



CITY COUNCIL REGULAR MEETING

Monday, January 06, 2025 at 6:30 PM

Public Safety Building | 8361 Co. Rd. 11 Breezy Point, MN 56472

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

AGENDA

1. OATH OF OFFICE

2. CALL TO ORDER

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. APPROVAL/AMENDMENT OF THE AGENDA

6. CONSENT AGENDA

A. December 2, 2024 Regular City Council Meeting Minutes

B. December 20, 2024 Special Meeting Minutes

C. Claims Totaling \$463,362.96 E-checks 3734e-3760e Checks 139873-139947

D. Resolution Approving Mayor as Signatory and for Safety Deposit Box

7. OPEN FORUM

8. BUSCHMANN ROAD PROJECT STATUS - Paul Sandy

A. Buschmann Road Project

B. Authorize distribution of Appraisals

9. RESOLUTION 01-2025 ANNUAL APPOINTMENTS & ORGANIZATIONAL STRUCTURE - Mayor Roggenkamp

A. Resolution Approving Annual Appointments & Organizational Structure

10. DISCUSS RECREATION OF COMMITTEES - Mayor Roggenkamp

A. Discuss Re-Create Committees and Council Liaisons

11. POLICE EQUIPMENT PURCHASE - Chief Sandell

[A.](#) Police Department LUCAS Purchase

12. PUBLIC SAFETY BUILDING MAINTENANCE - Chief Sandell

[A.](#) Public Safety Building Stucco Repair

[B.](#) Public Safety Building Furnace Replacement

13. CITY ADMINISTRATOR RECRUITMENT - Interim Administrator Bohnsack

[A.](#) Administrator Recruitment Update

14. PAY REQUEST - CITY HALL RENOVATION - Interim Administrator Bohnsack

[A.](#) City Hall Renovation - HyTec Pay Application #3

15. STAFF REPORTS - Interim Administrator Bohnsack

[A.](#) Financial Update

[B.](#) Widseth Engineering End of year update

[C.](#) League of Minnesota Cities Insurance Agent

16. MAYOR AND CITY COUNCIL REPORTS

17. AGENDA FORECAST

18. ADJOURN

**Breezy Point City Council
December 2, 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, Michael Moroni, and Brad Scott. Staff present included Interim City Administrator Jerry Bohnsack, Deputy Clerk Deb Runksmeier, Finance Specialist Janette Rust, Police Chief Brian Sandell, and Public Works Supervisor Joe Zierden. All stood for the pledge of allegiance.

Approval/Amendment of the Agenda

Interim Administrator Bohnsack asked to moved up the Item 7.D. Bond Certificate before Open Forum.

MOTION MORONI/JENSEN TO APPROVE THE AMENDED AGENDA WITH ADDING ITEM 7.D BOND CERTIFICATE BEFORE OPEN FORUM, MOTION CARRIED 5-0

General Obligation Equipment Certificate Sale

Mikaela Huot with Baker Tilly spoke about the consideration of the award for issuance of city general obligation bond sale. The amount of the bond is \$1,335,000 to reimburse the city for the cost of the fire truck. Fifteen-year term pursuant to the joint powers agreement that was established between Breezy Point and Pequot Lakes. Lowest bid from five bidders with final interest rate was at 3.36% compared to 3.51% one week ago and 3.77% one month ago.

Councilmember Scott feels it is ridiculous to pay an extra expense of \$580,000 in interest for the life of the bonds.

Councilmember Jensen had proposed that we look at paying cash for our portion and it went nowhere.

MOTION MORONI/BALL TO APPROVE RESOLUTION 29-2024 SALE OF EQUIPMENT CERTIFICATES PRINCIPAL AMMOUNT \$1,450,000 WITH AMENDMENT TO WORDING OF CORRECT CITY AND COUNTY, MOTION CARRIED 4-1, SCOTT OPPOSED

Open Forum – No one spoke

Lakes Area Food Shelf

Tammy Larsen from the Lakes Area Food Shelf spoke about their organization and thanked the city for the involvement and support.

Public Hearing 2025 Budget and Final Levy
Finance Specialist Janette Rust presented the 2025 Budget.
Public Hearing was opened by Mayor Zierden.

Bill Toft 31877 Green Scene Drive spoke.

Mikaela Huot clarified that the bonds can be called earlier than ten years with a higher interest rate. Ten years is the standard term.

Interim Administrator Bohnsack spoke how the budget presentation only was about the city's portion of taxes. The county and school district also contribute.

Discussed how the building permit fees effect the budget with anticipated revenue with anticipated costs.

MOTION MORONI/JENSEN TO APPROVE RESOLUTION 30-2024 SETTING THE FINAL LEVY AND BUDGET FOR 2025 AT \$3,384,966, MOTION CARRIED 4-1, SCOTT OPPOSED

Ordinance on Cannabis

Interim Administrator Bohnsack gave an overview of the proposed ordinance that would regulate the retail sale of cannabis and mandates distance to specific locations. Follows the state guidelines. The city is required to have at least one place where retail can be located. Public Hearing was opened by Mayor Zierden. There was no comment from the public.

MOTION JENSEN/MORONI TO APPROVE ORDINANCE 2024-03 TO REGULATE CANNABIS BUSINESS, MOTION CARRIED 5-0

Buschmann Road Update

Interim Administrator Bohnsack shared a memo from WSB with status of Buschmann project. Plans being 90 percent complete. Specks to be complete by the end of December. Right of Way acquisition to be complete by January 31, 2025. Potentially go to council February 3rd to advertise for bids. Open House to schedule for January 8th. Appraisals are waiting for review from attorney. Possible to award the contract by April.

Discussed specific properties that need curb and gutter.

Consent Agenda

- A. November 4, 2024 Regular City Council Meeting Minutes
- B. November 12, 2024 Special Council Meeting Minutes
- C. Approval of Claims Totaling \$321,544.63
- D. Resolution 31-2024 Donation for Police Department

- E. Resolution 32-2024 Donation for Cemetery
- F. Event Parking July 27, 2025
- G. Resolution 33-2024 Donation of Veterans Wreaths for Cemetery

MOTION BALL/MORONI TO APPROVE THE CONSENT AGENDA AS PRESENTED, MOTION CARRIED 5-0

Audit Services

Reviewed proposal for audit services of CLA. Clarified that this is the last year of a three year agreement.

MOTION MORONI/JENSEN TO APPROVE CONTRACT THE CLIFTON LARSON ALLEN FOR 2024 AUDIT SERVICES, MOTION CARRIED 5-0

ERP Software Service

Finance Specialist Janette Rust spoke about the Enterprise Resource Planning System software that is in the budget to purchase in 2025. Includes onsite training and implementation.

MOTION JENSEN/MORONI TO APPROVE ERP COMPUTER SOFTWARE AND SERVICE CONTACT WITH CIVIC SYSTEMS PURCHASE OF \$92,213, MOTION CARRIED 5-0

Emergency Medical Service Program

Police Chief Sandel spoke about establishing a separate EMS program from North Memorial and the background for establishing. Staff has had trouble meeting the minimum requirement of North with limited time to schedule shifts. Our officers are all in favor of this change.

MOTION JENSEN/MORONI TO RESOLUTION 34-2024 TO ESTABLISH POLICE DEPARTMENT EMERGENCY MEDICAL SERVICE PROGRAM, MOTION CARRIED 5-0

Emergency Medical Service Program Policy

Police Chief Sandel spoke about the EMS Program Policy.

MOTION MORONI/JENSEN TO APPROVE REVISED EMERGENCY MEDICAL SERVICES PROGRAM POLICY AS PRESENTED, MOTION CARRIED 5-0

EMS Controlled Medications Policy

Police Chief Sandel explained the medication policy for the EMS.

MOTION MORONI/JENSEN TO APPROVE THE INCLUDED EMS CONTROLLED MEDICATION POLICY AS PRESENTED, MOTION CARRIED 5-0

EMS and Paramedic Job Description

Police Chief Sandel spoke talked about the amendments to job descriptions for EMS positions to go along with the new program that is different from North Memorial.

MOTION BALL/JENSEN TO APPROVE THE REVISED POLICE POLICY EMT AND PARAMENDIC JOB DESCRIPTIONS, MOTION CARRIED 5-0

2025 Fee Schedule

Interim Administrator Bohnsack spoke about differences from the 2024 Fee Schedule.

MOTION SCOTT/MORONI TO APPROVE RESOLUTION 35-2024 SETTING 2025 FEE SCHEDULE, MOTION CARRIED 5-0

Sand Beach Drive One Way

Public Works Supervisor Joe Zierden spoke about the temporary removal of the on-way signs on Sand Beach Drive. The signs will be replaced in the spring.

Councilmember Jensen shared why he is in favor of the eliminating the on-way traffic with the current projects on Shoreview Lane.

Councilmember Moroni mentioned temporary no parking signs.

MOTION JENSEN/SCOTT TO APPROVE TEMPORARY REMOVAL OF ONEWAY SIGN FOR SAND BEACH DRIVE, MOTION CARRIED 5-0

Pay Project Applications

MOTION SCOTT/JENSEN TO APPROVE PAYMENT TO GLADEN CONSTRUCTION OF \$99,864.24 FOR SHOREVIEW LANE REPAIR PROJECT, MOTION CARRIED 5-0

MOTION MORONI/BALL TO APPROVE HYTEC CONSTRUCTION PAYMENT REQUEST #1 AT \$138,219.54 AND PAYMENT REQUEST #2 AT \$232,981.28 FOR CITY HALL RENOVATION PROJECT, MOTION CARRIED 4-1, SCOTT OPPOSED

Administrator Search

Interim Administrator Bohnsack gave information about the three proposals received from consulting firms for the Administrator search. Cost will be about \$25,000 using any of these organizations. Council shared opinion on the different firms.

MOTION MORONI/BALL TO APPROVE GMT PROPOSAL FOR CITY ADIMISTRATOR RECRUITMENT SERVICES AT \$25,000, MOTION CARRIED 4-1, SCOTT OPPOSED

Staff Reports

Interim Administrator Bohnsack shared an update on the City Hall renovation project. Future meetings to be held at the Public Safety Building training room. The library books were packed up and moved to storage.

Mayor and Council Reports

Councilmember Jensen spoke about the November Roads Committee meeting.

Agenda Forecast

Oath to office for newly elected officials in January. Discuss re-start of committees for councilmembers. Open House for Buschmann Road project.

Adjourn

MOTION MORONI/JENSEN TO ADJOURN, CARRIED 5-0

Meeting ended at 8:19 p.m.

Deb Runksmeier, Deputy City Clerk

**Breezy Point City Council
December 20, 2024 – 11:00 a.m.
Special Meeting Minutes**

The special meeting of the Breezy Point City Council was called to order by Mayor Angel Zierden at 11:00 a.m. Roll Call was taken by Interim Administrator Bohnsack. Councilmembers present were Rebecca Ball, Steve Jensen, and Michael Moroni. Brad Scott was absent. Staff present included Interim Administrator Jerry Bohnsack, Deputy Clerk Deb Runksmeier, and Police Officer Jay Lorch. All stood for the pledge of allegiance.

Data Breach and Possible Censure

Mayor Zierden explained why she called the meeting about the data breach.

City Attorney Joseph Langel gave an overview on the data dump due to Councilmember Scott forwards all emails from the city account to personal accounts. Noted specific instances of private information that was forwarded to the public. Stated reason of private data that shouldn't be forwarded to public. Four messages with private personal information and one attorney client privilege data.

Mayor Zierden explained censure for a council member. Legal and unethical aspect. Proves malice intent within messages. Council received a copy of examples showing messages from councilmember Scott. Name-calling, Staff untruths, and degrading staff. Recommends Censure of Scott and not able to service on Committee with sensitive nature.

Councilmember Jensen shared how he understood that council committees ended.

Mayor Zierden explained findings from August 2023 on how the city's IT consultant reached Councilmember Scott to address the email issues. He was reprimanded then and still continued his actions.

Councilmember Moroni repeated the fact of forwarding city email messages is not illegal. The issue that concerned him the most was when information was passed along after specifically being told it was not for the public. Personal information and attorney client privilege are the wrongs. Censure of Councilmember Scott is not suggested. Would appreciate Scott to give a formal apology to council and staff for his actions.

Councilmember Ball has the most concern of Scott's illegal actions continuing. Agrees that the city staff should have formally instructed Scott to stop the misconduct but believes that he should have known better.

Councilmember Jensen feels there should be more formal training for council.

MOTION MORONI/BALL TO REQUEST PUBLIC APPOLOGY OF COUNCILMEMBER BRAD SCOTT TO COUNCIL, STAFF, AND PUBLIC FOR MISCONDUCT, MOTION CARRIED 4-0

Adjourn
MOTION MORONI/BALL TO ADJOURN, CARRIED 4-0

Meeting ended at 11:37 a.m.

Deb Runksmeier, Deputy City Clerk

DRAFT

Claims Totaling: \$463,362.96

E-checks: 3734e - 3760e

Checks: 139873 - 139947

Section 6, Item C.

12/31/24 3:39 PM

Page 1

CITY OF BREEZY POINT

***Check Detail Register©**

Batch: 100124BANKFEES,103124FSA,103124CCPROCESSFEES,PRL-120524,121124PAY,120124LIFEINSURANCE,PRL-121924,PRL-123124,122624PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Primary					
3734 e	10/01/24	PINE RIVER STATE BANK			
E 100-41300-200		General Operating (Suppli	\$5.00	OCT 2024	Bank Fees - Oct 2024
		Total	\$5.00		
3735 e	10/31/24	COMPENSATION CONSULTANTS LTD			
G 100-21712		Flexible Spending Accoun	\$4.99	FSA 103124	HOLLINGSWORTH FSA - 10/31/24
		Total	\$4.99		
3736 e	10/09/24	REVTRAK			
E 600-43250-386		CreditCard Proc Fees	\$149.68	SEP 2024	CC Processing Fees - Sept 2024
		Total	\$149.68		
3737 e	12/10/24	INTERNAL REVENUE SERVICE			
G 100-21701		Federal Withholding	\$4,954.77	2024 PR 25	Federal
G 100-21703		FICA Tax Withholding	\$768.21	2024 PR 25	Medicare
G 100-21703		FICA Tax Withholding	\$1,707.29	2024 PR 25	Social Security
G 100-21703		FICA Tax Withholding	\$1,707.29	2024 PR 25	Social Security Benefit
G 100-21703		FICA Tax Withholding	\$768.21	2024 PR 25	Medicare Benefit
		Total	\$9,905.77		
3738 e	12/05/24	MINNESOTA STATE RETIREMENT SYS			
G 100-21705		Other Retirement	\$450.85	MNDP 2024	MNDP - PR 25
		Total	\$450.85		
3739 e	12/10/24	MN DEPT OF REVENUE			
G 100-21702		State Withholding	\$2,563.49	2024 PR 25	State Tax - MN
		Total	\$2,563.49		
3740 e	12/05/24	PUBLIC EMP. RETIREMENT ASSOC			
G 100-21704		PERA	\$1,863.55	2024 PR 25	PERA Deduct
G 100-21704		PERA	\$3,351.54	2024 PR 25	Police PERA Deduct
G 100-21704		PERA	\$2,150.24	2024 PR 25	PERA Benefit
G 100-21704		PERA	\$5,027.30	2024 PR 25	PERA police Benefit
		Total	\$12,392.63		
3741 e	12/05/24	MINNESOTA STATE RETIREMENT SYS			
G 100-21710		Other Deductions	\$2,447.62	HCSP PR25	HCSP - PR 25
		Total	\$2,447.62		
3742 e	12/05/24	COMPENSATION CONSULTANTS LTD			
G 100-21710		Other Deductions	\$2,001.92	2024 PR 25	HSA - PR 25
		Total	\$2,001.92		
3743 e	11/25/24	RELIANCE STANDARD LIFE INS			
E 100-41300-130		Life Insurance	\$25.18	DEC 2024	Life Ins Premiums - Dec 2024
E 100-41910-130		Life Insurance	\$11.56	DEC 2024	Life Ins Premiums - Dec 2024
E 100-42100-130		Life Insurance	\$84.00	DEC 2024	Life Ins Premiums - Dec 2024
E 100-43000-130		Life Insurance	\$26.77	DEC 2024	Life Ins Premiums - Dec 2024
E 100-45100-130		Life Insurance	\$2.12	DEC 2024	Life Ins Premiums - Dec 2024
E 600-43250-130		Life Insurance	\$28.87	DEC 2024	Life Ins Premiums - Dec 2024

CITY OF BREEZY POINT

***Check Detail Register©**

Batch: 100124BANKFEES,103124FSA,103124CCPROCESSFEES,PRL-120524,121124PAY,120124LIFEINSURANCE,PRL-121924,PRL-123124,122624PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$178.50		
3748 e	11/27/24	RELIANCE STANDARD LIFE INS			
E 100-41300-130		Life Insurance	\$25.18	DEC 2024	Life Insurance Premiums - Dec 2024
E 100-41910-130		Life Insurance	\$11.56	DEC 2024	Life Insurance Premiums - Dec 2024
E 100-42100-130		Life Insurance	\$84.00	DEC 2024	Life Insurance Premiums - Dec 2024
E 100-43000-130		Life Insurance	\$26.77	DEC 2024	Life Insurance Premiums - Dec 2024
E 100-45100-130		Life Insurance	\$2.12	DEC 2024	Life Insurance Premiums - Dec 2024
E 600-43250-130		Life Insurance	\$28.87	DEC 2024	Life Insurance Premiums - Dec 2024
Total			\$178.50		
3749 e	12/23/24	INTERNAL REVENUE SERVICE			
G 100-21701		Federal Withholding	\$4,987.89	2024 PR 26	Federal
G 100-21703		FICA Tax Withholding	\$766.00	2024 PR 26	Medicare
G 100-21703		FICA Tax Withholding	\$1,775.94	2024 PR 26	Social Security
G 100-21703		FICA Tax Withholding	\$1,775.94	2024 PR 26	Social Security Benefit
G 100-21703		FICA Tax Withholding	\$766.00	2024 PR 26	Medicare Benefit
Total			\$10,071.77		
3750 e	12/19/24	MINNESOTA STATE RETIREMENT SYS			
G 100-21705		Other Retirement	\$450.85	MNDP 2024	
Total			\$450.85		
3751 e	12/19/24	MINNESOTA STATE RETIREMENT SYS			
G 100-21710		Other Deductions	\$2,409.16	HCSP 2024	HCSP 2024 PR 26
Total			\$2,409.16		
3752 e	12/19/24	MN DEPT OF REVENUE			
G 100-21702		State Withholding	\$2,558.74	2024 PR 26	State Tax - MN
Total			\$2,558.74		
3753 e	12/19/24	PUBLIC EMP. RETIREMENT ASSOC			
G 100-21704		PERA	\$1,937.80	2024 PR 26	PERA Deduct
G 100-21704		PERA	\$3,195.44	2024 PR 26	Police PERA Deduct
G 100-21704		PERA	\$2,235.92	2024 PR 26	PERA Benefit
G 100-21704		PERA	\$4,793.17	2024 PR 26	PERA police Benefit
Total			\$12,162.33		
3754 e	12/19/24	COMPENSATION CONSULTANTS LTD			
G 100-21710		Other Deductions	\$1,511.92	2024 PR 26	HSA - PR 26
Total			\$1,511.92		
3755 e	12/18/24	BLUE CROSS & BLUE SHIELD OF MN			
G 100-15500		Prepaid Items	\$61.79	JAN 2025	Vision Insurance Premiums - Jan 2025
Total			\$61.79		
3756 e	12/19/24	MEDICA			
G 100-15500		Prepaid Items	\$18,150.21		Health Insurance Premiums - Jan 2025
G 600-15500		Prepaid Items	\$1,091.74	JAN 2025	Health Insurance Premiums - Jan 2025
Total			\$19,241.95		

CITY OF BREEZY POINT

***Check Detail Register©**

Batch: 100124BANKFEES,103124FSA,103124CCPROCESSFEES,PRL-120524,121124PAY,120124LIFEINSURANCE,PRL-121924,PRL-123124,122624PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
3757 e	12/17/24	RELIANCE STANDARD LIFE INS			
		G 100-15500	Prepaid Items	\$149.62	
		G 600-15500	Prepaid Items	\$28.88	JAN 2025 Life Insurance Premiums - Jan 2025
		Total		\$178.50	
3758 e	12/31/24	INTERNAL REVENUE SERVICE			
		G 100-21701	Federal Withholding	\$61.00	2024 PR M12 Federal
		G 100-21703	FICA Tax Withholding	\$25.53	2024 PR M12 Medicare
		G 100-21703	FICA Tax Withholding	\$109.12	2024 PR M12 Social Security
		G 100-21703	FICA Tax Withholding	\$109.12	2024 PR M12 Social Security Benefit
		G 100-21703	FICA Tax Withholding	\$25.53	2024 PR M12 Medicare Benefit
		Total		\$330.30	
3759 e	12/31/24	MN DEPT OF REVENUE			
		G 100-21702	State Withholding	\$40.00	2024 PR M12 State Tax - MN
		Total		\$40.00	
3760 e	12/31/24	PUBLIC EMP. RETIREMENT ASSOC			
		G 100-21704	PERA	\$30.00	2024 PR M12 Council PERA Deduct
		G 100-21704	PERA	\$30.00	2024 PR M12 PERA Council Benefit
		Total		\$60.00	
139873	12/11/24	ALVERO LLC			
		E 100-43000-229	Culverts/MB Supports	\$2,262.00	3905 PW Mailbox Supports
		Total		\$2,262.00	
139874	12/11/24	APPLIED CONCEPTS, INC			
		E 100-42100-220	Repair/Maint Supply (GEN	\$3,728.00	448451 PD Equipment for new Squad
		Total		\$3,728.00	
139875	12/11/24	AUTO VALUE PEQUOT LAKES			
		E 100-43000-220	Repair/Maint Supply (GEN	\$26.94	66256756 PW GL - 35 All Season BL
		E 600-43250-220	Repair/Maint Supply (GEN	\$54.56	66256761 Sewer Oil Filters, Oil
		Total		\$81.50	
139876	12/11/24	BEST OIL COMPANY			
		E 100-43000-212	Motor Fuels	\$626.48	8839 PW Fuel
		Total		\$626.48	
139877	12/11/24	BLAEDC			
		E 200-46500-490	Donations	\$1,600.00	250 2nd Half Government Funding 2024
		Total		\$1,600.00	
139878	12/11/24	BOHNSACK, JEROME			
		E 100-41100-300	Professional Srvs (GENE	\$69.34	13609 Plaque for Outgoing Mayor Reimbursement
		Total		\$69.34	
139879	12/11/24	BRAINERD HYDRAULICS & AIR			
		E 100-43000-220	Repair/Maint Supply (GEN	\$225.23	33728 PW Cylinder Repair
		Total		\$225.23	

CITY OF BREEZY POINT

***Check Detail Register©**

Batch: 100124BANKFEES,103124FSA,103124CCPROCESSFEES,PRL-120524,121124PAY,120124LIFEINSURANCE,PRL-121924,PRL-123124,122624PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
139880	12/11/24	BREEZY POINT HARDWARE			
E 600-43250-220		Repair/Maint Supply (GEN	\$6.98	34837	Sewer Caps
E 100-43000-200		General Operating (Suppli	\$8.49	34894	PW Mouse Traps
		Total	\$15.47		
139881	12/11/24	CARLSON, NEIL A.			
E 600-43250-331		Travel Expenses / Mileage	\$187.60	2024	Sewer Lifts Mileage Reimbursement - 2024
		Total	\$187.60		
139882	12/11/24	CHARTER COMMUNICATIONS - PA			
E 100-42100-381		Combined Utilities	\$30.89	DEC 2024	PD Cable TV 12/2/24 - 1/1/25
		Total	\$30.89		
139883	12/11/24	CIVICPLUS LLC			
E 100-41900-329		Communications (Web/Ne	\$554.01	315787	DNS & Domain Hosting Renewal 11/14/24 - 11/13/25
G 100-15500		Prepaid Items	\$3,878.04	315787	DNS & Domain Hosting Renewal 11/14/24 - 11/13/25
E 100-41900-329		Communications (Web/Ne	\$360.00	316274	Municode Meetings Renewal 11/14/24 - 11/13/25
G 100-15500		Prepaid Items	\$2,520.00	316274	Municode Meetings Renewal 11/14/24 - 11/13/25
		Total	\$7,312.05		
139884	12/11/24	COLD SPRING GRANITE COMPANY			
E 270-49010-439		Markers	\$355.00	RI2286866	Columbarium Niche Plaque Daniel Nelson
		Total	\$355.00		
139885	12/11/24	COLUMN SOFTWARE PBC			
E 100-41910-351		Legal Notices Publishing	\$40.30	6AA024C4-0	Public Notice Ord 24-03 ID onhzyeq7LQpWJgO59FZb
E 100-41910-351		Legal Notices Publishing	\$43.18	6AA024C4-0	Board Openings ID 7ECCRBfH8Kj6oelRrX8r
E 100-41910-351		Legal Notices Publishing	\$506.52	6AA024C4-0	Ord 24-03 Publication ID b5zhRAKzo83IADVC3UFs
		Total	\$590.00		
139886	12/11/24	CROW WING CO TREASURER			
E 100-41910-302		E911 / Permit Exp	\$75.00	7531	E911 Addressing - Nov 2024
		Total	\$75.00		
139887	12/11/24	CROW WING CO SANITARY LANDFILL			
E 100-43000-200		General Operating (Suppli	\$126.00	206091	PW Recycling (3) mattress and misc waste
E 100-41300-200		General Operating (Suppli	\$55.10	206714	CH Recycling clean out Maint Bldg mezzanine
E 100-42100-200		General Operating (Suppli	\$48.90	206714	PD Recycling clean out Maint Bldg mezzanine
		Total	\$230.00		
139888	12/11/24	CULLIGAN			
E 100-42100-381		Combined Utilities	\$32.50	NOV 2024	PD Water - Nov 2024
		Total	\$32.50		
139889	12/11/24	DTM FLEET SERVICE			
E 100-42100-590		Capital Outlay	\$1,950.07	2248	PD 2024 Chev Tahoe Squad Equipment
E 100-42100-590		Capital Outlay	\$5,440.40	2248	PD 2024 Chev Tahoe Squad Equipment
		Total	\$7,390.47		

CITY OF BREEZY POINT

***Check Detail Register©**

Batch: 100124BANKFEES,103124FSA,103124CCPROCESSFEES,PRL-120524,121124PAY,120124LIFEINSURANCE,PRL-121924,PRL-123124,122624PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
139890	12/11/24	FLEXIBLE PIPE TOOL COMPANY			
E 600-43250-220		Repair/Maint Supply (GEN	\$640.00	30811	Sewer Trailer Repair
		Total	\$640.00		
139891	12/11/24	GALLS LLC			
E 100-42100-417		Uniforms	\$203.95	29594709	PD Uniforms
		Total	\$203.95		
139892	12/11/24	GOPHER STATE ONE CALL			
E 600-43250-332		Gopher One Locates	\$36.45	4110247	Sewer Locates
		Total	\$36.45		
139893	12/11/24	H&L MESABI INC			
E 100-43000-220		Repair/Maint Supply (GEN	\$745.20	43721	PW Carbide Inserted Blade
		Total	\$745.20		
139894	12/11/24	LAKES AREA WILDLIFE CONTROL			
E 100-41900-306		Animal Control	\$566.50	14847	Animal Control - Nov 2024
		Total	\$566.50		
139895	12/11/24	LAKES GAS CO			
E 600-43250-300		Professional Srvs (GENE	\$1,142.84	3539308	Sewer Gas Tank Testing
		Total	\$1,142.84		
139896	12/11/24	LANDSBURG LANDSCAPE NURSERY			
E 270-49010-300		Professional Srvs (GENE	\$2,901.60	4685	Cemetery Landscaping
		Total	\$2,901.60		
139897	12/11/24	LAW ENFORCEMENT LABOR SERVICES			
G 100-21710		Other Deductions	\$282.00	DEC 2024	PD Union Dues - Dec 2024
		Total	\$282.00		
139898	12/11/24	Pat Lessman			
E 270-49010-200		General Operating (Suppli	\$288.00	688858	Cemetery Veterans Wreaths 2024
		Total	\$288.00		
139899	12/11/24	MARCO TECHNOLOGIES LLC			
E 100-42100-400		Equipment	\$128.40	543220875	PD Copier Lease 11/17/24 - 12/17/24
E 100-41900-400		Equipment	\$214.25	543581201	CH Copier Lease 11/22/24 - 12/22/24
E 600-43250-200		General Operating (Suppli	\$53.56	543581201	Sewer Copier Lease 11/22/24 - 12/22/24
		Total	\$396.21		
139900	12/11/24	MENARDS- BAXTER			
E 100-43000-240		Small Tools/Minor Equipm	\$409.06	34309	PW Small Tools
E 100-42100-208		Training and Education	\$6.46	34369	PD Range Bucket
		Total	\$415.52		
139901	12/11/24	MUNIPLATFORM LLC			
E 300-47010-638		Bond Principal	\$450.00	2179	2024A GO Certificates Digital Marketing Fees
E 300-47010-638		Bond Principal	(\$450.00)	2179	2024A GO Certificates Digital Marketing Fees
E 300-47600-639		Bond Issuance Costs	\$450.00	2179	2024A GO Certificates Digital Marketing Fees

CITY OF BREEZY POINT

***Check Detail Register©**

Batch: 100124BANKFEES,103124FSA,103124CCPROCESSFEES,PRL-120524,121124PAY,120124LIFEINSURANCE,PRL-121924,PRL-123124,122624PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
			Total	\$450.00	
139902	12/11/24	NCPERS Group Life Ins			
G 100-21710		Other Deductions	\$80.00	JAN 2025	PERA Add'tl Life Ins Premiums - Jan 2025
			Total	\$80.00	
139903	12/11/24	NORTHLAND FIRE PROTECTION			
E 600-43250-200		General Operating (Suppli	\$156.85	60879	Sewer Fire Extinguisher Service
E 100-42100-300		Professional Svcs (GENE	\$287.70	60880	PD Fire Extinguisher Service
E 100-43000-200		General Operating (Suppli	\$299.70	60881	PW Fire Extinguisher Service
			Total	\$744.25	
139904	12/11/24	ON SYSTEMS INC			
E 100-41900-308		Software / IT Support	\$718.61	11422	IT Service - Dec 2024
E 100-41910-308		Software / IT Support	\$287.44	11422	IT Service - Dec 2024
E 100-42100-308		Software / IT Support	\$2,012.11	11422	IT Service - Dec 2024
E 100-43000-308		Software / IT Support	\$215.58	11422	IT Service - Dec 2024
E 600-43250-308		Software / IT Support	\$359.31	11422	IT Service - Dec 2024
			Total	\$3,593.05	
139905	12/11/24	PAPER STORM			
E 100-42100-300		Professional Svcs (GENE	\$52.00	27858	PD Document Destruction - Dec 2024
			Total	\$52.00	
139906	12/11/24	PEQUOT LAKES SANITATION			
E 100-41900-324		Recycling	\$40.00	DEC 2024	CH Recycling - Dec 2024
E 100-41900-381		Combined Utilities	\$62.66	DEC 2024	CH Garbage Service - Dec 2024
E 100-43000-381		Combined Utilities	\$41.77	DEC 2024	PW Garbage Service - Dec 2024
E 100-42100-381		Combined Utilities	\$25.10	DEC 2024	PD Garbage Service - Dec 2024
E 100-45100-300		Professional Svcs (GENE	\$38.61	DEC 2024	Parks Garbage Service - Dec 2024
			Total	\$208.14	
139907	12/11/24	PRATTS AFFORDABLE EXCAVATING			
E 100-43000-224		Aggregate Material	\$1,890.00	5164	PW Class 6
			Total	\$1,890.00	
139908	12/11/24	QUADIENT FINANCE USA, INC.			
G 100-15500		Prepaid Items	\$300.00	NOV 2024	Postage Purchase - Nov 2024
			Total	\$300.00	
139909	12/11/24	S&P GLOBAL RATINGS			
E 300-47010-638		Bond Principal	\$14,250.00	11486589	GO Certificates 2024A Analytical Rating Services
E 300-47010-638		Bond Principal	(\$14,250.00)	11486589	GO Certificates 2024A Analytical Rating Services
E 300-47600-639		Bond Issuance Costs	\$14,250.00	11486589	GO Certificates 2024A Analytical Rating Services
			Total	\$14,250.00	
139910	12/11/24	SADUSKY RENOVATIONS			
E 100-41910-309		Building Inspector	\$8,876.64	NOV 2024	Bldg Inspection Services - Nov 2024
			Total	\$8,876.64	
139911	12/11/24	Sandell, Brian J.			

CITY OF BREEZY POINT

***Check Detail Register©**

Batch: 100124BANKFEES,103124FSA,103124CCPROCESSFEES,PRL-120524,121124PAY,120124LIFEINSURANCE,PRL-121924,PRL-123124,122624PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-42100-417		Uniforms	\$83.95	120224	PD Uniform Reimbursement
		Total	\$83.95		
139912	12/11/24	STREICHERS INC			
E 100-42100-208		Training and Education	\$819.99	I1730994	PD Practice Ammunition
		Total	\$819.99		
139913	12/11/24	TDS TELECOM			
E 100-41900-308		Software / IT Support	\$18.26	DEC 2024	Interest Services 12/13/24 - 1/12/25
E 100-41910-308		Software / IT Support	\$7.31	DEC 2024	Interest Services 12/13/24 - 1/12/25
E 100-42100-308		Software / IT Support	\$51.14	DEC 2024	Interest Services 12/13/24 - 1/12/25
E 100-43000-308		Software / IT Support	\$5.48	DEC 2024	Interest Services 12/13/24 - 1/12/25
E 600-43250-308		Software / IT Support	\$9.13	DEC 2024	Interest Services 12/13/24 - 1/12/25
G 100-15500		Prepaid Items	\$57.68	DEC 2024	Interest Services 12/13/24 - 1/12/25
		Total	\$149.00		
139914	12/11/24	THE OFFICE SHOP			
E 100-41300-200		General Operating (Suppli	\$82.73	1148385-0	CH Received Stamp
E 100-41300-200		General Operating (Suppli	\$113.11	1148771-0	CH Storage Boxes
E 100-43000-200		General Operating (Suppli	\$36.38	1148771-0	PW Appointment Books
E 100-41300-200		General Operating (Suppli	\$113.11	1148771-1	CH Storage Boxes
E 100-43000-200		General Operating (Suppli	\$54.57	1148771-2	PW Appointment Books
E 100-42100-200		General Operating (Suppli	\$50.76	1148797-0	PD Calendars
E 100-42100-200		General Operating (Suppli	\$30.37	1148912-0	PD Command Hooks
		Total	\$481.03		
139915	12/11/24	THURLOW HARDWARE & RENTAL			
E 600-43250-220		Repair/Maint Supply (GEN	\$8.29	B241054	Sewer Smooth Rod
		Total	\$8.29		
139916	12/11/24	Vestis			
E 100-41900-401		Maint Buildings	\$157.09	2530346370	CH Mats
E 100-42100-401		Maint Buildings	\$121.17	2530346371	PD Mats
		Total	\$278.26		
139917	12/11/24	VICTORY AUTOMOTIVE SERVICE LLC			
E 100-42100-220		Repair/Maint Supply (GEN	\$98.79	1401814	PD 2024 Ford Exp Oil Change & Tire Rotation
E 100-42100-220		Repair/Maint Supply (GEN	\$68.85	1401822	PD 2018 Ford Exp Oil Change
		Total	\$167.64		
139918	12/11/24	WIDSETH SMITH NOLTING & ASSOC			
E 602-41950-592		Engineering Costs	\$6,961.25	234673	WWF & Sewer Expansion Engineering Fees thru 11/8/24
E 100-41900-303		Engineering Fees	\$6,166.60	234674	Shoreline Lane Damage Engineering Fees thru 11/8/24
E 401-41900-300		Professional Srvs (GENE	\$4,600.40	234802	City Hall Remodel & Add't Engineering Fees thru 11/8/24
E 401-41900-300		Professional Srvs (GENE	\$15,210.49	235041	Road Study Engineering Fees thru 11/8/24
		Total	\$32,938.74		
139919	12/11/24	WSB			

CITY OF BREEZY POINT

***Check Detail Register©**

Batch: 100124BANKFEES,103124FSA,103124CCPROCESSFEES,PRL-120524,121124PAY,120124LIFEINSURANCE,PRL-121924,PRL-123124,122624PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 401-41900-300		Professional Svcs (GENE	\$28,320.00	R-022038-00	Buschmann Rd & Ranchette Dr Engineering Fees - Oct 2024
Total			\$28,320.00		
139920	12/11/24	XCEL ENERGY			
E 100-42100-381		Combined Utilities	\$206.64	904546692	PD Natural Gas Service 10/28/24 - 11/26/24
E 100-41900-381		Combined Utilities	\$119.20	904548780	CH Natural Gas Service 10/28/24 - 11/26/24
E 100-43000-381		Combined Utilities	\$119.19	904548780	PW Natural Gas Service 10/28/24 - 11/26/24
Total			\$445.03		
139921	12/11/24	ZIEGLER INC			
E 100-42100-401		Maint Buildings	\$939.30	SI000570863	PSB Generator
Total			\$939.30		
139922	12/26/24	A-1 STORAGE INC			
E 100-41900-401		Maint Buildings	\$320.00	14921	CH Storage Container & Rental - Dec 2024
Total			\$320.00		
139923	12/26/24	AMERICAN STEEL SUPPLY INC			
E 600-43250-220		Repair/Maint Supply (GEN	\$136.06	123522	Sewer Tubes
Total			\$136.06		
139924	12/26/24	CENTRAL LAKE ARMOR EXPRESS INC			
E 100-42100-417		Uniforms	\$1,045.18	IN-0230619	PD Uniforms
Total			\$1,045.18		
139925	12/26/24	AT&T MOBILITY			
E 100-42100-321		Telephone	\$960.79	X12032024	PD Cell Phones - 10/26/24 - 11/25/24
Total			\$960.79		
139926	12/26/24	AW RESEARCH LABORATORIES INC			
E 600-43250-326		MPCA Permit/Lab Testing	\$54.50	67578	Sewer Testing
Total			\$54.50		
139927	12/26/24	BEST OIL COMPANY			
E 100-43000-212		Motor Fuels	\$633.47	8981	PW Fuel
Total			\$633.47		
139928	12/26/24	BREEZY POINT HARDWARE			
E 100-43000-212		Motor Fuels	\$37.99	35023	PW Fuel
E 100-43000-212		Motor Fuels	\$88.35	35023	PW Fuel
Total			\$126.34		
139929	12/26/24	C&B HOME REMODELING & REPAIR			
E 270-49010-534		Site Improvements	\$1,800.00	12024_053	Cemetery Columbarium Foundation
Total			\$1,800.00		
139930	12/26/24	CARLSON, JORY WADE			
E 600-43250-331		Travel Expenses / Mileage	\$253.26	2024	Sewer Lifts Mileage Reimbursement 2024
Total			\$253.26		
139931	12/26/24	CHARTER COMMUNICATIONS - PA			

CITY OF BREEZY POINT

***Check Detail Register©**

Batch: 100124BANKFEES,103124FSA,103124CCPROCESSFEES,PRL-120524,121124PAY,120124LIFEINSURANCE,PRL-121924,PRL-123124,122624PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 100-15500		Prepaid Items	\$25.51	15648120112	Internet Service 12/8/24 - 1/7/25
G 600-15500		Prepaid Items	\$6.10	15648120112	Internet Service 12/8/24 - 1/7/25
E 100-41100-100		Compensation (GENERAL	\$0.33	15648120112	Internet Service 12/8/24 - 1/7/25
E 100-41300-200		General Operating (Suppli	\$1.08	15648120112	Internet Service 12/8/24 - 1/7/25
E 100-41900-381		Combined Utilities	\$41.83	15648120112	Internet Service 12/8/24 - 1/7/25
E 100-41910-200		General Operating (Suppli	\$0.33	15648120112	Internet Service 12/8/24 - 1/7/25
E 100-42100-308		Software / IT Support	\$43.34	15648120112	Internet Service 12/8/24 - 1/7/25
E 100-43000-200		General Operating (Suppli	\$0.54	15648120112	Internet Service 12/8/24 - 1/7/25
E 600-43250-200		General Operating (Suppli	\$20.92	15648120112	Internet Service 12/8/24 - 1/7/25
		Total	\$139.98		
139932	12/26/24	Crow Wing Power			
E 600-43250-381		Combined Utilities	\$1,428.82	1438703NOV	Sewer Plant Electric 11/8/24 - 12/8/24
E 100-42100-381		Combined Utilities	\$602.44	1438703NOV	8361 CR 11 Electric 11/8/24 - 12/8/24
E 600-43250-381		Combined Utilities	\$31.68	1439301NOV	#4 Pond TSF Pump Electric 11/8/24 - 12/8/24
E 600-43250-381		Combined Utilities	\$49.75	1460301NOV	Lift Pump 2 Electric 11/8/24 - 12/8/24
E 600-43250-381		Combined Utilities	\$136.92	1501301NOV	Lift Pump 4 Electric 11/8/24 - 12/8/24
E 100-41900-381		Combined Utilities	\$315.63	1516802NOV	CH Electric 11/8/24 - 12/8/24
E 100-43000-381		Combined Utilities	\$315.63	1516802NOV	PW Maint Bldg Electric 11/8/24 - 12/8/24
E 600-43250-381		Combined Utilities	\$66.72	1518101NOV	Lift Pump 5 Electric 11/8/24 - 12/8/24
E 600-43250-381		Combined Utilities	\$50.48	1528301NOV	Lift Pump 3 Electric 11/8/24 - 12/8/24
E 600-43250-381		Combined Utilities	\$244.01	1532601NOV	Lift Pump 1 Electric 11/8/24 - 12/8/24
E 270-49010-381		Combined Utilities	\$47.36	33476401NO	Cemetery Well Electric 11/8/24 - 12/8/24
E 600-43250-381		Combined Utilities	\$78.40	33770501NO	Lift Pump 6 Electric 11/8/24 - 12/8/24
E 600-43250-381		Combined Utilities	\$52.07	33929201NO	Lift Pump 7 Electric 11/8/24 - 12/8/24
E 600-43250-381		Combined Utilities	\$38.69	34265401NO	#8 Lift Station Electric 11/8/24 - 12/8/24
E 270-49010-381		Combined Utilities	\$31.92	34454801NO	Cemetery North Electric 11/8/24 - 12/8/24
E 100-43000-381		Combined Utilities	\$32.00	34569801NO	8319 N Spruce Dr Electric 11/8/24 - 12/8/24
E 600-43250-381		Combined Utilities	\$36.71	34613101NO	Lift Pump 9 Electric 11/8/24 - 12/8/24
E 100-45100-210		Operating Supplies (GEN	\$10.00	35276301NO	Fishing Pier Electric 11/8/24 - 12/8/24
		Total	\$3,569.23		
139933	12/26/24	CTC			
G 100-15500		Prepaid Items	\$258.36	21490417	Phone Service 12/12/24 - 1/11/25
E 100-41300-321		Telephone	\$134.73	21490417	Phone Service 12/12/24 - 1/11/25
E 100-43000-321		Telephone	\$18.37	21490417	Phone Service 12/12/24 - 1/11/25
E 100-42100-321		Telephone	\$316.65	21490417	Phone Service 12/12/24 - 1/11/25
		Total	\$728.11		
139934	12/26/24	DTM FLEET SERVICE			
E 100-42100-590		Capital Outlay	\$2,534.20	2263	PD 2024 Chev Tahoe Equipment
		Total	\$2,534.20		
139935	12/26/24	FLEXIBLE PIPE TOOL COMPANY			
E 600-43250-220		Repair/Maint Supply (GEN	\$279.05	30676	Sewer Parts
		Total	\$279.05		
139936	12/26/24	GALLS LLC			
E 100-42100-417		Uniforms	\$206.04	29745183	PD Uniforms
E 100-42100-417		Uniforms	\$123.83	29752957	PD Uniforms

CITY OF BREEZY POINT

***Check Detail Register©**

Batch: 100124BANKFEES,103124FSA,103124CCPROCESSFEES,PRL-120524,121124PAY,120124LIFEINSURANCE,PRL-121924,PRL-123124,122624PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-42100-417		Uniforms	\$116.96	29770257	PD Uniforms
E 100-42100-417		Uniforms	\$86.48	29802614	PD Uniforms
E 100-42100-417		Uniforms	\$58.70	29802620	PD Uniforms
E 100-42100-417		Uniforms	\$161.00	29802622	PD Uniforms
E 100-42100-417		Uniforms	\$201.98	29802663	PD Uniforms
E 100-42100-417		Uniforms	\$86.49	29853217	PD Uniforms
		Total	\$1,041.48		
139937	12/26/24	HEARTLAND ANIMAL RESCUE TEAM			
E 100-41900-306		Animal Control	\$367.87	11/2024	Animal Impound Fees - Nov 2024
		Total	\$367.87		
139938	12/26/24	HYTEC CONSTRUCTION			
E 401-41300-590		Capital Outlay	\$232,981.28	14807	City Hall Pay App #2 - thru 11/30/24
		Total	\$232,981.28		
139939	12/26/24	KENNEDY & GRAVEN CHARTERED			
E 300-47600-639		Bond Issuance Costs	\$7,500.00	121924	Legal Services GO Equip Certificates Series 2024A
		Total	\$7,500.00		
139940	12/26/24	LAKES AREA WILDLIFE CONTROL			
E 100-41900-306		Animal Control	\$566.50	14846	Animal Control - Oct 2024
		Total	\$566.50		
139941	12/26/24	MENARDS- BAXTER			
E 100-43000-220		Repair/Maint Supply (GEN	\$59.96	35205	PW Remotes
		Total	\$59.96		
139942	12/26/24	ON SYSTEMS INC			
E 100-41900-308		Software / IT Support	\$2.00	11422	IT Service - Dec 2024
E 100-41910-308		Software / IT Support	\$0.80	11422	IT Service - Dec 2024
E 100-42100-308		Software / IT Support	\$5.60	11422	IT Service - Dec 2024
E 100-43000-308		Software / IT Support	\$0.60	11422	IT Service - Dec 2024
E 600-43250-308		Software / IT Support	\$1.00	11422	IT Service - Dec 2024
		Total	\$10.00		
139943	12/26/24	PETTY CASH			
E 600-43250-331		Travel Expenses / Mileage	\$18.76	081024	Sewer Lift Mileage 8/10/24 - 8/11/24- Bob Pratt
E 600-43250-331		Travel Expenses / Mileage	\$18.74	091424	Sewer Lift Mileage9/14/24 - 9/15/24- Bob Pratt
E 100-42100-200		General Operating (Suppli	\$27.00	092624	PD Title Fees 2024 Chev Tahoe
E 100-42100-200		General Operating (Suppli	\$1.00	092624RAM	PD Registration Fees 2023 Ram 1500
E 600-43250-331		Travel Expenses / Mileage	\$18.76	102024	Sewer Lift Mileage10/19/24 - 10/20/24 - Bob Pratt
E 600-43250-331		Travel Expenses / Mileage	\$18.76	112524	Sewer Lift Mileage11/23/24 - 11/25/24 - Bob Pratt
E 100-41910-331		Travel Expenses / Mileage	\$19.77	NOV2024	Planning Mileage Nov 2024 - Pete Gansen
		Total	\$122.79		
139944	12/26/24	Bill Schultz			
E 600-43250-331		Travel Expenses / Mileage	\$215.74	2024	Sewer Lifts Mileage 2024
		Total	\$215.74		
139945	12/26/24	SPARROW CLEANING SERVICE			

CITY OF BREEZY POINT

***Check Detail Register©**

Batch: 100124BANKFEES,103124FSA,103124CCPROCESSFEES,PRL-120524,121124PAY,120124LIFEINSURANCE,PRL-121924,PRL-123124,122624PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-42100-401		Maint Buildings	\$360.00	3754	PD Cleaning Service - Nov 2024
E 100-41900-401		Maint Buildings	\$330.00	3755	CH Cleaning Service - Nov 2024
		Total	\$690.00		
<hr/>					
139946	12/26/24	VERIZON WIRELESS			
G 100-15500		Prepaid Items	\$32.39	6100787610	PW Cell Phones - 12/11/24 - 1/10/25
G 600-15500		Prepaid Items	\$32.39	6100787610	Sewer Cell Phones - 12/11/24 - 1/10/25
E 100-43000-321		Telephone	\$68.01	6100787610	PW Cell Phones - 12/11/24 - 1/10/25
E 600-43250-321		Telephone	\$68.01	6100787610	Sewer Cell Phones - 12/11/24 - 1/10/25
		Total	\$200.80		
<hr/>					
139947	12/26/24	VIKING ELECTRIC SUPPLY INC			
E 100-43000-401		Maint Buildings	\$165.00	S008710108.	PW Shop Supplies
		Total	\$165.00		
		10100	\$463,362.96		

Fund Summary

10100 Primary

100 GENERAL FUND	\$138,725.75
200 ECONOMIC DEV AUTHORITY	\$1,600.00
270 CEMETERY Special Revenue Fund	\$5,423.88
300 Debt Service	\$22,200.00
401 Revolving Capital Fund	\$281,112.17
600 SEWER OPERATING FUND	\$7,339.91
602 Sewer Capital Projects Fund	\$6,961.25
	\$463,362.96

RESOLUTION 02-2025

A RESOLUTION AUTHORIZING TODD ROGGENKAMP TO A DESIGNATED SIGNATORY FOR TRANSACTIONS AND SIGNATORIES AUTHORIZATION IN SAFETY DEPOSIT BOX OF THE CITY OF BREEZY POINT

WHEREAS, the official depository for the City of Breezy Point is Pine River State Bank (the bank) of Breezy Point; and

WHEREAS, the bank requires verification from the City Council for those individuals that are authorized to sign checks, other instruments, and transact business on behalf of the City of Breezy point; and.

WHEREAS, one such signatory, Mayor Todd Roggenkamp takes office on January 6, 2025 replacing Angel Zierden; and

WHEREAS Todd Roggenkamp will replace Angel Zierden as a signatory on January 6, 2025.

NOW THEREFORE BE IT RESOLVED by the Breezy Point City Council that:

1. Todd Roggenkamp is authorized to be one of the designated signatory for transactions of the City of Breezy Point with the Pine River State Bank as of January 6, 2025.
2. The Signatory for Angel Zierden is withdrawn as of January 6, 2025.
3. The signatories of Deputy Clerk Deb Runksmeier and Councilmember Michael Moroni shall be maintained.
4. All signatories shall have the authority to sign Governmental Entity Resolution providing for all transactions accomplished through Pine River State Bank.
5. All signatories have authority to enter the city's safety deposit box at Pine River State Bank.

Todd Roggenkamp _____

Michael Moroni ____

Steve Jensen _____

Brad Scott _____

Rebecca Ball _____

Adopted this 6th day of January 2025.

Mayor Todd A. Roggenkamp

Attest:

Jerry Bohnsack, Interim City Administrator



Buschmann Road and Ranchette Drive Reconstruction Project

OPEN HOUSE #3

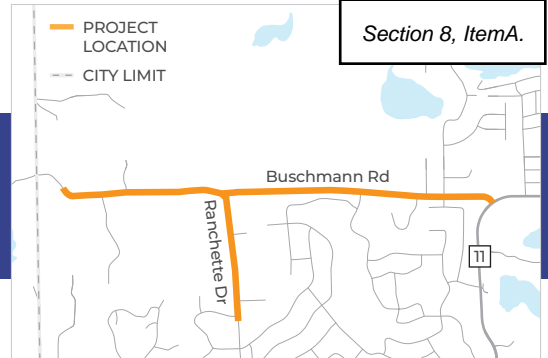
You're invited to our project open house!

This is a chance for property owners and community members to view final construction drawings, review the project's phasing and detour plan, and speak with project representatives. Your input is important as we work to address community concerns throughout construction. Drop in anytime between **5 and 7 p.m.** to learn more—no formal presentation. We look forward to seeing you there!

If you have specific questions about the project, please contact **Paul Sandy** at psandy@wsbeng.com

Project website:

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



IN-PERSON OPEN HOUSE

Date: Wednesday, Jan. 8th
5-7p.m.

Location: Breezy Point City Hall
8319 County Road 11
Breezy Point, MN 56472



City of
Breezy Point
Minnesota

8319 County Road 11
Breezy Point, MN 56472



**Buschmann Road and Ranchette Drive
Reconstruction Project**

We value your input!

Section 8, Item A.



Memorandum

To: Jerry Bohnsack
Interim City Administrator, City of Breezy Point

From: Paul Sandy, Project Manager
WSB, LLC

Date: January 6, 2025

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

As we enter the new year, this memo provides an update on the design and right-of-way (ROW) acquisition progress for the Buschmann Road and Ranchette Drive Reconstruction Project.

1. Design, Plans, and Specifications

WSB has made significant progress in finalizing the design for the proposed improvements. In December, following the second public open house, design adjustments were made to minimize temporary construction easements. Key adjustments included adding curb and gutter in select areas to reduce grading impacts outside the 33-foot permanent construction easement.

Additionally, coordination with Great River Energy (GRE), which owns transmission lines along the corridor, led to minor alignment changes to avoid utility pole conflicts. Due to the high cost of relocating the transmission poles (~\$80,000–\$90,000 per pole), the design focused on avoiding impacts to the poles, including adjusting the horizontal alignment of Buschmann Road and modifying grading near the poles with strategic use of curb and gutter.

These changes have solidified the corridor’s grading limits and finalized both permanent and temporary easement areas. The design is now 95% complete, with the remaining work focused on incorporating potential improvements at the County Road 11 intersection. Two options for this intersection are being considered:

- Shifting the bypass lane south to align with the new location of Buschmann Road at County Road 11.
- Adding a dedicated left-turn lane on County Road 11 for Buschmann Road.

A meeting with Crow Wing County will be held to finalize the preferred alternative. Updated plans will be available at the public open house on January 8th.

14275 GOLF COURSE DRIVE | SUITE 210 | BAXTER, MN | 56425 | 218.824.3960 | WSBENG.COM

2. Right-of-Way Acquisition

Final appraisals for the ROW were received on December 24. A Just Compensation Memo outlining the appraised costs for permanent and temporary easements on a per-parcel basis will be sent to the City Administrator for signature this week. Once signed, the appraisals will be distributed to property owners, and negotiations will begin.

We anticipate completing ROW acquisition by January 2025, though this timeline may vary depending on negotiation progress. Negotiated prices for each parcel will be presented to the City Council in a closed session once agreements are reached. ROW agents will begin contacting property owners after appraisals are mailed on January 3, 2024.

3. Final Open House

The final open house for the project will take place on January 8, 2024. Property owners, emergency services, and other stakeholders will have an opportunity to review proposed construction phasing plans, which will outline four phases with corresponding detours. While the contractor must submit a traffic control plan for approval, the proposed phasing is based on current access needs and will be adjusted as needed to accommodate construction operations.

4. Bidding Timeline

Bidding for the project is scheduled to begin in February or March 2025, with the bid opening set for March. Bids will be presented to the City Council for review in April. The contractor's mobilization and setup are expected to begin in late May, 2025, with construction taking place through the summer and fall of 2025. Substantial completion is expected in fall 2025, with final restoration and project closeout in spring 2026.

5. Ongoing Communication

To ensure transparency and communication during construction, a project website and hotline will be established for property owners and stakeholders to receive updates and direct access to the project team. A sign-up sheet for project updates will be available at the open house, with weekly updates sent to those who subscribe via email.

For questions or further information, please contact Paul Sandy, Project Manager, at 320-630-4657 or psandy@wsbeng.com.

Thank you.

CITY OF BREEZY POINT
RESOLUTION 01-2025

A RESOLUTION MAKING ANNUAL APPOINTMENTS AND
DESIGNATIONS FOR THE ORGANIZATIONAL STRUCTURE
FOR THE CITY OF BREEZY POINT FOR THE YEAR 2025

WHEREAS, each year the City Council makes appointments for individuals to serve on various committees and commissions. These include City Council members and citizens. There are also annual designations needed for the efficient and lawful requirements of the city.

NOW THEREFORE BE IT RESOLVED that the following appointments and designations are hereby made:

		<u>Term</u>
Acting Mayor	Michael Moroni	12-31-25
City Council Meetings	6:30 PM, 1 st Monday	
City Council Workshops	As Needed	
Cemetery Comm. Meetings	3 rd Wednesday 1:30 pm	
Cemetery Commissioner	Kay Spizzo	12-31-27
Parks & Recreation Meetings	2 nd Thursday, 5:00pm	
Parks & Recreation Member	Deanne Trottier	12-31-27
Parks & Recreation Member	Megan Zierden	12-31-27
Parks & Recreation Member	Jody Miller	12-31-26
Planning Comm. Meetings	2 nd Tuesday 6:30 pm	
Planning Commissioner	Joe Ayers	12-31-27
Planning Commissioner	Teddy Zierden	12-31-27
Joint Powers Board	Rebecca Ball	12-31-25
Joint Powers Board Alternate	Steve Jensen	12-31-25
Heartland Cable	Michael Moroni	12-31-25
Heartland Cable	Betty Durand	12-31-25
City Attorney	Joe Langel - Ratwik, Roszak, Maloney	
City Prosecutor	Donald Ryan – Crow Wing County Attorney	
City Auditor	CliftonLarsonAllen, LLP.	
City Engineer	Dave Reese - Widseth	
Official Depository	Pine River State Bank	
Official Newspaper	Pine and Lakes Echo Journal	

BE IT FURTHER RESOLVED that said appointments periodically need to be made throughout the year as Committee, Commission, and Board members resign or as other needs become apparent. In addition, appointments of consultants may need to be made. Appointments can be

filled, as needed, by a majority vote of the council. The Mayor may fill in as an alternate on any committee or position.

BE IT FURTHER RESOLVED that regularly scheduled meetings can be adjusted from time to time by a motion of the body, providing notice is posted concerning the change.

Rebecca Ball: _____

Brad Scott: _____

Steve Jensen: _____

Todd Roggenkamp: _____

Michael Moroni: _____

Adopted this 6th Day of January 2025

Mayor Todd A. Roggenkamp

Attest:

Jerry Bohnsack, Interim City Administrator

TO: Mayor and City Council
FROM: Jerry Bohnsack, City Administrator
RE: Committees
DATE: January 2, 2025



Should the Council choose to recreate the Council Committees and Committee Liaisons that were dissolved in 2024, the Council will need to formally appoint members.

Personnel Committee
Council Member _____
Council Member _____

Finance Committee
Council Member _____
Council Member _____

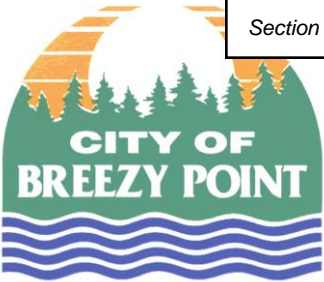
Committee Liaisons

Streets:
Council Member _____

Cemetery Commission:
Council Member _____

Parks and Recreation:
Council Member _____

Planning Commission:
Council Member _____



TO: Mayor and Council

FROM: Police Chief Brian Sandell

DATE: December 24, 2024

MEETING DATE: January 6, 2024

Agenda Item: LUCAS-LP35 Purchase

Background: The police department has two LUCAS devices currently. With the purchase of one more LUCAS device, each paramedic and EMT will have a LUCAS in their squad car. The LUCAS is a chest compression system used during a cardiac arrest.

This purchase is a budgeted item and Sergeant Garcia obtained a grant from Essentia Health for \$5,000.00.

The total cost of the LUCAS and accessories is \$23,250.50. After applying the grant, the total cost to the city will be \$18,250.50.

Requested Action: Approve the purchase of a LUCAS-LP35.



Breezy Point Police Dept LUCAS-LP35

Quote Number: 10964290

Remit to: Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Version: 1

Prepared For: BREEZY POINT POLICE DEPT
Attn: Josef Garcia
joe@cityofbreezypointmn.us
218-562-4488

Rep: Peter Swetkovich
Email: pete.swetkovich@stryker.com
Phone Number: 763-312-0470

Quote Date: 12/23/2024

Expiration Date: 03/23/2025

Contract Start: 08/01/2024

Contract End: 07/31/2025

Delivery Address		Sold To - Shipping		Bill To Account	
Name:	BREEZY POINT POLICE DEPT	Name:	BREEZY POINT POLICE DEPT	Name:	BREEZY POINT POLICE DEPT
Account #:	20130947	Account #:	20130947	Account #:	20130947
Address:	8361 COUNTY ROAD 11 BREEZY POINT Minnesota 56472	Address:	8361 COUNTY ROAD 11 BREEZY POINT Minnesota 56472	Address:	8361 COUNTY ROAD 11 BREEZY POINT Minnesota 56472
Attn:	Joe Garcia				

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99576-000063	LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	1	\$18,644.40	\$18,644.40
2.0	11576-000060	LUCAS Desk-Top Battery Charger	1	\$1,206.75	\$1,206.75
3.0	11576-000071	LUCAS External Power Supply	1	\$381.75	\$381.75
4.0	11576-000080	LUCAS 3 Battery - Dark Grey - Rechargeable LiPo	1	\$717.75	\$717.75
5.0	11576-000046	LUCAS Disposable Suction Cup (3 pack)	1	\$144.75	\$144.75
Equipment Total:					\$21,095.40

Trade In Credit:

Product	Description	Qty	Credit Ea.	Total Credit
---------	-------------	-----	------------	--------------

ProCare Products:

#	Product	Description	Months	Qty	Sell Price	Total
6.1	LUCAS-FLD-PROCARE	LUCAS 3, 3.1 for LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	60	1	\$1,824.00	\$1,824.00



Breezy Point Police Dept LUCAS-LP35

Quote Number: 10964290

Remit to: Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Version: 1

Prepared For: BREEZY POINT POLICE DEPT
Attn: Josef Garcia
joe@cityofbreezypointmn.us
218-562-4488

Rep: Peter Swetkovich
Email: pete.swetkovich@stryker.com
Phone Number: 763-312-0470

Quote Date: 12/23/2024

Expiration Date: 03/23/2025

Contract Start: 08/01/2024

Contract End: 07/31/2025

#	Product	Description	Months	Qty	Sell Price	Total
		10/11/2024 - 10/10/2029 Labor, Travel Only Preventative Maintenance				
ProCare Total:						\$1,824.00

Price Totals:

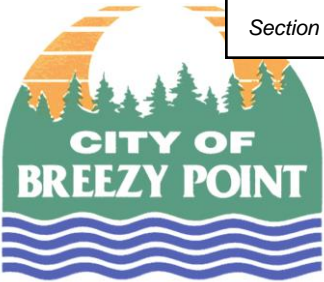
Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$331.10
Grand Total:	\$23,250.50

Prices: In effect for 30 days

Terms: Net 30 Days

Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html.



TO: Mayor and Council

FROM: Police Chief Brian Sandell

DATE: December 17, 2024

MEETING DATE: January 6, 2025

Agenda Item: Public Safety Building Repair

Background: The Public Safety Building is twenty years old and in need of some exterior maintenance. Joe Zierden obtained a quote from Signature Stucco Concepts to complete the repairs. The quote is \$38,950.00

Sergeant Garcia sought a Sourcewell grant to assist with the costs of the repairs. Sourcewell approved the grant application and the city has received \$29,212.50 towards the repairs on the building.

The total cost to the city will be \$9,737.50.

Requested Action: Approve the stucco repair to the Public Safety Building.



PROPOSAL

11157 205th Ave. NW
Elk River, MN 55330

Section 12, Item A.



**SIGNATURE
STUCCO
CONCEPTS INC.**

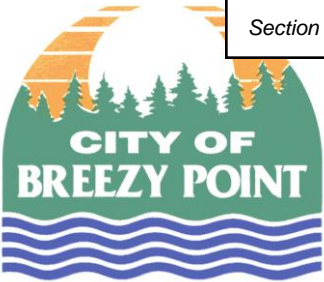
NAME / ADDRESS
City of Breezy Point 8319 County Rd. 11 Breezy Point, MN. 56472

RECEIVED
JUL 10 2024
CITY OF BREEZY POINT

PROJECT	TERMS	REP	DATE	PROPOSAL#
Public SWafety Building	Upon Completi...	SC	6/19/2024	10242
ITEM	DESCRIPTION	TOTAL		
Pressure Wash	Labor and material to power wash the entire building, prior to making repairs..	6,650.00		
EIFS Repair	Labor and material to repair all damaged EIFS and re-finish entire affected panel to match existing color and texture as close as possible, per site visit with Joe Zierden and Neil Carlson...	14,500.00		
Caiking	Labor and material to remove and replace all failed joints within the system, along with windows and doors...	14,300.00		
Additional Costs	Out of town expense, and trucking...	3,500.00		
Exclusions	Framing/Sheathing Flashings			
Please feel free to call Steve with any questions 612-328-8215		TOTAL	\$38,950.00	

Please Sign & Return Upon Acceptance _____

Phone #	Fax #	E-mail	Web Site
763-241-4110	763-241-1442	info@signaturestucco.com	www.signaturestucco.com



TO: Mayor and Council

FROM: Police Chief Brian Sandell

DATE: December 23, 2024

MEETING DATE: January 6, 2024

Agenda Item: Public Safety Furnace

Background: The Public Safety Building is 20 years old and we have been replacing furnaces as they began to fail. The building has three furnaces with one more to be replaced this year.

Thelen Heating has provided a quote for the furnace and installation with a cost of \$12,775.00.

There are funds budgeted for building repairs which will cover this cost.

Requested Action: Approve the purchase of a furnace for the Public Safety Building.

THELEN HEATING AND ROOFING, INC.

1717 13TH STREET SE
BRainerd MN 56401

Office = 218-829-1491, FAX = 218-829-2059

Section 12, Item B.

Date = 12-20-2024

To: Breezy Point Police Department
8361 CR 11
Breezy Point MN 56472

Brian Sandell, cell = 218-562-4488
brian@cityofbreezypoint.us

Hallway Area

Remove and dispose of existing furnace and AC system.

Install Lennox high efficiency furnace and AC system.

- 1.) ML296UH110XV60C, Lennox 96% AFUE, 2 stage furnace with ECM motor
- 2.) 3" PVC venting to existing
- 3.) 3/4" PVC condensate piping to existing drain
- 4.) Duct transitions
- 5.) ML14XC1-060, Lennox 5 ton AC condenser
- 6.) CK40HT-51/61C, cased horizontal coil
- 7.) Flush existing line-set

\$ 12,450.00

Add for installing:

- 1.) HCC20-28, Lennox filter cabinet and X6673 filter \$ 250.00
- 2.) 2 each X6673, extra filters (replace 1 every 6 months) \$ 75.00

Note, when installing above HVAC equipment:

- 1.) Excel Energy offers a \$ 300.00 rebate.
- 2.) Thelen Heating will submit rebate forms on owner's behalf.

We hereby propose to furnish labor and materials, complete in accordance with the above specifications, for the sum of
 With payment to be made as follows: **NET 20 DAYS – INTEREST RATE ON DELINQUENT INVOICES 1.5% PER MONTH – 20 DAYS**
 All materials is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control unless otherwise specifically set out above, owner agrees to procure and maintain his own fire and extended coverage, vandalism and malicious mischief insurance in an amount equal to present value of the premises plus the completed value of the contemplated improvements. Owner and contractor each hereby releases the other from all liability for loss or damage to his property or property in which he may have an interest, where such loss is caused by fire or any of the extended coverage hazards and arises out of or is connected with the premises above described.

Authorized Signature  **John Thelen Jr**

Note: This proposal may be withdrawn by us if not accepted within 30 days.

YOU ARE NOTIFIED THAT:

Persons or companies furnishing labor or materials for the improvement of real property may enforce a lien upon the improved land if they are not paid for their contributions, even if the parties have no direct contractual relationship with the owner: Minnesota law permits the owner to withhold from his contractor as much of the contract price as may be necessary to meet the demands of all other lien claimants, pay directly the liens and deduct the cost of them from the contract price, or withhold amounts from his contractor until the expiration of 120 days from the completion of the improvement unless the contractor furnishes to the owner waivers of claims for mechanics' lien signed by the persons who furnished any labor or material for the improvement and who provided the owner with timely notice.

ACCEPTANCE OF PROPOSAL

The above price, specifications and conditions are satisfactory, and hereby accepted. You are authorized to do the work as specified.

Date Accepted: _____

Signature: _____



**Breezy Point, MN
City Administrator
Recruitment and Selection Timeline**

Phase	Date	Item
Phase 1	Week of 12/9/24	Consultant meets via video with client representatives to understand their expectations for the
	12/16/24 - 12/20/24	Consultant conducts internal and/or external stakeholder discussions.
	12/25/2024	Government Offices Closed - Christmas Day
	Week of 12/23/24	Review consultant's draft position announcement and schedule based on the stakeholder meetings and other feedback. Leadership approves position announcement for distribution on websites and social media. Recruitment begins.
	Week of 12/30/24	Consultant submits draft recruitment brochure text to leadership team for review and approval (Recruitment brochure is sent mid-recruitment to potential candidates and GovHR database.)
Phase 2	12/30/2024	Recruitment Begins - Posted 5 weeks
	1/1/2025	Government Offices Closed - New Years
	12/30/25 - 1/24/25	Consultant to provide weekly updates sent to leadership team for distribution.
	1/20/2025	Government Offices Closed - MLK
Phase 3	1/31/2025	Application deadline.
	01/27/25 - 2/14/25	Consultant conducts screening interviews, as well as additional due diligence. i.e. references checks, media searches.
Phase 4	2/17/2024	Government Offices Closed - Presidents Day
	Week of 2/17/25	Consultants send electronic book of candidate materials to leadership team.
	Week of 2/24/25	MGT meets with leadership team to review candidates and select interviewees, finalize structure of interviews and interviews questions.
Phase 5	Week of 3/3/25	Interview - Round 1: selected candidates (4 -5) - (virutal)
	Week of 3/17/25	Interview - Round 2: Interviews (2-3) and candidate selection (inperson)
Phase 6	TBD - 4/7/2025	Appointment of Candidate
Phase 7	Mid April - Early May	Candiate Begins Work

BREEZY POINT, MN
CITY ADMINISTRATOR/CLERK/TREASURER
PROFESSIONAL ANNOUNCEMENT

Breezy Point, MN (2,574), in its search for a City Administrator who will support the City Council in implementing strategic policies, and overseeing performance, coordination, and administration of city operations to enhance community services.

Breezy Point, located in Crow Wing County along Pelican Lake, is known for its natural beauty and relaxed lifestyle. The city features the historic Breezy Point Resort, recreational opportunities like Gooseberry Island, three golf courses, a hockey arena, and a new fishing pier. Its parks, trails, and vibrant school system foster an engaged and active community, making Breezy Point an ideal place to live, work, and visit.

Position Overview: The City Administrator is appointed and reports to the Mayor and four-member City Council and operates under Statutory rule. They serve as the chief administrative officer in charge of the City's day-to-day operations and oversee budgets of approximately \$4.1 million. The City is in excellent financial condition. The city has approximately 18 full-time, 1 on-call police part-time and 1 seasonal employee. The ideal candidate will embody leadership qualities that align with Breezy Point's vision for growth and sustainability while maintaining the city's charm and appeal.

Candidate Requirements:

- Bachelor's Degree in Public Administration, Finance, Business Management, or a related field. A Master's Degree is preferred.
- Minimum of five (5) years of related experience in municipal governance, with at least three (3) years in a managerial or supervisory capacity.
- Strong financial management skills, including budget preparation, analysis, and financial reporting.
- Hands on experience in Planning and Public Works, and problem-solving skills.
- Breezy Point will consider a combination of education and experience that allows an individual to successfully perform the functions of the position.

Compensation and Benefits:

The salary range for the City Administrator/Clerk/Treasurer position is \$126,006 to \$164,444, commensurate with experience and qualifications. The City of Breezy Point offers an attractive benefits package, including retirement plans, health insurance, and professional development opportunities, among others.

BREEZY POINT, MN
CITY ADMINISTRATOR/CLERK/TREASURER
PROFESSIONAL ANNOUNCEMENT

HOW TO APPLY

Interested candidates should apply online by **January 31, 2025**, with resume, cover letter and contact information for five work-related references at www.GovHRJobs.com to the attention of Mike Brethorst, Senior Consultant, For questions about the position he can be contacted at mbrethorst@mgt.us or by Tel: 218-329-0700.

The City of Breezy Point is an equal opportunity employer



11360 Business 371, PO Box 621
Brainerd, MN 56401

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

Invoice Number : 14849
Invoice Date : 12/23/2024
Customer Number : BREE01
Job Number : 24134
Due Date : 12/18/2024

Sold To:

City of Breezy Point
8319 Co Rd 11

Breezy Point, MN 56472

Job:

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

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

Date	Description	Amount
12/23/2024	Pay Application #3	93,690.76
	GROSS BILLINGS :	93,690.76
	NET BILLINGS :	93,690.76

Thank You

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF ???

PAGES

Section 14, Item A.

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

PROJECT: Renovation of City Hall
Breezy Point, MN

APPLICATION NO: THREE

Distribution to:

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

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

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

PERIOD TO: December 31, 2024

PROJECT NO:

CONTRACT FOR: General Construction Work

CONTRACT DATE: August 28, 2024

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM	\$	<u>2,946,721.06</u>
2. Net change by Change Orders	\$	
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	<u>2,946,721.06</u>
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	<u>464,891.58</u>
5. RETAINAGE:		
a. % of Completed Work (Column D + E on G703)	\$	<u>0.00</u>
b. % of Stored Material (Column F on G703)	\$	<u></u>
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	<u>0.00</u>
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	<u>464,891.58</u>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	<u>371,200.82</u>
8. CURRENT PAYMENT DUE	\$	<u>93,690.76</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	<u>2,481,829.48</u>

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

CONTRACTOR: Hy-Tec Construction of Brainerd, Inc

By: [Signature] Date: December 23, 2024

State of Minnesota County of Crow Wing
Subscribed and sworn to before me this 23rd day of December 2024
Notary Public: [Signature]
My Commission expires: 01/31/2025



ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$ 93,690.76

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

ARCHITECT: Widseth

By: [Signature] Date: 12/30/2024

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

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

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF X PAGES

Section 14, Item A.

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: THREE
APPLICATION DATE: 12/23/2024

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

PERIOD TO: 12/31/2024

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

ARCHITECT'S PROJECT NO: Breezy City Hall

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
	General Requirements	\$50,719.47	\$10,143.89	\$2,535.98	\$0.00	\$12,679.87	25.00%	\$38,039.60	\$0.00
	Sitework	\$313,153.19	\$43,841.45	(\$0.00)	\$0.00	\$43,841.45	14.00%	\$269,311.74	\$0.00
	Utilities	\$199,054.60	\$9,952.73	\$0.00	\$0.00	\$9,952.73	5.00%	\$189,101.87	\$0.00
	Concrete	\$99,208.15	\$99,208.15	\$0.00	\$0.00	\$99,208.15	100.00%	\$0.00	\$0.00
	Masonry	\$119,862.05	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$119,862.05	\$0.00
	Metals	\$9,799.48	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,799.48	\$0.00
	Carpentry & Cabinets	\$326,636.61	\$114,322.81	\$32,663.66	\$0.00	\$146,986.47	45.00%	\$179,650.14	\$0.00
	Thermal & Moisture	\$219,185.35	\$30,685.95	\$13,151.12	\$0.00	\$43,837.07	20.00%	\$175,348.28	\$0.00
	Openings - Doors/Frames/Hardware	\$215,309.66	\$0.00	\$21,530.97	\$0.00	\$21,530.97	10.00%	\$193,778.69	\$0.00
	Finishes	\$269,018.43	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$269,018.43	\$0.00
	Specialties	\$79,611.55	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$79,611.55	\$0.00
	Furniture	\$128,692.06	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$128,692.06	\$0.00
	Fire Suppression	\$208,253.29	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$208,253.29	\$0.00
	Plumbing	\$85,709.87	\$15,427.78	(\$0.00)	\$0.00	\$15,427.78	18.00%	\$70,282.09	\$0.00
	HVAC	\$161,192.70	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$161,192.70	\$0.00
	Electrical	\$396,817.19	\$47,618.06	\$23,809.03	\$0.00	\$71,427.09	18.00%	\$325,390.10	\$0.00
	Communication & Life Safety	\$64,497.41	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$64,497.41	\$0.00
	PAGE TOTALS	\$2,946,721.06	\$371,200.82	\$93,690.76	\$0.00	\$464,891.58	15.78%	\$2,481,829.48	\$0.00

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

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS 24285

DATE: 11/13/2024

The undersigned hereby acknowledges receipt of the sum of \$3,248.98

CHECK ONLY ONE OR LINE 1 WILL APPLY.

X 1. As partial payment for labor, skill and material furnished or to be furnished as of 10/30/2024

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

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

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

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

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

By: WW Thompson Concrete
Address: 702 Industrial Park Road PO Box 87
Address: Brainerd MN 56401
Signature: [Handwritten Signature]
Title: President
Date: 11/14/24

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

24218

DATE: 11/08/2024

The undersigned hereby acknowledges receipt of the sum of \$981.82

CHECK ONLY ONE OR LINE I WILL APPLY.

X 1. As partial payment for labor, skill and material furnished or to be furnished as of 10/22/2024

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

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

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

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

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

By: Tamarack Materials Northland, Inc.
Address: SDS 12-1200 PO Box 86
Address: Minneapolis MN 55486-1200
Signature: Penny Daundson
Title: A/R Specialist
Date: 11/15/24

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

PLEASE MAIL EMAIL THE COMPLETED LIEN WAIVER TO:

Hy-Tec Construction of Brainerd, Inc.
P.O. Box 621
Brainerd, MN 56401
www.hyteconstruction.com 218-829-5383 -Fax Offices:hyteconstruction.com

24188

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

DATE: 11/08/2024

The undersigned hereby acknowledges receipt of the sum of \$1,889.23

CHECK ONLY ONE OR LINE 1 WILL APPLY.

- 1. As partial payment for labor, skill and material furnished or to be furnished as of 10/09/2024
- 2. As payment for all labor, skill and material furnished or to be furnished (except the sum of \$ retainage or holdback
- 3. As full and final payment for all labor, skill and material furnished or to be furnished

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

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

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

By: Hengel Ready Mix & Const
Address: 12883 Upper Sylvan Road SW
Address: Pillager MN 56473
Signature: *Heathley Schuch*
Title: *Corporate Secretary*
Date: *11/15/24*

Note: If this instrument is executed by a corporation, it must be signed by an

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS 24234

DATE: 11/11/2024

The undersigned hereby acknowledges receipt of the sum of \$599.07

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 10/17/2024

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

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

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

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

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

By: Builders FirstSource
Address: PO Box 365
Address: Pequot Lakes MN 56472
Signature:
Title:
Date:

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

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

24356

DATE: 11/22/2024

The undersigned hereby acknowledges receipt of the sum of \$2,375.00

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 10/23/2024 *(except retainage)*

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

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

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

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

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

By: St. Germain's Cabinet, Inc
Address: 5724 Miller Trunk Hwy
Address: Duluth MN 55811
Signature: *[Signature]*
Title: PRESIDENT
Date: 11-26-2024

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

53010

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

24348

DATE: 11/22/2024

The undersigned hereby acknowledges receipt of the sum of \$10,868.00

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 10/29/2024

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

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

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

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

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

By: LUNDBERG PLUMBING & HTG
Address: 1075 2nd St. NW
Address: AITKIN MN 56431
Signature: Kimberly Jones
Title: Office Manager
Date: 11/25/2024

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

24451

DATE: 12/10/2024

The undersigned hereby acknowledges receipt of the sum of \$24,833.55

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 11/27/2024

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

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

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

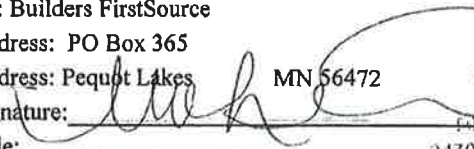
Customer: City of Breezy Point
Project Name/No.: Breezy Point City Hall - 24134
Address: 8319 Co Rd 11, Breezy Point, MN56472

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

By: Builders FirstSource

Address: PO Box 365

Address: Pequot Lakes MN 56472

Signature: 

Title: _____

Date: _____

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

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

24437

DATE: 12/10/2024

The undersigned hereby acknowledges receipt of the sum of \$1,093.00

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 11/10/2024

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

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

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

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

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

By: Chosen Valley Testing Inc
Address: 414 37th North
Address: St Cloud MN 56303
Signature: [Handwritten Signature]
Title: Branch Manager
Date: 12/13/24

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

24425

DATE: 12/10/2024

The undersigned hereby acknowledges receipt of the sum of \$1,140.65

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 11/07/2024

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

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

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

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

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

By: WW Thompson Concrete
Address: 702 Industrial Park Road PO Box 87
Address: Brainerd MN 56401
Signature: [Handwritten Signature]
Title: President
Date: 12-16-24

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

HY-TEC CONSTRUCTION

PROJECT: Breezy Point City Hall

SUBJECT: Progress Meeting #1

PRESENT:

12/28/24

DATE: ~~October 29th~~ @ 2:00pm

The following memorandum is submitted as representative of the items of information exchanged, actions agreed upon and discussions that took place. If no exceptions are received by Hy-Tec Construction within 5 working days of receipt of this memorandum, then it shall be deemed all are in agreement with the contents of the meeting minutes.

The next scheduled progress meeting is: Jan. 9, 2025 @ 00:00am

New Business:

- 1.1. SAFETY & SECURITY
- 1.2. REVIEW PROJECT PROGRESS: 1. Roof off council chambers in next couple of weeks.
- 1.3. SCHEDULE REVIEW: 2. Trusses are up except 2 were damaged - waiting for replacements.
 - 1.3.1. - Overall Project Schedule / Milestones:
 - 1.3.2. - 2 Week Look-Ahead Schedule 3. will do interior rough-ins after shingles are on addition
- 1.4. FIELD OBSERVATIONS / PROBLEMS / DECISIONS:
 - 1.4.1. Work Hrs
- 1.5. SHOP DRAWINGS & SUBMITTALS: - get final changes in
- 1.6. RFI STATUS: - closed
- 1.7. MATERIAL PROCUREMENT: working on getting doors
- 1.8. QUALITY STANDARDS: 2 trusses damaged waiting on replacements
- 1.9. OTHER CONTRACTOR ITEMS:
- 1.10. DESIGN TEAM ITEMS: Final furniture review document to be sent to City shortly
- 1.11. OWNER ITEMS:

This concludes the progress meeting. Any revisions to this meeting must be submitted to Hy-Tec within 7 days of receipt of these minutes or the minutes stand as written.

City of Breezy Point

Cash, Cash Equivalants & Investments

As of November 30, 2024

Section 15, Item A.

	Cash	Money Market Funds	Certificates of Deposit	Gov't Bonds	Maturing	Estimated Yield	
Pine River Checking	\$ 786,264.14						
Pine River Property Disposal	\$ 1,231.56						
Financial Northeastern Securities (FNC)		\$ 1,186,820.28				4.57%	↓ Monthly
PMA 4M Fund		\$ 1,782,719.73				4.67%	↓ Monthly
Multi-Bank Securities (MBS)		\$ 1,158,316.07				3.76%	↓ Monthly
Multi-Bank Securities (MBS)			\$ -		11/6/2024	1.95%	Matured
Multi-Bank Securities (MBS)			\$ 244,421.80		12/31/2024	1.76%	
Multi-Bank Securities (MBS)			\$ 127,090.96		5/28/2026	0.73%	
Northland Securities		\$ 1,109,223.53				3.86%	↓ Monthly
Northland Securities			\$ 235,638.55		12/11/2025	0.51%	
Northland Securities			\$ 218,232.00		2/18/2026	1.80%	
Northland Securities			\$ 233,396.80		2/23/2027	2.04%	
Wells Fargo		\$ 511,338.49				4.27%	↓ Monthly
Wells Fargo			\$ 243,108.60		3/31/2025	0.83%	
Wells Fargo				\$ 234,935.40	2/25/2026	2.21%	
Wells Fargo			\$ 205,303.74		9/25/2026	0.69%	
Wells Fargo			\$ 232,999.90		2/17/2027	1.93%	

TOTALS	\$ 787,495.70	\$ 5,748,418.10	\$ 1,740,192.35	\$ 234,935.40
---------------	---------------	-----------------	-----------------	---------------

TOTAL ALL FUNDS \$ 8,511,041.55

City of Breezy Point

Fund Balances*

As of November 30, 2024

Section 15, Item A.

General Fund	\$ 929,747.60
EDA Fund	\$ 2,431.41
TIF District	\$ (1,369.17)
Cemetery Fund	\$ 200,485.83
Debt Service Fund	\$ 309,564.11
Capital Fund	\$ 2,609,258.62
Sewer Operating Fund	\$ 428,471.50
Sewer Capital Fund	\$ 3,946,972.57
Escrow Reserve Fund	\$ 1,502.90
	<hr/>
	\$ 8,427,065.37

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

December 30, 2024

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

Brainerd/Baxter
 7804 Industrial Park Road
 Baxter MN 56425

 218.829.5117
 Baxter@Widseth.com
 Widseth.com

RE: Recap of Widseth Services for 2024

Dear Mayor and City Council of Breezy Point,

As 2024 has ended and we begin 2025, Widseth Smith Nolting & Associates, Inc. (Widseth) would like to express our gratitude to the City of Breezy Point for choosing us as your city engineer and serving you with architectural services. 2024 was a very productive year with several accomplishments being achieved. We believe we have been responsive to the City’s needs and have provided the City with sound professional service at a good value. With this letter, we are thanking you with sincere gratitude for your consideration to continue our relationship with the City of Breezy Point as your City Engineer for 2025.

In 2024 we discussed feasibility and options for a sanitary sewer extension on County Road 11. We provided a damage assessment, design, and construction administration services for reconstructing an ice-damaged segment of Shoreview Lane. We brought the City Hall remodel and addition project through design phase and into construction phase. We also are continuing to create a user-friendly Capital Improvement plan for City streets, storm sewer, sanitary sewer, signs and trails. We have also provided the City with routine technical assistance at no charge.

The City Hall remodel and addition project is processing well. Widseth’s team has met with City staff and the new Mayor to update them on the building project specifics. Working closely with Hy-Tec Construction, the project is currently on schedule and budget. The furniture for phase 1 has been ordered and is expected to arrive intime for installation in the new addition prior to staff moving into their new spaces. Hy-Tec Construction anticipates turning over additional square footage in the phase 1 remodel, which would include the Council Chambers and Community Room. The overall project is still on target to be completed in August 2025.

In addition to the specific items listed above, we propose to continue providing the level of service you should expect from us as your City Engineer. The services we will provide in 2025, include:

- Attendance at City Council meetings at no charge as needed or requested by the City
- Answering routine calls and questions at no charge
- Providing proposals for requested services on specific projects
- Providing regulatory review of proposed site development projects
- Assign 2 engineers to the City (1 backup contact to serve in the absence of the primary contact)
- Offering the City a large variety of resources that are in close proximity and cost-effective, including but not limited to:
 - Architects
 - Civil, Electrical, Mechanical, & Structural Engineers
 - Environmental Engineers and Scientists
 - Water Resources specialists
 - Surveyors & GIS specialists
 - Marketing personnel
 - Funding assistance specialists
 - IT specialists
 - Technicians in all listed areas
 - Aerial Mapping Service

This investment on our part is necessary to provide you with the quality of service needed to continue functioning as your City Engineer, and we are happy to fulfill this role as an extension of your city staff.

The 2024 calendar year was productive and enjoyable for us at Widseth in our role as City Engineer for the City of Breezy Point. We look forward to continuing our relationship in 2025.

Sincerely,

Widseth



Nick Peterson, EIT
Civil Engineer in Training



David S. Reese, PE
Civil Engineer | VP

cc: Jerry Bohnsack, Interim City Administrator

TO: Mayor and City Council
FROM: Jerry Bohnsack, City Administrator
RE: Agent of Record
DATE: January 2, 2025



The Current Agent of Record for the City of Breezy Point is the Weizenegger-Engel Insurance Agency. Weizenegger has been the agent of record for many years. To my knowledge there has not been any past discussions about changing to another agency. The City has received a request from another agency to become the agent of record. Preliminary work has started regarding the insurance - workers compensation, property casualty for April 2025.

The attached league memo outlines the relationship between the City LMCIT and Agent of Record.

The Council may want to consider one of the following options regarding the request to change Agent of Record.

- A. Continue utilizing the current agent.
- B. Decide to change to another agent.
- C. Utilize request for proposal for new agent.
- D. Continue with current agent for 2025 and Initiate Request for Proposal for 2026 renewals.



24/7 Emergency Claims: (612)

Section 15, Item C.

Brainerd Office: (218) 829-9219

Eden Prairie Office: (952) 479-7259

Crosslake Office: (218) 692-1136

AUTO | HOME | LIFE | HEALTH | BUSINESS

7-1-2024

Dear Council,

I am the owner of Lakes Central Insurance Brokers, and I am writing with a request to be considered for the position of agent of record on the Breezy Point Insurance policies, underwritten by the League of Minnesota Cities. With the League of Minnesota Cities and their policies and procedures, it's extremely important to have an agent who's local, experienced, and available.

I have lived in Merrifield for the past 7 years with my two kids, Olivia and Luke. They go to Lowell Elementary School in Brainerd, and you can find us most nights at one of the area hockey rinks. When I'm not coaching my kids' hockey teams, I can also be found officiating. I'm currently the supervisor of officials for our local communities and about 10 other high school hockey associations across central Minnesota. I own a building in Crosslake Town Square where I plan to run my agency long into the future. I am the only local insurance agency for Crosslake, Breezy Point, Fifty Lakes, and Emily townships.

I've been in the insurance industry for 19 years, and I love what I do. I have experience working with cities and with the kind of coverage Breezy Point will need. For example, I've been working with the City of Crosslake's insurance policies for five years. Last summer I brought an appraiser out to double check that their building values and replacement costs were all consistent with today's rates and that there were no gaps in coverage. Any gaps we identified were explained to the client and options to cover those gaps were discussed and implemented. Their coverage and costs are better because of these efforts.

I've hired an insurance veteran—Denise Simpson of Breezy Point. She has been an agent for 24 years and has lived in Breezy Point since 2000. She is involved locally in service organizations such as the Pequot Lakes-Breezy Points Lions Club and the Breezy Point Area Women's Club. She has experience with Cities too, as she was the Jenkins Agent for 6 years. She will be my assistant, so you will get 2 agents dedicated to the City of Breezy Point!

This is the kind of dedication that you can expect from Lakes Central Insurance because our availability and attention to detail will be second to none. After our initial coverage assessment, ongoing communication between our office and the Breezy Point team will be a priority. If I'm not immediately available, my assistant, Denise Simpson, is ready to address any urgent needs. If something happens outside of business hours, we have a 24/7 Emergency Helpline. I appreciate your consideration and look forward to answering any additional questions that arise.

Sincerely,

Shane Paskey



Visit our Website:
lakescentralinsurance.com



Follow us on Social Media
[@lakescins](https://twitter.com/lakescins)
Facebook | Twitter | LinkedIn



Download your Carrier's
Mobile App
Where you can pay bills
and download your ID
Cards



Visit our 24/7
Client Portal at:
client.lakescins.com



The Agent's Role and Compensation in the Trust

The League of Minnesota Cities Insurance Trust is a cooperative self-insurance pool of cities and related entities (referred to as members) and is not an insurance company by traditional standards. The Trust's property/casualty and workers' compensation programs are designed to operate through a local insurance agent.

Key points of the agent relationship

Following are key points related to the insurance agent's role and compensation in the Trust:

- As a condition of participating in the property/casualty program, members must have an insurance agent. Members have the option not to use the services of an agent for the workers' compensation program, although most do.
- Members can select whichever licensed agent they want. The selection of the agent is completely up to the member, and any licensed agent in the state of Minnesota can participate.
- The agent's role with the Trust is different than it is for commercial carriers. From the standpoint of the Trust, the agent's role is that of an adviser and service provider to the member rather than as a salesperson for the Trust.
- The agent's fee or commission is negotiable between the member and the agent. The member and agent can negotiate any commission or flat-fee arrangement that works best for the relationship.
- The services an agent provides are negotiable between the member and the agent. The level and types of services that members ask and expect their agent to provide vary. It's important everyone understands and agrees on what duties and responsibilities the agent will complete, and the compensation the agent receives for those services.

Agent selection

Members can select any licensed agent they want. If the member thinks about changing agents, the Trust recommends the process begin well in advance of the member's coverage renewal date. This will make sure the new agent selection is settled before work begins on the renewal.

Some members prefer a request-for-proposal (RFP) process when selecting an agent. Upon request, the Trust can provide copies of RFPs used by other members.

The Trust encourages members to think about not only the fee or commission amount, but also the extent of services provided, and the level of experience when making an agent selection.

Agent formalization

The Trust recommends the member's city council or other governing body select and define the agent's duties and compensation by motion or resolution. The Trust and the Minnesota Independent Insurance Agents (MIIA) have a model resolution for appointing an agent, which should be edited to reflect agreed-upon services and compensation.

[View the model resolution for appointing a city insurance agent \(doc\)](#)

Another approach is to develop a formal written contract between the member and the agent dealing with these same points. Such a contract might also address the role the agent might play in overseeing the insurance options a member might buy from sources other than the Trust, such as specialty liability coverage for a hospital or nursing home.

Agent fees and commissions

The Trust's practice is to include an allowance for a 10% agent's fee in the premium for property/casualty coverage. The Trust then pays that fee to the agent. However, the member and the agent are free to agree on a different fee, or on a different basis for compensating the agent.

If the member and agent agree on a different percentage fee, the member should tell its underwriter. The premium quote will then reflect that change. Any increase or decrease in the agent's compensation will flow through directly as a dollar-for-dollar increase or decrease in the member's premium.

Another option is for the member and agent to agree on a different compensation basis instead of the percent-of-premium approach, such as a flat once-a-year, monthly retainer fee, or hourly rate for services performed. If this arrangement is chosen, it generally works best for the member to pay the agent directly. In that case, the Trust would provide the property/casualty coverage quote on a "net of commission" basis.

The Trust's workers' compensation rates include an allowance for a 2% agent's fee. If members choose this option, the Trust reimburses the agent directly once members have paid their premium. If members choose not to use an agent for workers' compensation, if the agent's services on workers' compensation are included and compensated under a direct contract for service, or if the agent and member agree on a different fee, the Trust will adjust members' premiums accordingly.

Agent services

It's important for members and agents to occasionally discuss the agent's role so everyone understands and agrees on the agent's duties, responsibilities, and compensation. Following are services a member might ask an agent to provide.

- Advise and help in pulling together and reporting data needed for rating purposes.
- Help in managing, tracking, and making sure coverage is secured for insurable assets, such as buildings, mobile property, and cars.
- Coordinate the gathering of information in order to complete the renewal application.
- Complete or help in the completion of the renewal application.
- Advise and help in evaluating and selecting among coverage options, such as deductibles and limits.

- Review coverage documents and invoices to assure coverage has been correctly issued and billed.
 - Help on questions about coverage and premium calculations.
 - Advise on possible gaps or overlaps in coverages.
 - Help with contractual insurance requirements.
 - Help with the submittal of claims and coverage interpretation.
 - Review loss reports for correct reporting and appropriate reserves.
 - Help with safety and loss control activities.
 - Help in identifying and dealing with risk exposures.
 - Help with the property appraisal process.
 - Help in managing and securing certificates of insurance.
-

Your LMC Resource

Underwriters are available to assist with questions about coverages and more.

[Connect with Underwriters](#)

choose "Underwriting" under "Department"