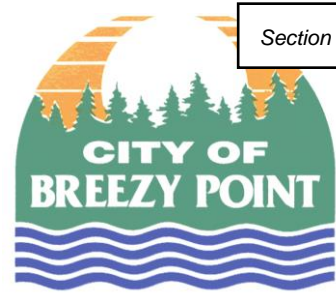
Additionally, the Pequot Lakes Fire District fiscal agent responsibilities were transferred from the City of Pequot Lakes to Breezy Point’s Finance Specialist. These responsibilities involve accounting for another complete entity with numerous duties including overseeing an additional audit. This change has not been updated in the Finance Specialist job description. The budgeted revenue amount for this service to be received from the Fire District is \$8,500 annually. However, since the full transfer did not occur until August 1, 2024, only \$3,500 (5 months) will be received from the Fire District this year.

Jerry Bohnsack started on September 23, 2024, as the Interim City Administrator with a part time schedule. Jerry has mentioned that he will be relying on the Finance Specialist to take on all treasurer responsibilities.

The request is for a wage increase of \$5.00 per hour starting September 4, 2024, and continuing for two to four weeks after a new City Administrator starts work.

***Action Requested***

A motion to temporarily increase the Finance Specialist wage to \$5.00 per hour starting September 4, 2024, would be appreciated.



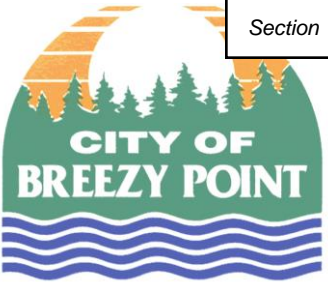
Memo to: Breezy Point Mayor and City Council  
From: Jerry Bohnsack, Interim City Administrator  
Date: November 4, 2024  
Re: Canvass of the 2024 Election  
Special Meeting Tuesday, November 12, 4:30 p.m. with Budget Workshop to follow.

As the council is aware the statutes require the Canvass of Election to occur within ten days of the election. The purpose of the Canvass is to declare the votes cast and the winners of the election.

The meeting is required for the City Council to affirm the results of the votes for Mayor and Council members and declare the elected individuals.

The City Council will need to approve a motion to schedule this meeting.

Budget Workshop to follow the Canvass.

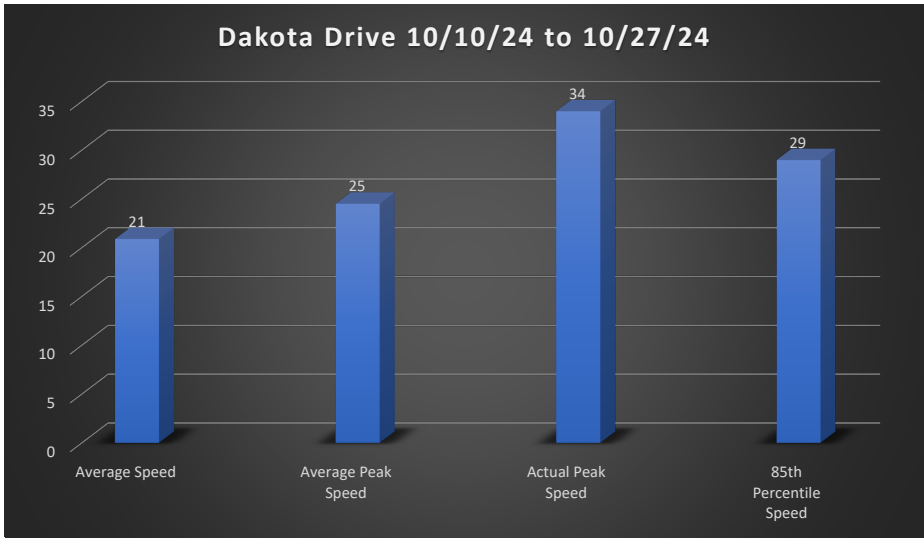


TO: Mayor and Council  
FROM: Police Chief Brian Sandell  
DATE: October 29, 2024  
MEETING DATE: November 4, 2024

Agenda Item: Dakota Drive Speed Study

Background: The council requested speed and traffic data on Dakota Drive at the access to the city compost site. The sign was placed on October 10<sup>th</sup> and downloaded on October 28<sup>th</sup>. The sign was in blackout mode and did not display a speed.

Requested Action: Review attached information.



<b>Average Speed</b>	21
<b>Average Peak Speed</b>	25
<b>Actual Peak Speed</b>	34
<b>85th Percentile Speed</b>	29

**Daily Average**

Sun	21
Mon	21
Tue	21
Wed	20
Thu	20
Fri	21
Sat	21

**Speed Over 35 MPH**

Over 30 MPH - Avg	0
Over 30 MPH - Peak	94
30 MPH or Less - Avg	1332
30 MPH or Less - Peak	1238

**Closing vs. Away**

Average Closing Speed (east)	22
Average Speed Away (west)	22
Average Peak Speed Closing (east)	26
Average Peak Speed Away (west)	23

**Traffic Counts - Direction**

Closing (east)	779
Away (west)	553
<b>Total</b>	<b>1332</b>

**Traffic Counts - Daily**

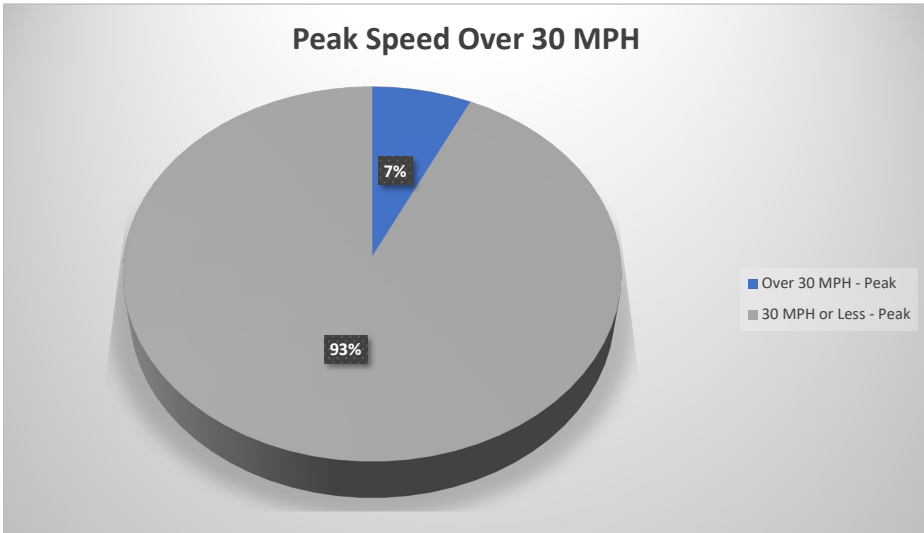
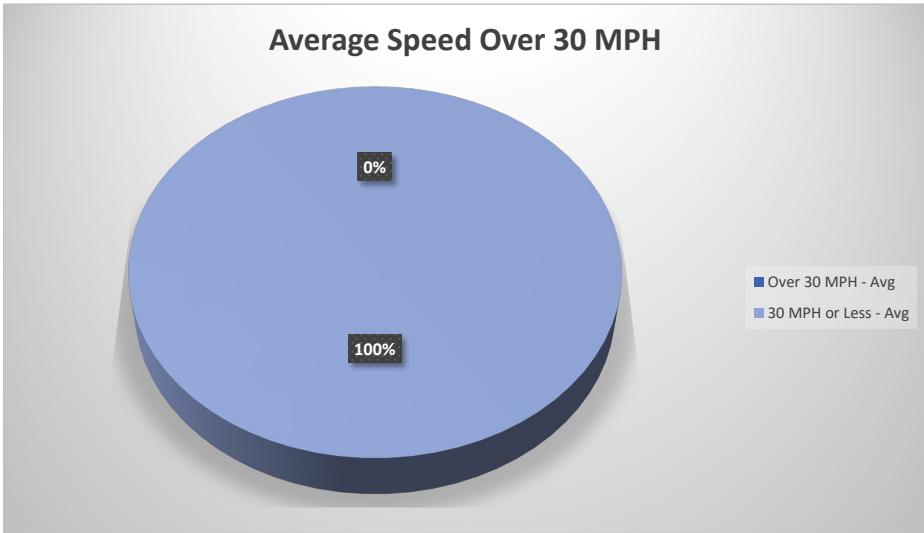
Sun	247
Mon	159
Tue	118
Wed	143
Thu	127
Fri	207
Sat	331

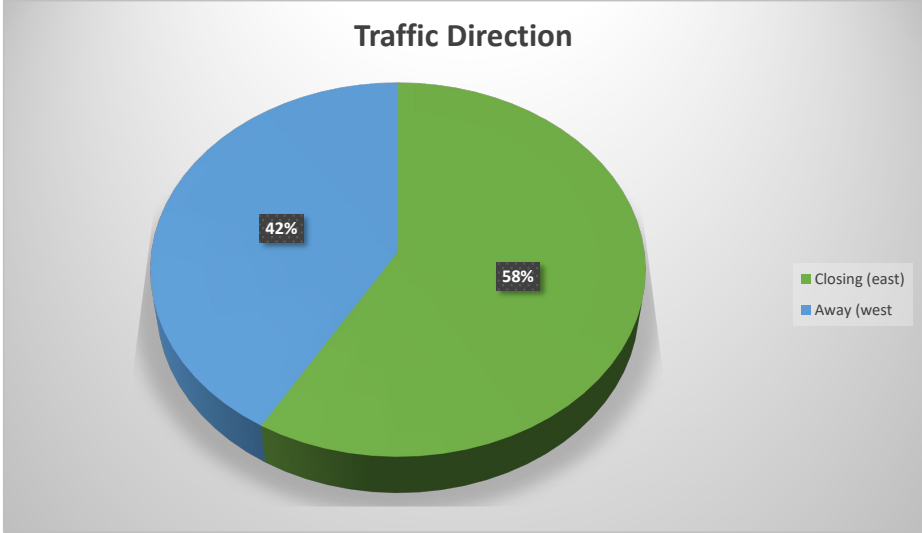
**Peak Speed Daily**

Sun	34
Mon	33
Tue	32
Wed	32
Thu	34
Fri	33
Sat	34

**Peak Speed by Time**

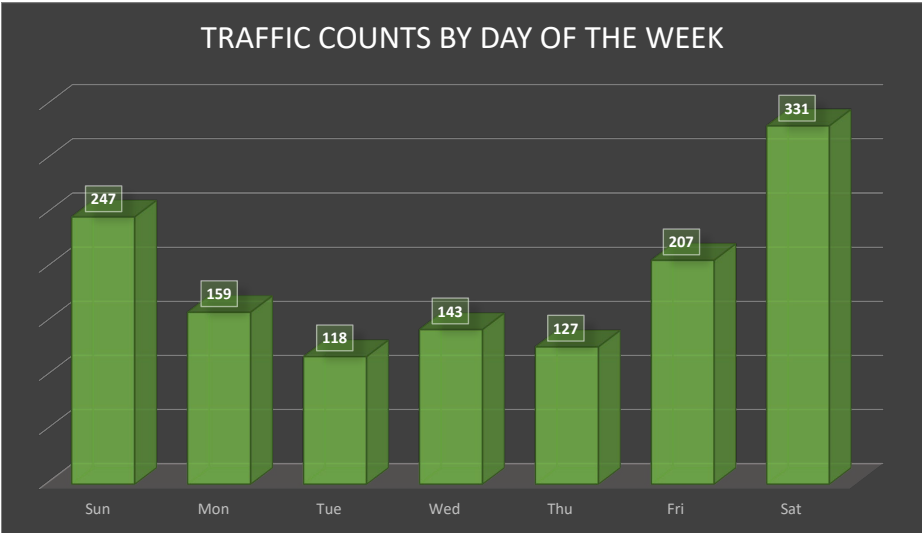
06:00-08:00	0
08:00-10:00	27
10:00-12:00	28
12:00-14:00	29
14:00-16:00	29
16:00-18:00	29
18:00-20:00	28
20:00-22:00	25
22:00-24:00	0
00:00-02:00	4
02:00-04:00	0
04:00-06:00	0





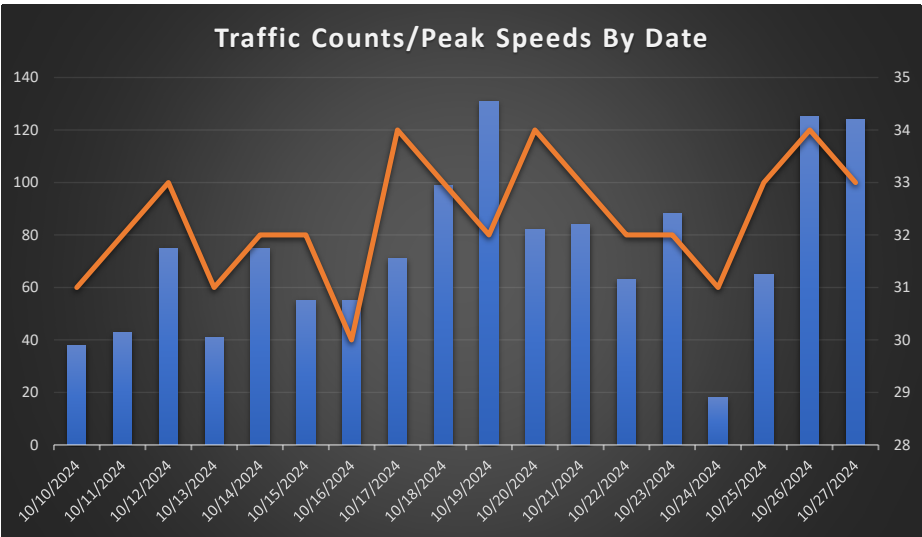
#### Traffic Count By Date

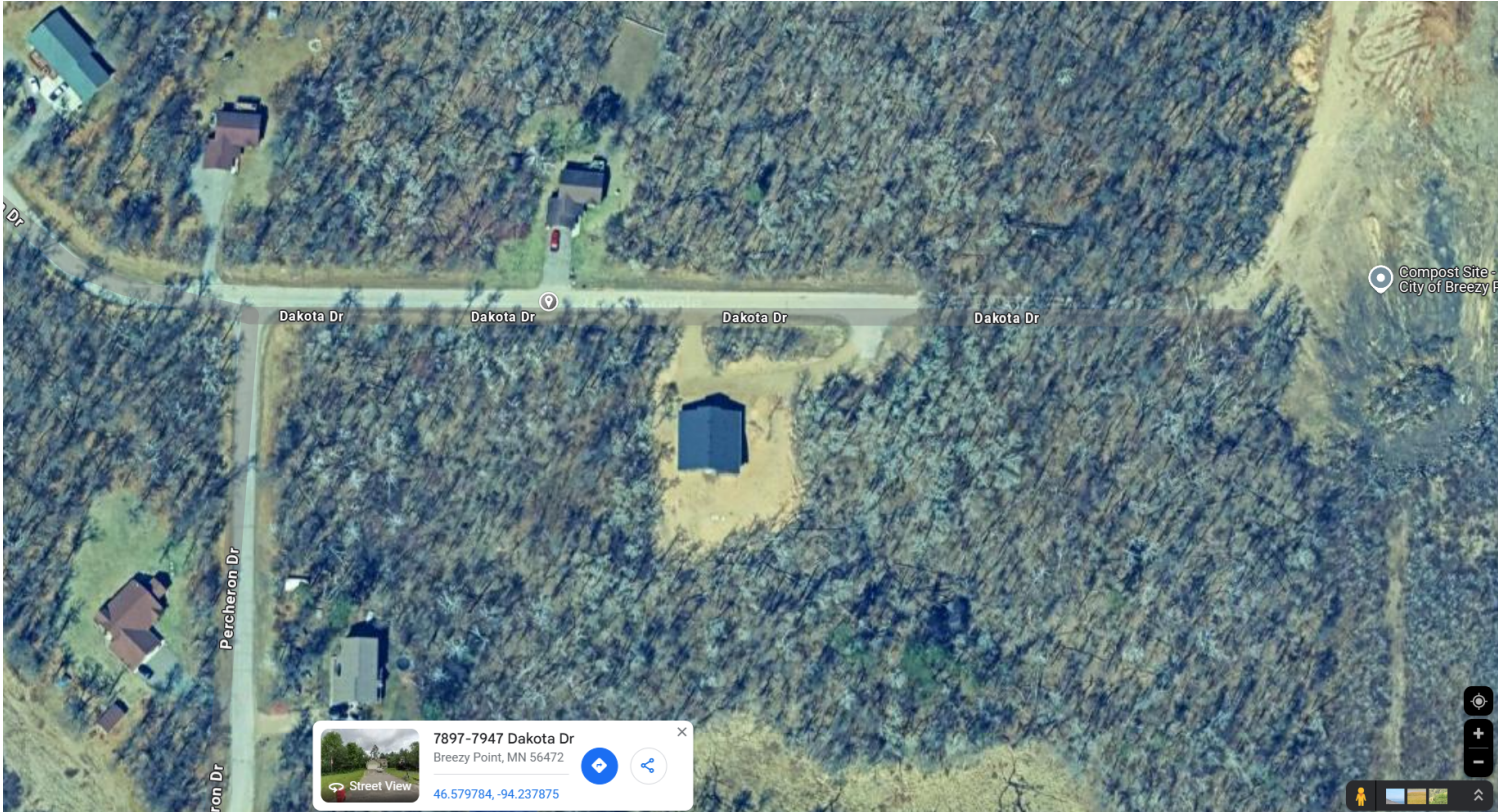
10/10/2024	38
10/11/2024	43
10/12/2024	75
10/13/2024	41
10/14/2024	75
10/15/2024	55
10/16/2024	55
10/17/2024	71
10/18/2024	99
10/19/2024	131
10/20/2024	82
10/21/2024	84
10/22/2024	63
10/23/2024	88
10/24/2024	18
10/25/2024	65
10/26/2024	125
10/27/2024	124

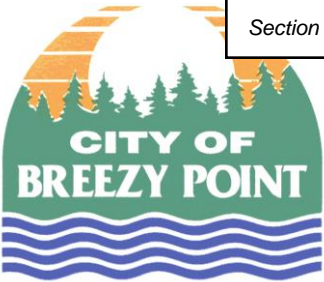


#### Peak Speed By Date

10/10/2024	31
10/11/2024	32
10/12/2024	33
10/13/2024	31
10/14/2024	32
10/15/2024	32
10/16/2024	30
10/17/2024	34
10/18/2024	33
10/19/2024	32
10/20/2024	34
10/21/2024	33
10/22/2024	32
10/23/2024	32
10/24/2024	31
10/25/2024	33
10/26/2024	34
10/27/2024	33







Memo to: Breezy Point Mayor and City Council  
From: Jerry Bohnsack, Interim City Administrator  
Date: November 4, 2024  
Re: City Administrator Search

The Council will need to determine whether it wants to conduct a search for City Administrator utilizing existing staff or to utilize professional personnel requirement.

Most cities utilize professional recruitment to help them find a person who fits with the city.

I have contacted three firms and have received two proposals. I have also learned that there are two additional organizations that may be interested.

Past history indicates that a professional search will cost approximately \$20,000 to \$25,000.

Staff would recommend utilizing professional search firm.



OCTOBER 2024

# City Administrator Recruitment Proposal

FOR THE CITY OF BREEZY POINT, MN

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PRESENTED BY

**Greg M. Prothman**

President, GMP Consultants

**GMP CONSULTANTS**

Greg@gmphr.com  
(206) 714-9499  
www.gmphr.com





October 22, 2024

Mr. Jerry Bohnsack  
Interim City Administrator  
City of Breezy Point  
8319 County Road 11  
Breezy Point, MN 56472

Dear Bohnsack,

Thank you for the opportunity to provide a proposal to assist the City of Breezy Point with the recruitment of its next City Administrator. GMP is well positioned to partner with the City as we are currently conducting or have recently completed national city/county management searches for:

- City of North Branch, MN – City Administrator
- City of Medina, MN – City Administrator
- City of Brainerd, MN – City Administrator
- City of Oak Park Heights, MN – City Administrator

Your consultant will be Mr. Jeff Weldon. Jeff brings 29 years in municipal management in Minnesota and South Dakota including City Manager for Brookings and Yankton, SD; City Administrator for Redwood Falls, MN; and Assistant City Administrator for Apple Valley, MN. Jeff was the lead consultant for the cities of North Branch, Medina, and Brainerd City Administrator recruitments.

These and other recently completed searches provide us with an excellent knowledge of both Minnesota and national city management candidates. Having conducted 600 total recruitments including over 150 city/county manager recruitments, we believe GMP's proven process provides a best practices approach to attracting high-quality candidates and ensuring a good fit for your organization. We have earned a reputation for providing superior service and building lasting relationships with both clients and candidates.

If you have any questions or would like to discuss your specific needs, please do not hesitate to contact me at (206)714-9499 or Greg@gmphr.com. I look forward to hearing from you and hope to have the opportunity to work together soon.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Greg Prothman', is written over a light blue horizontal line.

Greg M. Prothman  
President  
GMP Consultants

## ABOUT GMP CONSULTANTS

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GMP Consultants is a public sector executive search firm with a collective 240 years of local government leadership experience with both regional and national relationships. GMP Consultants offer our clients experienced subject matter experts with a solid understanding of local government coupled with decades of experience. We have served in a wide range of executive positions, from city and county management to public works, management information systems, and finance.

### Our Qualifications

Founded and led by Greg M. Prothman, formerly the CEO of Prothman, GMP consultants have worked on over 600 executives searches and over 100 public sector consulting projects. All our senior search consultants are active in both ICMA and local state level city management associations or in their respective professional associations.

### Our Philosophy

Our business philosophy centers on the understanding that this is a “people” related industry. We have a reputation for providing superior service and building lasting relationships with both clients and candidates. We believe that attention to others’ needs is the key to effective customer service.

### Why Choose GMP?

What you get with GMP Consultants is personal service. You appreciate it when phone calls are returned, projects stay on schedule and your challenges are given thorough and creative thinking. While other companies may assign your business to lesser experienced staff, we offer exceptional service from senior-level consultants

- **Service & Relationship** - Our consultants have a reputation for providing outstanding service and building lasting relationships with both clients and candidates.
- **Customized Solutions** - We take the time to become familiar with your organization to ensure that we offer the best solution and not just a single service.
- **People First** - We work closely with you and your candidates through every stage of the recruitment process, creating a welcoming candidate experience and ensuring an effective recruitment outcome.
- **Team Approach** – With 12 former administrators/managers our consulting group works as a team to leverage their networks to assist with each assignment and give your challenges thorough and creative thinking and providing excellent access to potential candidates.

**GMP Consultants Mission:** *To provide exceptional executive search, interim placements, and organizational consulting services partnering with our public sector clients to provide the highest quality services to their residents.*

## PROJECT TEAM MEMBERS

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### **Greg M. Prothman – President**

Greg offers a unique combination of 20+ years of experience in various functions of government and 25 years of experience in public sector recruitment. Prior to forming GMP Consulting, Greg founded and was the driving force at Prothman Company as its CEO. Prior he was a partner at Waldron & Company. Early in his career Greg served as a police officer for the University of Washington and the City of Renton. He left police work after completing his Master's degree in Public Administration and accepted an administrative position for the City of Des Moines, WA. He was quickly promoted to Assistant City Manager and then City Manager. A Seattle native, Greg completed his BA at Western Washington University and his Master of Public Administration (MPA) degree from the University of Washington. Additionally, he completed the Senior Executives in State and Local Government program at Harvard University. Greg is a volunteer member of Seattle Mountain Rescue and the Crystal Mountain Ski Patrol.

### **Jeff Weldon - Lead Consultant**

Jeff served 29 years in municipal management in Minnesota and South Dakota including city manager for Brookings and Yankton, SD; city administrator for Redwood Falls, MN; and assistant city administrator for Apple Valley, MN. Jeff was also an adjunct instructor at South Dakota State University in Public Administration and State and Local Government. Jeff currently serves local government managers in Minnesota and South Dakota with career and professional development as a Senior Advisor for the state associations. Jeff holds a Bachelor's Degree from Minnesota State University and a Master's Degree from Hamline University.

### **Matt Fulton - Senior Consultant**

Matt brings over 30 years of local government leadership experience serving as a city manager in small (7,000 pop.) and large organizations (65,000 pop.) in Minnesota and Wisconsin. He has worked in suburban and free standing full service environments as well as in fully developed and fast growing communities. During his career, Matt has had the opportunity to provide leadership at the local, state, national, and International levels, including serving as a Regional Vice President on the ICMA Executive Board of Directors, a member on the Minnesota League of Cities Board of Directors, and as President of the Minnesota City/County Management Association. Matt has a Master's degree in Public Administration from the University of Wisconsin and an undergraduate degree in urban planning from the University of Minnesota.

### **Kate Hansen – Operations Manager**

Kate brings 20 years of project management and administration experience spanning private business, nonprofit, and government. She is a certified Project Management Professional (PMP) and holds a B.A. in Theatre from Chapman University, with an emphasis in stage management. Having served as a fire district administrator, political campaign manager and elected official, Kate possesses multi-faceted experience in local government. She has also served on the Board of Directors for multiple non-profits.

### **Sarah Marsh – Content Designer**

Sarah brings a background across nonprofit, business, government, and education sectors. She holds an M.B.A. in Organizational Behavior & Development from the University of Vermont. She also publishes in the field of American History and is the author of two award-winning children's books with Disney-Hyperion and Little, Brown. Sarah has a heart for researching and highlighting what makes a community and organization special.

### **Brenda Gabbitas – Project Manager**

Brenda has over a decade of experience working with many communities around the globe in both public and private sectors. She leans on her experiences to build lasting relationships with everyone she works with while delivering unparalleled levels of service. Brenda holds a Bachelor's of Education in Early Childhood Development from Utah Valley University.

## WORKPLAN & APPROACH

GMP Consultants have conducted hundreds of successful executive searches refining our process along the way. We provide the workplan, but you are in charge, we customize every recruitment to meet your needs. We partner with you with the goal of finding a highly qualified candidate who is the perfect "fit" for your organization.

### INFORMATION GATHERING & RECRUITMENT PROFILE DEVELOPMENT

#### Review and Finalize Search Process and Schedule

Your lead consultant and project manager will meet with the Mayor & City Council via Teams:

- Review and modify as needed the project scope of work and process
- Establish a project schedule
- Identify the geographic scope of the recruitment
- Review the compensation package
- Identify key stakeholders
- Review the job description
- Review and discuss any additional issues as needed

#### Profile Research and Stakeholder Meetings & Public Input

Our goal is to thoroughly understand your organization, current challenges, and preferred qualifications for this recruitment. Your lead consultant via Teams will interview with:

- Mayor
- City Council Members
- Leadership Team
- Others as Directed
- Review All Relevant Documents

#### Develop, Review, and Approve a Detailed Recruitment Profile & Invitation

We'll create a detailed recruitment profile highlighting the strengths of your job opportunity. If requested, we will assist in reviewing the position compensation and will make recommendations that are consistent with comparable agencies and the market. Examples of prior recruitment profiles are included in this proposal and typically feature the following:

- Why Apply?
- Community Profile
- Quality of Life Opportunities
- The Organization, Department, & Position
- The Ideal Candidate
- Challenges & Opportunities
- Compensation & Benefits
- Your Social Media (if applicable)

### STRATEGIC MARKETING

Our goal is to not only reach candidates who are actively looking for a new job but those directors who are happy in their current assignment but who could be intrigued and interested in your opening. We research and develop a personalized national advertising strategy designed to reach all potential qualified candidates for your City. The Advertising Strategy is comprised of four components:

- Targeted National Advertisement
- Mailed "Invitation to Apply" Flyers
- Personal Calls by Lead Consultants
- Emails to potential Candidates

**Targeted Advertisement** - We develop a custom national advertisement plan highlighting the City and the City Administrator opening placing ads in websites and job boards. Potential ad examples include:

- Intl. City/County Managers Assoc. (ICMA)
- League of Minnesota Cities
- League of Minnesota Counties
- Minnesota City/County Management Assoc.
- Wisconsin City Managers Association
- Iowa City/County Management Assoc.
- Illinois City/County Management Assoc.
- Indiana City Managers Association
- Careers in Government
- Government Jobs
- GMP Job Board
- GMP LinkedIn

**Development of Candidate Database for Direct Mail Invitations** – We create a customized *Invitation to Apply* flyer (examples are included) and then develop a database of potential city management candidates. We will mail approximately 400 to 600 letters of invitation to city managers/administrators in the 6 mid-western United States.

**Personal Emails** – We will send emails to over 3,000 city managers & administrators nationwide.

**Personal Calls by our Lead Consultants** – We will reach out to potential candidates who might be a good fit or who are looking for their next challenge. We will also reach out to our personal knowledge of city administrators to make them aware of your opportunity.

## CANDIDATE EVALUATION & PRESENTATION

### Candidate Application Materials

- **Application** – Candidates are asked to submit a cover letter, application, resume, and five professional references of peers, subordinates and supervisors.
- **Communication** – We provide you with a summary of the advertising strategy, number of applications, and number of candidates we selected for a preliminary interview.
- **Review of Applications (if requested)** – Occasionally some clients wish to review all the application materials prior to our selection of candidates for a preliminary interview. We are happy to facilitate this if desired.

**Preliminary Candidate Interviews** – Once a candidate has indicated an interest in the position, we complete a multi-step screening:

- **Review** – Evaluate all candidate application materials
- **Select** – Identify the most promising candidates for a preliminary interview
- **Internet Research** – Conduct an in-depth internet inquiry on each candidate to identify any concerning issues to be reviewed with the candidate
- **Interview** – Your lead consultant conducts an in-depth preliminary interview with the most promising candidates
- **Summarize** – Provide a written summary of our observations of each candidate's strengths, weaknesses and potential fit with your agency
- **Recommend** – Provide recommendations on each candidate for further consideration

**Work Session** - We meet with you to review the results of the preliminary interviews. Our goal is to provide as much information on each of the most promising candidates, providing you with the needed data to make quality decisions on each applicant.

- **Deliverables** - Prior to the meeting, we provide with sufficient time to review:
  - **Candidate Packets** that include their cover letter, resume, supplemental questions, our consultant's interview notes, and internet search results
  - **Candidate Summary Sheet** with a snapshot of each candidate and consultant's recommendations
  - *(If requested)* A complete file of remaining candidates' application materials
- **Candidate Review** - We review and discuss each candidate's materials and interview results with you
- **Finalist Candidate Selection** - You select those candidates to move forward for a final interview
- **Final Interview Design** - We help you decide on the structure of the interviews, including the panel participants and facilitators, tailoring our process to fit your needs.
- **Coordinate Candidate Travel** - We identify which candidate travel expenses you wish to cover

- **Interview Questions** - Identify any interview topic areas of interest from which we can develop potential interview questions

**Final Interview Design** - We help you decide on the structure of the interviews, including the panel participants and facilitators, tailoring the process to fit your needs.

## FINAL INTERVIEWS & CANDIDATE SELECTION

### Prior to the final Interviews we:

- **Conduct Reference Checks** - We conduct professional reference checks on each candidate, requesting the names of supervisors, subordinates, and peers
- **Conduct Background Checks** - Background checks include Education Verification, Criminal History, Driving Record, and Sex Offender Check
- **Facilitate Candidate Travel** – Based on your guidance we coordinate the most cost-effective travel arrangements and ensure the candidate has information regarding their interviews and times.
- **Develop a Master Interview Schedule** – We work with you to identify interview venues and then develop a master interview schedule
- **Develop Draft Interview Questions** – Provide draft interview questions for your review for each advisory panel (if used)
- **Provide Final Interview Materials** – Provide finalist packets for each candidate in a PDF file for printing by your agency as well as the master schedule
- **Coordinate Final Interviews** – We will work hand-in-hand with your team to coordinate all of the details of conducting the final interviews

### Final Interviews

- **Facilitate Final Interviews** – Your lead-consultant will be on site to facilitate the final interview process
- **Facilitate Panel Debrief** - After interviews are complete, we facilitate a debrief with all advisory panels on each candidate's strengths and areas needing support as information for your hiring authority
- **Candidate Evaluation** – As needed, we facilitate your evaluation of the candidates and potential consensus on a preferred candidate, including any additional candidate referencing or research

### Candidate Selection & Appointment

 - Once you have identified a preferred candidate, we:

- Facilitate and identify potential contract elements with you
- Assist with the job offer and contract negotiations leading to an employment agreement
- Notify all of the unsuccessful finalists
- **Celebrate the selection of your new City Administrator!**

## RECRUITMENT SCHEDULE EXAMPLE

Recruitments take approximately 90 days to complete.

<b>Kickoff Meeting</b>		<b>City &amp; GMP:</b> Meet to discuss timeline & search process
<b>Profile Development</b>	Week 1-2	<b>GMP:</b> Meet with key stakeholders & create position profile
<b>Advertising</b>	Weeks 3-7	<b>GMP:</b> Post online ads; send direct mailing
<b>First Review</b>	Week 8-9	<b>GMP:</b> Conduct preliminary interviews with most promising candidates
<b>Work Session</b>	Week 10	<b>GMP &amp; City:</b> Meet to review semifinalists and choose finalist candidates
<b>Final Interview Preparation</b>	Week 11-12	<b>GMP:</b> Conduct background & reference checks, complete final Interviews schedule, coordinate travel with candidates
<b>Final Interviews</b>	Week 12	<b>City:</b> Hosts finalist interviews <b>City:</b> Makes hiring selection

## PROFESSIONAL REFERENCES

### City of Blaine, MN pop. 70,000

Michelle Wolfe, City Manger  
mwolfe@blainemn.gov

763 785 6121

*Finance Director – recently completed*

*Human Resources Manager- just completed*

### City of Oak Park Heights, MN pop. 4,692

Mary McComber, Mayor  
marymccomber@aol.com

(651) 351-7879

*City Administrator - just completed*

### City of Brainard, MN pop. 14,750

Kris Schubert - Human Resource Director  
kschubert@ci.brainard.mn.us

218 828 2307

*City Administrator*

*Utilities Director (recently completed)*

### City of North Branch, MN pop. 12,117

Kevin Schieber, Mayor  
kevins@ci.north-branch.mn.us

763-443-5951

*City Administrator - recently completed*

## PROFESSIONAL FEE

The fee for conducting a City Administrator recruitment is \$17,000 with a not to exceed price of \$24,500. The professional fee covers all consultant and staff time required to conduct the recruitment. Professional fees are billed in three equal installments: at the beginning, halfway, and upon completion of the final interviews. The City of will be responsible for reimbursing expenses incurred on the City's behalf.

Expenses include:

- Websites, job boards and other advertising (approx. \$1,600 - 2,200 est.)
- Direct mail announcements (approx. \$1,300 - \$1,900 est.)
- Consultant travel: Mileage at IRS rate and \$65 per hour, plus hotel for overnight accommodation
- Background checks (approx. \$225 per candidate)

The City has the right to cancel the search at any time. The City's only responsibility would be the fees and expenses incurred prior to cancellation. Any additional work requested beyond services provide in the scope of work is billed at \$170 per hour. If a candidate is not selected and a second recruitment is needed, additional expenses may be applicable beyond the not to exceed figure.

## **GUARANTEE & WARRANTY**

Should the selected candidate leave the employment of the City within the first **24 months** of appointment, we will conduct one additional recruitment for the cost of expenses only, if requested to do so within six months of the employee’s departure. If the major elements of the process are followed and a candidate is not chosen, we will repeat the recruitment once with no additional professional fee, the only cost to you would be the expenses.

## **CITY/COUNTY MANAGEMENT RECRUITMENTS**

Conducted and Managed by GMP Consultants

### **In progress Recruitments**

**City of North Branch, MN**  
City Administrator  
**City of Medina, MN**  
City Administrator  
**City of SeaTac, WA**  
City Manager  
**City of Moses Lake, WA**  
City Manager  
**City of North Plains, OR**  
City Manager  
**Crook County, OR**  
County Manager  
**City of Moad, UT**  
City Manager

### **Recently Completed**

**City of Oak Park Heights, MN**  
City Administrator  
**City of Brainerd, MN**  
City Administrator  
**Greys Harbor County, WA**  
County Administrator  
**City of Kennewick, WA**  
City Manager  
**City of Shady Grove, OR**  
City Administrator  
**City of Belgrade, MT**  
Assistant City Manager  
**City of Canby, OR**  
City Administrator  
**City of Cottage Grove, OR**  
City Manager

### **Completed in the last 18 months**

**City of Tumwater, WA**  
City Administrator  
**City of Pasco, WA**  
City Manager  
**Lewis County, WA**  
County Manager  
**City of Mountlake Terrace, WA**  
City Manager  
**City of Lacey, WA**  
City Manager  
**City of Sammamish, WA**  
City Manager  
**City of Livingston, MT**  
City Manager

### **All Management Recruitments**

**City & Borough of Sitka, AK**  
Municipal Administrator  
**City & Borough of Wrangell, AK**  
Borough Manager  
**City & County of Broomfield, CO**  
Deputy City and County Manager  
**City of Astoria, OR**  
City Manager (2)  
**City of Arlington, WA**  
City Administrator  
**City of Bainbridge Island, WA**  
City Administrator  
**City of Bandon, OR**  
City Manager  
**City of Battle Ground, WA**  
City Manager (2)

**City of Belgrade, MT**  
City Manager (2)  
**City of Bingen, WA**  
City Administrator  
**City of Bothell, WA**  
Deputy City Manager  
Assistant City Manager  
**City of Burns, OR**  
City Manager  
**City of Canby, OR**  
City Administrator  
**City of Carnation, WA**  
City Manager (2)  
**City of Casper, WY**  
City Manager

**City of Chehalis, WA**  
City Manager (2)  
**City of Chelan, WA**  
City Administrator (3)  
**City of Clyde Hill, WA**  
City Administrator  
**City of Coburg, OR**  
City Administrator  
**City of College Place, WA**  
City Administrator  
**City of Colorado Springs, CO**  
Assistant City Manager  
**City of Connell, WA**  
City Administrator (2)  
**City of Coquille, OR**  
City Manager

**City of Covington, WA**  
City Manager

**City of Damascus, OR**  
City Manager

**City of Drain, OR**  
City Administrator

**City of DuPont, WA**  
City Administrator

**City of Duvall, WA**  
City Administrator

**City of Edgewood, WA**  
City Manager (2)

**City of Ellensburg, WA**  
City Manager

**City of Emeryville, CA**  
City Manager

**City of Fife, WA**  
City Manager

**City of Fircrest, WA**  
City Manager (2)

**Town of Friday Harbor**  
City Administrator

**City of Gig Harbor, WA**  
City Administrator

**City of Gillette, WY**  
City Administrator

**City of Gladstone, OR**  
City Administrator

**City of Hailey, ID**  
City Administrator

**City of Hermiston, OR**  
City Manager

**City of Hood River, OR**  
City Manager

**City of Issaquah, WA**  
City Administrator  
Deputy City Administrator

**City of Kelso, WA**  
City Manager

**City of Kenmore, WA**  
City Manager (2)

**City of Ketchum, ID**  
City Administrator

**City of Lacey, WA**  
City Manager (2)

**City of Lake Forest Park, WA**  
City Administrator (3)

**City of Lake Oswego, OR**  
City Manager

**City of Lake Stevens, WA**  
City Administrator

**City of Lakewood, WA**  
City Manager  
Assistant City Manager

**City of Leavenworth, WA**  
City Administrator (2)

**City of Lebanon, OR**  
City Manager

**City of Lewiston, ID**  
City Manager

**City of Lincoln City, OR**  
City Manager

**City of Livingston, MT**  
City Manager

**City of Longview, WA**  
City Manager

**City of Louisville, CO**  
City Manager

**City of Lynden, WA**  
City Administrator

**City of McMinnville, OR**  
City Manager

**City of Mill Creek, WA**  
City Manager

**City of Milwaukie, OR**  
City Manager

**City of Newcastle, WA**  
City Manager (2)

**City of Minot, ND**  
City Manager

**City of McMinnville, OR**  
City Manager

**City of Monroe, WA**  
City Administrator

**City of Moses Lake, WA**  
City Manager (3)

**City of Mountlake Terrace, WA**  
City Manager (3)

**City of Mt. Angel, OR**  
City Manager

**City of Mukilteo, WA**  
City Administrator  
Management Services Director

**City of Newcastle, WA**  
City Manager (2)

**City of Normandy Park, WA**  
City Manager

**City of Ontario, OR**  
City Manager

**City of Othello, WA**  
City Administrator

**City of Pasco, WA**  
City Manager (2)  
Deputy City Manager

**City of Polson, MT**  
City Manager

**City of Port Angeles, WA**  
City Manager

**City of Port Townsend, WA**  
City Manager

**City of Post Falls, ID**  
City Administrator

**City of Prosser, WA**  
City Administrator

**City of Puyallup, WA**  
City Manager

**City of Rawlins, WY**  
City Manager

**City of Renton, WA**  
Chief Administrative Officer

**City of Ridgefield, WA**  
City Manager

**City of Riverton, WY**  
City Administrator

**City of Sammamish, WA**  
City Manager (2)

**City of SeaTac, WA**  
City Manager

**City of Scappoose, OR**  
City Manager

**City of Shelton, WA**  
City Administrator  
Management Assistant

**City of Sheridan, WY**  
City Administrator

**City of Shoreline, WA**  
City Manager (2)  
Deputy City Manager

**City of South Lake Tahoe, CA**  
City Manager

**City of Spearfish, SD**  
City Administrator

**City of Spokane Valley, WA**  
City Manager  
Deputy City Manager  
**City of Stanwood, WA**  
City Administrator  
**City of Stevenson, WA**  
City Administrator  
**City of Sultan, WA**  
City Administrator  
**City of Sun Valley, ID**  
City Administrator  
**City of Sunnyside, WA**  
City Manager  
**City of Thorne Bay, AK**  
City Administrator  
**City of Toledo, OR**  
City Manager  
**City of Troutdale, OR**  
City Manager  
**City of Tumwater**  
City Administrator  
**City of Umatilla, OR**  
City Manager  
**City of Vancouver, WA**  
Assistant City Manager  
**City of Waldport, OR**  
City Manager  
**City of Walla Walla, WA**  
City Manager  
**City of West Linn, OR**  
City Manager  
**City of White Salmon, WA**  
City Administrator  
**City of Whitefish, MT**  
City Manager

**City of Wood Village, OR**  
City Manager  
**City of Woodburn, OR**  
City Administrator  
**City of Woodinville, WA**  
City Manager  
**City of Woodland, WA**  
City Administrator  
**City of Yachats, OR**  
City Manager  
**City of Yakima, WA**  
City Manager  
Assistant City Manager  
**City of Yelm, WA**  
City Administrator  
**Blaine County, ID**  
County Administrator  
**Clackamas County, OR**  
County Administrator  
**Clatsop County, OR**  
County Manager (2)  
**County of Los Alamos, NM**  
County Administrator  
**Curry County, OR**  
County Administrator  
**Deschutes County, OR**  
Fair & Expo Director  
County Administrator  
**Eagle County, CO**  
County Manager  
**Franklin County, WA**  
County Administrator  
**Gunnison County, CO**  
County Manager  
Assistant County Manager

**Hood River County, OR**  
County Administrator  
**Island County, WA**  
County Administrator  
**Inyo County, CA**  
Assistant/Deputy County  
Administrator  
County Administrative Officer  
**Jefferson County, WA**  
Central Services Director  
**Lane County, OR**  
County Administrator  
**Lewis County, WA**  
County Manager  
**Mason County, WA**  
County Administrator  
**Mono County, CA**  
County Administrative Officer  
Assistant County Administrative  
Officer  
**San Juan County, WA**  
County Manager  
**Snohomish County, WA**  
Executive Director (2)  
**Summit County, UT**  
County Manager  
**Thurston County, WA**  
Assistant Chief Administrative Officer  
**Town of Friday Harbor, WA**  
Town Administrator  
**Town of West Yellowstone, MT**  
Town Manager (2)

## WORK SAMPLES: POSITION PROFILE AND INVITATION TO APPLY LETTER

(Attached). Additional samples available at [gmphr.com](http://gmphr.com). Copyright © 2023 by GMP Consultants, . All rights reserved.



Dear Colleague,

GMP Consultants is assisting the **City of Medina**, MN in finding a **City Administrator**. Perhaps this is the right time in your career to consider this exciting opportunity. If not, would you please pass this on to others who may be interested?

Thank you for your consideration and assistance.

**Jeff Weldon, GMP Consultants**  
[jweldon@gmphr.com](mailto:jweldon@gmphr.com) / (320) 557-8006



Greg M. Prothman, President  
[greg@gmphr.com](mailto:greg@gmphr.com) / 206-714-9499

## WHY APPLY?

This is an exciting opportunity for a new City Administrator to take the reins of a forward-thinking, entrepreneurial community that has uniquely preserved its small-town, rural charm while being close to metropolitan amenities. Medina has a professional and experienced staff committed to exceptional public service delivery. The City Council is professional and enjoys an excellent collaborative partnership with staff and residents, which has been a hallmark of the City's success. Medina's financial management has been strong, as evidenced by its AAA credit rating, cost-effective management of City services and programs, and its stable tax base. If you are looking to guide this unique community into the future with visionary, creative, and innovative leadership, this opportunity could be for you.





View full position profile at [gmphr.com](https://gmphr.com)

# THE IDEAL CANDIDATE

Section 14, Item A.

## THE CITY OF MEDINA

The City of Medina operates under the Council-Administrator form of government with a City Council comprised of the Mayor and four Council Members who are all elected at large. The Mayor serves a two-year term and Council Members serve four-year terms; two of the Council members are elected every two years. The City Council appoints a City Administrator to serve as the Chief Administrative Officer of the City.

The City serves a population of more than 7,600 residents across 26 square miles. The City's 2024 budget is \$6.6 million, and it is served by a team of 30 FTEs across five departments: Administration, Finance, Planning and Zoning, Police, and Public Works. Medina has two facilities for City business: City Hall and a combined Police/Public Works facility.

Medina contracts for legal services, has both Planning and Park Commissions, and is served by three local fire departments. In 2023, the City was upgraded to an AAA credit rating. Medina shares the highest credit rating of AAA with only 33 other communities in Minnesota.

Medina has successfully achieved the unique balance of retaining its rural character while promoting deliberate and selective economic and residential development. This has resulted in moderate and steady growth while limiting urban sprawl.

- Is a visionary leader that can help guide the organization into the future with innovative, forward-thinking, and entrepreneurial strategic planning processes.
- Believes in collaboration and building partnerships with stakeholders to implement goals.
- Provides creative thinking in economic development that can be applied to the goal of preserving and enhancing the unique rural-urban nature of the community while expanding City revenue.
- Possesses exceptional written and interpersonal communication skills. Is approachable and interacts with others in a professional, fair, honest, clear, and open manner.
- Exemplifies employee-centric staff leadership that supports investment of resources in staff, has experience developing effective teams, appropriately delegates assignments with the right balance of accountability and autonomy, and supports staff with an "open-door" policy and is receptive to staff's feedback and ideas.
- Is committed to the highest ethical and moral standards. Is an innovative and forward-thinking leader with strong emotional intelligence and approaches challenges with a positive, "can-do" attitude.
- Is a decisive and principled decision-maker that approaches issues in a deliberate and thoughtful manner based on facts, yet exhibits flexibility to consider new information and opinions.
- Has a strong aptitude for public sector/municipal finance, budgets and debt management as well as public sector human resources, labor management, staff on-boarding, and development.
- Has the ability to cultivate and develop a positive staff culture and working environment that sustains high employee morale, staff longevity, and high performance.

# LEARN MORE

Visit: [gmphr.com](https://gmphr.com)  
 Salary Range: **\$135,200 to \$172,640** annually DOQ  
 First Review Date: **August 25, 2024**  
 More Information: Jeff Weldon, GMP Consultants  
[jweldon@gmphr.com](mailto:jweldon@gmphr.com) / (320) 557-8006



# CITY ADMINISTRATOR

Section 14, Item A.

## CITY OF NORTH BRANCH, MN



### WHY APPLY?

This is an excellent opportunity for a progressive city administrator to lead a community into the future. North Branch is a full-service city with stable finances, well-maintained infrastructure, and strong council/staff relations with seasoned, experienced staff dedicated to providing exceptional customer service. Conveniently located just 30 minutes north of the Twin Cities on I-35 and less than two hours from Duluth, this community is close to big-city amenities and attractions while retaining small-town charm and friendliness in a semi-rural setting. As the largest city in Chisago County, North Branch continues to enjoy robust residential development and is poised for major commercial and industrial development and redevelopment projects. A municipally owned industrial park located on the interstate is shovel-ready for development and many other large tracts are also available. If you're looking to make a difference and enjoy an excellent quality of life, this could be the opportunity for you.



# *Welcome to* **NORTH BRANCH**

North Branch is a family-friendly community of 11,791 centrally located between the Twin Cities Metropolitan Area and northern Minnesota cabin country, offering a desirable location for residents and businesses seeking small town living with all the essential amenities. As a result, North Branch is the largest and fastest growing city in Chisago County.

First incorporated as a township in 1861, the city is named for the north branch of the Sunrise River which flows west to east through the heart of the city. The town gathers to celebrate its community spirit at annual events like the Fall Harvest Festival, Midsummer Days, Winterfest, Christmas tree lighting, and summer concerts in the park.

Within the city are numerous opportunities to enjoy nature and outdoor recreation, including 301 acres of City-maintained parkland, Checkerboard County Park, Janet Johnson Wildlife Management Area, a 9-hole public golf course, and the regional Sunrise Prairie Trail—a paved pedestrian and bicycle path that extends south through Chisago and Washington Counties. The City also maintains a 21-hole disc golf course, community garden, and 3 outdoor skating rinks throughout the winter season.

As the gateway to northern Minnesota, North Branch offers proximity to many lakes, rivers, and trails for fishing, hunting, boating, hiking, and snowmobiling. Downhill skiing is available at nearby Wild Mountain and Trollhaugen ski areas. St. Croix National Scenic Riverway is only 30 miles away and offers 200 miles of wild and scenic beauty to explore.

North Branch is also home to several distinct shopping areas such as the quaint and historic downtown along with Gateway North outlet mall which features major retailers like Bath & Body Works, and Famous Footwear. Minneapolis-Saint Paul International Airport serves the region only an hour way.

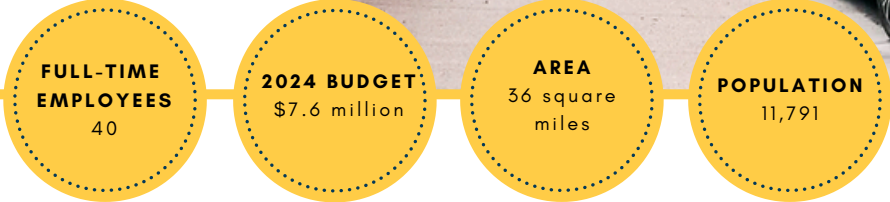
# THE CITY OF NORTH BRANCH

The City of North Branch is a Minnesota Statutory Plan A City with a Council-Administrator form of government. The City Council consists of a part-time mayor and four council members elected at large. The mayor is elected to a two-year term and council members are elected to four-year terms. In 2024, the Mayor and two City Council seats will be on the ballot.

The Council is responsible for setting the policy and overall direction for the City, which includes legislative decisions and approval of the City budget. City employees, under the direction of a City Administrator, carry out council decisions and provide day-to-day services. The City Administrator provides leadership, direction and guidance to all City departments and is accountable to the City Council.

The City serves a population of 11,791 across 36 square miles with a 2024 budget of \$7.6 million and a team of 40 FTEs. Departments include Administration, Attorney, Building Inspection, Engineering, Finance, Fire, Liquor, Planning and Zoning, Police, and Public Works.

The community is active and engaged, as such, the City is committed to open government and strengthening connections between residents, businesses, and community partners. Several commissions assist the Council with various aspects of municipal government, including the Economic Development Authority, Planning Commission, and Parks, Trails, and Open Space Commission.



## THE CITY ADMINISTRATOR

The City Administrator is the chief administrative officer of the City and reports directly to the mayor and four city council members. The City Administrator is responsible for planning, organizing, and managing all municipal activities coordinating the day-to-day affairs of city government. The City Administrator is also the chief policy advisor for the mayor and council. The City Administrator supervises leaders in Finance, Human Resources staff, Information Technology, Liquor Operations, Community Development, Police, Fire, Parks, and Public Works. The City Administrator also serves as the lead negotiator for all four collective bargaining units.



View job description at [gmphr.com](https://gmphr.com)



## THE IDEAL CANDIDATE

- Exceptional interpersonal, oral, and written communication skills with the ability to positively interact with diverse personalities.
- An exceptional listener who is approachable and seeks advice, ideas, and opinions of others. Respects and appreciates opposing viewpoints. Strong facilitation skills that support and enable opportunities to reach consensus, especially on difficult issues.
- Models ethical and moral behavior, conducts themselves with the highest levels of integrity and honesty, and is committed to the highest ideals of accountability and transparency as the foundation of promoting good government.
- Able to advise the Mayor and Council in their decision-making process by providing thorough, accurate, timely, and comprehensive data constructively and positively.
- Goal-driven in the pursuit of excellence in work product and provides strong, visionary leadership to inspire and motivate others to work collaboratively and in partnership to resolve challenges.
- Approaches challenges and opportunities in a positive, self-confident manner with creativity and is willing to undertake reasonable, calculable risks in the pursuit of excellence with the goal of continuous improvement of public services.
- Utilizes entrepreneurial, forward-thinking, and non-traditional approaches to problem-solving.
- Develops effective policies and procedures that are clear and concise.
- A comprehensive but high-level understanding of municipal finance, laws, human resources, planning and zoning, and other basic service delivery functions. Knowledgeable in economic and community development principles and practices.
- Able to advance, articulate, and defend staff recommendations that are in the best interest of the greater good with confidence and in a respectful, disciplined, and pragmatic manner.
- A strong leader who delegates tasks and duties while supporting and motivating staff through teamwork, and who sees such delegation as professional development and investment in staff.
- Balances the responsibilities of managing daily operations with representing the City's interests through engagement with external community, state, and national associations and organizations including state agencies and the legislature. Must be a strong proponent of intergovernmental relationships that forge productive partnerships.
- Is comfortable in a fully cloud-based computing environment.
- Is transparent and proactive with staff in all dealings. Has a commitment to "no surprises" when working with all stakeholders.
- Consistently prioritizes City's needs, goals, and vision over personal goals.
- Able to collaborate with City staff to develop solid 10-year financial plans for both the budget and capital improvement plan.

# OPPORTUNITIES & CHALLENGES

Section 14, Item A.

## Staff Development

A recent analysis concluded that the City would greatly benefit from the addition of 7.5 full-time employees to expand services in response to growth. One such position is human resources. These functions are currently dispersed and need to be consolidated into a comprehensive staffing program that addresses hiring, onboarding, benefits administration, workplace safety, performance evaluations, and professional development. A finance plan will also be needed. The most immediate staffing issue will be filling the vacant position of Community Development Director.

## Facility Analysis

Another study concluded that the City should re-examine several of its current facilities, such as Public Works. While City Hall is functional, additional space is needed to improve efficiency and expand service levels. The Police Department has the most acute space needs as it's in the basement of City Hall. Finally, several new recreational facilities are being considered and include a community center, pool, hockey facility, and splash pad.

## Economic Development and Growth Management

The City has enjoyed rapid growth in single-family residential development, averaging over 100 new homes per year. This growth rate has been driven chiefly by residents re-locating from the Twin Cities and is expected to continue. The City is poised for more major commercial and industrial growth and had the foresight to invest in a major 200+acre, shovel-ready industrial park located on I-35. In addition, several other large tracts of privately-owned land exist to accommodate growth. To diversify and expand the tax base, the City needs to aggressively promote commercial and industrial growth. Finally, several opportunities exist for in-fill re-development including certain parts of the downtown central business district and the current Tanger Mall.

## City Council Governance Process

The City Council is a mix of newly elected members and those with longer tenure. As such, the Council has significantly divergent policy views and perspectives. Several previous issues have proven contentious. Council is looking for methods to improve their governance process to better facilitate their decision-making. The new City Administrator will have the opportunity to provide new leadership and skills to assist the Council with this improvement process. The City would likely benefit from undertaking a comprehensive strategic planning exercise to clearly identify and advance the City's goals and objectives.



# EDUCATION & EXPERIENCE

Bachelor's degree in public administration, business administration, or closely related field and 5 years of experience in broad areas managing public organizations that contributed to a knowledge base and an ability to employ management, budgeting, planning, and program techniques in daily operation of a similarly complex entity. Or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to successfully perform the job. Masters' Degree preferred.

# COMPENSATION & BENEFITS

The City of North Branch is offering an annual salary range of \$140,000 to \$180,000 for this position, dependent upon experience and qualifications. The benefit plan includes employee medical and dental insurance, standard paid holidays, negotiated sick and vacation leave, \$25,000 basic Life insurance + salary, Short-Term Disability (STD), Healthcare Savings Account (HSA), and Volunteer Employee Benefits Association (VEBA) account.



Section 14, Item A.

# RESOURCES

[2024 Budget](#)

[2018 Comprehensive Plan](#)

[2023- 2032 Capital Improvement Plan](#)

[North Branch Area Chamber of Commerce](#)



# TO APPLY

Apply Online: [gmphr.com](http://gmphr.com)

First Review: **August 18, 2024**

More Info: Jeff Weldon, GMP Consultants  
[jweldon@gmphr.com](mailto:jweldon@gmphr.com) / (320) 557-8006





**Proposal**

OCTOBER 25, 2024

## **City Manager Recruitment Services**

**City of Breezy Point, Minnesota**

### **Submitted by:**

MICHELE MORAWSKI  
CLIENT SERVICES MANAGER  
790 FRONTAGE ROAD, SUITE 213  
NORTHFIELD, IL 60093  
224.415.3791  
MMORAWSKI@MGT.US

CITY OF BREEZY POINT, MN  
CITY MANAGER  
OCTOBER 25, 2024

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# Cover Letter

Oct 25, 2024

Deb Runksmeier, Deputy City Clerk  
City of Breezy Point  
8319 Co. Rd. 11  
Breezy Point, MN 56472



**RE: PROPOSAL FOR CITY MANAGER**

Dear Ms. Runksmeier:

Thank you for the opportunity to provide you with a proposal for the City Manager recruitment and selection process for the City of Breezy Point (City). Our proposal provides the City with firm qualifications, key experience, a detailed work plan and timeline, and associated fees to provide services that exceed expectations. We provide a tailored, personal approach to executive recruitment and selection, and can adapt to your specific requirements for the position.

MGT Impact Solutions, LLC (MGT) is a nationally respected leader in public sector management consulting and technology services with a long track record in support of state, local, and education clients. MGT takes the next step in offering integrated solutions that can accelerate our most important goal: dramatically improving lives by **advancing and lifting up the communities we serve**.

Our consultants have worked in all areas of local government leadership including city/county management, human resources, public safety, finance, public works, parks and recreation, and utilities. This combined hands-on knowledge and experience has made MGT a proven leader in public sector consulting.

**MGT CONTACT INFORMATION**

<b>MGT HEADQUARTERS</b>	<b>MGT Impact Solutions, LLC</b> 4320 West Kennedy Boulevard   Tampa, Florida 33609 P: 813.327.4717   www.mgt.us FEIN: 81-0890071
<b>PROPOSAL CONTACT</b>	<b>Michele Morawski, Client Services Manager</b> 790 Frontage Road, Suite 213   Northfield, IL 60093 224.415.3791   mmorawski@mgt.us

Thank you for the opportunity to submit a proposal to City of Breezy Point. Should you have questions on any aspect of this proposal, please contact **Michele Morawski** at **224.415.3791** or **mmorawski@mgt.us**.

Regards,

Patrick J. Dyer, Vice President  
*Authorized to bind the firm*

# Firm Profile

## Impacting communities for good.

MGT brings **50 years** of experience driving positive social change and performance in education, government, nonprofits, and critical infrastructure/private industries through **assisting clients to strengthen their foundation, change systematically, and enable resiliencies for long-lasting change**. Since inception, MGT has significantly grown in size and capacity – working with state and local governments and education partners. Today, we bring a team of over **900 professionals** who offer in-depth market knowledge and understanding so we can hit the ground running.

MGT is a privately held, employee-owned and financially stable limited liability company with a deep roster of staff and a commitment to serving the public. Our clients care about addressing the world’s most-pressing problems, and so do we. Their “why” is our why.

**What sets us apart** is our ability to customize and offer individualized support but also the resources of a larger infrastructure to enable flexibility in impacting to-scale. Throughout our history, MGT has successfully delivered more than **30,000 projects** through a thoughtful balance of balancing the “immediate” needs while changing systems to plan for future resilience and success.

### Our Commitment

MGT embraces the most complex challenges on the leadership agenda, with deep commitment, agility, and local expertise to make a measurable and profound impact. Simply stated, **We are impacting communities for good.**

## MGT | FIRST LOOK

**Name:** MGT Impact Solutions, LLC (MGT)

**Locations:** Headquarters in Tampa, FL; branch offices nationwide

**Cooperative Contracts:**  
Allied States Cooperative (ASC) #23-7449, #24-7484  
The Interlocal Purchasing System (TIPS) #220601, #220802, #230105

**Structure:** Privately held, employee-owned, client-driven Limited Liability Company

**Lines of Business:** Strategy and Implementation, Performance and Operations, IT Infrastructure, and Cyber Security and Resilience for public sector and commercial companies.



- 50 years
- 900 consultants
- 30,000 projects

## A Social Impact Commitment

### DEFINED BY IMPACT

Making a profound impact on society is at the heart of who we are and what we do. City of Breezy Point should be proud to make a difference in the lives of the citizens in your community, and we are proud to work with you toward this goal. Our team empowers organizations through innovations in people, processes, and technology to lift and strengthen your solutions.

### MGT's Expertise

Our firm includes more than **900 professionals**, structured into the following primary groups, along with various internal infrastructure groups to support our operations and growth.



#### Strategy & Implementation

Working alongside an organization's C-suite, we help leaders co-create strategy through organizational reviews and data analytics to create actionable roadmaps for success.



#### IT Infrastructure & Digital

We provide engineering expertise to modernize IT infrastructure and ensure your technology implementation is properly designed, integrated, modernized, and maintained.



#### Cyber Security & Resilience

From real-time, 24/7 monitoring to proactive threat detection and rapid incident response, we can give you the tools to heighten your network's security posture and keep it there.



#### Performance & Operations

Bridging the gap between strategy and enduring change, we support efficient revenue allocation, promote economic development, and create fairness in hiring and contracting systems.






## Our MGT Vision

To achieve our mission of being the social impact and performance leader in our industry, we are continuously improving to earn the privilege of being selected as our clients’ partner of choice in the mission-critical domains we impact. By elevating education systems, managing and securing critical networks, solving complex human capital and fiscal problems, and advancing equity as a performance imperative, we can impact communities, for good through client partnership.

We deliver these solutions through our “three-point stance” of technology, education, and performance offerings. With our long-term vision of creating profound social impact through client performance, we seek out the “best of the best” to join us in our work supporting clients’ top priorities.

## Markets we serve:

- Higher Education
- Prek-12
- Government
- Nonprofits
- Commercial Industries

<p><b>PEOPLE</b></p>  <p>We believe in the power of connecting people and ideas which solve mission-critical, complex challenges to foster a trusted connection with our clients...for life.</p>	<p><b>PURPOSE</b></p>  <p>We are led by a transformative movement, fueled by people, innovation, and solutions designed to provide enduring opportunities for prosperity and well-being.</p>	<p><b>PERFORMANCE</b></p>  <p>We partner with clients to advance learning outcomes, reduce operational costs, recover revenue, improve workflows, and provide resilient and hardened technology networks and infrastructure.</p>
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# Our Team

*The success of a consulting engagement is founded on the qualifications of the project team and the way in which it is structured and managed.*

MGT employs a team of professionals with backgrounds in local government and the not-for-profit sector. With the City’s staffing needs in mind and due to the significance of this recruitment, we have assigned our highly knowledgeable and experienced consultant, Mike Brethorst. He will act as your project manager and primary point of contact for this project. All project managers are supported by our Recruitment Team Leader, as well as a recruitment coordinator and reference specialist. Depending on availability at the time a contract is awarded, MGT reserves the right to assign another project manager to ensure the recruitment is completed within an appropriate time frame. Staff biographies are attached as **Appendix A**.

## Project Manager & Main Point of Contact



**MIKE BRETHORST**  
Senior Consultant  
847-380-3240  
MBrethorst@mgt.us

## Proposal Inquiries



**CHARLENE STEVENS**  
Vice President,  
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Solutions  
847.380.3240 x124  
CStevens@mgt.us



**MICHELE MORAWSKI**  
Client Services  
Manager  
224.415.3791  
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## Why Choose MGT?

- ✓ **Unparalleled Expertise and Level of Service.** With executive recruitment experience in 44 states, and in communities ranging in population from 1,000 to 3,000,000, we are a leader in the field of local government recruitment and selection. More than 40% of our clients are repeat clients, and 94% of surveys show our overall performance rating as **Outstanding** – indicating a plan to use our services and/or highly recommend us in the future.
- ✓ **Delivering the Best.** We conduct comprehensive **due diligence** on candidates. Our state-of-the-art process includes extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensuring successful recruitment for the City. We will provide important information to potential candidates by developing a high quality, thorough Recruitment Brochure reflecting the knowledge we will have about your community and your organization. Before we recommend a candidate to you, **we ask probing questions** that will verify their expertise during video interviews, reference calls, and news and social media searches.
- ✓ **A Partner from Start to Finish.** We are your partners in this important process. We welcome you to review all the resumes we receive, and we will share our honest assessment of the candidates. Our goal is your **complete satisfaction**. We can strategize with you on a variety of approaches for meeting your recruiting needs, including evaluation of internal candidates, identification of non-traditional candidates who meet your recruitment requirements, succession planning, and mentoring options. We are committed to working with you until you find the candidate that is the best fit for your position.
- ✓ **Services for Any Budget and Any Search.** We strive to meet the specific needs of our clients by offering several options for recruitment services to meet your budget. Our services range from Full Executive Recruitments to Virtual Recruitments and even simply Professional Outreach for those who want to reach a broader network. In the following proposal, we have provided the scope we believe **best fits your needs**.

### Success Stories

"We were very impressed by how efficient they worked, their methodology, their insight, and their professionalism.

I would highly recommend MGT and hope to do business with them again for our next study."



# Project Approach & Methodology

*A detailed plan specifically designed for you.*

## Project Understanding

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search.

Our clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.



### Success Stories

**“The coordination by the consultant helped to alleviate the workload of internal staff. Consultant was willing to customize the process based on the City’s needs.”**

## Proposed Work Plan

### PHASE 1

### POSITION ASSESSMENT, POSITION ANNOUNCEMENT, & BROCHURE

#### Activities

MGT treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to successful recruitment. We gain this insight and information through meetings (one on one and in small groups), surveys, and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

#### INFORMATION GATHERING

- One-on-one or group interviews with stakeholders identified by the City.
- Community forums (in-person or via video) can be used to gather input and feedback.
- Surveys can be used for department personnel and/or the community to gather feedback.
- Conversations/interviews with department heads.

A combination of the items listed above can be used to fully understand community and organizational needs and expectations for the position (this proposal includes 12 hours of meetings – additional meetings can be added for a fee of \$195/hour plus actual expenses if

incurred). One organizational survey is included. A Community Survey can be conducted for \$2,500. Community Forums are conducted as an optional service.

Development of a **POSITION ANNOUNCEMENT** to be placed on websites and social media.

Development of a thorough **RECRUITMENT BROCHURE** for City review and approval.

Agreement on a detailed **RECRUITMENT TIMETABLE** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to the appointment of the finalist candidate.

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## PHASE 2

### ADVERTISING, CANDIDATE RECRUITMENT, & OUTREACH

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#### Activities

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. Our website is well known in the local government industry – we typically have 17,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 8,000 subscribers.

Phase 2 will include the following:

- MGT consultants will personally identify and contact potential candidates.
- Develop a database of potential candidates from across the country unique to the position and to the City, focusing on:
  - Leadership and management skills.
  - Size of organization.
  - Experience in addressing challenges and opportunities also outlined in Phase 1.
  - The database will range from several hundred to thousands of names. An email campaign will be sent to each potential candidate.
- Placement of the Position Announcement:
  - Public sector online Career Centers.
  - **Social media:** LinkedIn (posted on MGT Executives LinkedIn news feeds to reach over 50,000 connections), Facebook, and Instagram.
  - MGT will provide the City with a list of advertising options for approval.

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## PHASE 3

### CANDIDATE EVALUATION & SCREENING

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#### Activities

Phase 3 will include the following steps:

- Review and evaluation of candidates' credentials with consideration to the criteria outlined in the Recruitment Brochure.
- Candidates will be narrowed down to those that meet the qualification criteria.
- Candidate evaluation process:
  - Completion of a questionnaire explaining prior work experience.

- Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate.
- References provided by the candidate are contacted.
- Internet/Social Media search conducted on each finalist candidate.

All resumes will be acknowledged and inquiries from candidates will be personally handled by MGT, ensuring the City's process is professional and well regarded by all who participate.

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## PHASE 4 PRESENTATION OF RECOMMENDED CANDIDATES

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### Activities

Phase 4 will include the following steps:

- MGT will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- MGT will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" resume for each candidate so that credentials are presented in a uniform way.
- The City will receive a log of all applicants and may review resumes if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

MGT will meet with the City to review the recruitment report and provide additional information on the candidates.

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## PHASE 5 INTERVIEWING PROCESS & BACKGROUND SCREENING

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### Activities

Phase 5 will include MGT completing the following steps:

- Develop the first and second round interview questions for City review and comment.
- Coordinate candidate travel and accommodations.
- Provide City with an electronic file that includes:
  - Candidates' credentials.
  - Set of questions with room for interviewers to make notes.
  - Evaluation sheets to assist interviewers in assessing the candidate's skills and abilities.

Background screening will be conducted along with additional references contacted:

**MGT BACKGROUND SCREENING**

- ✓ Social Security Trace & Verification
- ✓ US Federal Criminal Search
- ✓ Enhanced Verified National Criminal
  - National Sex Offender Registry
  - Most Wanted Lists: Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Interpol
  - Office of Foreign Assets Control (OFAC) Terrorist Database Search
  - Office of the Inspector General (OIG), General Services Administration (GSA), System for Award Management (SAM), Food and Drug Administration (FDA)
  - All felonies and misdemeanors reported to the National Database
- ✓ County/Statewide Criminal
- ✓ Civil Search
- ✓ Bankruptcy, Liens, and Judgements
- ✓ Motor Vehicle Record
- ✓ Education Verification – All Degrees Earned
- Optional:** Credit Report – Transunion with score (based on position and state laws)
- Optional:**
  - Professional License Verification
  - Drug Screen
  - Employment Verification

MGT will work with you to develop an interview schedule for the candidates and coordinate travel and accommodations. MGT consultants will be present for all the interviews, serving as a resource and facilitator.

MGT will coordinate a 2-Step Interview process. The first-round interviews will include four to five candidates. The second-round interviews will include two or three candidates. MGT will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of City facilities.
- Interviews with senior staff.

**PHASE 6  
APPOINTMENT OF CANDIDATE**

**Activities**

- MGT will assist you as much as requested with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- MGT will notify all applicants of the final appointment, providing professional background information on the successful candidate.

## Project Timeline

Based on our experience in conducting similar projects, we anticipate the proposed project can be completed within 14 weeks of project initiation as illustrated in **Exhibit 1**.

*Exhibit 1. Proposed Schedule*

WORK PLAN TASKS	WEEK													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase 1: Position Assessment, Position Announcement, & Brochure	█	█												
Phase 2: Advertising, Candidate Recruitment, & Outreach			█	█	█	█								
Phase 3: Candidate Evaluation & Screening							█	█	█					
Phase 4: Presentation of Recommended Candidates										█				
Phase 5: Interviewing Process & Background Screening											█	█		
Phase 6: Appointment of Candidate													█	█

## Commitment to Diversity, Equity, & Inclusion in Recruitments

MGT is a leader in diversity, equity, and inclusion (DEI) consulting services, strategic planning, and organization transformation. MGT’s experience working in diverse communities across the United States and working with organizations seeking to change organization culture is critical to the success of all our projects. We have a track record of building awareness, solutions, and direction for systemic change by generating transformative ideas and solutions, information, and practices into operational strategies, which help us stand out in all our projects.

MGT is also one of the original and premier disparity research firms in the country. Disparity studies were the first instance of bringing principles of diversity, equity, and inclusion into the public sector, through the procurement process, and since 1990, **MGT has conducted more than 230 public sector disparity studies**. These studies are designed to improve procurement departments, promote and advance equity, and improve economic outcomes for diverse communities that have been historically marginalized by analyzing policies, practices, and programs to increase the utilization of minority- and women-owned businesses. Clients that have conducted a disparity study are in the unique position to increase and improve systematic equity through procurement and contracting, which can ultimately promote economic empowerment by creating strong business and employment pipelines in communities of color.

MGT also has a long-standing commitment to DEI. Since the firm’s inception they have supported, with their time and financial resources, organizations that advance underrepresented populations in local government. These include the National Forum for Black Public Administrators, the Local Government Hispanic Network, The League of Women in Government, and CivicPride. Our Team Members have moderated and spoken on DEI topics at the International City and County Management Association conference and state conferences. Our employees and consultants have undergone Implicit Bias Training, and we are frequent

speakers on incorporating equity and inclusion into all levels of local government. Additionally, we provide a list of DEI resources on the homepage of the website at [mgt.us](http://mgt.us).

MGT has formally partnered with the National Forum for Black Public Administrators' consulting arm, i4x, and in several recruitment and selection processes throughout the country including Toledo, OH; Fort Collins, CO; Ann Arbor, MI; Oakland, MI; and Arlington, TX. Our partnership reflects our mutual commitment to advancing DEI values and increasing the diversity of local government leaders at the highest levels of local government organizations.

## MGT's Recommendations to RECRUIT and Retain Top Talent

**RESPONSIVE: ROLL OUT THE WELCOME MAT!** Candidates may struggle with relocating for a new position as well as being concerned about the "fit" with a new team. It is important to include costs for your top candidate(s) to travel to your location for the final interview process. Our team will work with you to create a welcoming, informative experience for both you and the candidate(s).

**ENCOURAGING:** Employee development is a must-have in today's market. Candidates appreciate their employer investing in them as much as they are investing themselves in the job. Consider "up and coming" candidates who may lack one or two preferred skills and assign a mentor or invest in a course to encourage their professional development. A mentor/training program will also help establish a peer-to-peer connection and make them feel more comfortable about the transition to a new job.

**COMPETITIVE:** Our team will guide you in offering a competitive market rate compensation and competitive benefits package attractive to today's candidates. Competitive employers must include relocation expenses and should consider signing bonuses and temporary housing.

**RESOURCEFUL:** Review your job description – do you need public sector experience? Are the years' experience you list essential, or can that be preferred? Consider a more resourceful approach when reviewing candidates' experience. Carefully assess requirements such as Certified Public Accountant (CPA), Professional Engineer, and others that will limit your talent pool – consider using the word "ideally" or "preferably."

**UNDERSTANDING:** These past few years have, without a doubt, changed the work environment. Competitive employers have recognized this and are offering flexible/hybrid/remote work options. Those positions that offer this type of flexibility consistently receive a better candidate response rate.

**INNOVATIVE:** Think about what is unique and attractive about your community and organization and highlight that in your recruitment efforts. Talk about organizational culture and what your values are with respect to your employees. MGT will assist you in being as innovative as possible in your outreach.

**TRANSPARENT:** Some states now mandate listing salary ranges in any job advertisements or postings. More and more companies are showing at least a salary range in their postings to promote pay transparency and equity. Post the salary range you will use for hiring – it is public information. If we make it too difficult for candidates to find out the salary, they will move on to the next opportunity.

# Cost Proposal

*Defined by Impact. Driven by People.  
Dedicated to the Community.*

We take pride in customizing our client’s needs – and we will work with you to ensure our fees are aligned with your expectations and budget.

## Full Scope Recruitment

Summary of Costs	Price
<b>Recruitment Fee</b>	\$21,500
<b>Recruitment Expenses (not to exceed)</b> Expenses include candidate due diligence efforts	\$1,500
<b>Advertising</b> <i>*Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, Client is only billed for actual cost.</i>	\$2,000*
<b>TOTAL:</b>	<b>\$25,000**</b>

*\*\*Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the City for reimbursement.*

Possible in-person meetings could include:

- Recruitment brochure interview process
- Presentation of recommended candidates
- Interview Process

Any additional consultant visits requested by the City (beyond the three visits listed above) will be billed at \$195/hour. The additional visits may also result in an increase in the travel expenses billed.

\*This fee does not include travel and accommodation for candidates interviewed.

## Payment for Fees & Services

- **1<sup>st</sup> Invoice:** Contract Award (40% of the Recruitment Fee).
- **2<sup>nd</sup> Invoice:** Presentation of Candidates (40% of the Recruitment Fee & expenses incurred to date).
- **Final Invoice:** Completion of Recruitment (20% of the Recruitment Fee plus all remaining expenses).

Payment of invoices is due within thirty (30) days of receipt.

## Our Guarantee – Full Scope Recruitment

MGT is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not select from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond Phase I advertising is requested, the City will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the City.

Upon appointment of a candidate, MGT provides the following guarantee: should the selected and appointed candidate, at the request of the City or the employee's own determination, leave the employ of the City within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within six months of the employee's departure.

# Optional Services

## *The Nation's Recruitment Leader.*

Having a solid plan in place is the only way to reach your long-term vision and goals, and we want to see you thrive. Our variety of services can be personalized to make the most of your strengths and give you an extra layer of support where you need it. We offer the following additional service offerings:

### **GOVTEMPSUSA**

Need an Interim? GovTempsUSA, a division of MGT, specializes in the temporary placement of positions in local government. The firm offers short-term assignments in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their careers.

### **RECORDED ONE-WAY VIDEO INTERVIEW OF CANDIDATES**

Candidates we recommend for your consideration can complete a one-way video interview with three to five questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview at a cost of \$100 per candidate.

### **LEADERSHIP/PERSONALITY TESTING**

MGT has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the City is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC, and others. Depending on the evaluation type, selected fees can range between \$100 to \$500 per candidate.

### **360° EVALUATION**

As a service to the City, we offer the option of providing you with a proposal for a 360° performance evaluation for the appointed position at six months into their employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the City feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, MGT will prepare a proposal for this service.

# Appendix A. Consultant Biography

The biography of our proposed consultant is provided on the following page.



## Michael Brethorst

### Senior Consultant



Michael Brethorst is a seasoned municipal management professional with over 20 years of experience and a robust background in executive recruiting, strategic planning, and community engagement. As a Senior Consultant at MGT, Mike leverages his extensive expertise to offer executive recruiting, compensation studies, and mentorship. His career has spanned various high-impact roles, including Chief Administrative Officer, Director, and Chief of Staff. A retired Lieutenant Colonel in the Army National Guard with 22 years of service, Mike has demonstrated leadership and dedication through multiple overseas deployments and as a Counterintelligence Special Agent.

In addition to his governmental roles, Mike actively contributes to his community as an Adjunct Professor. His experience includes managing departments such as Health and Human Services, facilities and construction, human resources, public utilities and public works, economic development, driving industrial park expansions, business retention, and downtown revitalization. Mike's commitment to professional development is evident in his mentoring of staff and young professionals. His broad experience, both domestically and internationally, showcases his ability to lead and inspire teams towards achieving significant community and organizational goals.

#### Areas of Expertise

- Executive Recruiting
- Strategic Planning Facilitation
- Compensation Studies
- Public Utilities and Public Works Management
- Human Resources Leadership
- Labor Relations and Negotiations
- Performance Evaluation Implementations
- Organizational Improvement

#### Education

- M.S., Public, Human Services and Health Administration, Minnesota State University Moorhead, Moorhead, MN
- B.S., Public Administration, Emphasis: Community and Economic Development, St. Cloud State University, St. Cloud, MN
- A.A., Fergus Falls Community and Technical College
- Military: Graduate, Command and General Staff College, Fort Leavenworth

#### Certifications

- Just Culture Certification Graduate Certificate
- Key Public Power Account Executive (KPPAE), American Public Power Association
- Business Retention and Expansion International, Certified Consultant

#### Memberships & Affiliations

Minnesota City and County Management Association (MCMA),  
Current Member

Municipal Clerks and Finance Officers Association, Minnesota

American Legion – Detroit Lakes, MN

Veteran of Foreign Wars – Detroit Lakes, MN

Melrose Chamber of Commerce

Lions – Melrose, MN; Barnesville, MN

#### Professional Experience

University of Minnesota, Adjunct Professor, 2022-Present

Essentia Health, Director Financial Services, 2023-2024; Senior Employee Labor Relations Specialist, 2021-2023

Becker County, Detroit Lakes, MN, County Administrator, 2019-2021

City of Melrose, MN, City Administrator, 2011-2019

Department of Veteran Affairs, Fargo, ND, Administrative Officer (AO), 2008-2011

City of Barnesville, MN, City Administrator, 2004-2008

City of Brainerd, MN, Community Development Director, 2001-2004

Ada EDA, Ada, MN, Executive Director, 1999-2001



**Charlene Stevens**  
 Vice President



Charlene Stevens brings over 20 years of municipal management expertise to her role as Vice President at MGT. With a distinguished career that spans rural, suburban, and urban settings across Minnesota, Kansas, and Pennsylvania, Charlene has led more than 80 executive recruitments nationwide. Her experience includes significant roles in civic engagement, community visioning, workforce development, and downtown revitalization. Charlene is known for her professionalism and commitment to public service. She has held numerous leadership positions throughout her career and across the country. A dedicated mentor and advocate for inclusive environments, she excels in stakeholder engagement and has successfully managed projects involving park expansions, greenspace preservation, and workforce training initiatives.

Charlene leads MGT’s Recruitment Services and directly conducts recruitments and general consulting services. She is a frequent speaker at state and national conferences.

**Areas of Expertise**

- Executive Recruitment
- Strategic Planning
- Civic Engagement
- Community Visioning
- Community Engagement
- Staff Mentoring Programs
- Stakeholder Engagement
- Park Expansions and Greenspace Preservation
- Workforce Training Initiatives
- Municipal Management

**Education**

- Master of Public Administration, University of Kansas
- Bachelor of Arts, International Relations, Pomona College

**Training & Instruction**

- Instructor, International City and County Management Association (ICMA), Emerging Leaders Development Program and Mid-Career Institute
- Presenter and Speaker for ICMA, MCMA, and State Association and Affiliate Groups

**Memberships & Affiliations**

International City/County Manager Association (ICMA), Current Member, Past Regional Vice President, Past Committee and Task Force Chair

Minnesota City/County Managers Association (MCMA), Current Member

League of Minnesota Cities, Past Board Member

Coalition of Greater Minnesota Cities, Past Board Member

Women in Public Service Wichita/Sedgwick County, Kansas, Founding Member

**Professional Experience**

Cottage Grove, MN, City Administrator, 2015-2018

Willmar, MN, City Administrator, 2011-2015

Sedgwick County, KS, Assistant County Manager, 2006-2011

Lower Gwynedd, PA, Assistant Township Manager, 1999-2006

Buckingham, PA, Assistant Township Manager, 1997-1999

City of Wichita, KS, Neighborhood Assistant, 1995-1996

# Appendix B. Client List

A list of the clients we have had the pleasure of partnering with that complements the City's recruitment request is provided on the following page.



City Management Client List 2019 to Present

State	Client	Position Title	Year	Population
Alaska	Bethel	City Manager	2019	6,500
	Bethel	City Manager	2024	6,500
	Homer	City Manager (Professional Outreach)	2019	5,300
	Homer	City Manager (Professional Outreach)	2024	5,300
	Seward	City Manager	2019	2,693
Arizona	Buckeye	City Manager	2021	69,744
	Kingman	City Manager	2023	34,669
California	Antioch	City Manager	2024	115,264
Colorado	Englewood	City Manager	2019	34,957
	Loveland	City Manager	2024	82,460
Connecticut	Bloomfield	Town Manager	2024	21,301
	East Hampton	Town Manager	2019	13,000
	Enfield	Town Manager	2022	45,246
	Granby	Town Manager	2023	11,375
	Manchester	General Manager	2021	59,710
	Simsbury	Town Manager	2023	25,517
Florida	Apopka	City Administrator	2024	55,496
	Deerfield Beach	Assistant City Manager	2022	80,000
	Fort Lauderdale	City Manager	2024	184,255
	Gainesville	Assistant City Manager	2021	133,997
	Lakeland	City Manager	2020	110,000
	Miami Beach	City Manager	2024	88,000
	Ponce Inlet	Town Manager	2022	3,411
Georgia	Albany	City Manager	2021	77,434
Illinois	Centralia	City Manager	2020	13,000
	Crest Hill	City Administrator	2021	21,169
	Decatur	Deputy City Manager	2019	76,178
	Evanston	Deputy City Manager (2)	2024	75,000
	Farmer City	City Manager	2024	1,828
	Forsyth	Village Administrator	2021	3,490
	Fox Lake	Village Administrator	2021	10,550
	Galesburg	City Manager	2022	33,706
	Galesburg	City Manager	2023	33,706
	Geneseo	City Administrator (Virtual)	2019	6,500
	Greenville	City Manager	2021	7,000
	Hanover Park	Deputy Village Manager	2024	38,510
	Homewood	Assistant Village Manager (Virtual)	2021	19,464
	Kenilworth	Village Manager	2024	2,562
La Grange	Village Manager	2022	15,610	
La Grange Park	Assistant Village Manager	2020	13,579	
Lake Barrington	Village Administrator	2022	4,879	
Lake Bluff	Assistant to the Village Administrator	2023	5,698	

	Lake Forest	Assistant City Manager (Professional Outreach)	2022	19,375
	Lake Villa	Assistant to the Village Administrator	2023	8,774
	Lisle Township	Township Administrator (Virtual)	2024	119,040
	Long Grove	Village Manager	2023	8,153
	Maryville	Village Administrator	2024	8,316
	McHenry	City Administrator	2023	27,135
	Morton Grove	Village Administrator	2024	23,500
	Mundelein	Village Administrator	2020	31,385
	Niles	Village Manager	2021	30,001
	North Chicago	Chief of Staff	2021	30,020
	Northbrook	Village Manager	2021	35,000
	Northfield	Village Manager	2023	5,400
	Oak Brook	Village Manager	2021	8,058
	Oak Park	Assistant Village Manager/Human Resources Director	2019	52,000
	Oak Park	Village Manager	2021	52,000
	Oak Park Township	Township Manager	2023	51,774
	Orland Park	Village Manager	2019	60,000
	Palos Heights	City Administrator (Virtual)	2021	12,480
	Peoria	Assistant City Manager	2021	115,234
	Pingree Grove	Village Manager	2020	10,000
	Pingree Grove	Village Manager	2023	10,000
	Plainfield	Village Administrator	2021	41,734
	Princeton	City Manager	2019	7,700
	River Forest	Village Administrator	2021	11,635
	Rock Island	City Manager	2021	39,684
	Savoy	Village Administrator (Virtual)	2020	8,607
	Schaumburg Township	Township Administrator (Virtual)	2021	140,000
	Sycamore	City Manager (Professional Outreach)	2021	18,557
	Vernon Hills	Village Manager	2021	25,911
	Villa Park	Assistant Village Manager (Virtual)	2021	22,038
	Villa Park	Village Manager	2022	22,038
	Washington	City Administrator	2021	15,700
	Wauconda	Village Administrator	2021	14,125
	West Chicago	Assistant City Administrator	2022	27,221
	West Dundee	Assistant Village Manager/Administrative Services Director (Virtual)	2024	8,000
	Willowbrook	Village Administrator	2019	8,967
	Winnetka	Assistant Village Manager	2019	12,417
Indiana	St. John	Town Manager (Professional Outreach)	2020	18,047
Iowa	Ames	Assistant City Manager (Limited)	2023	66,498
	Indianola	City Manager	2022	15,833
	Knoxville	City Manager	2021	7,300
	Marion	Deputy City Manager	2022	30,000
	Marshalltown	City Administrator	2024	27,338
	Muscatine	City Administrator	2020	23,819
	Urbandale	City Manager	2024	45,580
	Windsor Heights	City Administrator	2023	4,860

	Windsor Heights	City Administrator	2019	4,860
Kentucky	Paducah	City Manager	2021	24,850
	Paris	City Manager	2021	9,846
Maine	Bangor	City Manager	2021	33,039
Maryland	Sykesville	Town Manager	2019	3,941
	Takoma Park	City Manager	2023	17,629
	Westminster	City Administrator	2021	18,522
Massachusetts	Brookline	Assistant Town Administrator - Finance (Virtual)	2022	58,732
	Wayland	Town Manager	2022	13,882
	Williamstown	Town Manager	2021	8,400
Michigan	Adrian	City Administrator	2020	20,676
	Berkley	City Manager	2024	14,970
	Charlotte	City Manager	2020	9,100
	Clawson	City Manager	2021	11,946
	Eastpointe	City Manager	2019	32,673
	Ferndale	City Manager	2019	20,428
	Laketown	Township Manager	2024	6,192
	Lincoln Park	City Manager	2019	36,665
	Rochester	City Manager	2022	13,017
	Royal Oak	City Manager	2020	59,112
	St. Clair Shores	Assistant City Manager (Professional Outreach)	2021	59,984
	Troy	Assistant City Manager	2019	83,181
	Troy	City Manager	2024	83,181
Minnesota	Becker	City Administrator	2021	4,874
	Blaine	Director of Administrative Services	2024	67,939
	Buffalo	Assistant City Administrator	2021	15,855
	Edina	Assistant City Manager (Limited)	2023	53,318
	Fairmont	City Administrator	2024	10,477
	Golden Valley	City Manager	2024	22,715
	Hibbing	City Administrator	2021	15,855
	Lindström	City Administrator	2023	4,888
	Minnetonka	City Manager	2022	53,953
	Scandia	City Administrator	2023	4,149
	St. Joseph	City Administrator	2022	7,342
	St. Louis Park	City Manager	2021	48,662
	Waconia	City Administrator	2021	13,500
Missouri	Ballwin	City Administrator	2020	30,181
	Cape Girardeau	City Manager	2020	38,000
	Jackson	City Administrator	2024	15,702
	Ozark	City Administrator	2024	21,284
	University City	Assistant City Manager	2020	35,172
	University City	Assistant to the City Manager/Director of Human Resources	2020	35,172
	Warrensburg	City Manager	2021	20,200
	Webster Groves	City Manager	2020	22,800
	Wildwood	City Manager	2019	35,524
Nebraska	Nebraska City	City Administrator	2022	7,200

Nevada	Boulder City	City Manager	2021	16,207	
New Hampshire	Portsmouth	City Manager	2019	21,796	
New York	Long Beach	Deputy City Manager (Virtual)	2022	33,275	
	Mamaroneck (Town)	Town Administrator	2021	29,156	
	New Rochelle	City Manager	2022	79,067	
	Scarsdale	Village Manager	2021	17,837	
North Carolina	Albemarle	City Manager	2024	16,404	
	Ayden	Town Manager	2023	5,000	
	Fayetteville	Assistant City Manager	2022	210,000	
North Dakota	Minot	Assistant City Manager	2023	45,700	
	Minot	City Manager	2020	45,700	
Pennsylvania	Ferguson Township	Township Manager	2022	18,300	
	Patton Township	Township Manager	2022	15,801	
Tennessee	Oak Ridge	City Manager	2023	31,402	
Texas	Austin	Assistant City Manager	2021	885,000	
	McKinney	Assistant City Manager	2019	191,645	
	Missouri City	Assistant City Manager	2019	74,139	
	Missouri City	City Manager	2022	74,139	
Vermont	Winooski	City Manager	2022	7,997	
Virginia	Chesapeake	City Manager	2019	245,000	
	Hampton	Assistant City Manager	2024	137,436	
	Newport News	City Manager	2023	181,958	
	Portsmouth	City Manager	2020	96,000	
	Salem	City Manager	2019	25,643	
	Virginia Beach	City Manager	2019	442,707	
Washington	Burien	City Manager	2022	52,066	
	Duvall	City Administrator (Professional Outreach)	2021	8,090	
	Yakima	Assistant City Manager	2021	97,000	
West Virginia	Bridgeport	City Manager	2019	8,582	
	Bridgeport	City Manager	2021	8,582	
Wisconsin	Baraboo	City Administrator	2019	12,048	
	Bayside	Assistant Village Manager	2019	4,400	
	Beaver Dam	City Administrator	2021	16,291	
	Beloit (Town)	Town Administrator	2020	7,083	
	Franklin	Director of Administration	2019	36,155	
	Harrison	Village Manager	2021	13,185	
	Lake Geneva	City Administrator	2024	7,710	
	Monroe	City Administrator	2020	10,827	
	Oak Creek	Assistant City Administrator/Comptroller	2020	35,243	
	Oshkosh	City Manager	2024	66,700	
	Plymouth	City Administrator/Utilities Manager	2020	8,540	
		Port Washington	Assistant City Administrator/Human Resources Director	2022	11,250
		Sheboygan	City Administrator	2023	48,327
	Waukesha	City Administrator	2023	71,158	
	Whitewater	City Manager	2022	14,300	

TO: Mayor and City Council  
FROM: Jerry Bohnsack, City Administrator  
RE: Building Renovation Progress Oct. 29, 2024  
DATE: November 4, 2024

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Bi-Weekly Progress Meeting.

The Site is fenced and secure.

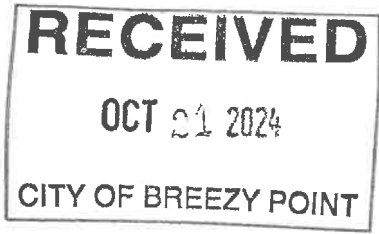
Foundations poured – block – installation complete week of October 31<sup>st</sup>. Bond beam poured and backfill November 1.

Plumbers underground and Electricians first week of November.

We can anticipate continued use of Council Chambers through City Council Meeting December 2<sup>nd</sup>.

North portion of the building will be vacated December 5, 2024 through January 25, 2025. (Approximate)

Project Manager and Architect review plans with staff on Thursday November 7, 2024.



October 16, 2024

To: Sourcewell Voting Member Entities

From: Chad Coquette, Chief Executive Officer

Re: Upcoming Election

We are pleased to announce the upcoming election for the Board of Directors. To ensure a fair and transparent process, we would like to outline the procedure for nominating candidates for this role.

Sourcewell membership is divided into four subregions. Subregions I, II, and III comprise school districts, and Subregion IV comprises cities, counties, and other government agencies. Each Subregion elects two elected officials to serve on the Sourcewell Board of Directors.

**There are two (2) seats available:**

- one (1) four-year term from Sub Region III
- one (1) four-year term from Sub Region IV

**Terms of office, which expire on 12/31/2024, are presently held by:**

- Sub-Region III Douglas Dahlberg – Board Member, Little Falls School District
- Sub-Region IV Greg Zylka- Mayor, City of Little Falls

Candidacy nominations must be filed with the Sourcewell Chief Executive Officer between **October 31, 2024, and December 13, 2024**. Each candidate must be nominated by a resolution passed by the majority of the governing body of the Voting Member. It is important to note that all persons nominated must be elected officials as of January 2025 and remain nominated officials throughout their term.

Please take the enclosed information to your next Board meeting and ask your Board to consider nominating one of your members to serve for the indicated terms. Each candidate must be nominated by a resolution passed by a majority of the governing body of the Voting Member. Then, complete the enclosed nomination form and return it with a copy of the minutes no later than **December 13, 2024**.

- Enc: Sourcewell Board of Directors Nomination Form
- Sourcewell Board Member Job Description
- Sourcewell Full Voting Sub-Regional Membership

## Nomination Form for the Board of Directors

Please return mail:  
Sourcewell  
Attn: Administration  
PO Box 219  
202 12<sup>th</sup> Street NE Staples, Mn 56479  
or  
via email: [administration@sourcewell-mn.gov](mailto:administration@sourcewell-mn.gov)  
No later than December 13, 2024

### Requirements:

Individuals must be elected officials as of January 2025 to be eligible for nomination. Each candidate must be nominated by a resolution passed by a majority of the governing body of the Voting Member.

### There are two (2) seats available:

- one (1) four-year term from Sub Region III      Term Expires 12/31/2028
- one (1) four-year term from Sub Region IV      Term Expires 12/31/2028

### Nominee Information

<b>Name</b>	
<b>Current Position</b>	
<b>Phone Number</b>	
<b>Email Address</b>	

### Nominee's Qualifications

Please provide a biographical sketch of the nominee’s qualifications, including relevant experience, skills, and accomplishments that make them a suitable candidate for the Board of Directors. The biography will be distributed to all eligible members with the election ballots.

[Attach Description]

### Nominator Information

<b>Name of Entity</b>	
<b>Current Position</b>	
<b>Phone Number</b>	
<b>Email Address</b>	

### Certification

By signing below, we certify that the information provided is accurate and that the nomination meets all requirements. **Note:** Don’t forget to include a copy of the meeting minutes with your nomination form.

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Signature Printed Name Board Chair

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Signature Printed Name Board Clerk



## POSITION DESCRIPTION & EXPECTATIONS

**Position Title:** Board Member  
**Immediate Supervisor's Position Title:** Minnesota State Legislature and Governor

### Powers and Duties of the Board are defined in the Sourcewell By-Laws, Article XI, Section 1.

1. Exercise all powers enumerated in Minn. Stat. § 123A.21, specifically, Minn.Stat. § 123A.21, Subd. 7;
2. Delegate to the Sourcewell Executive Director, or his or her designee, all powers, authority, responsibilities and duties as it deems necessary and proper;
3. Provide adequate office, service center, and administrative facilities by lease, purchase, gift, or otherwise;
4. Establish an annual budget for each fiscal year;
5. Approve the use of administrative fees for any purpose allowed by law;
6. Certify and assess fees in accordance with law and these bylaws;
7. Hire an Executive Director, set compensation and provide employment benefits to the same;
8. Employ personnel as necessary to support general operations and the programs, products, services, and solutions offered by Sourcewell and to set compensation and provide employment benefits to the same;
9. Make application for, accept, and expend private, state, and federal funds that are available for programs of the members;
10. Accept gifts and donations for the benefit of the public corporation and agency, subject to limitations imposed by law;
11. To acquire real and personal property for the benefit of this public corporation and agency and its members;
12. To prosecute, defend or settle all actions and claims in courts of law and other legal forums;
13. To appoint special advisory committees composed of superintendents, central office personnel, building principals, teachers, parents, laypersons, and representatives from cities, counties and other government agencies;
14. To enter into contracts with school boards of local education agencies, including school districts outside of the geographic boundaries of Region Five;
15. To enter into joint powers contracts and relationships with other qualifying entities in Minnesota and throughout the United States;

- 16. To enter into contracts with other public and private agencies and institutions to provide administrative staff and other personnel as necessary to furnish and support the agreed upon programs and services;
- 17. To establish cooperative, working relationships, and partnerships with post- secondary educational institutions, other public agencies, business, and industry and may appoint special and advisory committee representative of these partners;
- 18. To procure insurance against liability of the public corporation and agency, as well as its directors, officers, employees, and agents.
- 19. To join governmental, joint powers, pooled risk organizations, as provided for by Minn. Stat. § 471.59;
- 20. To employ qualified professionals, including but not limited to, attorneys, accountants, and other consultants;
- 21. To select advisory councils or committees to give advice and counsel to the Board of Directors comprised of representatives from public and non-public schools, cities, counties, and other governmental units, as well as representatives from strategic business partners.
- 22. To the extent possible, make technical assistance for long term planning available to Voting Member government agencies upon request and shall establish a common base for local and regional decision-making.

**Work Requirements and Characteristics**

- a. Directly supervises the following Positions:
  - i. Executive Director
- b. Indirectly supervises:
  - i. None
- c. Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with work. Work involves continuous contacts and interactions with the public, staff, elected officials, outside agencies, citizen groups, the media and others. Physical requirements:
 

i. Stand	occasionally
ii. Walk	occasionally
iii. Sit	continuously
iv. Reach with arms and hands	rarely
v. Climb or balance	rarely
vi. Stop/kneel/crouch or crawl	rarely
vii. Talk or hear	continuously
viii. Taste or smell	rarely
ix. Lift and carry up to 10 pounds	rarely
x. Lift and carry up to 25 pounds	rarely
xi. Lift and carry up to 50 pounds	rarely
- d. Occasional air travel with multiple overnight stays possible.

**Core Competencies**

- a. Experience on a Board of Directors

**Required Qualifications**

- a. Must currently hold the office of elected official of a member school board, city, county, or other governmental unit and subsequently be elected to serve on the Sourcewell Board of Directors.

I acknowledge receipt and understanding of this Position Description & Expectations.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Region 5 Voting Members

Sub-Region	Buy Sourcewell Account Number	Account Name	Type	Sub-Type	Address Line 1	Address Line 2	City	State/Province	Zip/Postal Code	Region 5 Voting Member
Region I	1315	Bertha Hewitt Schools Independent School District 786	Education	Public K-12	310 Central Ave S		Bertha	Minnesota	56437-1322	Yes
	1579	Browerville Independent School District 787	Education	Public K-12	620 Park Ave N		Browerville	Minnesota	56438-7104	Yes
	14322	Freshwater Education District	Education	Public K-12	2222 Industrial Dr		Wadena	Minnesota	56482-2549	Yes
	5078	Long Prairie-Grey Eagle Schools ISD 2753	Education	Public K-12	205 2nd St S		Long Prairie	Minnesota	56347-4353	Yes
	5414	Menahga Independent School District 821	Education	Public K-12	216 Aspen Ave NW	P O Box 160	Menahga	Minnesota	56464-3161	Yes
	7157	Sebeka Independent School District 820	Education	Public K-12	200 1st St NW # 249		Sebeka	Minnesota	56477-4203	Yes
	7753	Staples-Motley Schools Independent School District 2170	Education	Public K-12	905 4th St NE		Staples	Minnesota	56479-2242	Yes
	33164	Verndale Independent School District 818	Education	Public K-12	411 SW Brown St		Verndale	Minnesota	56481-3000	Yes
	10634	Wadena-Deer Creek Schools Independent School District 2155	Education	Public K-12	600 Collar Ave SW		Wadena	Minnesota	56482-3750	Yes
Subtotal	Count	9								
Region II	11260	Cass Lake-Bena Schools Independent School District 115	Education	Public K-12	208 Central Ave NW		Cass Lake	Minnesota	56633-3373	Yes
	2855	Crosby Ironton Schools Independent School District 182	Education	Public K-12	711 Poplar St		Crosby	Minnesota	56441-1135	Yes
	6067	Northland Community Schools ISD No.118	Education	Public K-12	315 Main St E		Romer	Minnesota	56677-4557	Yes
	6449	Pequot Lakes Schools Independent School District 186	Education	Public K-12	4276 W Lake St		Pequot Lakes	Minnesota	56473-3014	Yes
	6503	Pillager Independent School District 116	Education	Public K-12	323 E 2nd St		Pillager	Minnesota	56479-8057	Yes
	6526	Pine River Backus School District	Education	Public K-12	401 Murray Ave		Pine River	Minnesota	56474-4484	Yes
	8791	Walker Hackensack Akeley Independent School District 113	Education	Public K-12	301 4th Street		Walker	Minnesota	56484	Yes
Subtotal	Count	7								
Region III	15688	Brainerd Independent School District 181	Education	Public K-12	804 Oak St		Brainerd	Minnesota	56401-3755	Yes
	5043	Little Falls Schools Independent School District 482	Education	Public K-12	1001 5th Ave SE		Little Falls	Minnesota	56345-3357	Yes
	40599	Mid-State Education District 6979	Education	Public K-12	15770 18th Street Ma		Little Falls	Minnesota	56345-6564	Yes
	6492	Pierz Schools ISD No.484	Education	Public K-12	112 Kammic St		Pierz	Minnesota	56384-4000	Yes
	6940	Royalton Independent School District 485	Education	Public K-12	320 S Hawthorn St		Royalton	Minnesota	56379-9111	Yes
	11398	Swanville Independent School District 486	Education	Public K-12	602 Dagraff Ave		Swanville	Minnesota	56382-3340	Yes
	33156	Upsala Independent School District 487	Education	Public K-12	415 S Main St		Upsala	Minnesota	56384-8410	Yes
Subtotal	Count	7								
Region IV	1784	Cass County	Government	County	303 Minnesota Ave		Walker	Minnesota	56484-2270	Yes
	535	Central Lakes College	Education	Public Higher Ed	501 W College Dr		Brainerd	Minnesota	56401-3900	Yes
	34965	City of Baxter	Government	Municipality	13190 Memorywood Dr		Baxter	Minnesota	56425-3000	Yes
	18227	City of Brainerd	Government	Municipality	501 Laurel St		Brainerd	Minnesota	56401-3825	Yes
	84933	City of Breezy Point	Government	Municipality	8319 County Road 11		Pequot Lakes	Minnesota	56472-3114	Yes
	36435	City of Browerville	Government	Municipality	548 Main St S	P.O. Box 247	Browerville	Minnesota	56438-1200	Yes
	21161	City of Clarissa	Government	Municipality	PO Box 396		Clarissa	Minnesota	56440-0396	Yes
	16521	City of Crosslake	Government	Municipality	37028 County Road 66		Crosslake	Minnesota	56442-2528	Yes
	50069	City of Emily	Government	Municipality	39811 State Highway 6		Emily	Minnesota	56447-4079	Yes
	490	City of Little Falls	Government	Municipality	100 7th Ave NE		Little Falls	Minnesota	56345-2300	Yes
	40597	City of Menahga	Government	Municipality	115 2nd St NE	P O Box C	Menahga	Minnesota	56464-3916	Yes
	30664	City of Niswa	Government	Municipality	5442 City Hall St	P O Box 410	Niswa	Minnesota	56468-2478	Yes
	89808	City of Pierz	Government	Municipality	101 Main St S		Pierz	Minnesota	56364-4400	Yes
	33248	City of Pine River	Government	Municipality	200 Front St N	PO Box 87	Pine River	Minnesota	56474-2303	Yes
	91447	City of Royalton	Government	Municipality	12 N Birch St	P O Box 276	Royalton	Minnesota	56379-9167	Yes
	40598	City of Sebeka	Government	Municipality	PO Box 305		Sebeka	Minnesota	56477-0305	Yes
	33244	City of Staples	Government	Municipality	122 6th St NE Ste 2		Staples	Minnesota	56479-2944	Yes
	83290	City of Verndale	Government	Municipality	PO Box 156	103 South Brown St	Verndale	Minnesota	56481-0156	Yes
	19360	City of Wadena	Government	Municipality	222 2nd St SE		Wadena	Minnesota	56482-3569	Yes
	2876	Crow Wing County	Government	County	325 Laurel St Ste 22		Brainerd	Minnesota	56401-3589	Yes
	5359	Minnesota State Community and Technical College	Education	Public Higher Ed	1414 College Way		Fergus Falls	Minnesota	56533-3009	Yes
	5640	Morrison County	Government	County	213 1st Ave SE Ste 1		Little Falls	Minnesota	56345-3100	Yes
	40600	Region 5 Development Commission	Government	Special District	200 1st St NE Ste 2		Staples	Minnesota	56479-2398	Yes
	8774	Wadena County	Government	County	415 Jefferson St S Ste 174		Wadena	Minnesota	56482-3587	Yes
Subtotal	Count	24								
Total	Count	47								