



CITY COUNCIL REGULAR MEETING

Tuesday, September 05, 2023 at 6:30 PM

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

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

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL/AMENDMENT OF THE AGENDA**
5. **CLOSED SESSION PURSUANT TO MN STATUTE 13D.05 SUBD. 3(B) ATTORNEY-CLIENT PRIVILEGE TO DISCUSS POTENTIAL LITIGATION**
6. **OPEN FORUM**
Items not included in the agenda.
7. **ITEMS OF PUBLIC INTEREST**
 - [A.](#) 2024 Preliminary Budget & Levy Presentation, Public Hearing, and Adoption
8. **CONSENT AGENDA**
One action, topics will not be discussed unless removed from consent agenda. Items requiring the expenditures of funds are budgeted items or have been previously discussed by the City Council.
 - [A.](#) August 1, 2023 City Council Workshop Minutes
 - [B.](#) August 7, 2023 Regular City Council Meeting Minutes
 - [C.](#) August 15, 2023 City Council Workshop Minutes
 - [D.](#) Approval of Claims in the Amount of \$147,133.39
 - [E.](#) Resolution 12-2023 Implementing a Salary Plan
 - [F.](#) Memorandum of Understanding with LELS Local #359 Setting 2024 and 2025 Wages
 - [G.](#) Public Safety Building Furnace Replacement
9. **ITEMS REMOVED FROM CONSENT AGENDA**
10. **NEW BUSINESS**
 - [A.](#) Proposed Ordinance 2023-03 Cannabis Regulations
 - [B.](#) Proposed Ordinance 2023-04 Cannabis Licensure and Retail Sale Moratorium

[C.](#) Planning & Zoning Administrator Position

[D.](#) Outdoor Warning Siren Discussion

[E.](#) Discussion on Council Committees

11. OLD BUSINESS

[A.](#) Disc Golf Course Event Permit

12. STAFF REPORTS

13. MAYOR AND CITY COUNCIL REPORTS

14. AGENDA FORECAST

15. ADJOURN



TO: Mayor and City Council
 FROM: David Chanski, City Administrator/Clerk
 RE: Preliminary 2024 Budget & Levy
 DATE: September 5, 2023

The 2024 Preliminary Budget for the City of Breezy Point is attached. The proposed 2024 Levy as shown below is \$3,226,922. This preliminary levy is a \$274,183 (9.3%) increase over 2023.

The full Preliminary 2024 Levy breakdown is as shown below:

	Current 2023	Preliminary 2024
General Fund Levy	\$2,940,209	\$3,203,272
EDA Levy	\$ 3,530	\$ 3,650
Cemetery Fund Levy	\$ 9,000	\$ 20,000
Debt Service Fund Levy	<u>\$ 0</u>	<u>\$ 0</u>
Total	\$2,952,739	\$3,226,922

The remainder of this memo outlines the significant changes and additions that are reflected in the Preliminary 2024 Budget.

GENERAL FUND

Revenues

The adjustments received by the majority of revenue sources were to reflect historic and anticipated actuals. Some notable items include:

- LGA/HACA/MVHC: Increased to \$99,000 as the City will be receiving just shy of \$100,000 in 2024 from the State of Minnesota through the Small Cities Assistance Program. This is new funding that came out of the Spring 2023 legislative session.
- Reimbursements for Services: In 2024, the City will become the fiscal agent for the Pequot Lakes Fire District. The City will charge the PLFD \$8,500 for this service. While the City will be the PFLD’s fiscal agent in 2024, the City of Pequot Lakes will conduct the District’s 2023 audit as they were the fiscal agent during that period.
- Pelican Police Contract: In 2023, the City agreed to a two-year contract with Pelican Township for patrol services. This contract included fee increases in both 2023 and 2024 to account for increased Police Department operating costs. The service fee for 2023 was \$58,500, and the fee for 2024 is \$62,500.

- Lease Payments: The City has had a land lease with Charter Communications since 2012. However, the City Council released Charter from that lease in 2023.
- Transfer from Other Funds: The Cemetery Commission approved a \$3,000 increase over previous years to better cover the time the Public Works Department spends on work at the cemetery. Additionally, \$125,000 is being transferred from the Capital Fund to the General Fund to cover 50% of the implementation of the new salary plan.

Expenditures

Notable changes to department expenditures are identified below. Increases not specifically called out are increases based on anticipated cost increases, not new expenditures.

One item to note is that wages and benefits increased across the board due to the new salary plan being instituted by the City Council. This as a result of a competitive wage analysis that the City Council ordered and reviewed in August.

Additionally, the City Council has discussed hiring of a full-time Planning & Zoning Administrator to replace the current part-time, contract employee. This is also represented in the budget.

City Council

- Professional Services: Reduced to \$5,000. 2022 professional services were for the City Administrator recruitment, and 2023 professional services were for the City Hall Facility Assessment.

Administration

- Elections: 2024 is a presidential election year. As such, there will be 3 elections held: Presidential Nominating Primary on March 5, Primary Election on August 13, and General Election on November 5. Staff estimates a cost of \$7,000 to pay election judges for all three elections plus training.

City Attorney

- No change from 2023.

General Government

- Motor Fuels: Administrative staff do not currently have a dedicated staff car. Therefore, personal vehicles must be used to complete tasks such as bank runs, mail runs, site inspections, out of office meetings, trainings events, etc. As was done in 2023, staff is recommending transferring the police squad being replaced to the Public Works Department, which would dedicate the 2021 Ford Explorer for use by administrative staff.

- Professional Services: As discussed with the City Council at the August 1 budget kickoff, staff is seeking to implement budget management and transparency software in 2024. The annual cost of the software (approximately \$19,000 in 2024) would be split 50/50 between the General Fund and the Sewer Fund. The one-time implementation cost of approximately \$12,000 would be paid for out of the Capital Fund.
- Auditing & Accounting: Increased to account for new audit contract as well as audit assistance.
- Engineering: Reduced by \$5,000 based on historical actuals and anticipated 2024 expenditures.
- Pequot Lakes Fire District: Increase is primarily to fund the District's new Capital Improvement Plan. Broken down, the City's 2024 contribution to the PLFD is \$114,840 for operating, \$176,529.53 for capital, and \$14,644 for the relief association. This increase alone accounts for approximately 75% of the total preliminary levy increase.
- Transfer to Other Fund: This item is transfers to the Capital Fund comprised of \$342,000 for future road improvements, \$230,000 for future debt payments, and \$10,000 for employee liabilities (retirement payouts). There is no proposed increase from 2023.

Planning and Zoning

- Wages and Benefits: As mentioned above, wages increased due to the proposed hiring of a full-time Planning & Zoning Administrator.
- Training: Increased to account for professional development training for the Planning & Zoning Administrator.

Public Safety

- Overtime: Increased to account for wage increases and the proposal of creating weekend patrols throughout the summer. These weekend patrols would be primarily for golf cart enforcement and park patrols. These patrols are contingent on the Police Department replacing its current side-by-side as it is much easier to conduct golf cart enforcement and park patrols from a side-by-side than from a squad car. Acquisition of a new side-by-side will either be through grant funds or through public safety funding being provided by the State.
- Professional Services: In 2023, the Police Department implemented body worn cameras (BWCs) and replaced all squad cameras. Implementation in 2023 was paid out of Capital Outlay, but the annual contract fee is now being moved to Professional Services. Additionally, the Police Department is requesting to implement a subscription style contract for new tazers as well as additional data storage.

- Capital Outlay: Reduced by \$30,000 from 2023 and is comprised of the annual squad replacement.

Public Works

- Wages and Benefits: While wages and benefits increased in the Public Works Department, the public works budget doesn't appear to increase at the same rate of other departments because some of the wages and benefits were transferred to the parks budget per a recommendation from the Parks & Recreation Committee.
- Part Time: The seasonal wages that have been used primarily for mowing and park maintenance were moved to the parks budget per the Parks & Recreation Committee's recommendation. However, staff also recommending budgeting \$5,000 in the public works budget for additional part time help.
- Capital Outlay: There are no Public Works capital items proposed in the 2024 budget.
- Transfer: The City has transferred \$50,000 to the Capital Fund each year to help fund future Public Works capital equipment.

Parks & Recreation

- Wages and Benefits: As mentioned above, the Parks & Recreation Committee has made a recommendation that the wages and benefits the Public Works Department's time spent on parks be reallocated from the public works budget to the parks budget.
- Motor Fuels: In addition to wages and benefits, certain operating costs that can be attributed to parks but were historically budgeted in public works are also reallocated.
- Landscaping: Increased by \$2,000 to cover the cost of additional mulching.
- Professional Services: Increased by \$3,000 to cover the increased costs resulting from the number of portable restrooms at the disc golf course.
- Capital Outlay: The Parks & Recreation Committee has requested an increase of \$90,000 in capital outlay funds to cover future projects. However, the Committee does not have a specific project planned for 2024 at this time.
- Transfer: The City has transferred \$10,000 to the Capital Fund each year to help fund future Parks capital equipment such as playground replacements.

General Fund Expenditure Summary

All together, the DRAFT 2024 budget has a general fund budget of \$3,615,700. This is an increase of \$365,585 (11.2%) over 2023. It should be noted that \$290,000 (~79%) of that increase is due to the increased cost of the Pequot Lakes Fire District.

OTHER FUNDS

EDA Fund

The sole EDA Fund expenditure is an annual payment to the Brainerd Lakes Area Economic Development Corporation (BLAEDC) for economic development services. While staff has not yet received the 2024 budget request from BLAEDC, an increase of roughly 3.5% has been placed in the DRAFT 2024 budget.

TIF Fund

The TIF Fund receives revenues from existing TIF Districts and then refunds those revenues back to property owners as determined by the development agreements approved at the creation of said TIF districts. The revenue received is dependent on the increase in TIF District property values year over year.

Cemetery Fund

Cemetery Fund revenues are estimated to be roughly the same as the last few years. However, the Cemetery Commission is proposing a levy increase of \$20,000. This is to address an increase in expenditures due to the need to contract out general landscaping maintenance. This work historically has been done by the Cemetery Commission members themselves, but they are no longer able to do this work.

Debt Service Fund

As the City Council paid off the 2012 General Obligation Bond in 2022, the City is currently debt free, and, therefore, there are no expenditures and revenues budgeted in the Debt Service Fund for 2024.

Capital Fund

Proposed Capital Fund revenues for 2024 are the same as 2023.

The proposed expenditures in the Capital Fund total \$742,000 and include:

- \$125,000 for an update to the Zoning Code.
- \$125,000 transferred to the General Fund.
- \$25,000 for an update to the administrative sections of the City Code.
- \$12,000 for the implementation of budget management and transparency software.
- \$280,000 for final design and engineering of Buschmann should the City Council move forward with that project once preliminary design is complete.
- \$60,000 for the development of a streets plan.
- \$50,000 for parks capital.
- \$60,000 for a County Road 11 trail feasibility study.
- \$5,000 for scanners.

Capital Fund revenues are currently projected to exceed expenditures by just over \$48,000. This fund balance is saved for use for future capital projects. This allows the City to pay for significant projects while minimizing impacts to the levy. Any fund balance in the general fund over and above the 45% required by policy is also transferred to the Capital Fund at the end of the year.

Sewer Enterprise Fund

As an enterprise fund, the Sewer Enterprise Fund is funded through fee revenue, not tax revenue. Revenues are anticipated to be slightly higher than 2023 based on previous year actuals and increased number of sewer connections.

Fund expenditures are anticipated to increase by just over \$100,000 (22%). Approximately 78% of this increase is due to increases in wages and benefits. The majority of the remaining increases are due increase in audit costs (\$8,000 over 2023), and 50% of the proposed budget management and transparency software (\$9,500).

The Preliminary 2024 budget for the Sewer Enterprise Fund shows a projected fund balance of \$15,148. It is the City's policy to transfer any fund balance at the end of the year to the Sewer Capital Project Fund.

Sewer Capital Projects Fund

Revenues in the Sewer Capital Projects Fund are anticipated to be the same as 2023. The anticipated expenditures in the fund are \$40,000 for the rehabilitation of wet wells #6 and #7 and \$25,000 for next steps in the sewer expansion process.

Sewer Capital Project Fund revenues are currently projected to exceed expenditures by \$60,000. This fund balance is saved for use for future sewer capital projects. This allows the City to pay for significant projects while minimizing increases in sewer rates.

POTENTIAL TAX IMPLICATIONS

To help further understand the impact of this Preliminary Levy & Budget, *estimated* city property taxes were calculated for 20 properties from throughout the community. This analysis was done using the preliminary taxable market value for each property as currently listed by Crow Wing County.

City Administrator Chanski selected these properties from various neighborhoods throughout the community, but individual properties selected within each neighborhood were random. The only exception was that 5 of the properties selected belong to the 5 members of the City Council. The only constant factor between all 20 properties is that they had to be residentially homesteaded.

Preliminary 2023 City of Breezy Point property values, as received from Crow Wing County in April, had a city-wide increase of 12%. As the 20 properties shown below have an average value increase of 11%, this analysis appears to be representative of the community as a whole.

	2023 Property Value	2023 City Taxes	Prelim. 2024 Value	Value Change	Est. 2024 City Taxes	Difference	% Change
Property 1	\$ 297,281	\$ 1,098.86	\$ 358,212	20%	\$ 1,291.91	\$ 193.05	17.6%
Property 2	\$ 474,100	\$ 1,752.34	\$ 494,800	4%	\$ 1,784.52	\$ 32.18	1.8%
Property 3	\$ 435,300	\$ 1,608.92	\$ 468,300	8%	\$ 1,688.94	\$ 80.02	5.0%
Property 4	\$ 793,700	\$ 3,204.90	\$ 789,200	-1%	\$ 2,846.28	\$ (358.62)	-11.2%
Property 5	\$ 383,173	\$ 1,416.36	\$ 408,570	7%	\$ 1,473.52	\$ 57.16	4.0%
Property 6	\$ 503,800	\$ 1,865.80	\$ 504,400	0%	\$ 1,819.14	\$ (46.66)	-2.5%
Property 7	\$ 214,755	\$ 793.94	\$ 268,233	25%	\$ 967.39	\$ 173.45	21.8%
Property 8	\$ 449,300	\$ 1,660.66	\$ 468,200	4%	\$ 1,688.58	\$ 27.92	1.7%
Property 9	\$ 450,200	\$ 1,664.00	\$ 473,400	5%	\$ 1,707.34	\$ 43.34	2.6%
Property 10	\$ 391,830	\$ 1,448.14	\$ 475,600	21%	\$ 1,715.27	\$ 267.13	18.4%
Property 11	\$ 159,178	\$ 588.42	\$ 189,698	19%	\$ 684.15	\$ 95.73	16.3%
Property 12	\$ 336,079	\$ 1,242.26	\$ 356,939	6%	\$ 1,287.31	\$ 45.05	3.6%
Property 13	\$ 490,600	\$ 1,813.30	\$ 511,900	4%	\$ 1,846.19	\$ 32.89	1.8%
Property 14	\$ 646,700	\$ 2,525.92	\$ 652,100	1%	\$ 2,351.82	\$ (174.10)	-6.9%
Property 15	\$ 266,325	\$ 984.28	\$ 348,947	31%	\$ 1,258.49	\$ 274.21	27.9%
Property 16	\$ 685,200	\$ 2,703.70	\$ 694,600	1%	\$ 2,505.10	\$ (198.60)	-7.3%
Property 17	\$ 437,900	\$ 1,618.54	\$ 520,400	19%	\$ 1,876.84	\$ 258.30	16.0%
Property 18	\$ 472,400	\$ 1,746.04	\$ 497,800	5%	\$ 1,795.34	\$ 49.30	2.8%
Property 19	\$ 134,871	\$ 498.60	\$ 186,210	38%	\$ 671.57	\$ 172.97	34.7%
Property 20	\$ 474,000	\$ 1,751.96	\$ 494,600	4%	\$ 1,783.79	\$ 31.83	1.8%
Averages	\$ 424,835	\$ 1,599.35	\$ 458,105	11%	\$ 1,652.18	\$ 52.83	7.5%

**City of Breezy Point
2024 Preliminary Budget**

2024 Preliminary Budget

General Fund 100

Revenues - All Departments

00000	Description	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2023
31010	Property Taxes	2,303,911	2,507,108	2,940,209	0	-2,940,209
31900	P & I Delinquent Taxes	3,089	3,471	3,000	3,000	0
31920	Tax Forfeiture Land Sales	10,462	0	7,500	7,500	0
32100	Business Licenses & Permits	13,240	12,206	12,500	12,500	0
32170	Golf Cart Permits	10,040	9,905	13,000	13,500	500
32210	Zoning/Land Use	5,200	3,640	3,000	3,500	500
32000	Short Term Rental Licenses	0	0	15,000	12,000	-3,000
32240	Animal Licenses / Impound Fees	125	235	250	250	0
32300	Building Permits	254,410	194,292	100,000	100,000	0
33401	LGA / HACA / MVHC	44,865	191	0	99,000	99,000
33416	Police Training Reimb	8,243	7,089	2,400	5,000	2,600
33430	Police PERA Aids & Reimb	55,155	60,098	50,500	65,000	14,500
33600	Grants	44,681	70,623	2,500	2,500	0
33900	Recycling	922	105	0	0	0
34100	Reimburse For Services	2,489	11,520	3,500	12,000	8,500
34101	Hall Rental	1,335	1,150	1,000	1,500	500
34201	Police Reimbursements	14,295	4,319	3,500	3,500	0
34202	Pelican Police Contract	54,500	54,500	54,500	62,500	8,000
Page Sub-Total		2,826,962	2,940,452	3,212,359	403,250	-2,809,109

General Fund 100

2024 Preliminary Budget

Revenues - All Departments (Con't)

00000	Description	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2023
34203	E911 Addressing	4,370	3,130	2,500	2,500	0
34206	Police S&S/NightCap Reimbursements	0	8,716	3,000	5,000	2,000
34300	Highways and Streets	62	24,910	2,000	2,000	0
34302	Culverts	3,290	3,415	1,500	3,000	1,500
34400	Election Filing Fees	0	60	0	50	50
35100	Fines	7,975	11,559	7,500	7,500	0
36102	Improvements Road/Sewer	0	0	0	0	0
36103	Assessment Search Fees	1,565	1,015	1,000	2,000	1,000
35104	Administrative Fines	100	50	100	100	0
36200	Miscellaneous & Mailbox Supports	12,842	18,294	2,500	2,500	0
36210	Interest Income	14,162	18,641	12,000	15,000	3,000
36212	Dividends Income	8,534	5,272	0	0	0
36213	Investments Gains/Losses	-15,427	-40,028	0	0	0
36220	Lease Payments Received	2,880	2,832	3,456	0	-3,456
36230	Contributions	100	350	100	100	0
36232	Refunds Received	4,912	16,664	100	10,000	9,900
39203	Transfer From Other Fund	277,000	2,000	2,000	130,000	128,000
Fund 100	Total Revenue	3,149,326	3,017,332	3,250,115	583,000	-2,795,115

General Fund 100

2024 Preliminary Budget

Expenditures - City Council

41100	Description	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2023
100	Compensation	18,305	18,605	18,600	18,600	0
121	PERA	570	570	558	558	0
122	FICA & Medicare	1,400	1,423	1,423	1,423	0
150	Worker's Compensation Insurance	99	101	100	100	0
300	Professional Services	0	28,800	22,500	5,000	-17,500
351	Legal Notices & Publications	394	895	500	500	0
433	Dues & Subscriptions	3,031	3,066	3,000	3,000	0
437	Training & Education	0	0	5,000	5,000	0
Fund 100	City Council - Total Expenditures	23,798	53,460	51,681	34,181	-17,500

General Fund 100

2024 Preliminary Budget

Expenditures - Administration

41300	Description	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2023
100	Compensation	191,532	213,056	242,601	320,771	78,170
102	Overtime	36	8	500	500	0
121	PERA	13,892	15,313	18,195	24,058	5,863
122	FICA & Medicare	13,678	15,931	18,559	24,539	5,980
130	Life Insurance	720	592	450	624	174
131	Paid Health & Dental Insurance	18,470	33,345	39,857	54,749	14,892
150	Worker's Compensation Insurance	1,702	2,034	2,500	3,000	500
200	General Operating	2,210	4,558	5,000	5,000	0
208	Training & Education	624	2,223	6,000	6,500	500
220	Repair / Maint Supplies	85	0	1,000	1,000	0
256	Elections	8	4,386	0	7,000	7,000
321	Telephone	2,285	2,401	2,700	3,500	800
331	Travel Expenses	74	2,602	1,250	1,500	250
433	Dues & Subscriptions	685	3,032	1,200	1,500	300
590	Capital Outlay	5,695	0	0	0	0
Fund 100	Administration - Total Expenditures	251,696	299,481	339,812	454,241	114,429

General Fund 100

Expenditures - City Attorney

41610	Description	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2023
304	Legal Services	4,207	32,327	20,000	20,000	0
Fund 100	City Attorney - Total Expenditures	4,207	32,327	20,000	20,000	0

General Fund 100

2024 Preliminary Budget

Expenditures - Other General Govt

41900	Description	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2023
160	Liability Insurance	2,834	4,913	6,000	6,000	0
212	Motor Fuels	0	0	0	500	500
300	Professional Svs.	554	3,913	2,500	12,000	9,500
301	Auditing & Accounting	7,550	8,812	8,500	12,000	3,500
303	Engineering (General)	6,950	180	10,000	5,000	-5,000
304	Legal/Prosecution Fees	8,000	8,000	8,000	9,000	1,000
306	Animal Control	57	0	6,800	7,500	700
308	IT / Support	19,305	10,841	8,000	10,000	2,000
310	Fire District	101,919	115,313	122,349	306,000	183,651
313	Benefits Administration	1,269	1,287	1,000	1,000	0
319	Other - Reserves	0	0	0	0	0
324	Recycling	546	500	500	500	0
329	Communications	0	656	12,000	12,000	0
362	Property Insurance	2,461	2,611	2,750	2,750	0
381	Combined Utilities	7,025	7,707	8,000	8,000	0
400	Office Equipment	3,621	699	5,000	5,000	0
401	Building Maintenance	11,089	4,761	10,000	10,000	0
402	Grounds Maintenance	2,349	2,554	2,500	2,750	250
510	Land Acquisition	3,000	0	0	0	0
720	Transfer to Other Fund	210,000	628,422	582,000	582,000	0
721	EOY Fund Bal Transfers	0	0	0	0	0
810	Refunds / Reimbursements	6,034	602	500	500	0
Fund 100	Other General Government - Total Expenditures	394,561	801,771	796,399	992,500	196,101

General Fund 100

2024 Preliminary Budget

Expenditures - Planning & Zoning

41910	Description	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2023
100	Compensations	32,540	48,083	60,000	92,612	32,612
104	Commission Wages	2,400	1,980	3,000	2,500	-500
106	Seasonal Wages	3,390	0	0	10,000	10,000
121	PERA	0	467	2,008	6,946	4,938
122	FICA & Medicare	184	646	2,048	7,085	5,037
130	Life Insurance	0	0	73	212	139
131	Paid Health & Dental Insurance	0	707	2,303	24,587	22,284
150	Workers Comp	0	0	190	672	482
200	General Operating	386	3,104	500	500	0
208	Training & Education	0	0	500	2,000	1,500
258	Mapping	0	0	1,000	1,000	0
300	Professional Services	1,175	7,681	3,500	3,500	0
302	E-911 / Permit Expenses	1,450	975	500	1,000	500
304	Legal Services	1,885	187	0	0	0
308	IT Services	0	-2,858	3,200	3,200	0
309	Building Inspector	123,849	153,052	85,000	85,000	0
331	Travel Expenses	0	0	300	500	200
351	Legal Notices	927	1,631	1,000	1,500	500
810	Refunds	0	250	100	100	0
Fund 100	Planning & Zoning - Total Expenditures	168,185	215,905	165,222	242,914	77,692

General Fund 100

2024 Preliminary Budget

Expenditures - Public Safety

42100	Description	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2023
100	Compensation	489,826	492,113	534,000	661,429	127,429
102	Overtime	15,642	15,340	16,000	35,000	19,000
103	Admin / Office Wages	49,315	54,226	60,661	74,643	13,982
105	TZD Wages	3,280	9,131	3,000	0	-3,000
107	P/T Officer Wages	8,977	6,939	6,000	9,000	3,000
121	PERA	92,926	83,877	95,350	122,671	27,321
122	FICA & Medicare	10,084	10,073	11,000	15,300	4,300
130	Life Insurance	1,280	1,184	1,008	1,536	528
131	Paid Health & Dental Insurance	106,119	118,424	125,520	146,097	20,577
150	Worker's Compensation Insurance	29,544	34,220	36,000	40,000	4,000
160	Liability Insurance	17,636	16,205	16,000	18,000	2,000
200	General Operating	8,601	7,606	8,500	9,000	500
208	Training & Education	9,172	77,398	10,000	10,000	0
212	Motor Fuels	15,849	25,021	25,000	25,000	0
220	Repair / Maint	15,547	18,385	15,000	15,000	0
300	Professional Services	4,635	15,457	19,500	50,000	30,500
308	IT / Support	16,325	16,775	22,400	22,400	0
321	Telephone	10,770	11,272	12,500	13,000	500
362	Municipal Property Insurance	6,911	7,077	7,250	7,500	250
363	Automotive Insurance	9,032	8,793	12,000	12,000	0
381	Combined Utilities	10,287	12,163	15,000	15,000	0
400	Office Equipment	0	1,923	2,000	2,000	0
401	Building Maintenance	14,427	8,896	45,000	45,000	0
402	Grounds Maintenance	1,739	1,949	3,500	3,500	0
417	Uniforms	7,753	7,845	12,000	12,000	0
590	Capital Outlay	52,856	64,089	90,000	60,000	-30,000
Fund 100	Public Safety - Total Expenditures	1,008,534	1,126,381	1,204,189	1,425,076	220,887

General Fund 100

2024 Preliminary Budget

Expenditures - Public Works

43000	Description	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2023
100	Compensation	137,989	155,563	161,652	190,884	29,232
102	Overtime	145	1,956	5,000	2,500	-2,500
106	Part Time	6,452	6,231	7,500	5,000	-2,500
121	PERA	10,036	10,825	12,124	14,317	2,193
122	FICA & Medicare	10,423	11,223	12,367	14,603	2,236
130	Life Insurance	518	475	518	490	-28
131	Paid Health & Dental Insurance	27,273	36,163	39,451	39,789	338
150	Worker's Compensation Insurance	12,225	13,191	13,000	13,500	500
160	Liability Insurance	4,705	2,133	1,200	1,000	-200
200	General Operating	2,019	1,945	2,000	2,000	0
208	Training & Education	89	397	1,000	1,000	0
212	Motor Fuels	15,155	35,560	35,000	40,000	5,000
220	Equipment - Repairs & Maint	16,754	25,200	32,000	32,000	0
222	Landscaping	207	192	1,500	1,500	0
223	Salt / Sand	3,773	8,932	9,000	9,000	0
224	Aggregate Materials	21,453	17,908	25,000	25,000	0
225	Blacktop Repair	19,466	14,139	25,000	25,000	0
226	Sign Materials	1,499	1,918	1,500	1,500	0
228	Equipment Rental	135	317	1,000	1,000	0
229	Culverts/MB Supports	8,155	4,711	2,400	2,400	0
240	Small Tools / Minor Equip	1,011	1,551	2,000	2,000	0
300	Professional Services	418	6,310	1,000	2,500	1,500
308	IT Services	0	172	2,400	2,400	0
321	Telephone	2,659	1,952	2,950	2,950	0
331	Travel Expenses	0	0	500	500	0
362	Property Insurance	1,468	2,265	3,500	3,500	0
363	Automotive Insurance	1,950	1,960	2,000	2,000	0
381	Combined Utilities	5,171	8,121	10,000	10,000	0
401	Building Maintenance	908	1,710	2,000	2,000	0
417	Uniforms	1,242	1,604	1,500	1,500	0
531	Dustcoating	21,333	22,852	30,000	35,000	5,000
533	Road Improvements	110,401	0	0	0	0
590	Capital Outlay	323,359	11,768	140,000	0	-140,000
720	Transfer	69,387	50,000	50,000	50,000	0
Fund 100	Public Works - Total Expenditures	837,781	459,244	636,062	536,833	-99,229

General Fund 100

2024 Preliminary Budget

Expenditures - Project 19-429 (Operating)

43500	Description	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2023
591	Construction Cost	0	0	0	0	0
592	Engineering	39,396	809	0	0	0
594	Administrative Cost	0	0	0	0	0
595	Land Acquisition/Easements	404	0	0	0	0
Fund 100	Project 19-429 - Total Expenditures	39,799	809	0	0	0

General Fund 100

2024 Preliminary Budget

Expenditures - Parks & Recreation (Operating)

45100	Description	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2023
100	Compensation	0	0	0	26,946	26,946
102	Overtime	0	0	0	0	0
106	Seasonal Part Time	0	0	0	8,500	8,500
121	PERA	0	0	0	2,021	2,021
122	FICA & Medicare	0	0	0	2,062	2,062
130	Life Insurance	0	0	0	58	58
131	Paid Health & Dental Insurance	0	0	0	3,990	3,990
150	Worker's Compensation Insurance	0	0	0	500	500
160	Liability Insurance	0	0	0	200	200
210	General Operating	2,134	2,095	3,500	5,000	1,500
212	Motor Fuels	0	0	0	2,500	2,500
222	Landscaping	1,030	1,712	4,000	6,000	2,000
228	Equipment Rental	0	0	500	500	0
300	Professional Services	2,502	3,676	3,000	6,000	3,000
362	Property Insurance	748	1,706	4,000	4,500	500
400	Equipment	0	0	250	250	0
401	Building Maintenance	0	23	500	500	0
530	Beach Improvements	0	33	500	500	0
580	Equipment Outlay	-25,000	0	500	500	0
590	Capital Outlay	187,456	33,045	10,000	0	-10,000
720	Transfer to Other	25,000	10,000	10,000	10,000	0

Fund 100	Parks & Recreation - Total Expenditures	193,869	52,290	36,750	80,527	43,777
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**City of Breezy Point
2024 Preliminary Budget**

2024 Preliminary Budget

General Fund 100 Summary

Revenue & Expenditures	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2023
Revenue					
General Fund - Total Revenue	3,149,326	3,017,332	3,250,115	583,000	-2,667,115
Expenditures					
City Council	23,798	53,460	51,681	34,181	-17,500
Administration	251,696	299,481	339,812	454,241	114,429
City Attorney	4,207	32,327	20,000	20,000	0
Other General Government	394,561	801,771	796,399	992,500	196,101
Planning & Zoning	168,185	215,905	165,222	242,914	77,692
Public Safety	1,008,534	1,126,381	1,204,189	1,425,076	220,887
Public Works	837,781	459,244	636,062	536,833	-99,229
Project 19-429	39,799	809	0	0	0
Parks & Recreation (Operating)	193,869	52,290	36,750	80,527	43,777
General Fund - Total Expenditures	2,922,430	3,041,668	3,250,115	3,786,272	536,157

2024 Preliminary Levy

Preliminary Levy	3,226,922	
Preliminary Levy Increase	274,183	Minus Fire District
Preliminary Levy % Increase	9.3%	3.1%

**City of Breezy Point
2024 Preliminary Budget**

2024 Preliminary Budget

EDA Fund 200

Revenues - All Departments

46500	Description	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2023
31010	Property Tax	3,465	3,425	3,530	3,650	120
36200	Misc Revenue	0	0	0	0	0
36210	Interest	17	17	15	15	0
36213	Investments Gains/Loses	-21	-50	0	0	0
Fund 200	Total Revenue	3,461	3,392	3,545	3,665	120

Expenditures

46500	Description	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2023
200	General Operating	0	0	0	0	0
490	Donations	3,525	3,625	3,530	3,650	120
300	Professional Services	0	0	0	0	0
Fund 200	Total Expenditures	3,525	3,625	3,530	3,650	120

**City of Breezy Point
2024 Preliminary Budget**

2024 Preliminary Budget

EDA Fund 200 Summary

	Revenue & Expenditures	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2022
Revenue	EDA Fund - Total Revenue	3,461	3,392	3,545	3,665	120
Expenditures	EDA Fund - Total Expenditures	3,525	3,625	3,530	3,650	120
	Difference	(64)	(233)	15	15	0

**City of Breezy Point
2024 Preliminary Budget**

2024 Preliminary Budget

TIF Fund 204

Revenues - All Departments

46500	Description	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2023
31010	Property Tax	9,867	10,140	10,415	16,500	6,085
36200	Misc Revenue	0	0	0	0	0
36210	Interest	0	0	0	0	0
36213	Investments Gains/Loses	0	0	0	0	0
Fund 204	Total Revenue	9,867	10,140	10,415	16,500	6,085

Expenditures

46500	Description	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2023
300	Professional Services	0	6,180	8,500	1,500	-7,000
303	Engineering Fees	0	0	0	0	0
351	Legal Notice Publishing	0	45	0	0	0
594	Administration	850	0	1,000	150	-850
810	Refund/Reimbursement	8,864	0	0	14,850	14,850
811	Release of Escrow	0	0	0	0	0
Fund 204	Total Expenditures	9,714	6,225	9,500	16,500	7,000

**City of Breezy Point
2024 Preliminary Budget**

2024 Preliminary Budget

TIF Fund 204 Summary

Revenue & Expenditures	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2022
Revenue EDA Fund - Total Revenue	9,867	10,140	10,415	16,500	6,085
Expenditures EDA Fund - Total Expenditures	9,714	6,225	9,500	16,500	7,000
Difference	153	3,915	915	0	-915

**City of Breezy Point
2024 Preliminary Budget**

2024 Preliminary Budget

Cemetery Special Revenue Fund 270

Revenues - All Departments

00000	Description	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2023
31010	Property Tax	7,725	9,000	9,000	20,000	11,000
34000	Charge for Services	3,640	2,615	3,000	3,000	0
34940	Lot Sales	10,437	3,091	8,000	8,000	0
34942	Perpetual Care	2,597	653	1,500	1,500	0
36200	Misc / Butterfly Event	14,263	14,258	3,000	4,000	1,000
36210	Interest	2,206	2,618	1,750	2,500	750
36213	Investments Gains / Loses	-2,128	-6,166	0	0	0
Fund 270	Total Revenue	38,739	26,069	26,250	39,000	12,750

Cemetery Special Revenue Fund 270

Expenditures

49010	Description	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2023
200	General Operating	1,924	566	1,500	1,500	0
222	Landscaping	3,846	1,598	4,000	4,000	0
240	Small Tools/Minor Equip	198	0	0	0	0
300	Professional Services	5,170	5,401	5,000	20,000	15,000
362	Property Insurance	118	228	600	650	50
381	Combined Utilities	1,294	1,366	1,400	1,500	100
433	Dues & Subscriptions	123	0	125	125	0
438	Butterfly Event	1,874	1,890	2,200	2,500	300
439	Markers	1,351	0	1,000	1,000	0
534	Site Improvements	0	475	1,500	1,500	0
720	Transfer to Other (GF)	2,000	2,000	2,000	5,000	3,000
810	Refunds / Reimbursements	0	0	0	0	0
Fund 270	Total Expenditures	17,899	13,524	19,325	37,775	18,450

**City of Breezy Point
2024 Preliminary Budget**

2024 Preliminary Budget

Cemetery Special Revenue Fund 270

Revenue & Expenditures	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2022
Revenue					
Cem Spec Rev Fund - Total Revenue	38,739	26,069	26,250	39,000	12,750
Expenditures					
Cem Spec Rev Fund - Total Expenditures	17,899	13,524	19,325	37,775	18,450
Difference	20,841	12,545	6,925	1,225	-5,700

**City of Breezy Point
2024 Preliminary Budget**

2024 Preliminary Budget

Debt Service Fund 300

Revenues - All Departments

00000	Description	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2023
36108	2007 GO Rd/Sew Bond (RE:2012)	88,991	43,585	0	0	0
36116	Ad Valorem Taxes	0	0	0	0	0
36210	Interest	3,685	633	0	0	0
36119	2012 GO Crossover Bond	191,115	230,000	0	0	0
36213	Investments Gains/Loses	-4,161	95	0	0	0
39200	Transfer In (from general fund)	0	272,000	0	0	0
39310	Bond Issuance/Other Financing	0	0	0	0	0
Fund 300	Total Revenue	279,630	546,313	0	0	0

Debt Service Fund 300

Expenditures

47000	Description	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2023
620	Fiscal Agent Fees	1,245	5	0	0	0
637	2012 GO Crossover Bond Interest	16,405	860	0	0	0
638	2012 GO Crossover Bond Princ	225,000	570,000	0	0	0
720	Transfer to Other	0	0	0	0	0
Fund 300	Total Expenditures	242,650	570,865	0	0	0

**City of Breezy Point
2024 Preliminary Budget
Summary**

2024 Preliminary Budget

Debt Service Fund 300

Revenue & Expenditures	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2022
Revenue Debt Service Fund - Total Revenue	279,630	546,313	0	0	0
Expenditures Debt Service Fund - Total Expenditures	242,650	570,865	0	0	0
Difference	36,980	(24,552)	0	0	0

**City of Breezy Point
2024 Preliminary Budget**

2024 Preliminary Budget

Capital Fund 401

Revenues - All Departments

Description		2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2023
31810	Franchise Fees	0	5,740	5,000	5,000	0
33600	State / Local Grants	0	0	0	0	0
33900	Recycling	0	0	0	0	0
35201	Forfeits - Alcohol	4,221	1,970	2,000	2,000	0
35202	Forfeits - Drug	0	0	2,000	2,000	0
36000	Special Assessments	59,794	85,888	50,000	50,000	0
36101	2005 GO Rd/Sew Assessments	9,088	0	5,000	5,000	0
36102	2008 Imp. Assessment	17,794	0	25,000	25,000	0
36103	2019 Road/Sewer Assessments	0	0	0	0	0
36107	Assessment Income	0	0	0	0	0
36108	2007 GO Road/Sewer Bonds Re: 2012	0	0	50,000	50,000	0
36200	Misc. Revenue	0	0	0	0	0
36201	Sold Property Revenue	0	4,000	7,500	7,500	0
42100-34201	Police Copies	0	0	100	100	0
42100-36201	Sold Property Revenue PD	5,900	1,624	1,000	1,000	0
43000-36201	Sold Property Revenue PW	55,001	0	1,000	1,000	0
41300-36200	Misc. Revenue	0	0	0	0	0
36210	Interest Income	40,148	8,272	0	0	0
41900-36210	Interest Income	0	35,960	0	0	0
36211	Insurance Dividends	0	0	0	0	0
36213	Investments Gains/Loses	-43,267	-115,568	0	0	0
36230	Contributions and Donations	0	0	0	0	0
36234	Park Dedication	0	0	0	0	0
41900-39201	Land Acquisitions (Transfer From GF)	10,000	10,000	0	0	0
41940-39201	Well Maintenanc (Transfer from GF)	0	0	0	0	0
43100	Future Improvements	0	0	0	0	0
43101-39201	Signs (Transfer from GF)	5,000	5,000	0	0	0
43121-39201	Road Improvements (Transfer from GF)	185,000	331,422	342,000	342,000	0
45100-39201	Park Equip Replacement (Transfer from GF)	0	10,000	10,000	10,000	0
49211-39201	Accrued Employee Liabilities	10,000	10,000	10,000	10,000	0
41900-39201	Transfer from General Fund	10,000	10,000			0
43000-39201	Transfer from General Fund	69,387	0	50,000	50,000	0
41950-39201	Transfer from General Fund	0	0	230,000	230,000	0
39203	Transfer from Other Fund	0	0	0	0	0
Fund 401	Total Revenue	438,066	404,308	790,600	790,600	0

**Capital Fund 401
Expenditures**

Description		2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2023
35201	Forfeitures Alcohol	7,377	0	3,500	0	-3,500
35202	Forfeitures Drugs	418	0	5,000	0	-5,000
31810	Franchise Fees	0	0	100	0	-100
41300	Administration Capital	0	0	0	167,000	167,000
41300-720	Transfer to Other	0	0	0	125,000	125,000
41900-324	Recycling	0	0	0	0	0
41900-300	Professional Services	0	0	425,000	400,000	-25,000
41900	Land Aquisitions	0	0	0	0	0
42100	Police	0	0	0	0	0
43000-226	Public Works-Sign Materials	1,254	0	2,500	0	-2,500
43000-590	Capital Outlay	0	0	150,000	0	-150,000
43100	Future Improvements	0	0	0	0	0
43121	Road Improvements	0	0	0	0	0
45100	Parks & Recreation	0	0	0	50,000	50,000
45100-580	Parks & Rec-Equipment Outlay	25,000	0	0	0	0
45100-590	Parks & Recreation/Replacement	0	0	1,000	0	-1,000
45200	Parkland Dedication	0	0	0	0	0
49211	Accrued Employee Liabilities	0	0	0	0	0
43000-720	Transfer to Other	250,000	0	0	0	0
Fund 401	Total Expenditures	284,048	0	587,100	742,000	154,900

**City of Breezy Point
2024 Preliminary Budget
Summary**

2024 Preliminary Budget

Capital Fund 401

Revenue & Expenditures		2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2023
Revenue	- Total Revenue	438,066	404,308	790,600	790,600	0
Expenditures	- Total Expenditures	284,048	0	587,100	742,000	154,900
	Difference	154,018	404,308	203,500	48,600	-154,900

**City of Breezy Point
2024 Preliminary Budget**

2024 Preliminary Budget

Sewer Enterprise Fund 600

Revenues - All Departments

00000	Description	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2023
36000	Assessments	25,003	69,662	25,000	25,000	0
36200	Misc	0	0	100	100	0
36210	Interest Income	4,915	6,172	5,000	5,000	0
36213	Investments Gains/Loses	-5,448	-15,829	0	0	0
36232	Refunds/Reimbursements	0	0	100	0	-100
37210	Sewer Service	413,843	423,208	420,000	450,000	30,000
37250	Connection Charges	2,025	900	1,200	1,200	0
37255	Connection Principal/Interest	0	0	0	0	0
Fund 600	Total Revenue	440,337	484,113	451,400	481,300	29,900

Sewer Enterprise Fund 600
Expenditures

2024 Preliminary Budget

43250	Description	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2023
100	Full-Time Employee Wages	139,277	154,388	192,587	255,059	62,472
102	Full-Time Employee Overtime	145	2,337	2,500	3,000	500
103	Admin/Office Wages	26,739	28,093	0	0	0
106	Seasonal Part time lawn mowing wages	6,452	6,231	4,500	4,500	0
121	PERA	12,113	1,346	14,444	19,130	4,686
122	FICA/Medicare	12,445	13,784	14,733	19,512	4,779
130	Life Insurance	442	405	534	547	13
131	Paid Health/Dental	19,278	31,437	35,773	43,254	7,481
150	Worker's Comp	5,891	6,261	9,500	7,500	-2,000
160	Liability Insurance	1,530	4,066	5,000	5,000	0
200	General Operating	6,609	7,255	10,000	10,000	0
208	Training and Education	332	1,038	3,000	3,000	0
212	Motor Fuels	2,959	3,295	5,000	5,000	0
220	Repair/Maint Supplies	11,401	26,398	11,500	15,000	3,500
300	Professional Services	589	62	0	9,500	9,500
301	Auditing and Accounting	1,880	2,196	2,000	10,000	8,000
303	Engineering Fees	450	90	1,000	1,000	0
304	Legal Services	0	0	0	0	0
308	IT Support/Software	3,713	4,657	4,000	5,000	1,000
316	Spraying	1,064	0	1,500	1,500	0
321	Telephone	3,233	3,415	4,000	4,000	0
326	Permits & Lab Testing	2,349	2,212	3,500	3,500	0
331	Travel Expenses	602	763	500	500	0
332	Gopher One Locates	606	536	500	500	0
362	Property Insurance	3,768	3,071	4,200	4,200	0
363	Automotive Insurance	1,100	1,041	1,150	1,650	500
381	Combined Utilities (Gas & Electric)	22,952	26,638	30,000	30,000	0
386	Credit Card Proc Fees	2,427	2,595	2,500	3,000	500
417	Uniforms	420	379	500	500	0
432	Bad/Delinquent Payment	0	74	100	100	0
433	Dues and Subscriptions	345	698	700	700	0
590	Capital Outlay	26,590	4,418	0	0	0
720	Transfer to Other	0	0	0	0	0
Fund 600	Total Expenditures	317,700	339,179	365,221	466,152	100,931

**City of Breezy Point
2024 Preliminary Budget
Summary**

2024 Preliminary Budget

Sewer Enterprise Fund 600

Revenue & Expenditures		2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2023
Revenue	- Total Revenue	440,337	484,113	451,400	481,300	29,900
Expenditures	- Total Expenditures	317,700	339,179	365,221	466,152	100,931
	Difference	122,637	144,934	86,179	15,148	-71,031

**City of Breezy Point
2024 Preliminary Budget**

2024 Preliminary Budget

Sewer Capital Projects Fund 602

Revenues - All Departments

41950	Description	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2023
36000	Special Assessments	112,187	14,564	50,000	50,000	0
00000-36000	Whitebirch7/CreekCir Proj Assessments	0	0	0	0	0
36201	Sold Property Revenue	0	0	0	0	0
36210	Interest	41,946	47,031	25,000	25,000	0
36213	Investments Gains/Loses	-45,479	-126,200	0	0	0
34407	SAC/Connections	109,350	35,750	50,000	50,000	0
39200	Transfer In	0	0	0	0	0
Fund 602	Total Revenue	218,004	-28,855	125,000	125,000	0

Expenditures (Improvement Projects)

41950	Description	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2023
200	General Operating	0	0	0	40,000	40,000
591	Construction Costs	0	0	0	0	0
592	Engineering Costs	402	0	70,000	25,000	-45,000
593	Legal	0	0	500	0	-500
594	Admin Costs	0	0	0	0	0
595	Land Acquisition/Easements	0	0	0	0	0
596	Transfer Out	0	0	0	0	0
720	Transfer To Other Fund	0	0	0	0	0
Fund 602	Total Expenditures	402	0	70,500	65,000	-5,500

**City of Breezy Point
2024 Preliminary Budget**

2024 Preliminary Budget

Sewer Capital Projects Fund 602 Summary

Revenue & Expenditures	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change from 2023
Revenue - Total Revenue	218,004	-28,855	125,000	125,000	0
Expenditures - Total Expenditures	402	0	70,500	65,000	-5,500
Difference	217,602	(28,855)	54,500	60,000	5,500

CITY OF BREEZY POINT
RESOLUTION 11-2023

A RESOLUTION SETTING THE LEVY AND BUDGET FOR 2024 FOR THE
CITY OF BREEZY POINT

WHEREAS, the 2024 budget process started in June with the adoption of the 2024 Budget Calendar; and

WHEREAS, the City Administrator worked in conjunction with department staff to develop a preliminary 2024 budget that addresses the City's immediate and future needs in a financially conscious manner; and

WHEREAS, the operation of the City is stable and high functioning, City Council is setting policies to achieve a good quality of life by maintaining streets, providing police and fire protection, planning and zoning, and general governance; and

WHEREAS, the City Council discussed the 2024 preliminary budget in workshops on August 1 and August 15;

NOW THEREFORE BE IT RESOLVED that the following amounts represent the preliminary levy set by the City of Breezy Point for 2024:

General Fund Levy	\$3,203,272
EDA Fund Levy	\$ 3,650
Cemetery Fund Levy	\$ 20,000
Debt Service Fund Levy	\$ <u>0</u>
Total Preliminary Levy	\$3,226,922

BE IT FURTHER RESOLVED that the budget meeting will be held December 4, 2023 at 6:30 p.m.

Rebecca Ball ___	Brad Scott ___
Steve Jensen ___	Angel Zierden ___
Michael Moroni ___	

Adopted this 5th day of September 2023.

Mayor Angel Zierden

Attest:

David Chanski, City Administrator/Clerk

**Breezy Point City Council
August 1, 2023 – 1:00 pm
City Council Workshop Minutes**

A workshop of the Breezy Point City Council began at 1:02pm. Councilmembers present were Rebecca Ball, Steve Jensen, Michael Moroni, and Mayor Angel Zierden as well as City Administrator Chanski, Assistant City Administrator Daniel Eick, Police Chief Brian Sandell, and Finance Specialist Janette Rust. Councilmember Brad Scott was absent. The purpose of the workshop was to discuss items related to the 2024 Budget. Items discussed were:

- City Hall
 - o The City Council reviewed comments received through the city website, city hall open house, and posterboard exhibit.
 - o The Council also received a financial analysis from BakerTilly.
 - o The City Council discussed and had consensus to move forward with the architecture and design process on a new city hall building with the following add alternate options:
 - Library
 - Community Room
 - Gymnasium
 - Fitness Center
 - Pool
- 2024 COLA
 - o Police Chief Sandell presented a concern that the City is not in position to be competitive in the current employee market in both the retention of its current employees as well as the recruitment of new employees. He presented an analysis that showed that the patrol officer wages alone are 16.5% lower than the City's immediate competition.
 - o The City Council had consensus that they want to be competitive in the workforce market and asked City Administrator Chanski to do an analysis for all employees to be presented at the August 15 budget workshop.
- Buschmann Road Phase II
 - o The Council held discussion on the next steps in the potential reconstruction of Buschmann Road.
- Sewer Expansion
 - o City Administrator Chanski shared that the sewer expansion study should be complete by the end of the summer and that next steps will be to go into permitting with the State, which will take the better part of a year, as well as conducting a rate study.
 - o Administrator Chanski shared that \$25,000 will be placed in the preliminary 2024 sewer budget to have Widseth conduct the permitting process on the City's behalf.
- Streets Plan

- City Administrator Chanski discussed the idea of having a streets plan developed in 2024 as the City does not currently have a plan for maintaining and improving its streets. Such a plan would likely cost around \$60,000 and could be paid for out of the Capital Fund.
- City Code
 - The City Council further discussed updating the Zoning Code as well as the general city code in 2024. The Council had consensus that they would like to see budgets for both projects (the Zoning Code would be conducted by a planning consultant and the general code by the City Attorney) in the 2024 budget.
- Organizational Changes
 - City Administrator Chanski shared some proposed organizational changes for 2024, including the replacement of the current part-time, consultant planner with a full-time planning & zoning administrator.
- Software
 - City Administrator Chanski discussed implementing new software over the next few years to optimize city operations. He would like to start by implementing budget and transparency software in 2024, and staff will continue to research further software improvements for implementation in future years.

The Council recessed from 2:33pm to 2:38pm.

The meeting was adjourned at 4:17pm.

David Chanski, Administrator/Clerk

**Breezy Point City Council
August 7, 2023 - 6:30 pm
Regular Meeting Minutes**

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

Approval/Amendment of the Agenda

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

Open Forum

Bill Toft 31877 Green Scene Drive

Consent Agenda

- A. July 6, 2023 Regular City Council Meeting Minutes
- B. Approval of Claims Totaling \$163,837.61
- C. Resolution 10-2023 Donation to Police Department

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

Cannabis Regulation

Discussed new ordinances needed for the legalization of cannabis in Minnesota for recreational use. Adopt or compare to the county's ordinance. Public Hearing to happen at September 5th council meeting.

MOTION MORONI/BALL TO DIRECT STAFF TO DRAFT THREE SEPARATE CANNABIS ORDINANCES FOR RESTRICT PERSONS UNDER 21, PLACE MORATORIUM UNTIL DECEMBER 31, 2024, AND PROHIBIT USE ON PUBLIC PROPERTY, MOTION CARRIED 5-0

City Hall Design Proposal

Summary of discussion from August 1st council workshop. Lindsey Kriens of Widseth spoke.

MOTION MORONI/BALL TO ACCEPT THE WIDSETH PROPOSAL TO DEVELOP NEW SCHEMATIC DESIGN OF CITY HALL, MOTION CARRIED 4-1

Rezone and Design of Disc Golf Course Parking Lot

Discussed size and history of lots proposed for disc golf parking. Planning Commission recommended rezoning to Public.

MOTION BALL/MORONI TO ACCEPT RECOMMENTATION OF THE PLANNING COMMISSION TO REZONE LOTS 3, 4, 5 OF WHITEBIRCH SIXTEEN TO PUBLIC. PARKING AREA NO GREATER THAN .5 ACRES AND NATURAL SCREENING BETWEEN LOT AND RIGHT OF WAY, MOTION CARRIED 4-1

Communications Policy

Assistance City Administrator Eick reviewed the policy.

MOTION MORONI/BALL TO APPROVE THE SOCIAL MEDIA AND COMMUNICATIONS POLICY AS PRESENTED, MOTION CARRIED 5-0

Special Event Permit

Council directed staff to create a specific permit for the disc golf course.

Rules of Conduct and Procedure

Assistance City Administrator Eick reviewed the policy.

MOTION BALL/JENSEN TO APPROVE RULES OF CONDUCT AND PROCEDURE WITH BREAK LANGUAGE ADDED, MOTION CARRIED 5-0

Buschmann Road Update

Paul Sandy with WSB reviewed information of the reconstruction study and open house for Buschmann Road and Ranchette Drive. Council directed to work with no trail and a 4 foot shoulder.

Council Reports

Councilmember Moroni spoke about the Heartland Cable Commission meeting with recommendation to use money towards emergency service siren.

City Administrator Chanski went over the Agenda Forecast for the September meeting.

Adjourn

MOTION MORONI/JENSEN TO ADJOURN THE MEETING TO AUGUST 15 WORKSHOP AT 1:00 PM, CARRIED -0

Meeting was adjourned at 10:13 p.m.

David Chanski, City Administrator/Clerk

**Breezy Point City Council
August 15, 2023 – 1:00 pm
City Council Workshop Minutes**

A workshop of the Breezy Point City Council began at 1:00pm. Councilmembers present were Steve Jensen, Michael Moroni, Brad Scott, and Mayor Angel Zierden as well as City Administrator Chanski, Assistant City Administrator Daniel Eick, Police Chief Brian Sandell, Finance Specialist Janette Rust, Public Works Supervisor Joe Zierden, and Assistant Public Works Supervisor Neil Carlson. Councilmember Rebecca Ball was absent at the start of the meeting but arrived at 2:25pm. The purpose of the workshop was to discuss the Preliminary 2024 Budget & Levy.

City Administrator Chanski walked the City Council through the draft Preliminary 2024 Budget & Levy line by line. Discussion was primarily kept to the General Fund and Capital Fund. The items that received most of the discussion were:

- Pequot Lakes Fire District contribution
- Additional summer weekend patrol officer shifts for the primary purpose of parks and golf cart patrols
- Replacement of the part-time contract planner with a full-time planning & zoning administrator
- Conducting a staffing analysis/organizational assessment
- Parks & Recreation capital budget request
- 2024 Employee Wages

The City Council asked staff to issue an RFP for a staffing analysis/organizational assessment to be conducted by the end of the year if possible. However, the planning & zoning administrator position was still to be included in the Preliminary 2024 Budget.

The City Council directed staff to remove the parks capital request from the General Fund and place \$50,000 in the Capital Fund for parks capital instead.

City Administrator Chanski presented the wage analysis requested by the City Council during the August 1 workshop. Upon discussion, the City Council directed staff to include the full analysis in the Preliminary 2024 Budget with 50% of the additional cost being paid for out of the Capital Fund in 2024. All employee anniversaries are also to be reset to January 1st.

The City Council also asked staff to look into the process for changing the Council's pay structure to include \$25 for every meeting that is not the regularly scheduled 1st Monday council meeting. This would include special meetings, workshops, and assigned committee meetings.

Councilmember Ball also briefly brought up council committee meetings, and there was general consensus from the councilmembers present that they would like to move away from council committees to and standing city council workshops.

Councilmember Scott left the meeting at 2:30pm.

The City Council recessed from 2:30pm to 2:37pm.

The meeting was adjourned at 3:50pm.

David Chanski, Administrator/Clerk

DRAFT

CITY OF BREEZY POINT

***Check Detail Register©**

Batch: 080923PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Primary					
138672	08/09/23	AAA RENTAL INC			
E 100-43000-220		Repair/Maint Supply (GEN	\$169.65	103992	PW FLEX CABLE & DRIVE TUBE ASSEMBLY
		Total	\$169.65		
138673	08/09/23	Abdo Financial Solutions			
E 100-41900-300		Professional Srvs (GENE	\$861.25	474133	ACCOUNTING SERVICES - JULY 2023
		Total	\$861.25		
138674	08/09/23	APPLIED CONCEPTS, INC			
E 100-42100-220		Repair/Maint Supply (GEN	\$235.19	423588	PD REPAIRS
		Total	\$235.19		
138675	08/09/23	AT&T MOBILITY			
E 100-42100-321		Telephone	\$653.19	X08032023J	PD CELL PHONES 6/26/23 - 7/25/23
		Total	\$653.19		
138676	08/09/23	Banyon Data Systems Inc.			
E 100-41300-208		Training and Education	\$400.00	164194	J. RUST SOFTWARE TRAINING - JULY 2023
		Total	\$400.00		
138677	08/09/23	BRAINERD GENERAL RENTAL			
E 100-43000-200		General Operating (Suppli	\$55.00	164791	PARKS 3" CORE DRILL & DRILL BIT RENTAL
		Total	\$55.00		
138678	08/09/23	BREEZY POINT HARDWARE			
E 600-43250-200		General Operating (Suppli	\$6.99	29872	SEWER WASP SPRAY
E 100-43000-212		Motor Fuels	\$82.02	29875	PW FUEL
E 100-43000-220		Repair/Maint Supply (GEN	\$5.99	29875	PW WASP SPRAY
E 100-43000-220		Repair/Maint Supply (GEN	\$2.89	29914	PW FASTENERS
E 100-45100-210		Operating Supplies (GEN	\$23.97	29949	PARKS SPRAY PAINT
		Total	\$121.86		
138679	08/09/23	CHARTER COMMUNICATIONS			
E 100-42100-381		Combined Utilities	\$30.89	12200080223	PD CABLE TV 8/02/23 - 9/01/23
		Total	\$30.89		
138680	08/09/23	COMPENSATION CONSULTANTS LTD			
E 100-41900-313		Benefits Administration	\$50.00	AUG 2023	FSA/HSA PLAN ADMINISTRATION - AUG 2023
		Total	\$50.00		
138681	08/09/23	CROW WING CO TREASURER			
E 100-41910-302		E911 / Permit Exp	\$125.00	JULY 2023	E911 ADDRESSING FEES - JULY 2023
		Total	\$125.00		
138682	08/09/23	Crow Wing Power			
E 600-43250-381		Combined Utilities	\$2,483.37	1438703	JUN SEWER PLANT 6/8/23 - 7/8/23
E 600-43250-381		Combined Utilities	\$183.68	1439301	JUN #4 POND TSF PUMP 6/8/23 - 7/8/23
E 600-43250-381		Combined Utilities	\$35.04	1460301	JUN LIFT PUMP 2 6/8/23 - 7/8/23
E 600-43250-381		Combined Utilities	\$231.74	1501301	JUN LIFT PUMP 4 6/8/23 - 7/8/23
E 100-41900-381		Combined Utilities	\$764.51	1516802	JUN CITY HALL/MAINT BLDG 6/8/23 - 7/8/23

CITY OF BREEZY POINT

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Batch: 080923PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 600-43250-381		Combined Utilities	\$61.79	1518101	JUN LIFT PUMP 5 30653 N LAKEVIEW 6/8/23 - 7/8/23
E 600-43250-381		Combined Utilities	\$48.90	1528301	JUN LIFT PUMP 3 6/8/23 - 7/8/23
E 600-43250-381		Combined Utilities	\$476.21	1532601	JUN LIFT PUMP 1 6/8/23-7/8/23
E 270-49010-381		Combined Utilities	\$281.01	33476401	JU 8676 SKI CHALET DR PELICAN WOODS CEMETERY WELL
E 600-43250-381		Combined Utilities	\$80.34	33770501	JU LIFT PUMP 6 6/8/23 - 7/8/23
E 600-43250-381		Combined Utilities	\$44.19	33929201	JU LIFT PUMP 7 6/8/23 - 7/8/23
E 600-43250-381		Combined Utilities	\$33.10	34265401	JU #8 LIFT STATION SPARROW DR 6/8/23 - 7/8/23
E 270-49010-381		Combined Utilities	\$59.56	34454801	JU 8676 SKI CHALET DR PELICAN WOODS CEMETERY NORTH
E 100-43000-381		Combined Utilities	\$27.00	34569801	JU 8319 N SPRUCE DR 6/8/23 - 7/8/23
E 600-43250-381		Combined Utilities	\$28.40	34613101	JU LIFT PUMP 9 AIRPORT RD 6/8/23 - 7/8/23
E 100-43000-381		Combined Utilities	\$12.89	34856901	JU CSAH 11 & BUSCHMANN RD 6/8/23 - 7/8/23
E 100-43000-381		Combined Utilities	\$25.77	34857001	JU CSAH 11 & RANCHETTE DR 6/8/23 - 7/8/23
E 100-43000-381		Combined Utilities	\$10.00	35276301	JU BREEZY PT DR FISHING PIER 6/8/23 - 7/8/23
		Total	\$4,887.50		
138683	08/09/23	CULLIGAN			
E 100-42100-381		Combined Utilities	\$27.00	587512	PD WATER - JULY 2023
		Total	\$27.00		
138684	08/09/23	DAKOTA BUSINESS SOLUTIONS			
E 100-41300-200		General Operating (Suppli	\$223.00	8031	POSTAGE MACHINE INK CARTRIDGE
		Total	\$223.00		
138685	08/09/23	DIAMOND MOWERS INC			
E 100-43000-220		Repair/Maint Supply (GEN	\$126.42	246293-IN	PW BUSHING TAPERLOCK
E 100-43000-220		Repair/Maint Supply (GEN	\$82.12	246722-IN	PW COUPLING
		Total	\$208.54		
138686	08/09/23	FORUM COMMUNICATIONS COMPANY			
E 100-41910-351		Legal Notices Publishing	\$112.39	244218-1	7/26 & 8/2 PH NOTICE
E 270-49010-438		Event Exp	\$135.00	I2023.000772	7/7/23 & 7/12/23 BUTTERFLY RELEASE ADS
E 204-46500-351		Legal Notices Publishing	\$57.38	I2023-000772	7/19/23 ANNUAL DISCLOSURE 2022
		Total	\$304.77		
138687	08/09/23	GALLS LLC			
E 100-42100-590		Capital Outlay	\$448.00	25091553	PD GLOCK TRAINING GUN
		Total	\$448.00		
138688	08/09/23	HEARTLAND ANIMAL RESCUE TEAM			
E 100-41900-306		Animal Control	\$333.87	07/2023	MONTHLY ADMIN FEE - JULY 2023
		Total	\$333.87		
138689	08/09/23	LAW ENFORCEMENT LABOR SERVICES			
G 100-21710		Other Deductions	\$202.50	AUG 2023	PD UNION DUES - AUG 2023
		Total	\$202.50		
138690	08/09/23	MARCO TECHNOLOGIES LLC			
E 100-42100-400		Equipment	\$121.45	506825702	PD COPIER LEASE 7/17/23 - 8/17/23
E 100-43000-200		General Operating (Suppli	\$50.29	507436301	PW COPIER LEASE 7/22/23 - 8/22/23
E 100-41900-400		Equipment	\$201.16	507436301	CH COPIER LEASE 7/22/23 - 8/22/23

CITY OF BREEZY POINT

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Batch: 080923PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$372.90		
138691	08/09/23	MENARDS- BAXTER			
E 100-45100-590		Capital Outlay	\$107.36	1230	PARKS CONCRETE MIX
E 100-43000-401		Maint Buildings	\$139.92	1490	PW GARAGE DOOR OPENER
E 100-43000-401		Maint Buildings	\$19.50	1635	PW WATER
E 270-49010-200		General Operating (Suppli	\$22.56	219	CEMETERY GRANITE CLEANER, GLOSS & SEALER
Total			\$289.34		
138692	08/09/23	MIDWEST MACHINERY CO			
E 600-43250-220		Repair/Maint Supply (GEN	\$215.86	9665140	SEWER PARTS
E 100-43000-220		Repair/Maint Supply (GEN	\$169.71	9699273	PW HARDWARE
E 100-43000-220		Repair/Maint Supply (GEN	\$9.30	9704374	PW DEFLECTOR
Total			\$394.87		
138693	08/09/23	MINNESOTA RURAL WATER ASSO			
E 600-43250-433		Dues and Subscriptions	\$400.00	2023/2024	SEWER MEMBERSHIP SEPT 2023 - AUG 2024
Total			\$400.00		
138694	08/09/23	ON SYSTEMS INC			
E 100-41900-308		Software / IT Support	\$610.05	10322	IT SUPPORT - AUG 2023
E 100-41910-308		Software / IT Support	\$244.02	10322	IT SUPPORT - AUG 2023
E 100-42100-308		Software / IT Support	\$1,708.15	10322	IT SUPPORT - AUG 2023
E 100-43000-308		Software / IT Support	\$183.02	10322	IT SUPPORT - AUG 2023
E 600-43250-308		Software / IT Support	\$305.02	10322	IT SUPPORT - AUG 2023
Total			\$3,050.26		
138695	08/09/23	PELICAN SQUARE INC			
E 100-43000-200		General Operating (Suppli	\$7.99	1029931	PW WATER
Total			\$7.99		
138696	08/09/23	PEQUOT LAKES SANITATION			
E 100-41900-324		Recycling	\$40.00	AUG 2023	TRASH SERVICE - AUG 2023
E 100-41900-381		Combined Utilities	\$96.70	AUG 2023	TRASH SERVICE - AUG 2023
E 100-42100-381		Combined Utilities	\$64.34	AUG 2023	TRASH SERVICE - AUG 2023
Total			\$201.04		
138697	08/09/23	PLACID LAKE ADVISORS			
E 100-41910-100		Compensation (GENERAL	\$4,545.00	JULY 2023	PLANNING CONSULTING - 6/26/23 - 7/28/23
Total			\$4,545.00		
138698	08/09/23	POWER LODGE			
E 100-42100-220		Repair/Maint Supply (GEN	\$793.18	45372	PD POLARIS REPAIRS
Total			\$793.18		
138699	08/09/23	PRATT, ROBERT C.			
E 600-43250-331		Travel Expenses / Mileage	\$45.85	JUNE/JULY 2	SEWER MILEAGE REIMBURSEMENT
Total			\$45.85		
138700	08/09/23	PRATTS AFFORDABLE EXCAVATING			
E 100-43000-224		Aggregate Material	\$12,393.00	4819	PW 1377 YDS CLASS 6

CITY OF BREEZY POINT

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Batch: 080923PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$12,393.00		
138701	08/09/23	PREMIER AUTO REPAIR			
E 100-42100-220		Repair/Maint Supply (GEN	\$838.49	40631	PD 2015 FORD POLICE INTERCEPTOR MOUNT & BALANCE TIRE
E 100-42100-200		General Operating (Suppli	\$20.05	40960	PD 2017 FORD EXPLORER TIRE REPAIR
E 100-42100-220		Repair/Maint Supply (GEN	\$25.05	40975	PD 2022 FORD EXPLORER MOUNT & BALANCE TIRE
E 100-42100-220		Repair/Maint Supply (GEN	\$76.53	41017	PD 2018 FORD POLICE INTERCEPTOR OIL CHANGE
Total			\$960.12		
138702	08/09/23	QUADIENT FINANCE USA, INC.			
E 100-41300-200		General Operating (Suppli	\$9.42	JULY 2023	POSTAGE REFILL - JULY 2023
E 100-41910-200		General Operating (Suppli	\$17.64	JULY 2023	POSTAGE REFILL - JULY 2023
E 100-42100-200		General Operating (Suppli	\$133.00	JULY 2023	POSTAGE REFILL - JULY 2023
E 100-43000-200		General Operating (Suppli	\$135.25	JULY 2023	POSTAGE REFILL - JULY 2023
E 270-49010-200		General Operating (Suppli	\$7.56	JULY 2023	POSTAGE REFILL - JULY 2023
E 600-43250-200		General Operating (Suppli	\$599.13	JULY 2023	POSTAGE REFILL - JULY 2023
Total			\$902.00		
138703	08/09/23	SADUSKY RENOVATIONS			
E 100-41910-309		Building Inspector	\$13,244.22	JULY 2023	INSPECTION SERVICES - JULY 2023
Total			\$13,244.22		
138704	08/09/23	SPARROW CLEANING SERVICE			
E 100-42100-401		Maint Buildings	\$360.00	3637	PD OFFICE CLEANING - JULY 2023
E 100-41900-401		Maint Buildings	\$280.00	3638	CH OFFICE CLEANING - JULY 2023
Total			\$640.00		
138705	08/09/23	THE OFFICE SHOP			
E 100-41300-200		General Operating (Suppli	\$47.77	1130437-0	CH TAPE & FILE FOLDERS
E 100-41300-200		General Operating (Suppli	\$17.93	1130437-1	CH CALCULATOR ROLLS
Total			\$65.70		
138706	08/09/23	THURLOW HARDWARE & RENTAL			
E 100-45100-210		Operating Supplies (GEN	\$7.29	A160489	PARKS NUMBER STENCILS
Total			\$7.29		
138707	08/09/23	US AUTOFORCE			
E 100-42100-220		Repair/Maint Supply (GEN	\$146.00	INV00014319	PD TIRE
Total			\$146.00		
138708	08/09/23	WIDSETH SMITH NOLTING & ASSOC			
E 602-41950-592		Engineering Costs	\$12,689.00	224547	WW FACILITY & SEWER EXPANSION ENGINEERING SERVICE THRU 7/14/23
E 100-41910-258		Mapping	\$1,399.65	224548	PW-DISC GOLF PARKING ENGINEERING SERVICES THRU 7/14/23
Total			\$14,088.65		
138709	08/09/23	XCEL ENERGY			
E 100-42100-381		Combined Utilities	\$43.19	5152190951J	8361 CR 11 NATURAL GAS SERVICE 6/29/23 - 7/31/23

CITY OF BREEZY POINT

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Batch: 080923PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-43000-381		Combined Utilities	\$62.58	5166231916J	8319 CR 11 NATURAL GAS SERVICE 6/29/23 - 7/31/23
		Total	\$105.77		
		10100	\$61,990.39		

Fund Summary

10100 Primary

100 GENERAL FUND	\$43,458.71
204 TIF 18-1 NORTHSTAR CENTER	\$57.38
270 CEMETERY Special Revenue Fund	\$505.69
600 SEWER OPERATING FUND	\$5,279.61
602 Sewer Capital Projects Fund	\$12,689.00
	\$61,990.39

CITY OF BREEZY POINT

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Batch: 082323PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Primary					
138710	08/23/23	AAA RENTAL INC			
E 100-43000-220		Repair/Maint Supply (GEN	\$54.57	104059	PW Rope
		Total	\$54.57		
138711	08/23/23	APH Stores Inc.			
E 100-43000-220		Repair/Maint Supply (GEN	\$127.98	66231883	PW Oil
		Total	\$127.98		
138712	08/23/23	AW RESEARCH LABORATORIES INC			
E 600-43250-326		MPCA Permit/Lab Testing	\$148.00	57049	Testing
E 600-43250-326		MPCA Permit/Lab Testing	\$148.00	57406	Testing
		Total	\$296.00		
138713	08/23/23	BRAINERD LICENSE OFFICE			
E 800-00000-430		Miscellaneous (GENERAL	\$2,703.38		PD Sales Tax, Title, & License fees 2023 Dodge Ram Purchase
		Total	\$2,703.38		
138714	08/23/23	BREEZY POINT HARDWARE			
E 100-45100-210		Operating Supplies (GEN	\$6.99	29996	Parks Cleaner
E 100-45100-210		Operating Supplies (GEN	\$20.32	29997	Parks Fuel
E 100-43000-220		Repair/Maint Supply (GEN	\$54.93	29998	PW Painting Supplies
E 600-43250-200		General Operating (Suppli	\$9.98	30019	Sewer Hardware & Wasp Spray
E 100-43000-220		Repair/Maint Supply (GEN	\$53.98	30026	PW Refrigerant
E 270-49010-200		General Operating (Suppli	\$69.98	30065	Cemetery GFI Receptacle
E 270-49010-200		General Operating (Suppli	\$24.99	30070	Cemetery Flag Rope
E 100-43000-220		Repair/Maint Supply (GEN	\$6.99	30074	PW Painting Supplies
E 100-43000-212		Motor Fuels	\$14.32	30087	PW Fuel
E 100-43000-212		Motor Fuels	\$14.51	30091	PW Fuel
E 100-43000-220		Repair/Maint Supply (GEN	\$10.24	30100	PW Fasteners
E 100-43000-212		Motor Fuels	\$166.44	30175	PW Fuel
E 100-42100-200		General Operating (Suppli	\$25.98	30220	PD Torx Key & Threadlocker
		Total	\$479.65		
138715	08/23/23	CARLSON, JORY WADE			
E 600-43250-331		Travel Expenses / Mileage	\$133.62	AUG 2023	Sewer Lifts Mileage Reimbursement
		Total	\$133.62		
138716	08/23/23	CHARTER COMMUNICATIONS			
E 100-43000-200		General Operating (Suppli	\$0.71	41845080823	Phone Service 8/8/23 - 9/7/23
E 100-42100-308		Software / IT Support	\$56.00	41845080823	Phone Service 8/8/23 - 9/7/23
E 600-43250-200		General Operating (Suppli	\$27.00	41845080823	Phone Service 8/8/23 - 9/7/23
E 100-41910-200		General Operating (Suppli	\$0.42	41845080823	Phone Service 8/8/23 - 9/7/23
E 100-41900-381		Combined Utilities	\$54.03	41845080823	Phone Service 8/8/23 - 9/7/23
E 100-41300-200		General Operating (Suppli	\$1.40	41845080823	Phone Service 8/8/23 - 9/7/23
E 100-41100-100		Compensation (GENERAL	\$0.42	41845080823	Phone Service 8/8/23 - 9/7/23
		Total	\$139.98		
138718	08/23/23	Crow Wing Power			
E 600-43250-381		Combined Utilities	\$2,475.78	1438703 JUL	Electric 7/8/23-8/8/23 Sewer Plant

CITY OF BREEZY POINT

*Check Detail Register©

Batch: 082323PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 600-43250-381		Combined Utilities	\$197.93	1439301 JUL	Electric 7/8/23-8/8/23 #4 Pond TSF Pump
E 600-43250-381		Combined Utilities	\$34.77	1460301 JUL	Electric 7/8/23-8/8/23 Lift Pump 2
E 600-43250-381		Combined Utilities	\$237.56	1501301 JUL	Electric 7/8/23-8/8/23 Lift Pump 4
E 100-43000-381		Combined Utilities	\$384.94	1516802 JUL	Electric 7/8/23-8/8/23 City Hall/Maint Bldg
E 600-43250-381		Combined Utilities	\$60.54	1518101 JUL	Electric 7/8/23-8/8/23 Lift Pump 5 30653 N Lakeview Dr
E 600-43250-381		Combined Utilities	\$46.41	1528301 JUL	Electric 7/8/23-8/8/23 Lift Pump 3
E 600-43250-381		Combined Utilities	\$481.18	1532601 JUL	Electric 7/8/23-8/8/23 Lift Pump 1
E 100-41900-381		Combined Utilities	\$384.94	156802 JUL	Electric 7/8/23-8/8/23 City Hall/Maint Bldg
E 270-49010-381		Combined Utilities	\$179.63	33476401 JU	Electric 7/8/23-8/8/23 8676 Ski Chalet Dr Pelican Woods Cemetery Well
E 600-43250-381		Combined Utilities	\$80.48	33770501 JU	Electric 7/8/23-8/8/23 Lift Pump 6
E 600-43250-381		Combined Utilities	\$50.57	33929201 JU	Electric 7/8/23-8/8/23 Lift Pump 7
E 100-42100-381		Combined Utilities	\$761.29	34120201 JU	Electric 7/8/23-8/8/23 PD 836 Co Rd 11
E 600-43250-381		Combined Utilities	\$32.14	34265401 JU	Electric 7/8/23-8/8/23 #8 Lift Station Sparrow Dr
E 270-49010-381		Combined Utilities	\$59.16	34454801 JU	Electric 7/8/23-8/8/23 8676 Ski Chalet Dr Pelican Woods Cemetery North
E 100-43000-381		Combined Utilities	\$27.00	34569801 JU	Electric 7/8/23-8/8/23 8319 N Spruce Dr
E 600-43250-381		Combined Utilities	\$28.40	34613101 JU	Electric 7/8/23-8/8/23 Lift Pump 9 Airport Rd
E 100-43000-381		Combined Utilities	\$12.89	34856901 JU	Electric 7/8/23-8/8/23 CSAH 11 & Buschmann Rd
E 100-43000-381		Combined Utilities	\$25.77	34857001 JU	Electric 7/8/23-8/8/23 CSAH 11 & Ranchette
E 100-43000-381		Combined Utilities	\$10.00	35276301 JU	Electric 7/8/23-8/8/23 Breezy Point Dr Fishing Pier
Total			\$5,571.38		
<hr/>					
138719	08/23/23	CTC			
E 100-41300-321		Telephone	\$206.24	21244742	Phone Service 8/12/23 - 9/11/23
E 100-43000-321		Telephone	\$28.70	21244742	Phone Service 8/12/23 - 9/11/23
E 100-42100-321		Telephone	\$469.66	21244742	Phone Service 8/12/23 - 9/11/23
Total			\$704.60		
<hr/>					
138720	08/23/23	DACOTAH PAPER			
E 100-45100-210		Operating Supplies (GEN	\$43.03	34828	Parks Can Liner
E 100-42100-200		General Operating (Suppli	\$46.36	34828	PD Paper Towels
E 100-43000-200		General Operating (Suppli	\$89.39	34828	PW Can Liner & Paper Towels
Total			\$178.78		
<hr/>					
138721	08/23/23	DAVID DROWN ASSOCIATES			
E 204-46500-300		Professional Srvs (GENE	\$1,500.00	5622	TIF Reporting 2022
Total			\$1,500.00		
<hr/>					
138722	08/23/23	DODGE OF BURNSVILLE			
E 800-00000-430		Miscellaneous (GENERAL	\$38,740.00	N78399	PD Dodge Ram 1500 VIN 1C6RR7XT6PS564375
Total			\$38,740.00		
<hr/>					
138723	08/23/23	FASTENAL Company			
E 100-43000-220		Repair/Maint Supply (GEN	\$57.90	MNBAX2630	PW Parts
Total			\$57.90		
<hr/>					
138724	08/23/23	FED EX			
E 100-42100-220		Repair/Maint Supply (GEN	\$13.55	8-210-51420	PD Postage
Total			\$13.55		

CITY OF BREEZY POINT

***Check Detail Register©**

Batch: 082323PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
138725	08/23/23	FYLES SATELLITES INC.			
E 100-45100-300		Professional Svcs (GENE	\$290.00	9549	Portable Restroom Rental 6/26/23 - 8/21/23
		Total	\$290.00		
138726	08/23/23	GARAGE DOOR STORE			
E 100-43000-401		Maint Buildings	\$155.00	Z247342	PW Repair Garage Door
		Total	\$155.00		
138727	08/23/23	GOPHER STATE ONE CALL			
E 600-43250-332		Gopher One Locates	\$58.05	3070247	Locates
		Total	\$58.05		
138728	08/23/23	H&L MESABI INC			
E 100-43000-220		Repair/Maint Supply (GEN	\$185.28	42894	PW Parts
		Total	\$185.28		
138730	08/23/23	JRS PAINTING & REFINISHING INC			
E 270-49010-300		Professional Svcs (GENE	\$2,300.00	220064	Cemetery Gazebo & Welcome Sign Paint/Stain
		Total	\$2,300.00		
138731	08/23/23	M&R SIGN CO., INC.			
E 100-43000-226		Sign Materials	\$1,471.00	221128	Signs & Hardware
		Total	\$1,471.00		
138732	08/23/23	MENARDS- BAXTER			
E 100-43000-401		Maint Buildings	\$46.61	2030	PW Cover Balboa Entry
E 100-45100-222		Landscaping	\$439.80	2518	Parks Starter
E 100-45100-210		Operating Supplies (GEN	\$43.94	2522	Parks Adhesive
E 100-43000-220		Repair/Maint Supply (GEN	\$23.48	2527	PW Drillbit
E 100-43000-401		Maint Buildings	\$33.98	2530	PW Drillbit
		Total	\$587.81		
138733	08/23/23	MIDWEST MACHINERY CO			
E 600-43250-220		Repair/Maint Supply (GEN	\$3.24	07312023	Finance Charge
E 600-43250-220		Repair/Maint Supply (GEN	\$9.28	9703366	Sewer Deflector
		Total	\$12.52		
138736	08/23/23	NAPA OF CROSSLAKE			
E 100-42100-220		Repair/Maint Supply (GEN	\$37.74	165304	PD All in 1
		Total	\$37.74		
138737	08/23/23	PELICAN SQUARE INC			
E 100-43000-212		Motor Fuels	\$115.95	1025942	PW Fuel
		Total	\$115.95		
138738	08/23/23	PIKE PLUMBING AND HEATING			
E 100-41900-401		Maint Buildings	\$340.00	85163	CH Backflow Preventer Testing
		Total	\$340.00		
138739	08/23/23	PREMIER AUTO REPAIR			
E 100-42100-220		Repair/Maint Supply (GEN	\$20.05	41108	PD Tire Repair

CITY OF BREEZY POINT

*Check Detail Register©

Batch: 082323PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-42100-220		Repair/Maint Supply (GEN	\$28.05	41121	PD Mount & Balance Tire
		Total	\$48.10		
138741	08/23/23	QUALITY FLOW SYSTEMS, INC.			
E 600-43250-220		Repair/Maint Supply (GEN	\$1,431.46	45347	Sewer Pump Parts
		Total	\$1,431.46		
138742	08/23/23	Street Cop Training			
E 100-42100-208		Training and Education	\$299.00	128499	PD Training N. Salvevold
		Total	\$299.00		
138743	08/23/23	TIMBER RIDGE ELECRIK INC.			
E 100-42100-401		Maint Buildings	\$692.25	2362	PD Bldg Electric Maintenance
		Total	\$692.25		
138744	08/23/23	US AUTOFORCE			
E 100-42100-200		General Operating (Suppli	\$146.00	INV00015897	PD Tire
		Total	\$146.00		
138745	08/23/23	VERIZON WIRELESS			
E 600-43250-321		Telephone	\$99.84	9941652753	Sewer Cell Phone Service 8/11/23 - 9/10/23
E 100-43000-321		Telephone	\$229.74	9941652753	PW Cell Phone Service 8/11/23 - 9/10/23
		Total	\$329.58		
138746	08/23/23	WSB			
E 401-41900-300		Professional Srvs (GENE	\$25,941.87	R-022038-00	Buschmann & Ranchette Engineer Services June 2023
		Total	\$25,941.87		
		10100	\$85,143.00		

Fund Summary

10100 Primary	
100 GENERAL FUND	\$7,829.76
204 TIF 18-1 NORTHSTAR CENTER	\$1,500.00
270 CEMETERY Special Revenue Fund	\$2,633.76
401 Revolving Capital Fund	\$25,941.87
600 SEWER OPERATING FUND	\$5,794.23
800 Escrow Reserve Fund	\$41,443.38
	\$85,143.00

TO: Mayor and City Council
FROM: David Chanski, City Administrator
RE: Resolution 12-2023 Salary Plan
DATE: September 5, 2023



Background

At the August 1 City Council workshop, the Council directed staff to conduct a competitive wage analysis on all staff positions after concern was raised that the City is not in position to retain its current employees as well as compete for top level talent in the current employment market. This analysis was presented to the City Council on August 15.

After receiving the analysis, the City Council directed staff to fully implement the results in the 2024 Budget. As also discussed with the City Council, all employee anniversaries for the purpose of wage and vacation increases will also be reset to January 1.

Council Action

Staff recommends that the City Council adopt Resolution 12-2023 setting a salary plan effective January 1, 2024.

RESOLUTION 12-2023
A RESOLUTION IMPLEMENTING A SALARY PLAN

WHEREAS, the City Council directed the City Administrator to conduct a competitive analysis of employee wages on August 1 and reviewed the analysis on August 15; and

WHEREAS, employee wages were compared against those of cities considered immediate competition for the City’s current and future employees; and

WHEREAS, the City strives to provide highly competitive compensation to its employees in order to retain and recruit the highest quality staff; and

WHEREAS, the compensation for employees who are members of the LELS Local #359 is determined by contract agreement;

NOW THEREFORE BE IT RESOLVED that the City adopts the following salary plan for non-union positions, effective January 1, 2024.

Position	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H
City Administrator	\$58.82	\$61.10	\$63.46	\$65.92	\$68.48	\$71.13	\$73.89	\$76.75
Police Chief/Paramedic	\$55.04	\$57.17	\$59.39	\$61.69	\$64.08	\$66.56	\$69.14	\$71.82
Police Chief	\$52.66	\$54.70	\$56.82	\$59.02	\$61.31	\$63.69	\$66.15	\$68.72
Asst. City Administrator	\$48.51	\$50.39	\$52.35	\$54.37	\$56.48	\$58.67	\$60.94	\$63.30
Police Sergeant/Paramedic	\$43.75	\$45.45	\$47.21	\$49.04	\$50.94	\$52.91	\$54.96	\$57.09
Public Works Supervisor	\$43.25	\$44.93	\$46.67	\$48.47	\$50.35	\$52.30	\$54.33	\$56.44
Planning & Zoning Administrator	\$39.49	\$41.02	\$42.61	\$44.26	\$45.98	\$47.76	\$49.61	\$51.53
Police Sergeant	\$39.06	\$40.57	\$42.14	\$43.78	\$45.47	\$47.23	\$49.06	\$50.97
Asst. Public Works Supervisor	\$34.19	\$35.51	\$36.89	\$38.32	\$39.80	\$41.35	\$42.95	\$44.61
Finance Specialist	\$33.74	\$35.05	\$36.40	\$37.82	\$39.28	\$40.80	\$42.38	\$44.03
Deputy Clerk/Office Manager	\$28.74	\$29.86	\$31.01	\$32.22	\$33.46	\$34.76	\$36.11	\$37.51
Public Works Worker	\$28.05	\$29.14	\$30.27	\$31.44	\$32.66	\$33.93	\$35.24	\$36.61
Police Administrative Support	\$27.50	\$28.57	\$29.67	\$30.82	\$32.02	\$33.26	\$34.55	\$35.89

Rebecca Ball ___ Steve Jensen ___ Michael Moroni ___

Brad Scott ___ Angel Zierden ___

Adopted this 5th day of September 2023.

Mayor Angel Zierden

Attest:

David Chanski, City Administrator/Clerk

TO: Mayor and City Council
FROM: David Chanski, City Administrator
RE: MOU with LELS #359 Setting 2024 & 2025 Wages
DATE: September 5, 2023



Background

At the August 1 City Council workshop, the Council directed staff to conduct a competitive wage analysis on all staff positions after concern was raised that the City is not in position to retain its current employees as well as compete for top level talent in the current employment market. This analysis was presented to the City Council on August 15.

After receiving the analysis, the City Council directed staff to fully implement the results in the 2024 Budget. As also discussed with the City Council, all employee anniversaries for the purpose of wage and vacation increases will also be reset to January 1.

As the Patrol Officers are represented by LELS Local #359 and have a contract in place through 2025, the attached memorandum of understand (MOU) amending wages and anniversary dates will need to be approved. LELS Local #359 and its members have given their consent to the MOU.

Council Action

Staff recommends that the City Council approve the attached memorandum of understand with LELS Local #359 setting 2024 and 2025 wages.

**Memorandum of Understanding
Between
City of Breezy Point, MN
And
Law Enforcement Labor Services Local No. 359**

The parties to this memorandum of understanding agree:

1. That the Breezy Point City Council adopted a new salary plan September 5, 2023, for all non-union employees, which will be implemented on January 1, 2024.
2. On January 1, 2024 all members of Local No. 359 will be placed on the new Salary Plan as shown, which will be the new schedule in APPENDIX 1 for the agreement dated January 1, 2023 – December 31, 2025.
3. The Cost of Living Adjustment (COLA) for 2025 will remain at 3% as previously agreed upon.
4. Employees' anniversary dates for the purpose of wage and vacation increases will be changed to January 1.
5. Employees will continue to progress along the salary plan a satisfactory performance evaluation. Wage and vacation increases will be received on January 1 of each year.
6. Patrol Officers are grade P-1
7. Patrol Officers/EMTs are grade P-2
8. Patrol Officers/Paramedics are grade P-3

Hourly Wage Rates for Current Employees Effective January 1, 2024.

Sathre	Grade P-3, Step H	\$48.08
Rustad	Grade P-2, Step C	\$37.06
Lorch	Grade P-1, Step H	\$42.78
Salvevold	Grade P-1, Step C	\$35.37

Patrol Officer Wage Grid Effective January 1, 2024

Position	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H
P-3	\$36.85	\$38.27	\$39.76	\$41.30	\$42.90	\$44.56	\$46.29	\$48.08
P-2	\$34.47	\$35.74	\$37.06	\$38.43	\$39.86	\$41.33	\$42.87	\$44.47
P-1	\$32.78	\$34.05	\$35.37	\$36.74	\$38.17	\$39.64	\$41.18	\$42.78

Patrol Officer Wage Grid Effective January 1, 2025

Position	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H
P-3	\$37.95	\$39.42	\$40.95	\$42.54	\$44.19	\$45.90	\$47.68	\$49.52
P-2	\$35.51	\$36.81	\$38.17	\$39.58	\$41.05	\$42.57	\$44.16	\$45.80
P-1	\$33.76	\$35.07	\$36.43	\$37.84	\$39.31	\$40.83	\$42.42	\$44.06

CITY OF BREEZY POINT

LAW ENFORCEMENT LABOR SERVICES, INC.

BY: _____
Mayor Angel Zierden

BY: Keith Terlinden
Keith Terlinden, Business Agent

DATE: _____

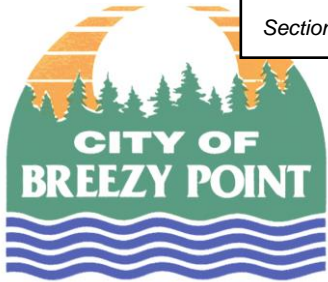
DATE: 08/30/2023

BY: _____
City Administrator

BY: [Signature]
Union President/Steward

DATE: _____

DATE: 8-30-2023



TO: Mayor and Council

FROM: Police Chief Brian Sandell

DATE: August 16, 2023

MEETING DATE: September 5, 2023

Agenda Item: Public Safety Furnace

Background: One of our furnaces in the Public Safety Building has failed. The furnace is 18 years old and at the end of its life expectancy. Thelen Heating recommends replacement of the furnace and has provided a quote of \$12,700.

As the Public Safety Building ages, maintenance like this will need to be done. This is why the annual building maintenance budget for the Public Safety Building was increased in 2022.

Requested Action: The Public Safety Building has three furnaces and I recommend replacement of the furnace that failed followed by replacing the other two over the next two years.

THELEN HEATING AND ROOFING, INC.

1717 13TH STREET SE
BRainerd MN 56401

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

Date = 8-10-2023

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

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

Area = Confrence / Exercise Room

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.) CHX35-51/61C, cased horizontal coil
- 7.) Flush existing line-set
- 8.) 40' of 1 1/8" x 1/2", refrigeration insulation

\$ 12,150.00

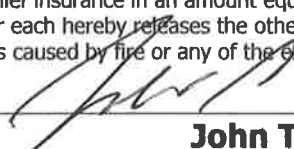
Add for installing:

- 1.) HCC20-28, Lennox filter cabinet and X6673 filter \$ 225.00
- 2.) 2 each X6673, extra filters (replace 1 every 6 months) \$ 75.00
- 3.) 3 each E1 PRO, Honeywell thermostats \$ 250.00

Note, when installing above HVAC equipment:

- 1.) Excel Energy offers a \$ 300.00 rebate.
- 2.) Thelen Heating will mail rebate forms with paid receipt.

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: _____

TO: Mayor and City Council

FROM: David Chanski, City Administrator

RE: Proposed Ordinance 2023-03 Cannabis Regulations

DATE: September 5, 2023



Background

The City Council initially discussed regulations regarding the public use of cannabis on August 7. At that time, the Council directed staff to draft an ordinance for consideration on September 5.

The attached ordinance is a replica of the ordinance currently under consideration by the Crow Wing County Board. It regulates the use of cannabis in public places ,including “a public park or trail, public street or sidewalk, any enclosed, indoor area used by the general public, including, but not limited to, theaters, restaurants, bars, food establishments, places licensed to sell intoxicating liquor, wine, or malt beverages, retail businesses, gyms, common areas in buildings, public shopping areas, auditoriums, arenas, or other places of public accommodation.”

There are two prohibited acts in the proposed ordinance:

1. No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use cannabis flower and adult use cannabis products. See [State Legislation Article 4, Sec. 19, Minn. Stat. 152.0263, Subd. 5](#), or successor statute.
2. No person shall vaporize or smoke cannabis flower, cannabis products, artificially derived cannabinoids, or hemp-derived consumer products in any location where the smoke, aerosol, or vapor would be inhaled by a minor. See [State Legislation Article 1, Sec. 9 Minn. Stat. 342.09, Subd. 1\(b\)\(9\)](#) or successor statute.

Council Action

Consideration of Proposed Ordinance 2023-03 should proceed as follows:

1. Public hearing
2. Council deliberation
3. Action on proposed ordinance

As the County Board will not be considering their proposed ordinance until September 12, staff recommends that the City Council table formal action on Proposed Ordinance 2023-03 until October 2nd.

ORDINANCE 2023-03

AN ORDINANCE REGULATING THE USE OF CANNABIS AND CANNABIS DERIVED PRODUCTS IN PUBLIC PLACES

The Breezy Point City Council so Ordains:

Section 1. Purpose, Intent and Statutory Authority

1.1 Purpose and Intent

This Ordinance is adopted by the Breezy Point City Council for the purpose of protecting public health and safety by regulating the use of Cannabis and cannabis derived products in public places and places of public accommodation within the City of Breezy Point.

By enacting 2023 Session Law, Chapter 63, H. F. No. 100 [hereinafter referred to “State Legislation”], the Minnesota Legislature passed the adult-use cannabis bill. Under that bill, the adult use, possession and personal growing of cannabis became legal August 1, 2023.

State legislation authorizes adoption of a local ordinance establishing a petty misdemeanor offense for public use of cannabis. See State Legislation Article 4, Sec. 19, Minn. Stat. 152.0263, Subd. 5, or successor statute.

The City wishes to be proactive in protecting public health and safety by enacting regulations that will mitigate threats presented to the public by the public use of cannabis.

The City of Breezy Point (hereinafter “the City”) recognizes the risks that unintended access and use of cannabis products present to the health, welfare, and safety of youth in Breezy Point.

1.2 Statutory Authority

This Ordinance is enacted pursuant to 2023 Session Law, Chapter 63, H. F. No. 100 [hereinafter referred to “State Legislation”]; State Legislation Article 1, Sec. 1 Minn. Stat. 342.01; State Legislation Article 1, Sec. 9 Minn. Stat. 342.09 Subd. 1(b) or successor statute; State Legislation Sec. 9 Minn. Stat. 342.09, Subd. 1 (b)(9) or successor statute;

State Legislation Minn. Stat. 342.09 Subd.1(a)(7) or successor statute; and State Legislation Article 4, Sec. 19 Minn. Stat. 152.0263, Subd. 5, or successor statute.

Section 2. Definitions

Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. The following words, terms, and phrases, when used in this ordinance, shall have the meanings ascribed to them except where the context clearly indicates a different meaning.

(a) Adult-use cannabis flower. “Adult-use cannabis flower” means cannabis flower that is approved for sale by the State of Minnesota or is substantially similar to a product approved by the State of Minnesota. Adult-use cannabis flower does not include medical cannabis flower, hemp plant parts, or hemp-derived consumer products.

(b) Adult-use cannabis products. “Adult-use cannabis products” means a cannabis product that is approved for sale by the State of Minnesota or is substantially similar to a product approved by the State of Minnesota. Adult-use cannabis product includes edible cannabis products but does not include medical cannabinoid products or lower-potency hemp edibles.

(c) Cannabis flower. “Cannabis flower” means the harvested flower, bud, leaves, and stems of a cannabis plant. Cannabis flower includes adult-use cannabis flower and medical cannabis flower. Cannabis flower does not include cannabis seed, hemp plant parts, or hemp-derived consumer products.

(d) Cannabis product. “Cannabis product” means any of the following:

- (1) cannabis concentrate;
- (2) a product infused with cannabinoids, including but not limited to tetrahydrocannabinol, extracted or derived from cannabis plants or cannabis flower; or
- (3) any other product that contains cannabis concentrate.

(e) Hemp derived consumer products.

- (1) “Hemp derived consumer products” means a product intended for human or animal consumption, does not contain cannabis flower or cannabis concentrate, and:
 - (i) contains or consists of hemp plant parts; or
 - (ii) contains hemp concentrate or artificially derived cannabinoids in

combination with other ingredients.

(2) Hemp-derived consumer products does not include artificially derived cannabinoids, lower-potency hemp edibles, hemp-derived topical products, hemp fiber products, or hemp grain.

(f) Lower-potency hemp edible. A “lower-potency hemp edible” means any product that:

(1) is intended to be eaten or consumed as a beverage by humans;

(2) contains hemp concentrate or an artificially derived cannabinoid; in combination with food ingredients;

(3) is not a drug;

(4) consists of servings that contain no more than five milligrams of delta-9 tetrahydrocannabinol, 25 milligrams of cannabidiol, 25 milligrams of cannabigerol, or any combination of those cannabinoids that does not exceed the identified amounts;

(5) does not contain more than a combined total of 0.5 milligrams of all other cannabinoids per serving;

(6) does not contain an artificially derived cannabinoid other than delta-9 tetrahydrocannabinol;

(7) does not contain a cannabinoid derived from cannabis plants or cannabis flower; and

(8) is a type of product approved for sale by the State of Minnesota or is substantially similar to a product approved by the State of Minnesota, including but not limited to products that resemble nonalcoholic beverages, candy, and baked goods.

(g) Public place. A “public place”, means a public park or trail, public street or sidewalk, any enclosed, indoor area used by the general public, including, but not limited to, theaters, restaurants, bars, food establishments, places licensed to sell intoxicating liquor, wine, or malt beverages, retail businesses, gyms, common areas in buildings, public shopping areas, auditoriums, arenas, or other places of public accommodation.

(h) Place of public accommodation. “Place of public accommodation” means a business, refreshment, entertainment, recreation, or transportation facility of any kind, whose goods, services, facilities, privileges, advantages, or accommodations are extended, offered, sold, or otherwise made available to the public.”

(i) Exceptions to public place or place of public accommodation. “A public place” or “a place of public accommodation” does not include the following:

- (1) a private residence, including the individual’s curtilage or yard.
- (2) a private property, not generally accessible by the public, unless the individual is explicitly prohibited from consuming cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products on the property by the owner of the property; or
- (3) on the premises of an establishment or event licensed to permit on-site consumption.

(j) Smoking. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing cannabis flower, cannabis products, artificially derived cannabinoids, or hemp-derived consumer products. Smoking includes carrying or using an activated electronic delivery device for human consumption through inhalation of aerosol or vapor from the product.

Section 3. Jurisdiction

This Ordinance shall be applicable within the legal boundaries of the City.

Section 4. Prohibited Acts

No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use cannabis flower and adult use cannabis products. See State Legislation Article 4, Sec. 19, Minn. Stat. 152.0263, Subd. 5, or successor statute.

No person shall vaporize or smoke cannabis flower, cannabis products, artificially derived cannabinoids, or hemp-derived consumer products in any location where the smoke, aerosol, or vapor would be inhaled by a minor. See State Legislation Article 1, Sec. 9 Minn. Stat. 342.09, Subd. 1(b)(9) or successor statute.

Section 5. Penalty

A violation of this ordinance shall be a petty misdemeanor having a fine payable up to \$300. Nothing in this ordinance prohibits the City from seeking prosecution for an alleged violation.

Section 6. Severability

If any section or provision of this ordinance is held invalid, such invalidity will not affect other sections or provisions that can be given force and effect without the invalidated section or provision.

Section 7. Effective Date

This ordinance shall be in full force and effect from and after its passage and publications as required by law.

Adopted this 5th day of September 2023 by the Breezy Point City Council.

Mayor Angel Zierden

Attest:

David C. Chanski, City Administrator/Clerk

TO: Mayor and City Council
FROM: David Chanski, City Administrator
RE: Proposed Ordinance 2023-04 Cannabis
Licensure and Retail Sale Moratorium
DATE: September 5, 2023



Background

The City Council initially discussed regulations regarding the public use of cannabis on August 7. At that time, the Council directed staff to draft an ordinance for consideration on September 5. Additionally, staff recommended that the City Council consider placing a moratorium on the licensure and retail sale of cannabis through December 31, 2024 to provide the Council more time to consider how it wants to approach the issue.

The attached ordinance places a moratorium on the “establishment and operation of a Cannabis Business” within the City through December 31, 2024. During this period, staff will “conduct a study regarding the adoption or amendment of reasonable restrictions on the time, place, and manner of the operation of Cannabis Businesses, as well as the other potential local regulations allowed under the Act, and report to the City Council on the potential regulation of Cannabis Businesses. The study must include a review of the model ordinances the OCM is directed to draft under Minnesota Statutes, section 342.13(d), an analysis of potential setback regulations allowed under Minnesota Statutes, section 342.13(c), and such other matters as staff may determine are relevant to the City Council’s consideration of this matter. The report shall include the City staff’s recommendations on whether the City Council should adopt regulations and, if so, the recommended types of regulations.”

If recommendations are developed and action taken by the City Council prior to December 31, 2024, the City Council may terminate the ordinance prior to that date.

Council Action

Consideration of Proposed Ordinance 2023-04 should proceed as follows:

- 1. Public hearing
- 2. Council deliberation
- 3. Action on proposed ordinance

Staff recommends approval of Proposed Ordinance 2023-04.

ORDINANCE 2023-04

AN INTERIM ORDINANCE PLACING A MORATORIUM ON THE LICENSURE AND
RETAIL SALE OF CANNABIS IN THE CITY OF BREEZY POINT

The Breezy Point City Council so Ordains:

Section 1. Purpose

The Minnesota Legislature enacted, and Governor signed, 2023 Minnesota Session Laws, Chapter 63 – H.F. No. 100 (“Act”), which is comprehensive legislation relating to cannabis. The Act provides local units of government certain authority related to cannabis businesses, including the authority to (1) require local registration of certain cannabis businesses operating retail establishments, (2) adopt reasonable restrictions on the time, place, and manner of the operation of cannabis businesses, provided that such restrictions do not prohibit the establishment or operation of a cannabis businesses, (3) limit the number of certain cannabis businesses based on the population of the community, and (4) prohibit the operation of a cannabis business within 1,000 feet of a school, or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors, including a playground or athletic field.

The Act (Minnesota Statutes, section 342.13(e)) expressly allows a local unit of government that is conducting studies or has authorized a study to be conducted or has held or scheduled a hearing for the purpose of considering adoption or amendment of reasonable restrictions on the time, place and manner of the operation of cannabis businesses to adopt an interim ordinance applicable to all or part of its jurisdiction for the purpose of protecting the planning process and the health, safety, and welfare of its citizens. The interim ordinance may regulate, restrict, or prohibit the operation of cannabis businesses within the jurisdiction or a portion thereof until January 1, 2025.

Section 2. Reasoning

The Act requires the OCM, which was established effective July 1, 2023, to work with local governments to develop model ordinances for reasonable restrictions on the time, place, and manner of the operation of cannabis businesses. The Act also requires the OCM to establish additional rules and regulations relating to the operation of cannabis businesses. The City will benefit from reviewing and analyzing the OCM’s model ordinances, rules and regulations before making any decisions related to the regulation of cannabis businesses in the City.

Given the uncertainty regarding the model ordinances to be developed by the OCM and the broad scope of the changes to Minnesota law brought about by the Act, the City desires to adopt an interim ordinance for the purpose of protecting the planning process and the health, safety, and welfare of its citizens.

Section 3. Moratorium

A moratorium is hereby imposed on the establishment and operation of a Cannabis Business within the City of Breezy Point. During the term of this Ordinance, no business, person, or entity may establish or operate a Cannabis Business within the jurisdictional boundaries of the City. The City shall not accept, process, or act on any application, site plan, building permit, zoning request, or other approval, including any requested confirmation, certification, approval, or other request from the OCM or other governmental entity requesting the City to review an application or proposal for a business proposing to engage in the operation of a Cannabis Business.

The moratorium imposed by this Ordinance does not apply to: (1) the continued operation of a business as part of the Medical Cannabis Program administered by the Minnesota Department of Health that was lawfully operating within the City prior to July 1, 2023; (2) the lawful sale of Edible Cannabinoid Products in compliance with Minnesota Statutes, section 151.72 once the City’s current moratorium on such sales ends; or (3) sales of Edible Cannabinoid Products at an exclusive liquor store in accordance with Minnesota Statutes, section 340A.412, subdivision 14. Nothing in this Article exempts a business, person, or entity that is selling Edible Cannabinoid Products from having to comply with all requirements and prohibitions of applicable laws and ordinances.

Section 4. Study

The City Council hereby authorizes and directs the City Administrator to conduct a study regarding the adoption or amendment of reasonable restrictions on the time, place, and manner of the operation of Cannabis Businesses, as well as the other potential local regulations allowed under the Act, and report to the City Council on the potential regulation of Cannabis Businesses. The study must include a review of the model ordinances the OCM is directed to draft under Minnesota Statutes, section 342.13(d), an analysis of potential setback regulations allowed under Minnesota Statutes, section 342.13(c), and such other matters as staff may determine are relevant to the City Council’s consideration of this matter. The report shall include the City staff’s recommendations on whether the City Council should adopt regulations and, if so, the recommended types of regulations.

Section 5. Effective Date

This ordinance becomes effective from and after its passage and publication until through December 31, 2024. This Ordinance may be repealed earlier upon the effective date of an ordinance adopting or amending reasonable restrictions on the time, place, and manner of the operation of a Cannabis Business within the City or by resolution of the City Council terminating this Ordinance prior to the expiration date.

Adopted this 5th day of September 2023 by the Breezy Point City Council.

Attest:

Mayor Angel Zierden

David C. Chanski, City Administrator/Clerk

TO: Mayor and City Council
FROM: David Chanski, City Administrator
RE: Planning & Zoning Administrator Position
DATE: September 5, 2023



Background

As discussed at the August 1 and August 15 workshops, a full-time Planning & Zoning Administrator position is included in the Preliminary 2024 Budget. This position would replace the current part-time contract planner position.

The benefits of this change include:

- A full-time Planning & Zoning Administrator will provide faster response times to inquiries and faster permit turnaround times than a part-time employee.
- A full-time Planning & Zoning Administrator will be able to be more proactive in regularly reviewing the Zoning Code, implementing the Comprehensive Plan, and conducting code enforcement.
- A full-time Planning & Zoning Administrator will relieve pressure from the Deputy Clerk/Office Manager as this position will be responsible for all Planning Commission related tasks including public notice preparation and publication, meeting packet preparation and publication, development of zoning resolutions, and intake and issuances of building permits. It will also relieve pressure from the City Administrator and Assistant City Administrator (as well as the Deputy Clerk) as there will be significantly less time these positions spend attempting to answer planning & zoning questions because the planner isn't in the office. Additionally, the position will be responsible for Short Term Rental enforcement, which is currently done by the City Administrator and Assistant City Administrator.

With the intent to update the entire City Code (zoning and administration) as well as develop a streets plan, full Capital Improvement Plan, implement new budget software, and the potential of a new city hall construction and Phase II of the Buschmann Road project, a full-time Planning & Zoning Administrator will play a key role.

Implementation & Organizational Assessment

On August 15, the City Council also discussed conducting an organizational assessment to analyze the City's current and future staffing needs. An RFP for such an assessment has been issued, but proposals will not be presented to the City Council until October 2nd. Additionally, the assessment itself will likely not be completed until the end of the year should the Council move forward with one of the proposals.

During the discussion on the organizational assessment, the City Council was unclear as to whether the Planning & Zoning Administrator position was being added apart from the organizational assessment or dependent on the organizational assessment. Staff remains confident that a full-time Planning & Zoning Administrator is warranted.

As I shared at the August meetings as well as mentioned above, having a full-time Planning & Zoning Administrator will impact staff's ability to accomplish all the intended projects for 2024. If the City Council does intend to add this position, I do not desire to start the City Code update process until someone is in-place as that person will be intimately involved in the process. Additionally, I anticipate it will take a number of months to get someone in place based on the current employment market, especially for planners. It also would be ideal to have the selected Planning & Zoning Administrator in place prior to the beginning of the construction season so that the person has time to settle in and get familiar with the community, the staff, the Code, and our processes.

Finally, if the intent is to replace the current contract planner with a full-time Planning & Zoning Administrator in 2024, the current contractor should be given notice as soon as possible when that is anticipated to happen.

Staff Request

Given the above, staff is requesting authorization to post the Planning & Zoning Administrator position immediately with an intended start date of January 1, 2024. If the City Council were to decide to not hire the position in the next few months before a candidate has been identified, the position posting could just be removed.

Attached to this memo is a draft job description for the Planning & Zoning Administrator.

Council Action

Staff recommends that the City Council approve the attached Planning & Zoning Administrator job description and authorize staff to begin the hiring process.

City of Breezy Point

Job Description

Title: Planning & Zoning Administrator	FLSA Status: Exempt
Department: Administration	Position Status: Regular Full-Time
Accountable To: City Administrator	

Job Summary:

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

Scope of Responsibility:

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

Essential Duties and Responsibilities:

1. Coordinates, reviews and evaluates proposed land use/development plans and building permits.
 - Represents the City in concept plan review and pre-application meetings with applicants.
 - Reviews building permit applications and land use requests for completion of necessary application materials and for compliance with zoning.
 - Conducts research and analysis relative to current development proposals, and other assigned projects based upon appropriate plans, policies and ordinances.
 - Checks maps to determine whether wetland, lakeshore or on-site septic considerations are involved.
 - Calculates building permit costs for standard applications that do not require review by the building official and provides general estimates on others pending approval by the building official.
 - Issues permits for routine applications not requiring consultant or building official review.
 - Ensures notification of related agencies in accordance with legal requirements and City policies.

2. Attends Planning Commission and City Council meetings to present information relevant to applications and projects.
 - Prepares meeting agendas for the Planning Commission and includes necessary supporting documentation, including background analysis, recommended disposition and resolutions, to assist the members in their decision-making process.
 - Schedules public hearings and arranges for proper publication and distribution of legal notices through the media and mail as required under state and city requirements.
 - Distributes the agenda, consultant reports and correspondence to Planning Commission members in time for adequate review and meeting preparation.

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

Minimum Qualifications:

Four (4) year Bachelor Degree in planning or related field and a minimum of three years' of demonstrated municipal experience in planning related activities or comparable private sector experience or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position. The job requires excellent interpersonal skills and the ability to operate personal computers and proficiency with Microsoft Word, Excel, and GIS. Requires a Minnesota driver's license.

Desirable Qualifications:

Five years' experience with planning and zoning, land development, real estate or similar work and AICP certified.

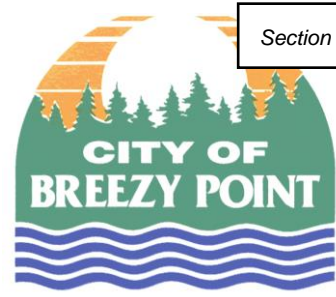
Physical Demands & Working Conditions:

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

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

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

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



TO: Mayor and Council

FROM: Police Chief Brian Sandell

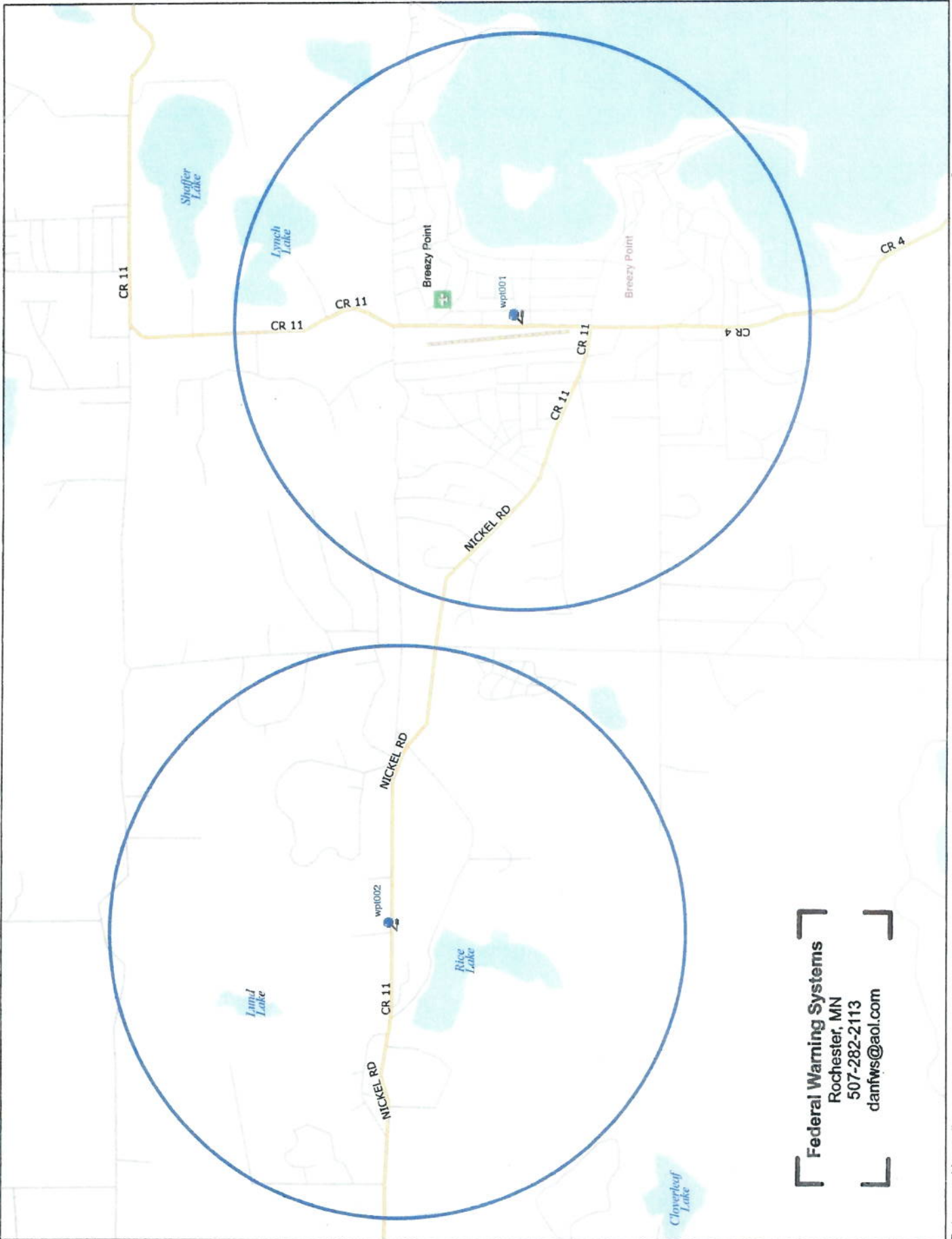
DATE: August 22, 2023

MEETING DATE: September 5, 2023

Agenda Item: Outdoor Warning Siren

Background: Council requested Chief Sandell share information on our outdoor warning sirens. Attachments include current siren locations and coverage areas, recommended future siren locations, and a frequently asked questions list.

If the council chooses to add another outdoor siren, I recommend the public access on Ossawinnamakee. This location would cover Highview Campground which would likely have the most individuals outdoors not currently covered by our sirens.



[Federal Warning Systems
 Rochester, MN
 507-282-2113
 danfws@aol.com]



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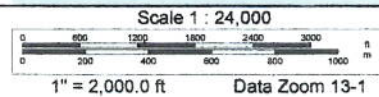


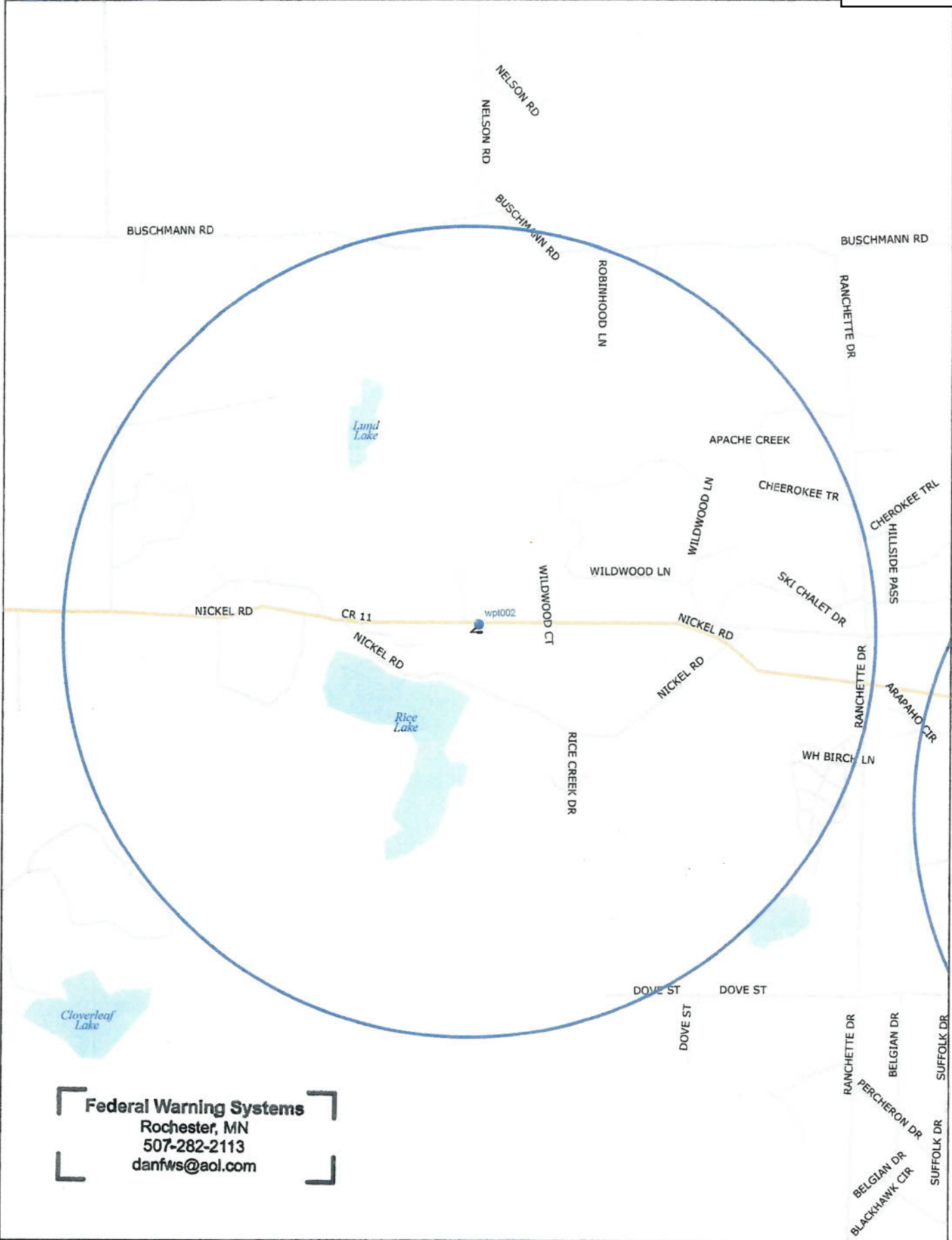
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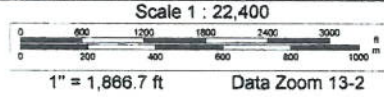
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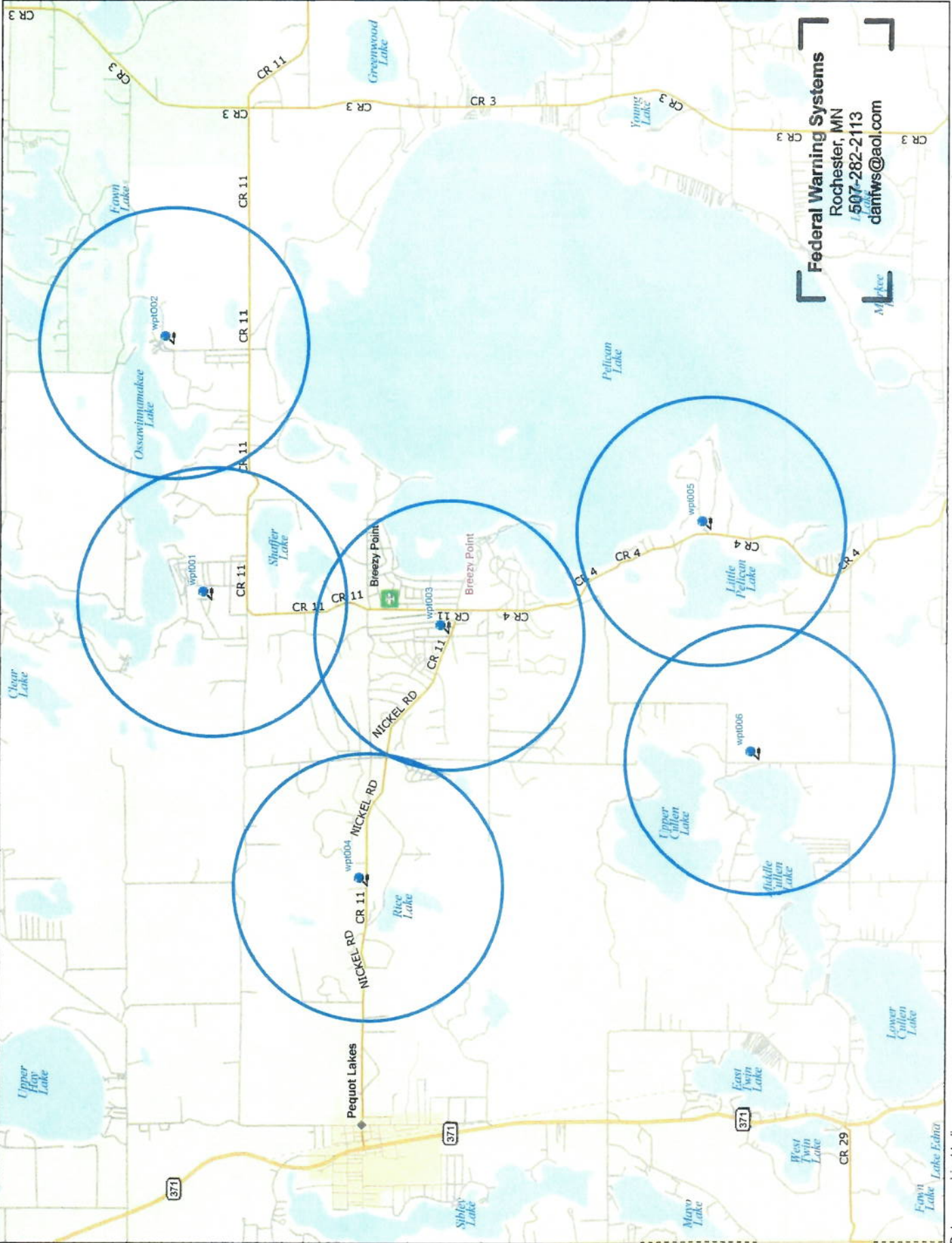
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TN
 MN (127)

Outdoor Warning Sirens: Frequently Asked Questions

[Weather.gov](#) > [Quad Cities, IA/IL](#) > Outdoor Warning Sirens: Frequently Asked Questions

[Current Hazards](#) [Current Conditions](#) [Radar](#) [Forecasts](#) [Rivers and Lakes](#) [Climate and Past Weather](#) [Local Programs](#)

Frequently Asked Questions about Outdoor Warning Sirens



1. [What does it mean when I hear the outdoor warning sirens?](#)
2. [What should I do when I hear the outdoor warning sirens?](#)
3. [Why can't I hear the outdoor warning sirens in my house?](#)
4. [How can I get alerts when I'm at work or in my house?](#)
5. [When are outdoor warning sirens tested?](#)
6. [Why don't the outdoor warning sirens sound an all-clear signal?](#)
7. [Why are the outdoor warning sirens sometimes sounded for hail and wind?](#)
8. [How often can I expect the sirens to sound for severe weather?](#)
9. [Will the sirens warn me of every dangerous storm?](#)
10. [Who activates the outdoor warning sirens?](#)
11. [Does the National Weather Service recommend guidelines for sounding outdoor warning sirens?](#)
12. [Why does the Quad City area have a common guideline for sounding outdoor warning sirens?](#)
13. [Where can I get more information?](#)

1. What does it mean when I hear the outdoor warning sirens?

In short, it means that something life-threatening is happening and you should go indoors and get more information. The specific guidelines (tornado, hail, wind, etc.) for sounding sirens varies by jurisdiction, so check with your local community to find out the specifics if you are interested.

2. What should I do when I hear the outdoor warning sirens?

When the sirens are heard, go inside and tune to local media to get more information.

3. Why can't I hear the outdoor warning sirens in my house?

Sirens are an outdoor warning system designed only to alert those who are outside that something dangerous is approaching.

4. How can I get alerts when I'm at work or in my house?

For alerts indoors, every home and business should have a [NOAA Weather Radio All-Hazards](#). NOAA Weather Radio is like a smoke detector for severe weather, and it can wake you up when a warning is issued for your area so you can take appropriate action.

5. When are outdoor warning sirens tested?

Sirens are tested according to local community or state policies. In the Quad Cities area, this is on the first Tuesday of each month. Check with your local officials to get the specific day for your community.

6. Why don't the outdoor warning sirens sound an all-clear signal?

People should be indoors and monitoring local media for updates on the storm.

7. Why are the outdoor warning sirens sometimes sounded for hail and wind?

When thunderstorm winds exceed 70 mph, trees can be uprooted or snapped. Hail that is golf ball sized or larger can break windows. Both of these things pose a direct risk to life if people are caught outdoors. An increasing number of communities (including in the Quad Cities area) are incorporating these threats into their outdoor warning siren policies.

8. How often can I expect the outdoor warning sirens to sound for severe weather?

On average, the Quad City area experiences 5 storms each year that meet the common siren guidelines. You can find information about past storms and their frequency in your community through the [National Climatic Data Center](#).

9. Will the outdoor warning sirens warn me of every dangerous storm?

The safest approach is to be proactive and use all of the information available to protect yourself and your family from threatening weather. Nothing can replace common sense. If a storm is approaching, the lightning alone is a threat. Sirens are only one part of a warning system that includes preparation, NOAA Weather Radio, and local media.

10. Who activates the outdoor warning sirens?

Sirens are typically activated by city or county officials, usually a police or fire department or emergency management personnel. Check with your city or county officials to learn more.

11. Does the National Weather Service recommend guidelines for sounding outdoor warning sirens?

Nationally, no. However, the local NWS office in the Quad Cities partnered with local emergency managers to develop the recommended siren guidelines that have since been adopted by many local communities.

12. Why does the Quad City area have a common guideline for sounding outdoor warning sirens?

When life-threatening weather is approaching, minutes or even seconds could make a difference. If people are unsure or confused about an alert, they may not respond quickly or appropriately. By adopting common outdoor warning system guidelines, confusion will be eliminated, response time will be reduced, and lives will be saved. Throughout the Quad City metro area, communities have adopted a common protocol for sounding their outdoor warning systems (sirens). Find out more on our [Quad Cities Siren Guideline Page](#).

13. Where can I get more information?

Check out these resources:

- [Warning Systems](#)
- [Watches and Warnings](#)
- [NOAA Weather Radio](#)



Please review the following quote

New Siren
Quote # GEI-SV001832
Version 1

Prepared for:

Breezy Point Police Department
Brian Sandall
brian@cityofbreezypointmn.us

Product

Description	Price	Qty	Ext. Price
Siren Rotating Mechanical 130dB	\$13,480.00	1	\$13,480.00
DC Control, Battery Cabinet, Charger, Two 48VDC Contactors, VHF Receiver, NEMA Aluminum Cabinets	\$8,935.00	1	\$8,935.00
Transformer/Rectifier For AC/DC Operation	\$4,330.00	1	\$4,330.00
Antenna Ground Plane	\$258.00	1	\$258.00
25 Ft Coaxial Cable Kit	\$335.00	1	\$335.00
Antenna Mounting Bracket	\$111.00	1	\$111.00
Battery 12V 75AH Deep Cycle	\$158.00	4	\$632.00
Misc Hardware Fittings & Consumables	\$125.00	1	\$125.00

Subtotal: \$28,206.00

Services

Description	Price	Qty	Ext. Price
Siren Programming	\$100.00	1	\$100.00
Full Checkout and Testing After Installation	\$750.00	1	\$750.00
Round Trip Travel and Vehicle Mobilization	\$90.00	3	\$270.00
Truck Charge	\$45.00	1	\$45.00

Subtotal: \$1,165.00

New Siren

Prepared by:

St. Cloud
Shawn Vance
(320) 252-1887
Fax 320-259-5997
shawn@graniteelectronics.com

Prepared for:

Breezy Point Police Department
8361 County Road 11
Breezy Point, MN 56472
Brian Sandall
(218) 562-4488
brian@cityofbreezypointmn.us

Quote Information:

Quote #: GEI-SV001832
Version: 1
Delivery Date: 08/29/2023
Expiration Date: 09/19/2023

Quote Summary

Description	Amount
Product	\$28,206.00
Services	\$1,165.00
Subtotal:	\$29,371.00
Shipping:	\$1,550.00
Total:	\$30,921.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

St. Cloud

Signature: _____
Name: Shawn Vance
Title: _____
Date: 08/29/2023

Breezy Point Police Department

Signature: _____
Name: Brian Sandall
Date: _____

TO: Mayor and City Council
FROM: David Chanski, City Administrator
RE: Discussion on Council Committees
DATE: September 5, 2023



Background

The City Council has two sub-committees: Personnel & Finance and Safety & Public Works. The Personnel & Finance Committee (P&F) is comprised of Councilmembers Brad Scott and Rebecca Ball. The Safety & Public Works Committee (SPW) is made up of Councilmembers Brad Scott and Michael Moroni. In 2023, P&F has met one time, and SPW has not met. The primary reasons these committees having not met are either a lack of items to discuss, the desire from the Council to discuss topics as a whole, or committee member availability.

These committees are advisory in nature, and there is nothing in the City Code that defines, describes, or governs the organization of these committees, when they meet, or what issues should be brought before them. As a result, how they are used has varied from city council to city council.

One thing that the current City Council has done that has differed from previous city councils is hold regular workshops, and staff has received multiple comments from the majority of the councilmembers that they enjoy working through issues as an entire body in a workshop format. During the August 15 workshop, this was even brought up by Councilmember Ball, and there seemed to be consensus from the three other councilmembers present that they want to move away from council committees and toward standing workshops.

As he was not present for that discussion, Councilmember Scott has requested clarification from the City Council.

TO: David Chanski, City Administrator/Clerk
 FROM: Daniel Eick, Assistant City Administrator
 RE: Breezy Point Disc Golf Course Event Permit
 DATE: August 24, 2023



Summary

During the Regular City Council Meeting held on Monday, June 5, 2023, the City of Breezy Point City Council directed staff to develop a Special Event Permitting process for use with City Parks and public land.

Upon review of said permit during the Regular City Council Meeting held on Monday, August 7, 2023, the City Council directed staff to simplify and revise the event permit. A copy of the revised Breezy Point Disc Golf Course Event Permit is included below.

Course & Price Comparisons

Municipality	Permittable Events	Cost
Crosslake	No reservations, can rent or buy discs.	Rent disc: \$5 per 2 hours Buy disc: \$32 Buy 3 discs: \$32
Brainerd	Reservation on course pavilion not course.	Monday – Friday: \$65 Sunday – Saturday: \$85
Staples	Reservation on course pavilion not course.	Small pavilion: \$60 Large pavilion: \$100
Bemidji	Allows events and reservations. May require additional cost for extra facilities.	\$75
St. Cloud	Reservations allowed with different tiers and course levels.	Small course: \$80 Large course: \$250 One event: \$50 Six events: \$250 Unlimited: \$500
Cottage Grove	No special events. Rent by day only.	\$300
White Bear Lake	No reservations.	\$0
Fort Ripley	No reservations.	\$0
St. Mathias Park	No reservations.	\$0

Council Action

Staff is seeking Council approval of the attached Breezy Point Disc Golf Course Event Permit.



Permit number: _____
 Issued Date: _____
 Receipt number: _____

DISC GOLF COURSE EVENT PERMIT

Please attach a detailed site plan that shows the location of the event and any additional information as requested in this application. Payment of associated processing and permitting fees in the amount of \$100 per course are due upon submission of this application. Use requested via this application is limited to three consecutive days and reserves the park area for use by the applying organization or individual. The City of Breezy Point reserves the right to deny or approve any and all applications based upon the discretion of the City Council.

A.	Name of Business /Organization				
	Name of Event				
	Set up for the Event will Begin on	Date		Time	
	Event Date and Time	Date		Time	
	Break-Down will be Complete	Date		Time	
	Location for the Event				
	Estimated Number of Attendees				
	Estimated Number of Vendors				
	Organization Producing the Event				

B.	Name of Applicant				
	Business Address				
	City		State		Zip
	Phone		Fax		
	Email				

EVENT INFORMATION	
C.	Purpose of Event
	Description of Event
	Admission Prices/Donations

PARKING	
D.	Will off-site parking be provided?
	<i>If yes, please provide the location and show on the site plan.</i>

FOOD & BEVERAGES		
E.	Will food be served at the event?	
	Will food be sold or given away?	
	Will there be food vendors?	If yes, how many?
	Please show vendor location on the site plan.	
	<i>Applicants are responsible for obtaining necessary permits, temporary or otherwise, from associated state, county, or city authorizing entity when serving food and/or non-alcoholic beverages.</i>	
<i>Event organizer must certify that each vendor has the necessary approvals mentioned above.</i>		

EVENT CLEANUP, SANITATION, & RECYCLING	
F.	The Applicant acknowledges all trash or waste generated during the event must be properly stored and/or disposed of by the applying organization. On site disposal of certain waste is available through the appropriate City owned and operated trash receptacles.
	<i>The City of Breezy Point and City Council reserve the right to require an applicant provide additional waste disposal services at their expense should the need arise. If that need arises the applicant will be required to provide the location and details of additional services on the site plan.</i>

SALE OF ITEMS & VENDORS		
G.	Will items be sold during this event?	
	If yes, please provide names and contact information for vendors:	
	<i>If yes, please provide the location of each vendor and show on the site plan.</i>	
	<i>Verification of Minnesota State Sales Tax Number must be provided with this application for each vendor.</i>	

LIABILITY INSURANCE	
H.	Name of insurance company:
	Contact Name:

Please contact the City of Breezy Point at 218-562-4441 or email deputyclerk@cityofbreezypointmn.us if you have any questions or need assistance in completing this Application.

APPLICATION CERTIFICATION & WAIVER

I hereby certify that I have read this application and that all information contained herein is true and correct to the best of my knowledge, information, and belief. I agree to comply with all state, Crow Wing County and City of Breezy Point Ordinances and statutes and will abide by the general instructions stated in this application, along with the special conditions issued by the City of Breezy Point, in connection with the approval of the Permit contemplated herein. That I, and the organization on whose behalf I make this application if any, represent, stipulate, contract and agree that we will jointly, and severally defend, indemnify, save and hold the City of Breezy Point harmless from any and all claims, lawsuits, judgments, and liability of death, personal injury, bodily injury, or property damage arising directly or indirectly from the exercise of this Special Permit and performance of the Special Permit by Applicant, the organization represented by Applicant, its employees, subcontractors, or assigns, including acknowledges that he/she, together with any organization represented by Applicant, shall be solely responsible by complying with the terms of the Permit. I further understand that failure to comply with any of the provisions specified herein may result in immediate cancellation of this event by State, Crow Wing County or City of Breezy Point officials.

Signature of Applicant or Authorized Officer/Agent
Of Applicant

Date

DRAFT