



CITY COUNCIL REGULAR MEETING

Tuesday, September 02, 2025 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. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. OPEN FORUM

The City Council invites residents to share new ideas or concerns related to city business not already on the agenda; however, individual question and remarks are limited to three (3) minutes per speaker. No City Council action will be taken, although the Council may refer issues to staff for follow up or for consideration at a future meeting. The Mayor may use discretion if speakers are repeating views already expressed or ask for a spokesperson for groups of individuals with similar views. Speakers should state their name and home address at the podium before speaking.

5. CONSENT AGENDA

A. Approve Claims Totaling \$605,726.66-Checks 140482-140543 and eChecks 3969e-3997e

B. Approve City Council Meeting Minutes from August 4, 2025

C. Approve Pay Application #2 for Sanitary Sewer Extension Project

D. Declare Vehicle as Surplus and Authorize Sale of Property

E. Res. 17-25 Accept Sign Donation to Breezy Point Parks and Recreation Department

F. Res. 18-25 Approve Donations to Pelican Woods Cemetery

G. Res 20-25 Supporting and Authorizing the Application for Sourcewell Community Impact Funding for Public Safety Grant Submittal

H. Res. 21-25 Supporting and Authorizing the Application for Sourcewell Community Match Funding for Public Works Grant Submittal

6. BUSINESS ITEMS

A. Approve HyTec Pay Application #11

B. Approve Parks and Recreation Master Plan Proposal by Widseth

C. Buschmann Road Project Funding Discussion

[D.](#) Zoning Code Revision Discussion

[E.](#) 2026 Preliminary Budget Presentation and Discussion

[F.](#) Res. No. 19-2025 Approve 2026 Preliminary Tax Levy and Set Date for Public Comment

7. DEPARTMENTAL UPDATES

A. City Hall Update and Payment Tracking-*Allie Polsfuss*

B. Administrative Assistant Position Update-*Allie Polsfuss*

C. Financial Software Implementation Update-*Janette Rust*

D. Planning and Zoning Commission Upcoming Agenda-*Jerry Bohnsack*

8. ADJOURN

Claims Totaling: \$605,726.66
 Checks 140482 - 140543
 eChecks 3969e - 3997e

Section 5, Item A.

CITY OF BREEZY POINT

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Batch: 080725PAY,PRL-081425,063025WEXFUEL,073125WEXFUEL,2025 PR 13 HCSP,062425USBANK,0000000775-00-5,082025PAY,070125BANKFEES,063025CCPROCESSFEES,STOPPYMT140280,PRL-082925,PRL-082825,082625LARSONEXCAVATE

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Primary					
3969 e	08/14/25	INTERNAL REVENUE SERVICE			
G 100-21701		Federal Withholding	\$5,954.81	2025 PR 17	Federal
G 100-21703		FICA Tax Withholding	\$860.12	2025 PR 17	Medicare
G 100-21703		FICA Tax Withholding	\$2,041.88	2025 PR 17	Social Security
G 100-21703		FICA Tax Withholding	\$2,041.88	2025 PR 17	Social Security Benefit
G 100-21703		FICA Tax Withholding	\$860.12	2025 PR 17	Medicare Benefit
		Total	\$11,758.81		
3970 e	08/14/25	MN DEPT OF REVENUE			
G 100-21702		State Withholding	\$3,292.22	2025 PR 17	State Tax - MN
		Total	\$3,292.22		
3971 e	08/14/25	PUBLIC EMP. RETIREMENT ASSOC			
G 100-21704		PERA	\$2,119.58	2025 PR 17	PERA Deduct
G 100-21704		PERA	\$3,507.25	2025 PR 17	Police PERA Deduct
G 100-21704		PERA	\$2,445.66	2025 PR 17	PERA Benefit
G 100-21704		PERA	\$5,260.88	2025 PR 17	PERA police Benefit
		Total	\$13,333.37		
3972 e	08/14/25	MINNESOTA STATE RETIREMENT SYS			
G 100-21705		Other Retirement	\$1,040.90	MNDP2025	MNDP - PR 17
		Total	\$1,040.90		
3973 e	08/14/25	MINNESOTA STATE RETIREMENT SYS			
G 100-21710		Other Deductions	\$2,858.02	HCSP2025 P	HCSP - PR 17
		Total	\$2,858.02		
3974 e	08/14/25	COMPENSATION CONSULTANTS LTD			
G 100-21710		Other Deductions	\$1,575.40	2025 PR 17	HSA - PR 17
		Total	\$1,575.40		
3975 e	07/17/25	MEDICA			
E 100-41300-131		Paid Health/Dental	\$3,267.92	AUG 2025	HEALTH INSURANCE PREMIUMS - AUG 2025
E 100-41910-131		Paid Health/Dental	\$112.82	AUG 2025	HEALTH INSURANCE PREMIUMS - AUG 2025
E 100-42100-131		Paid Health/Dental	\$9,915.32	AUG 2025	HEALTH INSURANCE PREMIUMS - AUG 2025
E 100-43000-131		Paid Health/Dental	\$2,253.05	AUG 2025	HEALTH INSURANCE PREMIUMS - AUG 2025
E 100-45100-131		Paid Health/Dental	\$411.84	AUG 2025	HEALTH INSURANCE PREMIUMS - AUG 2025
E 600-43250-131		Paid Health/Dental	\$1,080.25	AUG 2025	HEALTH INSURANCE PREMIUMS - AUG 2025
G 100-21706		Hospitalization/Medical Ins	\$1,322.53	AUG 2025	HEALTH INSURANCE PREMIUMS - AUG 2025
		Total	\$18,363.73		
3976 e	08/14/25	HEALTHPARTNERS			
E 100-41300-131		Paid Health/Dental	\$168.88	SEPT 2025	DENTAL INSURANCE PREMIUMS - SEPT 2025
E 100-41910-131		Paid Health/Dental	\$4.14	SEPT 2025	DENTAL INSURANCE PREMIUMS - SEPT 2025
E 100-42100-131		Paid Health/Dental	\$722.13	SEPT 2025	DENTAL INSURANCE PREMIUMS - SEPT 2025
E 100-43000-131		Paid Health/Dental	\$264.76	SEPT 2025	DENTAL INSURANCE PREMIUMS - SEPT 2025
E 100-45100-131		Paid Health/Dental	\$36.11	SEPT 2025	DENTAL INSURANCE PREMIUMS - SEPT 2025
E 600-43250-131		Paid Health/Dental	\$65.45	SEPT 2025	DENTAL INSURANCE PREMIUMS - SEPT 2025
G 100-21706		Hospitalization/Medical Ins	\$222.60	SEPT 2025	DENTAL INSURANCE PREMIUMS - SEPT 2025

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$1,484.07		
3977 e	08/14/25	AFLAC			
G 100-21710		Other Deductions	\$156.40	AUG 2025	AFLAC PREMIUMS - AUG 2025
Total			\$156.40		
3978 e	08/14/25	BLUE CROSS & BLUE SHIELD OF MN			
G 100-21706		Hospitalization/Medical Ins	\$55.46	SEPT 2025	VISION INSURANCE PREMIUMS - SEPT 2025
Total			\$55.46		
3980 e	07/02/25	WEX Bank			
E 100-42100-212		Motor Fuels	\$2,088.82	JUNE 2025	PD FUEL PURCHASES - JUNE 2025
E 100-42100-212		Motor Fuels	(\$19.89)	JUNE 2025	PD FUEL REBATES - JUNE 2025
E 100-43000-212		Motor Fuels	\$118.45	JUNE 2025	PW FUEL PURCHASES - JUNE 2025
E 100-43000-212		Motor Fuels	(\$1.03)	JUNE 2025	PW FUEL REBATES - JUNE 2025
E 100-45100-212		Motor Fuels	\$204.07	JUNE 2025	PARKS FUEL PURCHASES - JUNE 2025
E 100-45100-212		Motor Fuels	(\$2.07)	JUNE 2025	PARKS FUEL REBATES - JUNE 2025
E 600-43250-212		Motor Fuels	\$301.77	JUNE 2025	SEWER FUEL PURCHASES - JUNE 2025
E 600-43250-212		Motor Fuels	(\$2.84)	JUNE 2025	SEWER FUEL REBATES - JUNE 2025
Total			\$2,687.28		
3981 e	08/05/25	WEX Bank			
E 100-42100-212		Motor Fuels	\$1,773.56	JULY 2025	PD FUEL PURCHASES - JULY 2025
E 100-42100-212		Motor Fuels	(\$25.24)	JULY 2025	PD FUEL PURCHASES - JULY 2025
E 100-43000-212		Motor Fuels	\$193.81	JULY 2025	PW FUEL PURCHASES - JULY 2025
E 100-43000-212		Motor Fuels	(\$2.73)	JULY 2025	PW FUEL PURCHASES - JULY 2025
E 100-45100-212		Motor Fuels	\$261.46	JULY 2025	PARKS FUEL PURCHASES - JULY 2025
E 100-45100-212		Motor Fuels	(\$3.75)	JULY 2025	PARKS FUEL PURCHASES - JULY 2025
E 600-43250-212		Motor Fuels	\$177.82	JULY 2025	SEWER FUEL PURCHASES - JULY 2025
E 600-43250-212		Motor Fuels	(\$2.39)	JULY 2025	SEWER FUEL PURCHASES - JULY 2025
Total			\$2,372.54		
3982 e	06/05/25	MINNESOTA STATE RETIREMENT SYS			
G 100-21710		Other Deductions	\$1,756.39	HCSPPR132	HCSP - PR 13
Total			\$1,756.39		
3983 e	07/09/25	US BANK			
E 100-41900-401		Maint Buildings	\$24.42	JUNE 2025	CH DOOR CHIME
E 600-43250-200		General Operating (Suppli	\$40.96	JUNE 2025	SEWER PRINTER INK
E 100-41300-433		Dues and Subscriptions	\$56.95	JUNE 2025	CH ECHO JOURNAL SUBSCRIPTION 7/1/25 - 6/30/26
G 100-15500		Prepaid Items	\$56.94	JUNE 2025	CH ECHO JOURNAL SUBSCRIPTION 7/1/25
E 100-42100-300		Professional Svcs (GENE	\$150.00	JUNE 2025	PD TRANSUNION MARCH & APRIL 2025
E 100-42100-200		General Operating (Suppli	\$9.90	JUNE 2025	PD POSTAGE
E 100-42100-300		Professional Svcs (GENE	\$180.00	JUNE 2025	PD MN POST BOARD LICENSING
E 100-42100-417		Uniforms	\$68.00	JUNE 2025	PD UNIFORMS
E 100-42100-208		Training and Education	\$375.00	JUNE 2025	PD DMT TRAINING G. MARSHALL
E 100-42100-200		General Operating (Suppli	\$10.65	JUNE 2025	PD POSTAGE
E 100-42100-208		Training and Education	\$917.22	JUNE 2025	PD AMMUNITION
E 100-42100-200		General Operating (Suppli	\$5.35	JUNE 2025	PD POSTAGE
E 100-42100-220		Repair/Maint Supply (GEN	\$27.03	JUNE 2025	PD BATTERIES & ADAPTER

CITY OF BREEZY POINT

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-42100-300		Professional Svcs (GENE	\$75.00	JUNE 2025	PD BCA TRAINING - D. SATHRE
E 600-43250-316		Spraying	\$1,704.76	JUNE 2025	SEWER GLYSTAR SPRAYING
E 600-43250-220		Repair/Maint Supply (GEN	\$1,610.63	JUNE 2025	SEWER COMPACT PIPE THREADER
E 600-43250-200		General Operating (Suppli	\$72.24	JUNE 2025	SEWER TOOLS FREIGHT
E 600-43250-220		Repair/Maint Supply (GEN	\$145.99	JUNE 2025	SEWER 15" LAMINATED TIRE
E 100-45100-590		Capital Outlay	\$540.63	JUNE 2025	COMM GARDEN DUMPING HOPPER
E 100-43000-220		Repair/Maint Supply (GEN	\$141.72	JUNE 2025	PW TRACTOR FLUID
E 600-43250-417		Uniforms	\$55.24	JUNE 2025	SEWER WORK SHOES - B. SCHULTZ
E 600-43250-220		Repair/Maint Supply (GEN	\$309.95	JUNE 2025	SEWER PVC DISCHARGE HOSE
		Total	\$6,578.58		
3984 e	07/01/25	PINE RIVER STATE BANK			
E 100-41300-200		General Operating (Suppli	\$5.00	JULY 2025	BANK FEES - JULY 2025
		Total	\$5.00		
3985 e	07/14/25	REVTRAK			
E 600-43250-386		CreditCard Proc Fees	\$87.97	JUNE 2025	CC PROCESSING FEES - JUNE 2025
		Total	\$87.97		
3986 e	07/28/25	PINE RIVER STATE BANK			
E 100-41300-200		General Operating (Suppli	\$25.00	140280	STOP PAYMENT FEE CHECK #140280
		Total	\$25.00		
3987 e	08/29/25	INTERNAL REVENUE SERVICE			
G 100-21701		Federal Withholding	\$61.00	2025 PR M8	Federal
G 100-21703		FICA Tax Withholding	\$24.95	2025 PR M8	Medicare
G 100-21703		FICA Tax Withholding	\$106.64	2025 PR M8	Social Security
G 100-21703		FICA Tax Withholding	\$106.64	2025 PR M8	Social Security Benefit
G 100-21703		FICA Tax Withholding	\$24.95	2025 PR M8	Medicare Benefit
		Total	\$324.18		
3988 e	08/29/25	PUBLIC EMP. RETIREMENT ASSOC			
G 100-21704		PERA	\$30.00	2025 PR M8	Council PERA Deduct
G 100-21704		PERA	\$30.00	2025 PR M8	PERA Council Benefit
		Total	\$60.00		
3989 e	08/29/25	MN DEPT OF REVENUE			
G 100-21702		State Withholding	\$40.00	2025 PR M8	State Tax - MN
		Total	\$40.00		
3990 e	08/28/25	INTERNAL REVENUE SERVICE			
G 100-21701		Federal Withholding	\$6,690.05	2025 PR 18	Federal
G 100-21703		FICA Tax Withholding	\$898.62	2025 PR 18	Medicare
G 100-21703		FICA Tax Withholding	\$2,309.26	2025 PR 18	Social Security
G 100-21703		FICA Tax Withholding	\$2,309.26	2025 PR 18	Social Security Benefit
G 100-21703		FICA Tax Withholding	\$898.62	2025 PR 18	Medicare Benefit
		Total	\$13,105.81		
3991 e	08/28/25	PUBLIC EMP. RETIREMENT ASSOC			
G 100-21704		PERA	\$2,457.88	2025 PR 18	PERA Deduct
G 100-21704		PERA	\$3,295.28	2025 PR 18	Police PERA Deduct

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 100-21704		PERA	\$2,836.01	2025 PR 18	PERA Benefit
G 100-21704		PERA	\$4,942.91	2025 PR 18	PERA police Benefit
		Total	\$13,532.08		
3992 e	08/28/25	MN DEPT OF REVENUE			
G 100-21702		State Withholding	\$3,504.02	2025 PR 18	State Tax - MN
		Total	\$3,504.02		
3993 e	08/28/25	MINNESOTA STATE RETIREMENT SYS			
G 100-21705		Other Retirement	\$881.55	MNDPCP 2025	MNDPCP - PR 18
		Total	\$881.55		
3994 e	08/28/25	MINNESOTA STATE RETIREMENT SYS			
G 100-21710		Other Deductions	\$2,870.41	HCSP 2025	HCSP - PR 18
		Total	\$2,870.41		
3995 e	08/28/25	COMPENSATION CONSULTANTS LTD			
G 100-21710		Other Deductions	\$1,575.40	2025 PR 18	HSA - PR 18
		Total	\$1,575.40		
3996 e	08/28/25	RELIANCE STANDARD LIFE INS			
E 100-41300-130		Life Insurance	\$24.67	SEPT 2025	LIFE INS PREMIUMS - SEPT 2025
E 100-41910-130		Life Insurance	\$1.05	SEPT 2025	LIFE INS PREMIUMS - SEPT 2025
E 100-42100-130		Life Insurance	\$84.00	SEPT 2025	LIFE INS PREMIUMS - SEPT 2025
E 100-43000-130		Life Insurance	\$31.50	SEPT 2025	LIFE INS PREMIUMS - SEPT 2025
E 100-45100-130		Life Insurance	\$5.25	SEPT 2025	LIFE INS PREMIUMS - SEPT 2025
E 600-43250-130		Life Insurance	\$21.53	SEPT 2025	LIFE INS PREMIUMS - SEPT 2025
		Total	\$168.00		
3997 e	08/28/25	MEDICA			
E 100-41300-131		Paid Health/Dental	\$2,308.46	SEPT 2025	MEDICAL INS PREMIUMS - SEPT 2025
E 100-41910-131		Paid Health/Dental	\$52.85	SEPT 2025	MEDICAL INS PREMIUMS - SEPT 2025
E 100-42100-131		Paid Health/Dental	\$9,915.32	SEPT 2025	MEDICAL INS PREMIUMS - SEPT 2025
E 100-43000-131		Paid Health/Dental	\$2,253.05	SEPT 2025	MEDICAL INS PREMIUMS - SEPT 2025
E 100-45100-131		Paid Health/Dental	\$351.87	SEPT 2025	MEDICAL INS PREMIUMS - SEPT 2025
E 600-43250-131		Paid Health/Dental	\$960.32	SEPT 2025	MEDICAL INS PREMIUMS - SEPT 2025
G 100-21706		Hospitalization/Medical Ins	\$1,322.54	SEPT 2025	MEDICAL INS PREMIUMS - SEPT 2025
		Total	\$17,164.41		
140482	08/07/25	A-1 STORAGE INC			
E 100-41300-200		General Operating (Suppli	\$90.00	15221	CH PORTABLE STORAGE RENTAL 7/5/25 - 7/28/25
		Total	\$90.00		
140483	08/07/25	Anderson Brothers Constr Inc			
E 100-43000-225		Blacktop Repair	\$1,200.15	37310	PW GUTTER REPAIR 29910 BELGIAN DR
		Total	\$1,200.15		
140484	08/07/25	APPLIED CONCEPTS, INC			
E 100-42100-590		Capital Outlay	\$137.00	461301	PD TAHOE VSS CABLE KIT
E 100-42100-590		Capital Outlay	(\$137.00)	461301	PD TAHOE VSS CABLE KIT

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 401-42100-590		Capital Outlay	\$137.00	461301	PD TAHOE VSS CABLE KIT
		Total	\$137.00		
140485	08/07/25	AT&T MOBILITY			
E 100-42100-321		Telephone	\$960.86	JULY 2025	PD CELLPHONES 6/25/25 - 7/25/25
		Total	\$960.86		
140486	08/07/25	AURORA AUTOMOTIVE LLC			
E 100-43000-220		Repair/Maint Supply (GEN)	\$35.00	55941	PW TIRE REPAIR
		Total	\$35.00		
140487	08/07/25	BEST OIL COMPANY			
E 100-42100-401		Maint Buildings	\$346.56	11485	PD DIESEL FUEL
E 100-43000-212		Motor Fuels	\$887.71	11501	PW DIESEL FUEL
		Total	\$1,234.27		
140488	08/07/25	BREEZY POINT HARDWARE			
E 100-41900-401		Maint Buildings	\$14.99	37214	CH SLIMPLUG
E 100-43000-220		Repair/Maint Supply (GEN)	\$5.70	37217	PW FASTENERS
E 100-41900-401		Maint Buildings	\$9.99	37226	CH ANT BAIT
E 100-43000-220		Repair/Maint Supply (GEN)	\$11.99	37240	PW EPOXY SYRNG
E 100-45100-210		Operating Supplies (GEN)	\$23.92	37265	COMM GARDEN IRRIG PARTS
E 100-41900-401		Maint Buildings	\$14.99	37277	CH PLIERS
E 100-41900-401		Maint Buildings	\$26.99	37284	CH WALL ANCHORS
E 100-45100-210		Operating Supplies (GEN)	\$4.98	37290	COMM GARDEN IRRIG PARTS
E 100-43000-220		Repair/Maint Supply (GEN)	\$15.98	37294	PW PARTS
E 100-45100-210		Operating Supplies (GEN)	\$11.96	37297	PARKS IRRIG PARTS
E 100-43000-212		Motor Fuels	\$133.96	37300	PW FUEL
E 100-45100-212		Motor Fuels	\$10.32	37306	PARKS FUEL
E 100-43000-220		Repair/Maint Supply (GEN)	\$19.99	37349	PW PROPANE
E 100-42100-434		Awards/Grants/Aid	\$24.99	37361	PD DONATION FUNDS - GRILL TONGS NIGHT TO UNITE
		Total	\$330.75		
140489	08/07/25	COLUMN SOFTWARE PBC			
E 100-41100-351		Legal Notices Publishing	\$47.60	6AA024C4-0	PUBLIC NOTICE 2024 TIF DISCLOSURE
		Total	\$47.60		
140490	08/07/25	COMPENSATION CONSULTANTS LTD			
E 100-41900-313		Benefits Administration	\$55.00	4317	FSA / HSA BENEFIT PLAN ADMINISTRATION - AUG 2025
		Total	\$55.00		
140491	08/07/25	DACOTAH PAPER			
E 100-41910-200		General Operating (Suppli	\$138.24	75749	CH PAPER TOWELS & TOILET TISSUE
		Total	\$138.24		
140492	08/07/25	DSC COMMUNICATIONS			
E 100-42100-300		Professional Srvs (GENE	\$451.05	2507482	PD SIREN REPAIR
		Total	\$451.05		
140493	08/07/25	FLEETPRIDE			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-45100-210		Operating Supplies (GEN	\$49.56	127743029	PARKS PARTS
		Total	\$49.56		
140494	08/07/25	FORUM COMMUNICATIONS COMPANY			
E 100-43000-200		General Operating (Suppli	\$199.00	I2025.000453	PW SEASONAL HIRING AD
E 270-49010-438		Event Exp	\$145.00	I2025.000956	BUTTERFLY RELEASE AD
		Total	\$344.00		
140495	08/07/25	GALLS LLC			
E 100-42100-417		Uniforms	\$397.84	32057529	PD UNIFORMS
E 100-42100-417		Uniforms	\$125.98	32057530	PD UNIFORMS
		Total	\$523.82		
140496	08/07/25	GOPHER STATE ONE CALL			
E 600-43250-332		Gopher One Locates	\$47.25	5070244	SEWER LOCATES - JULY 2025
		Total	\$47.25		
140497	08/07/25	GrassMaster Professional			
E 100-42100-402		Grounds Maintenance	\$292.00	115835	PD LAWN MOWING - JULY 2025
E 100-41900-402		Grounds Maintenance	\$369.00	115835	CH/PARKS LAWN MOWING - JULY 2025
E 270-49010-300		Professional Srvs (GENE	\$1,028.00	115835	CEMETERY LAWN MOWING - JULY 2025
		Total	\$1,689.00		
140498	08/07/25	HYTEC CONSTRUCTION			
E 401-41300-590		Capital Outlay	\$222,151.61	15205	CH REMODEL/EXPANSION PAY APP #10
		Total	\$222,151.61		
140499	08/07/25	BRENDA PARKER			
E 100-41900-300		Professional Srvs (GENE	\$726.00	JULY 2025	CH MOVE INTO NEW ADDITION
		Total	\$726.00		
140500	08/07/25	LAKES AREA WILDLIFE CONTROL			
E 100-41900-306		Animal Control	\$583.50	14915	ANIMAL CONTROL - JULY 2025
		Total	\$583.50		
140501	08/07/25	LAKES PRINTING INC			
E 270-49010-438		Event Exp	\$118.60	227703	MEMORIAL POSTER BUTTERFLY RELEASE 2025
		Total	\$118.60		
140502	08/07/25	LAW ENFORCEMENT LABOR SERVICES			
G 100-21710		Other Deductions	\$292.00	AUG 2025	PD UNION DUES - AUGUST 2025
		Total	\$292.00		
140503	08/07/25	MARCO TECHNOLOGIES LLC			
E 100-42100-400		Equipment	\$143.39	560717225	PD COPIER LEASE 7/17/25 - 8/17/25
E 100-41900-400		Equipment	\$223.05	561089160	CH COPIER LEASE 7/22/25 - 8/22/25
E 600-43250-200		General Operating (Suppli	\$55.76	561089160	SEWER COPIER LEASE 7/22/25 - 8/22/25
		Total	\$422.20		
140504	08/07/25	MENARDS- BAXTER			
E 100-41910-200		General Operating (Suppli	\$54.43	49147	CH WATER, SOAP

CITY OF BREEZY POINT

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Batch: 080725PAY,PRL-081425,063025WEXFUEL,073125WEXFUEL,2025 PR 13 HCSP,062425USBANK,0000000775-00-5,082025PAY,070125BANKFEES,063025CCPROCESSFEES,STOPPYMT140280,PRL-082925,PRL-082825,082625LARSONEXCAVATE

Table with columns: Check #, Check Date, Vendor Name, Amount, Invoice, Comment. It lists multiple checks grouped by vendor name such as MIDWEST SECURITY & FIRE, MINNESOTA MUNICIPAL UTILITIES ASSN, FIVE STAR AUTO PARTS, ON SYSTEMS INC, PEQUOT LAKES FIRE DISTRICT, PEQUOT LAKES SANITATION, and QUADIENT FINANCE USA, INC.

CITY OF BREEZY POINT

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
140512	08/07/25	RUSTAD, KIEL			
E 100-42100-208		Training and Education	\$65.57	JULY 2025	TRAINING MEALS REIMBURSEMENT
E 100-42100-220		Repair/Maint Supply (GEN	\$4.99	JULY 2025	WASHER FLUID SQUAD 4 REIMBURSEMENT
		Total	\$70.56		
140513	08/07/25	SADUSKY RENOVATIONS			
E 100-41910-309		Building Inspector	\$13,922.23	JULY 2025	BLDG INSPECTOR SERVICES - JULY 2025
		Total	\$13,922.23		
140514	08/07/25	TASC			
E 100-41900-313		Benefits Administration	\$218.32	IN3505401	ANNUAL ADMIN & RENEWAL FEE 9/1/25 - 8/31/26
G 100-15500		Prepaid Items	\$436.66	IN3505401	ANNUAL ADMIN FEE 9/1/25 - 8/31/26
		Total	\$654.98		
140515	08/07/25	THE OFFICE SHOP			
E 100-41910-200		General Operating (Suppli	\$155.27	1156773-0	CH RECEIPT BOOK
E 100-41300-200		General Operating (Suppli	\$155.27	1156773-0	CH RECEIPT BOOK
		Total	\$310.54		
140516	08/07/25	WIDSETH SMITH NOLTING & ASSOC			
E 401-41900-300		Professional Srvs (GENE	\$2,300.20	239183	CH REMODEL/ADDT ENG FEES THRU 7/11/25
E 600-43250-303		Engineering Fees	\$4,057.50	239498	CR 11 SEWER EXT ENG FEES THRU 7/11/25
E 100-41900-303		Engineering Fees	\$2,135.00	239499	SHOREVIEW LN DAMAGE ENG FEES THRU 7/11/25
		Total	\$8,492.70		
140517	08/07/25	XCEL ENERGY			
E 100-42100-381		Combined Utilities	\$37.26	93802385	PD NATURAL GAS 6/30/25 - 7/31/25
E 100-41900-381		Combined Utilities	\$23.53	938249526	CH NATURAL GAS 6/30/25 - 7/31/25
E 100-43000-381		Combined Utilities	\$23.52	938249526	PW NATURAL GAS 6/30/25 - 7/31/25
		Total	\$84.31		
140518	08/20/25	Anderson Brothers Constr Inc			
E 100-43000-225		Blacktop Repair	\$221.25	37456	PW HOT MIX
		Total	\$221.25		
140519	08/20/25	AUTO VALUE PEQUOT LAKES			
E 100-43000-220		Repair/Maint Supply (GEN	\$23.49	66269726	PW PARTS
		Total	\$23.49		
140520	08/20/25	AW RESEARCH LABORATORIES INC			
E 600-43250-326		MPCA Permit/Lab Testing	\$166.00	72826	SEWER TESTING
		Total	\$166.00		
140521	08/20/25	BOUND TREE MEDICAL LLC			
E 100-42100-200		General Operating (Suppli	\$216.76	85886975	PD DEFIB PADS
		Total	\$216.76		
140522	08/20/25	BRAINERD HYDRAULICS & AIR			
E 100-43000-220		Repair/Maint Supply (GEN	\$111.00	36442	PW BOBCAT PARTS

CITY OF BREEZY POINT

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$111.00		
140523	08/20/25	BREEZY POINT HARDWARE			
E 100-45100-210		Operating Supplies (GEN	\$9.99	37368	PARKS ROTOR SCREWDRIVER
E 100-45100-210		Operating Supplies (GEN	\$2.99	37378	PARKS POLY ELBOW
E 100-45100-210		Operating Supplies (GEN	\$16.99	37436	PARKS TUBE CUTTER
E 100-43000-220		Repair/Maint Supply (GEN	\$34.99	37437	PW HWH DRL SCR 1/4-14X1½
E 100-45100-210		Operating Supplies (GEN	\$25.98	37440	PARKS CONCRETE MIX
Total			\$90.94		
140524	08/20/25	CHARTER COMMUNICATIONS - PA			
E 100-41100-100		Compensation (GENERAL	\$0.42	15648120108	INTERNET SERVICE 8/8/25 - 9/7/25
E 100-41300-200		General Operating (Suppli	\$1.40	15648120108	INTERNET SERVICE 8/8/25 - 9/7/25
E 100-41900-381		Combined Utilities	\$54.03	15648120108	INTERNET SERVICE 8/8/25 - 9/7/25
E 100-41910-200		General Operating (Suppli	\$0.42	15648120108	INTERNET SERVICE 8/8/25 - 9/7/25
E 100-43000-200		General Operating (Suppli	\$0.70	15648120108	INTERNET SERVICE 8/8/25 - 9/7/25
E 600-43250-200		General Operating (Suppli	\$27.02	15648120108	INTERNET SERVICE 8/8/25 - 9/7/25
E 100-42100-308		Software / IT Support	\$55.99	15648120108	INTERNET SERVICE 8/8/25 - 9/7/25
E 100-42100-381		Combined Utilities	\$30.88	17560430108	PD CABLE TV 8/2/25 - 9/1/25
Total			\$170.86		
140525	08/20/25	CROW WING CO TREASURER			
E 100-41910-302		E911 / Permit Exp	\$200.00	8748	E911 ADDRESSING - JULY 2025
Total			\$200.00		
140526	08/20/25	CTC			
E 100-41300-321		Telephone	\$256.00	21632703	PW PHONE SERVICE 8/12/25 - 9/11/25
E 100-43000-321		Telephone	\$34.91	21632703	PW PHONE SERVICE 8/12/25 - 9/11/25
E 100-42100-321		Telephone	\$436.58	21632703	PW PHONE SERVICE 8/12/25 - 9/11/25
Total			\$727.49		
140527	08/20/25	DACOTAH PAPER			
E 100-45100-210		Operating Supplies (GEN	\$175.45	79260	CAN LINERS & MULTI-FOLD TOWEL
Total			\$175.45		
140528	08/20/25	DAKOTA BUSINESS SOLUTIONS			
E 100-41300-220		Repair/Maint Supply (GEN	\$148.32	11397	FOLDER/STUFFER MACHINE ANNUAL MAINT 9/1/25 - 8/31/26
G 100-15500		Prepaid Items	\$296.68	11397	FOLDER/STUFFER MACHINE ANNUAL MAINT 9/1/25 - 8/31/26
Total			\$445.00		
140529	08/20/25	HEARTLAND ANIMAL RESCUE TEAM			
E 100-41900-306		Animal Control	\$333.87	07/2025	ANIMAL IMPOUND FEES - JULY 2025
E 100-41900-306		Animal Control	\$51.00	34028DH	ANIMAL BOARDING CASE #34028
E 100-41900-306		Animal Control	\$17.00	34044DH	ANIMAL BOARDING CASE #34044
Total			\$401.87		
140530	08/20/25	Hedtke, Christopher & Cristi			
R 600-00000-37210		Sewer Service Payments	\$55.43		000000077500
Total			\$55.43		

CITY OF BREEZY POINT

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
140531	08/20/25	HOLDEN ELECTRIC CO, INC.			
E 100-42100-300		Professional Svcs (GENE	\$405.00	80886	CR 11 & ALPINE SIREN REPAIR
		Total	\$405.00		
140532	08/20/25	ITL PATCH COMPANY INC			
E 100-42100-417		Uniforms	\$345.00	295	PD SHOULDER PATCHES
		Total	\$345.00		
140533	08/20/25	LMC - INSURANCE TRUST			
E 100-41100-150		Worker s Comp (GENERA	\$21.34	WC AUDIT 2	WC INSURANCE AUDIT 2024-2025
E 100-41300-150		Worker s Comp (GENERA	\$444.60	WC AUDIT 2	WC INSURANCE AUDIT 2024-2025
E 100-41910-150		Worker s Comp (GENERA	\$97.81	WC AUDIT 2	WC INSURANCE AUDIT 2024-2025
E 100-42100-150		Worker s Comp (GENERA	\$7,113.56	WC AUDIT 2	WC INSURANCE AUDIT 2024-2025
E 100-43000-150		Worker s Comp (GENERA	\$2,667.58	WC AUDIT 2	WC INSURANCE AUDIT 2024-2025
E 100-45100-150		Worker s Comp (GENERA	\$88.92	WC AUDIT 2	WC INSURANCE AUDIT 2024-2025
E 600-43250-150		Worker s Comp (GENERA	\$889.19	WC AUDIT 2	WC INSURANCE AUDIT 2024-2025
		Total	\$11,323.00		
140534	08/20/25	NORTH COUNTRY CHEVROLET			
E 401-42100-590		Capital Outlay	\$52,353.72	123299/9557	PD 2025 CHEV TAHOE VIN #5575
		Total	\$52,353.72		
140535	08/20/25	RATWIK ROSZAK & MALONEY PA			
E 100-41610-304		Legal/Prosecution Fees	\$1,140.00	80291	LEGAL SERVICES - JULY 2025
		Total	\$1,140.00		
140536	08/20/25	SPARROW CLEANING SERVICE			
E 100-42100-401		Maint Buildings	\$360.00	3820	PD CLEANING SERVICE - JULY 2025
E 100-41900-401		Maint Buildings	\$330.00	3826	CH CLEANING SERVICE - JULY 2025
		Total	\$690.00		
140537	08/20/25	STREICHERS INC			
E 100-42100-417		Uniforms	\$167.98	11777249	PD UNIFORMS
		Total	\$167.98		
140538	08/20/25	TDS TELECOM			
E 100-41900-308		Software / IT Support	\$29.80	AUG 2025	INTERNET SERVICE 8/13/25 - 9/12/25
E 100-41910-308		Software / IT Support	\$11.92	AUG 2025	INTERNET SERVICE 8/13/25 - 9/12/25
E 100-42100-308		Software / IT Support	\$83.44	AUG 2025	INTERNET SERVICE 8/13/25 - 9/12/25
E 100-43000-308		Software / IT Support	\$8.94	AUG 2025	INTERNET SERVICE 8/13/25 - 9/12/25
E 600-43250-308		Software / IT Support	\$14.90	AUG 2025	INTERNET SERVICE 8/13/25 - 9/12/25
		Total	\$149.00		
140539	08/20/25	THE OFFICE SHOP			
E 100-42100-200		General Operating (Suppli	\$57.50	1157310-0	PD PAPER
E 100-41300-200		General Operating (Suppli	\$299.40	1157497-0	CH PAPER
		Total	\$356.90		
140540	08/20/25	THURLOW HARDWARE & RENTAL			
E 100-45100-210		Operating Supplies (GEN	\$19.19	B251738	PARKS PIPE & CLAMPS

CITY OF BREEZY POINT

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total				\$19.19	
140541	08/20/25	VICTORY AUTOMOTIVE SERVICE LLC			
E 100-42100-220		Repair/Maint Supply (GEN	\$118.55	1403440	PD 2022 FORD EXP OIL CHANGE & TIRE ROTATE
Total				\$118.55	
140542	08/20/25	ZIEGLER INC			
E 100-42100-401		Maint Buildings	\$5,667.46	SI000675802	PD FUEL INJECTION PUMP REPAIR
Total				\$5,667.46	
140543	08/26/25	LARSON EXCAVATING CONTRACTORS INC			
E 602-41950-591		Construction Costs	\$23,858.97	PAY APP 1	2025 CR-11 SANITARY SEWER EXT PAY AP #1
Total				\$23,858.97	
10100				\$605,726.66	

Fund Summary

10100 Primary	
100 GENERAL FUND	\$244,810.01
270 CEMETERY Special Revenue Fund	\$1,291.60
401 Revolving Capital Fund	\$323,363.19
600 SEWER OPERATING FUND	\$12,402.89
602 Sewer Capital Projects Fund	\$23,858.97
	\$605,726.66

Breezy Point City Council August 4, 2025 - 6:30 pm Meeting Minutes

CALL TO ORDER

PLEDGE OF ALLEGIANCE

All present rose for the Pledge of Allegiance.

ROLL CALL

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

PRESENTATIONS

Life Saving Award

Chief Sandell spoke of the medical emergency where Paramedic Sergeant Joe Garcia assisted on July 13, 2025. The Mayor presented the life-saving award to Sergeant Garcia on behalf of the staff, Council, and City of Breezy Point for his actions.

Parks and Recreation Committee Update

Chair Gail Arne provided an update on the Parks and Recreation Committee activities including reviewing proposals for the City Parks Master Plan. Plan to have a recommendation to present to council at September meeting.

OPEN FORUM

Kathy Parsons of 9212 Edgewater Circle addressed the Council in appreciation of the paramedic program.

No other residents addressed the Council during Open Forum.

CONSENT AGENDA

Mayor requested to pull Item 6.I. (Appointment of Cemetery Commissioner) from the Consent Agenda and move it to Business Items as Item 7.F.

- City Council Meeting Minutes July 7, 2025;
- Claims Totaling \$811,119.31-Checks 140404-140480 and eChecks 4940e-3968e;
- Res. 11-25 Accept Donation for Pelican Woods Cemetery;
- Res. 12-25 Accept Donation from Widseth for Pelican Woods Cemetery;
- Res. 13-25 Accept Donation for Cemetery Bench;
- Res.14-25 Accept Donations for Breezy Point Police Department;

- Res. 15-25 Accept Donation from Pelican Square and Breezy Point Resort for Supplies for Night to Unite;
- Res 16-25 Declare Surplus of Furniture and Equipment and Authorize Disposal or Sale;
- Approve Final Pay Application to Gladden Construction of \$6,190.98 for Shoreview Lane Construction Project;
- Review Body Camera Audit Report;
- Approve Pay Application #1 to Larson Excavating Contractors, Inc. of \$23,858.97 for County Road 11 sanitary sewer extension.

Motion by Council Member Moroni to approve the Consent Agenda as amended. Second by Council Member Jensen. Motion carried 4-0

BUSINESS ITEMS

Approve Hytec Pay Application #10

Motion by Council Member Moroni to approve the HyTec payment application number 10 of \$222,151.61 for City Hall Renovation project. Second by Council Member Jensen. Motion carried 3-1, Scott Opposed.

Special Assessment Policy Discussion

Administrator Polsfuss explained that as the city begins to implement its street Capital Improvement Plan (CIP) for needed repairs, it's important to have a policy in place to properly assess residents and appropriately budget for the future. At the July City Council meeting, staff was directed to review the financing portion of the current policy and include language for a special benefit appraisal assessment method.

Polsfuss recommended that the Council wait to make a formal decision until reviewing the preliminary budget, which would include a more in-depth discussion about the street CIP and other levy impacts. She noted that funding the street CIP is a significant decision that would benefit from being considered within the context of the full budget for financial planning purposes.

Council Member Scott indicated that having an assessment policy based on an actual appraisal of typical benefiting properties makes sense, noting that the city is obligated under assessment statute not to assess more than the benefit and amount of value added to the property. He expressed preference for doing sample appraisals on projects to get a true sense of the actual benefit and value.

Council Member Moroni agreed with Council Member Scott, stating that they need to make the process as equitable as possible for taxpayers while giving the city the ability to budget. He noted that the current policy was outdated and expressed concern about funding for the street CIP, adding that blacktopping gravel roads would be financially challenging.

The Mayor commented that the city should consider eventually incorporating costs fully into the levy due to the city's residential composition. He suggested this as a long-range planning consideration after the road CIP is established.

The Council agreed to revisit the matter after the preliminary budget is set in September, following the Finance Committee's meeting with staff.

Authorize Administrative Assistant Position

Administrator Polsfuss explained information from the Personnel Committee meeting in discussing the organizational structure of the administration department. To improve efficiency and enhance services to residents, the Personnel Committee recommended authorizing an Administrative Assistant position.

Motion by Council Member Moroni to authorize the Administrative Assistant position and direct staff to begin the hiring process. Second by Council Member Jensen. Motion carried 4-0.

Approve Agreement with Jerry Bohnsack for Planning and Zoning Administrative Services

Polsfuss explained that Jerry Bohnsack has served as Interim City Administrator since September 2024. He has expressed willingness to continue on with part-time basis as Planning and Zoning Administrator and assist her with transition into the City Administrator role. If approved, the city would retain Bohnsack on a part-time basis while working toward filling the position permanently, hopefully by summer 2026, to allow for overlap during the transition.

Motion by Council Member Jensen to approve contract with Jerry Bohnsack for Planning and Zoning services. Second by Council Member Moroni. Motion carried 4-0.

Authorize Extending Wage Increase for Deputy City Clerk/Office Manager and Finance Specialist

Polsfuss explained that in late 2024, the City Council approved a \$5 wage increase for both the Deputy City Clerk and Finance Specialist to compensate them for additional duties required while the Assistant City Administrator, Planning and Zoning Administrator, and City Administrator positions were vacant. The Personnel Committee recommended that this increase be extended for up to six months after the Administrative Assistant has been onboarded.

Motion by Council Member Moroni to authorize extending the wage increase for the Deputy City Clerk and Finance Specialist. Second by Council Member Jensen. Motion carried 4-0.

Approve Appointment of Robin Jensen as Cemetery Commissioner

The Mayor explained the vacancy on the Cemetery Commission. The position is a 3-year term and was advertised to the public for applications. Mayor Roggenkamp recommended appointing Robbin Jensen to serve on the Cemetery Commission.

Motion by Council Member Moroni to approve the appointment of Robin Jensen to serve on the Cemetery Commission. Second by Council Member Scott. Motion carried 3-0, Councilmember Jensen Abstained from the vote.

DEPARTMENTAL REPORTS

City Hall Update

Administrator Polsfuss reported that staff moved into the new city hall on July 18th and is fully operational from the new offices. Construction crews have completed the demolition of the old city hall facility and are beginning renovations. It's anticipated that the October City Council meeting will be held in the new chambers if everything remains on schedule. Planning a ribbon-cutting ceremony after everything is completed.

Shoreview Lane Shoreline Update

Public Works Supervisor Joe Zierden reported on plans for 500 live stakes, noting that he couldn't estimate how many could be acquired from the neighboring shoreline that is fully wooded. After inspection, mostly willows are greening, and there are many willows present. He explained that they wouldn't totally remove vegetation but would be selective. Live staking is more of a fall activity, and he hasn't been able to locate any live stakes during summer months, so the project could extend into October.

Zierden described plans to rope off the area until vegetation establishes next year and included a map of the approximate area to be roped off. He estimated the project would take about half a day for four workers, with costs expected to be below what was planned and fitting within the operating budget.

Councilmember Moroni asked about Common Curtains as a source for live stakes, and Zierden confirmed that availability is seasonal.

Public Safety Updates

The Police Chief provided a brief update, mentioning that Night to Unite would be held the following evening (August 5th) from 6:00 to 8:00 PM. The Mayor encouraged everyone to attend, noting it was a great event that builds community.

The Mayor also provided an update on the Fire District, reporting that two new trucks had been approved and were in process, with one utility truck already delivered and in service. The Fire District received a donation and plan to purchase new ice rescue equipment. Contract prices for 2026 were approved, with Breezy Point's total being \$314,018.25, an increase from \$301,039.74 in 2025. The Mayor noted that property values are a determining factor in the calculations, and Breezy Point's values are higher than other contract entities. He mentioned that funding mechanisms might need to be revisited in the future.

ADJOURN

Motion by Council Member Scott to adjourn the meeting. Second by Council Member Jensen. Motion carried 4-0

The meeting was adjourned at 7:08 pm.

Deb Runksmeier
Deputy City Clerk



CITY COUNCIL MEETING

AGENDA ITEM

Section 5, Item C.

Prepared By: <i>Allie Polsfuss, City Administrator</i>	Meeting Date: <i>9/2/2025</i>	Item No. Consent	Item Name: Pay Application
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COUNCIL ACTION REQUESTED

Approve Pay Application #2 for \$88,050.74 to Larson Excavating

BACKGROUND/DISCUSSION

Larson Excavating pay application #2 (attachment A) is due for payment for the 2025 CR-11 Sanitary Sewer Extension.

FINANCIAL IMPACT

Pay App #2 is \$88,050.74

STAFF RECOMMENDATION

Approve pay application as presented

SUPPORTING DOCUMENTS

Attachment A Pay Application

**PARTIAL PAYMENT ESTIMATE
NUMBER 2**

Name of Contractor:	Larson Excavating Contractors, Inc. PO Box 7 Holdingford, MN 56340
Name of Owner:	City of Breezy Point 8319 County Road 11 Breezy Point, MN 56472
Date of Completion:	Amount of Contract:
Original: See Agreement	Original: \$159,211.97
Revised:	Revised:
	Dates of Estimate:
	From: 7/30/25
	To: 8/22/25

Description of Project:
2025 CR-11 SANITARY SEWER EXTENSION

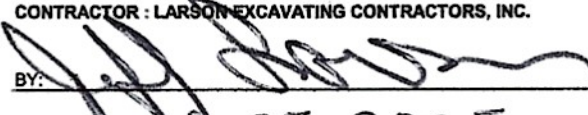
SPEC NO.	ITEM DESCRIPTION	CONTRACT ITEMS				THIS PERIOD		TOTAL TO DATE	
		QTY.	UNIT	UNIT PRICE	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT
2021.501	MOBILIZATION	1	LUMP SUM	\$27,731.41	\$27,731.41	0.50	\$13,865.71	1	\$27,731.41
2101.502	CLEARING	0.05	ACRE	\$2,500.00	\$125.00			0.05	\$125.00
2101.502	GRUBBING	0.05	ACRE	\$2,500.00	\$125.00			0.05	\$125.00
2104.502	REMOVE CASTING (SANITARY)	1	EACH	\$100.00	\$100.00			1	\$100.00
2104.502	SALVAGE SIGN TYPE C	5	EACH	\$51.00	\$255.00			2	\$102.00
2104.503	REMOVE GUARDRAIL - TYPE 31	108	LIN FT	\$10.00	\$1,080.00			81	\$810.00
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	6	LIN FT	\$5.00	\$30.00	2	\$10.00	6	\$30.00
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	240	LIN FT	\$4.00	\$960.00			268	\$1,072.00
2104.503	REMOVE CURB & GUTTER	75	LIN FT	\$3.00	\$225.00	39	\$117.00	119	\$357.00
2104.504	REMOVE BITUMINOUS PAVEMENT	583	SQ YD	\$3.00	\$1,749.00			590	\$1,770.00
2123.510	COMMON LABORERS	10	hour	\$50.00	\$500.00				
2123.610	SKID LOADER	10	hour	\$100.00	\$1,000.00				
2123.610	STREET SWEEPER (WITH PICKUP BROOM AND WATER)	10	hour	\$100.00	\$1,000.00	2	\$200.00	2	\$200.00
2211.507	AGGREGATE BASE CLASS 5 (CV)	110	CU YD	\$35.00	\$3,850.00	118.3	\$4,070.50	116.3	\$4,070.50
2302.604	BITUMINOUS DRIVEWAY REPLACEMENT	4	SQ YD	\$102.00	\$408.00				
2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,C)	59	TON	\$102.00	\$6,018.00				
2360.509	TYPE SP 12.5 NON-WEARING COURSE MIX (3,B)	79	TON	\$112.20	\$8,863.80				
2503.601	TRACE WIRE SYSTEM (SANITARY)	1	LUMP SUM	\$1,670.11	\$1,670.11	1	\$1,670.11	1	\$1,670.11
2503.602	CONNECT TO EXISTING SANITARY SEWER	1	EACH	\$4,232.82	\$4,232.82	1	\$4,232.82	1	\$4,232.82
2503.603	8" PVC PIPE SEWER (SDR 26)	48	LIN FT	\$118.34	\$5,584.32	48	\$5,584.32	48	\$5,584.32
2503.603	8" HDPE PIPE SEWER - DIRECTIONALLY DRILLED	363	LIN FT	\$84.50	\$30,673.50	363	\$30,673.50	363	\$30,673.50
2503.603	6" PVC SANITARY SERVICE PIPE	48	LIN FT	\$80.50	\$3,864.00	48	\$3,864.00	48	\$3,864.00
2503.603	8"x6" PVC WYE	1	EACH	\$598.47	\$598.47	1	\$598.47	1	\$598.47
2503.603	6" PVC CLEANOUT ASSEMBLY	1	EACH	\$575.52	\$575.52	1	\$575.52	1	\$575.52
2506.502	CASTING ASSEMBLY (SANITARY 700-7)	2	EACH	\$1,353.88	\$2,707.76				
2506.503	CONSTRUCT DRAINAGE STRUCTURE 48-4020 (SANITARY)	22.9	LIN FT	\$889.91	\$20,378.94	23	\$20,378.94	22.9	\$20,378.94
2531.503	CONCRETE CURB & GUTTER DESIGN B618	75	LIN FT	\$51.00	\$3,825.00				
2533.603	CONCRETE MEDIAN BARRIER (MOVEABLE)	12	EACH	\$612.00	\$7,344.00	2	\$1,224.00	10	\$6,120.00
2550.602	CORE DRILL SANITARY SEWER STRUCTURE	1	EACH	\$2,270.00	\$2,270.00	1	\$2,270.00	1	\$2,270.00
2554.503	INSTALL TRAFFIC BARRIER DESIGN TYPE 31	108	LIN FT	\$78.54	\$8,482.32				
2563.601	TRAFFIC CONTROL	1	LUMP SUM	\$3,978.00	\$3,978.00	0.45	\$1,790.10	0.95	\$3,779.10
2564.602	INSTALL SIGN TYPE C	5	EACH	\$255.00	\$1,275.00				
2573.502	STORM DRAIN INLET PROTECTION	4	EACH	\$100.00	\$400.00	3	\$300.00	3	\$300.00
2573.503	SILT FENCE, TYPE HI	154	LIN FT	\$3.00	\$462.00	275	\$825.00	275	\$825.00
2573.501	STABILIZED CONSTRUCTION EXIT	4	EACH	\$500.00	\$2,000.00				
2574.507	SCREENED TOPSOIL BORROW	118	CU YD	\$15.00	\$1,770.00	29	\$435.00	29	\$435.00
2574.508	FERTILIZER TYPE 3	60	POUND	\$3.00	\$180.00				
2575.505	SEEDING	0.2	ACRE	\$5,000.00	\$1,000.00				
2575.608	SEED PATCH	6	POUND	\$10.00	\$60.00				
2575.608	SEED NORTHERN BOULEVARD	30	POUND	\$10.00	\$300.00				
2575.508	HYDRAULIC REINFORCED FIBER MATRIX	780	POUND	\$2.00	\$1,560.00				
TOTAL:					\$159,211.97		\$92,684.99		\$117,799.69


	THIS PERIOD	TOTAL TO DATE
AMOUNT EARNED	\$92,684.99	\$117,799.69
AMOUNT RETAINED (5% OF AMOUNT EARNED TO DATE)	\$4,634.25	\$5,889.98
PREVIOUS PAYMENTS		\$23,858.97
AMOUNT DUE	\$88,050.74	\$88,050.74

Estimated Percentage Completed: 74.0%

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

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

CONTRACTOR : LARSON EXCAVATING CONTRACTORS, INC.
BY: 
Date: 08-25-2025

ENGINEER: WIDSETH SMITH NOLTING
BY: 
David S. Reese, P.E.
Date: 2025-08-26

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

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



CITY COUNCIL MEETING

AGENDA ITEM

Section 5, Item D.

Prepared By: Brian Sandell, Chief of Police	Meeting Date: September 2, 2025	Item No. Consent	Item Name: Squad Sale
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COUNCIL ACTION REQUESTED

Declare 2018 Ford Explorer as Surplus and Authorize Sale of Property to the Garrison Fire Department.

BACKGROUND/DISCUSSION

Our 2018 Ford Explorer has been replaced with a new Tahoe. The vehicle has 119,000 miles and is no longer needed by the department.

The Garrison Fire Department has made an offer to purchase the vehicle for \$3,700.00. The price was reduced because the vehicle needs a water pump replacement with a repair amount of \$3,300.00.

FINANCIAL IMPACT

Funds received will be \$3,700.00 for the vehicle.

STAFF RECOMMENDATION

Approve sale of 2018 Ford Explorer

CITY OF BREEZY POINT
RESOLUTION 17-2025

A RESOLUTION ACCEPTING A SIGN DONATION TO THE BREEZY POINT DISC GOLF
COURSE BY SHANE HUMPHREY

WHEREAS, Shane Humphrey of North Wood Designs has donated a sign valued at \$1,500 to the Breezy Point Parks and Recreation Department for the Disc Golf Courses.

NOW THEREFORE BE IT RESOLVED by the Breezy Point City Council that they accept the sign donation for the Breezy Point Disc Golf Courses.

Rebecca Ball: _____

Brad Scott: _____

Steve Jensen: _____

Todd Roggenkamp: _____

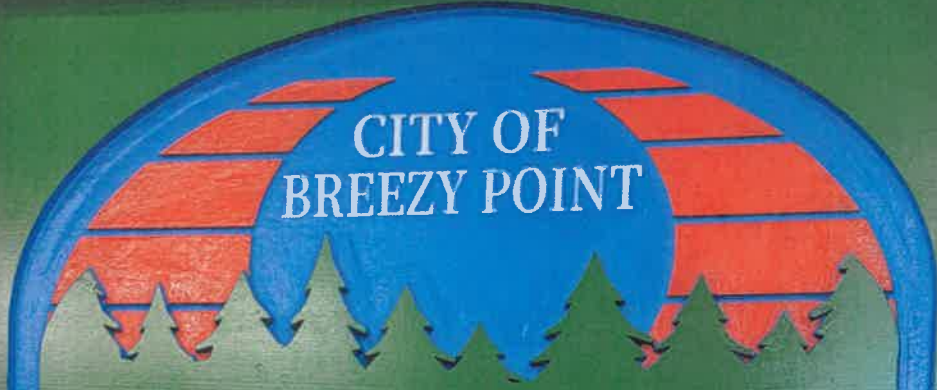
Michael Moroni: _____

Adopted this 2nd Day of September 2025

Mayor, Todd A. Roggenkamp

Attest:

City Administrator, Allie Polsfuss



CITY OF
BREEZY POINT

Your Disc Golf Adventure begins here.

← Agate Pass

Monarch Trails →

Thank you for respecting our home.



Sign Donated by Shane Humphrey

CITY OF BREEZY POINT
RESOLUTION 18-2025

A RESOLUTION ACCEPTING THE DONATION OF \$425 FOR THE PELICAN WOODS
CEMETERY

WHEREAS, donations for the Pelican Woods Cemetery totaling \$425 were received from Leo Poehling, David Landecker, Kay Schultz, and Mary Beth Wroolie in honor of Joseph O'Donnel and from M. Johnson.

NOW THEREFORE BE IT RESOLVED by the Breezy Point City Council that they accept the donations of the \$425 for the Pelican Woods Cemetery.

Rebecca Ball: _____

Brad Scott: _____

Steve Jensen: _____

Todd Roggenkamp: _____

Michael Moroni: _____

Adopted this 2nd Day of September 2025

Mayor Todd A. Roggenkamp

Attest:

Allie Polsfuss, City Administrator



CITY COUNCIL MEETING

AGENDA ITEM

Section 5, ItemG.

Prepared By: <i>Josef Garcia, Police Sergeant</i>	Meeting Date: <i>09/02/2025</i>	Item No. Consent	Item Name: <i>Resolution to Support Community Impact Funding Application</i>
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COUNCIL ACTION REQUESTED

Motion to adopt the attached resolution supporting and authorizing the application for Community Impact Public Safety Funding from Sourcwell, to support the Breezy Point Police Department Advanced Cardiac Care Initiative.

BACKGROUND/DISCUSSION

Sourcwell allows public safety agencies to apply for an Impact Fund award up to \$50,000 per fiscal year, with no match required. The police department would like to apply for funding for the purchase of a LifePak 35 advanced cardiac monitor. Current cardiac monitors used by paramedics are reaching their end of life and will no longer be serviced in the future. The cost of these medical devices is between \$50,000-53,000. Any remaining costs would be covered by 2023 Minnesota Public Safety Aid funds

FINANCIAL IMPACT

No levy funds would be used to fund this project. Any costs over the award would be covered by remaining 2023 Minnesota Public Safety Aid funds.

STAFF RECOMMENDATION

Staff recommends the approval of the attached resolution supporting and authorizing the application for Community Impact Public Safety Funding from Sourcwell, to support the Breezy Point Police Department Advanced Cardiac Care Initiative.

SUPPORTING DOCUMENTS

Attached Resolution

CITY OF BREEZY POINT
RESOLUTION 20-2025

A RESOLUTION SUPPORTING AND AUTHORIZING THE APPLICATION FOR SOURCEWELL
COMMUNITY IMPACT FUNDING FOR PUBLIC SAFETY GRANT SUBMITTAL

WHEREAS, Sourcewell has a grant program that offers public safety entities to fund initiatives that can have community wide impacts; and

WHEREAS, The City of Breezy Point recognizes the importance of providing advanced emergency medical response to its residents and visitors; and

WHEREAS, the Breezy Point Police Department operates an Advanced Life Support (ALS) Emergency Medical Services program which routinely responds to medical emergencies as a first-arriving agency; and

WHEREAS the funding requests have to show a public purpose and benefit the region; and

WHEREAS the funding is for a public purpose and will benefit the local community and the region; and

WHEREAS the Breezy Point Police Department’s Advanced Cardiac Response Initiative is a project developed by the Breezy Point Police Department and approved by the City Council to improve patient survival rates in cases of sudden cardiac arrest, myocardial infarction, arrhythmia, and other critical conditions; and

WHEREAS, this proposal supports multiple public benefits including the health, safety, and education of the Breezy Point community and across the region regarding public safety,

NOW THEREFORE BE IT RESOLVED by the Breezy Point City Council that the City Council supports and authorizes the submittal of an application for Sourcewell Community Impact Funding to support the Advanced Cardiac Response Initiative.

Rebecca Ball: _____

Todd A. Roggenkamp: _____

Steve Jensen: _____

Brad Scott: _____

Michael Moroni: _____

Adopted this 2nd Day of September 2025

Mayor Todd A. Roggenkamp

Attest:

Allie Polsfuss, City Administrator



CITY COUNCIL MEETING

AGENDA ITEM

Section 5, Item H.

Prepared By: <i>Allie Polsfuss</i>	Meeting Date: <i>09/02/2025</i>	Item No. Consent	Item Name: <i>Resolution to Support Community Match Funding Application</i>
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COUNCIL ACTION REQUESTED

Approve Res. 21-25 Supporting and Authorize the Application for Community Match Funding.

BACKGROUND/DISCUSSION

Sourcewell allows local government entities agencies to apply for a Match Fund award up to \$40,000 per fiscal year, with a 25% match required. The City would like to apply for funding to support the capital equipment replacement of the 2002 New Holland Tractor/Mower. The resolution of support has to be approved before September 24, 2025.

The cost of this equipment replacement is approximately \$160,000, of which \$80,000 of the total is budgeted in 2026, and the remaining funds will be budgeted in 2027 to purchase the replacement. The funds would support the purchase of this large piece of equipment and ensure the City can continue to properly maintain community infrastructure.

FINANCIAL IMPACT

If awarded, these grant dollars would help the replacement cost by lowering it to \$130,000.

STAFF RECOMMENDATION

Staff recommends the approval of the attached resolution.

SUPPORTING DOCUMENTS

Attached Resolution

CITY OF BREEZY POINT
RESOLUTION 21-2025

A RESOLUTION SUPPORTING AND AUTHORIZING THE APPLICATION FOR SOURCEWELL
COMMUNITY MATCH FUNDING FOR PUBLIC WORKS GRANT SUBMITTAL

WHEREAS, Sourcewell has a grant program that offers local government entities to fund initiatives that can have community wide impacts; and

WHEREAS, the City of Breezy Point is committed to providing high-quality services and maintaining safe, reliable, and efficient operations for the benefit of its residents and visitors; and,

WHEREAS, the Public Works Department currently operates a 2002 New Holland Tractor/Mower that has exceeded its useful life, is increasingly costly to maintain, and no longer provides the level of safety or operational reliability required for daily public works functions; and

WHEREAS the replacement of this 23-year-old tractor/mower is essential to ensuring that the City can continue to properly maintain roadsides, public grounds, trails, and other community infrastructure in a safe and effective manner; and

WHEREAS, this investment will directly benefit the community and larger region by supporting safe and well-maintained public spaces, protecting City assets, and strengthening the City’s capacity to deliver essential services, thereby serving a clear public purpose; and

NOW THEREFORE BE IT RESOLVED by the Breezy Point City Council that the City Council supports and authorizes the submittal of an application for Sourcewell Community Match Funding to support the Public Works Department Capital Equipment replacement.

Rebecca Ball: _____

Todd A. Roggenkamp: _____

Steve Jensen: _____

Brad Scott: _____

Michael Moroni: _____

Adopted this 2nd Day of September 2025

Mayor Todd A. Roggenkamp

Attest:

Allie Polsfuss, City Administrator



11360 Business 371, PO Box 621
Brainerd, MN 56401

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

Invoice Number : 15276
Invoice Date : 08/28/2025
Customer Number : BREE01
Job Number : 24134
Due Date : 09/28/2025

Sold To:

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

Job:

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

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

Date	Description	Amount
08/28/2025	Pay Application #11	172,074.22
	GROSS BILLINGS :	172,074.22
	NET BILLINGS :	172,074.22

Thank You

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF ???

PAGES

Section 6, Item A.

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

PROJECT: Renovation of City Hall
Breezy Point, MN

APPLICATION NO: ELEVEN

Distribution to:

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

PERIOD TO: August 31, 2025

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

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

PROJECT NO:

CONTRACT FOR: General Construction Work

CONTRACT DATE: August 28, 2024

CONTRACTOR'S APPLICATION FOR PAYMENT

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

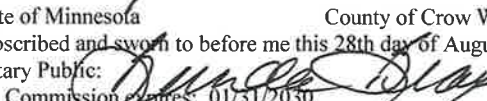
1. ORIGINAL CONTRACT SUM	\$	2,946,721.06
2. Net change by Change Orders	\$	(80,328.35)
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	2,866,392.71
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	2,732,105.83
5. RETAINAGE:		
a. _____ % of Completed Work (Column D + E on G703)	\$	0.00
b. _____ % of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	2,732,105.83
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	2,560,031.61
8. CURRENT PAYMENT DUE	\$	172,074.22
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	134,286.88


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

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

CONTRACTOR: Hy-Tec Construction of Brainerd, Inc

By:  Date: August 28, 2025

State of Minnesota County of Crow Wing
Subscribed and sworn to before me this 28th day of August, 2024
Notary Public: 
My Commission expires: 01/31/2030



BRENDA BRAY
NOTARY PUBLIC - MINNESOTA
My Comm. Exp. Jan. 31, 2030

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$ 172,074.22

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

ARCHITECT: Widseth

By:  Date: 08/28/2025

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

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF X PAGES

Section 6, Item A.

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: **ELEVEN**

Contractor's signed certification is attached.

APPLICATION DATE: **08/26/2025**

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

PERIOD TO: **08/31/2025**

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

ARCHITECT'S PROJECT NO: **Breezy City Hall**

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
	General Requirements	\$50,719.47	\$44,633.14	\$2,535.97	\$0.00	\$47,169.11	93.00%	\$3,550.36	\$0.00
	Sitework	\$313,153.19	\$266,180.21	\$46,972.98	\$0.00	\$313,153.19	100.00%	\$0.00	\$0.00
	Utilities	\$199,054.60	\$189,101.87	\$9,952.73	\$0.00	\$199,054.60	100.00%	\$0.00	\$0.00
	Concrete	\$99,208.15	\$99,208.15	\$0.00	\$0.00	\$99,208.15	100.00%	\$0.00	\$0.00
	Masonry	\$119,862.05	\$119,862.05	\$0.00	\$0.00	\$119,862.05	100.00%	\$0.00	\$0.00
	Metals	\$9,799.48	\$9,799.48	\$0.00	\$0.00	\$9,799.48	100.00%	\$0.00	\$0.00
	Carpentry & Cabinets	\$326,636.61	\$310,304.78	(\$0.00)	\$0.00	\$310,304.78	95.00%	\$16,331.83	\$0.00
	Thermal & Moisture	\$219,185.35	\$214,801.64	\$4,383.71	\$0.00	\$219,185.35	100.00%	\$0.00	\$0.00
	Openings - Doors/Frames/Hardware	\$215,309.66	\$185,166.31	\$17,224.77	\$0.00	\$202,391.08	94.00%	\$12,918.58	\$0.00
	Finishes	\$269,018.43	\$215,214.74	\$32,282.22	\$0.00	\$247,496.96	92.00%	\$21,521.47	\$0.00
	Specialties	\$79,611.55	\$59,708.66	\$3,980.58	\$0.00	\$63,689.24	80.00%	\$15,922.31	\$0.00
	Furniture	\$128,692.06	\$128,692.06	\$0.00	\$0.00	\$128,692.06	100.00%	\$0.00	\$0.00
	Fire Suppression	\$208,253.29	\$183,262.90	\$10,412.66	\$0.00	\$193,675.56	93.00%	\$14,577.73	\$0.00
	Plumbing	\$85,709.87	\$77,138.88	\$5,142.60	\$0.00	\$82,281.48	96.00%	\$3,428.39	\$0.00
	HVAC	\$161,192.70	\$145,073.43	\$12,895.42	\$0.00	\$157,968.85	98.00%	\$3,223.85	\$0.00
	Electrical	\$396,817.19	\$357,135.47	\$19,840.86	\$0.00	\$376,976.33	95.00%	\$19,840.86	\$0.00
	Communication & Life Safety	\$64,497.41	\$54,822.80	\$6,449.74	\$0.00	\$61,272.54	95.00%	\$3,224.87	\$0.00
	CHANGE ORDERS								
	CO#1 - Access Control	\$13,681.72	\$12,313.55	(\$0.00)	\$0.00	\$12,313.55	90.00%	\$1,368.17	\$0.00
	CO#2 - Operable Partition Change	-\$766.95	(\$766.95)	\$0.00	\$0.00	(\$766.95)	100.00%	\$0.00	\$0.00
	CO#3 - Omit Furniture	-\$130,000.00	(\$130,000.00)	\$0.00	\$0.00	(\$130,000.00)	100.00%	\$0.00	\$0.00
	CO#4 - Roofing Existing Bldg	\$36,756.88	\$18,378.44	\$0.00	\$0.00	\$18,378.44	50.00%	\$18,378.44	\$0.00
	PAGE TOTALS	\$2,866,392.71	\$2,560,031.61	\$172,074.22	\$0.00	\$2,732,105.83	95.32%	\$134,286.88	\$0.00

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

DATE: 07/22/2025

The undersigned hereby acknowledges receipt of the sum of \$11,148.00

CHECK ONLY ONE OR LINE 1 WILL APPLY.

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

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

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

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

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

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

By: Lake Country Seamless Gutters
Address: PO Box 238
Address: Nisswa MN 56468
Signature: [Handwritten Signature]
Title: Office Manager
Date: 8/1/25

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

26119

DATE: 08/08/2025

The undersigned hereby acknowledges receipt of the sum of \$7,000.00

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 07/02/2025

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

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

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

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

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

By: Crosslake Sheet Metal, LLC
Address: PO Box 191
Address: Crosslake MN 56442
Signature: Julie Satchell
Title: Admin. Support
Date: 8/11/25

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

26118

DATE: 08/08/2025

The undersigned hereby acknowledges receipt of the sum of \$555.00

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 07/18/2025

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

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

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

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

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

By: Chosen Valley Testing Inc
Address: 414 37th North
Address: St Cloud MN 56303
Signature: [Handwritten Signature]
Title: Branch Manager
Date: 8/12/25

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

26149

DATE: 08/08/2025

The undersigned hereby acknowledges receipt of the sum of \$2,167.99

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 07/24/2025

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

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

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

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

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

By: WW Thompson Concrete
Address: 702 Industrial Park Road PO Box 87
Address: Brainerd MN 56401
Signature: Brett Thompson
Title: President
Date: 8/12/25

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

REVISED

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

26065

RECEIVED
JUL 25 2025
BY: _____

DATE: 07/22/2025

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

CHECK ONLY ONE OR LINE 1 WILL APPLY.

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

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

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

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

Customer: City of Breezy Point

Project Name/No.: Breezy Point City Hall - 24134

Address: 8319 Co Rd 11, Breezy Point, MN56472

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

By: W.L. Hall Co.

Address: 530 15th Ave. South

Address: Hopkins MN 55343

Signature: [Handwritten Signature]

Title: Executive Vice President

Date: 7/25/25

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

Hy-Tec Construction of Brainerd, Inc.

P.O. Box 621

Brainerd, MN 56401

www.hytecconstruction.com 218-829-5383 -Fax Office@hytecconstruction.com

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

26053

DATE: 07/22/2025

The undersigned hereby acknowledges receipt of the sum of \$6,855.00

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 06/30/2025

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

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

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

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

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

By: Breth-Zenzen Fire Protection LLC
Address: 8053 Sterling Drive Ste. 101
Address: St. Joseph MN 56374
Signature: [Handwritten Signature]
Title:
Date: 7/22/25

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

26057

DATE: 07/22/2025

The undersigned hereby acknowledges receipt of the sum of \$39,115.93

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of ~~06/04/2025~~ 7/28/25

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

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

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

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

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

By: Digital Horizons
Address: 1924 South 10th Street
Address: Brainerd MN 56401
Signature: [Signature]
Title: owner
Date: 7/28/25

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

26063

DATE: 07/22/2025

The undersigned hereby acknowledges receipt of the sum of \$19,156.00

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 07/11/2025

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

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

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

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

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

By: MDI, Inc
Address: 360 Cherry Ave N
Address: Annandale MN, 55302
Signature: [Handwritten Signature]
Title: Owner
Date: 7-28-25

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

26059

DATE: 07/22/2025

The undersigned hereby acknowledges receipt of the sum of \$16,496.00

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 06/30/2025

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

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

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

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

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

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

Signature: [Handwritten Signature]
Title: Acting Rep
Date: 07/22/25

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

26062

DATE: 07/22/2025

The undersigned hereby acknowledges receipt of the sum of \$4,600.00

CHECK ONLY ONE OR LINE 1 WILL APPLY.

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

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

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

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

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

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

By: LUNDBERG PLUMBING & HTG
Address: 1075 2nd St. NW
Address: AITKIN MN 56431
Signature: Kimberly Agnes
Title: owner
Date: 7/29/2025

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

DATE: 07/22/2025

The undersigned hereby acknowledges receipt of the sum of \$692.57

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 07/11/2025

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

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

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

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

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

By: Bartley Sales Company
Address: PO Box 26038 6509 Cambridge Street
Address: St. Louis Park MN 55426-4401
Signature: [Handwritten Signature]
Title: Treasurer
Date: 7/31/2025

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

DATE: 07/22/2025

The undersigned hereby acknowledges receipt of the sum of \$2,369.60

CHECK ONLY ONE OR LINE 1 WILL APPLY.

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

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

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

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

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

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

By: Full Spectrum Finishing
Address: 640 North Willow Street
Address: Royalton MN 56373
Signature: [Signature]
Title: [Signature]
Date: 7/22/2025

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

26091

DATE: 07/30/2025

The undersigned hereby acknowledges receipt of the sum of \$63,780.15

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 06/03/2025

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

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

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

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

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

By: Northern Wells & Service
Address: 5719 Birchdale Road
Address: Brainerd MN, 56401
Signature: [Handwritten Signature]
Title: [Handwritten Title]
Date: 7-30-25

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

26052

DATE: 07/22/2025

The undersigned hereby acknowledges receipt of the sum of \$7,117.03

CHECK ONLY ONE OR LINE 1 WILL APPLY.

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

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

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

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

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

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

By: BLUEWATER CONTRACTING LLC
Address: 406 W Washington St Suite 5 PMB #131
Address: BRAINERD MN 56401

Signature: [Handwritten Signature]
Title: [Handwritten Title]
Date: Aug-18-2025

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

26180

RECEIVED
AUG 18 2025
BY: _____

DATE: 08/14/2025

The undersigned hereby acknowledges receipt of the sum of \$18,208.80

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 07/29/2025

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

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

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

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

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

By: W.L. Hall Co.
Address: 530 15th Ave. South
Address: Hopkins MN 55343
Signature: [Signature]
Title: Executive Vice President
Date: 8/19/25

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

12-110036

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

26160

DATE: 08/14/2025

The undersigned hereby acknowledges receipt of the sum of \$8,965.00

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 07/31/2025

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

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

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

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

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

By: Anderson Glass Co, Inc.
Address: 816 NW 4th Street
Address: Grand Rapids MN 55744
Signature: [Handwritten Signature]
Title: VP-owner
Date: 8/21/25

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

26173

DATE: 08/14/2025

The undersigned hereby acknowledges receipt of the sum of \$3,803.25

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 07/22/2025

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

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

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

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

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

By: LUNDBERG PLUMBING & HTG
Address: 1075 2nd St. NW
Address: AITKIN MN 56431

Signature: Kimberly Jones
Title: owner
Date: 8/20/25

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

26125

DATE: 08/08/2025

The undersigned hereby acknowledges receipt of the sum of \$3,171.31

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 07/18/2025

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

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

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

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

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

By: Hengel Ready Mix & Const
Address: 12883 Upper Sylvan Road SW
Address: Pillager MN 56473
Signature: Heathly Sch
Title: Corporate Secretary
Date: 8/13/25

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS 26114

DATE: 08/08/2025

The undersigned hereby acknowledges receipt of the sum of \$8,165.87

CHECK ONLY ONE OR LINE 1 WILL APPLY.

X 1. As partial payment for labor, skill and material furnished or to be furnished as of 07/31/2025

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

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

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

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

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

By: Bartley Sales Company
Address: PO Box 26038 6509 Cambridge Street
Address: St. Louis Park MN 55426-4401
Signature: [Handwritten Signature]
Title: Treasurer
Date: 8/08/2025

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

26171

DATE: 08/14/2025

The undersigned hereby acknowledges receipt of the sum of \$15,323.00

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 07/31/2025

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

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

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

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

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

By: Jim's Electric Co., Inc.
Address: 8296 Industrial Park Rd
Address: Baxter MN 56425-8084
Signature: [Handwritten Signature]
Title: Acting Manager
Date: 08/14/25

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

26208

DATE: 08/19/2025

The undersigned hereby acknowledges receipt of the sum of \$6,802.63

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 07/29/2025

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

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

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

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

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

By: Builders FirstSource

Address: PO Box 365

Address: Pequot Lakes MN 56472

Signature: [Handwritten Signature]

Title: _____

Date: 8/21/25

MICHELLE DONNELLY
CREDIT ANALYST
BUILDERS FIRSTSOURCE
3470 WASHINGTON DRIVE, STE 131
EAGAN, MN 55122
763-225-5528

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

Hy-Tec Construction of Brainerd, Inc.
P.O. Box 621
Brainerd, MN 56401

www.hytecconstruction.com 218-829-5383 -Fax Office@hytecconstruction.com



CITY COUNCIL MEETING

AGENDA ITEM

Section 6, Item A.

Prepared By: <i>Allie Polsfuss, City Administrator</i>	Meeting Date: <i>9/2/2025</i>	Item Business	Item Name: <i>Hytec Pay Application</i>
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COUNCIL ACTION REQUESTED

Approve Pay Application #11 for \$172,074.22

BACKGROUND/DISCUSSION

Hytec Pay Application #11 (attachment A) is due for payment for the City Hall Facility Construction. Attachment B includes the payment tracking to date.

FINANCIAL IMPACT

Pay App #11 is \$172,074.22

STAFF RECOMMENDATION

Approve pay application as presented

SUPPORTING DOCUMENTS

- Attachment A Pay Application
- Attachment B Payment tracking

CITY HALL REMODEL & EXPANSION PROJECT
As of August 31, 2025

Vendor	Description	Invoice	Date Paid	Amount
Hy-Tech Construction	General Construction Progress Billing	Pay App 1	14-Nov-2024	\$ 138,219.54
Hy-Tech Construction	General Construction Progress Billing	Pay App 2	26-Dec-2024	\$ 232,981.28
Hy-Tech Construction	General Construction Progress Billing	Pay App 3	8-Jan-2025	\$ 93,690.76
Hy-Tech Construction	General Construction Progress Billing	Pay App 4	5-Feb-2025	\$ 164,065.75
Duet Resource Group	Furniture downpayment	13573	5-Feb-2025	\$ 89,560.80
Hy-Tech Construction	General Construction Progress Billing	Pay App 5	5-Mar-2025	\$ 231,812.16
Hy-Tech Construction	General Construction Progress Billing	Pay App 6	16-Apr-2025	\$ 263,224.98
Hy-Tech Construction	General Construction Progress Billing	Pay App 7	14-May-2025	\$ 298,529.47
Hy-Tech Construction	General Construction Progress Billing	Pay App 8	11-Jun-2025	\$ 445,181.78
Hy-Tech Construction	General Construction Progress Billing	Pay App 9	9-Jul-2025	\$ 470,174.28
Duet Resource Group	Furniture Billing - Final Phase I	18642	9-Jul-2025	\$ 70,633.30
Hy-Tech Construction	General Construction Progress Billing	Pay App 10	20-Aug-2025	\$ 222,151.61
Expended from 401 Capital Fund:				<u>\$ 2,720,225.71</u>

Scheduled to be paid in September:

Hy-Tech Construction	General Construction Progress Billing	Pay App 11	17-Sep-2025	\$ 172,074.22
Total thru Aug:				<u>\$ 2,892,299.93</u>



CITY COUNCIL MEETING

AGENDA ITEM

Section 6, Item B.

Prepared By: <i>Joe Zierden, Public Works Supervisor</i>	Meeting Date: <i>9/2/2025</i>	Item Business	Item Name: <i>Parks and Recreation Master Plan RFP</i>
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COUNCIL ACTION REQUESTED

A motion to approve the Parks and Recreation Master Plan proposal by Widseth.

BACKGROUND/DISCUSSION

The Park and Recreation Committee received seven responses to its master plan RFP and ranked the firms according to qualifications/experience, understanding/implementation and cost at the last park meeting. The results are in the chart below.

Firm Name	Committee Rank/Score
HKGI	433
AYRES	450
SGA	405
EOR	402
WIDSETH	478
MOORE	397
KARVAKKO	381

FINANCIAL IMPACT

\$25,500 for master plan, additional \$3,500 to \$5,000 if additional surveying is required.

STAFF RECOMMENDATION

Approve the Request for Proposal as presented.

SUPPORTING DOCUMENTS

Widseth Master Plan Proposal

PARK MASTER PLAN

THE CITY OF BREEZY POINT

JULY 3, 2025



Kerry Park – International Falls Comprehensive Park Master Planning

- A PLAYGROUND AND SPLASH PARK
- B ROTATED SOFTBALL FIELD
- C SLEDDING HILL
- D PARK ENTRY SIGN OR SCULPTURE
- E ROLLERBLADE AND SCOOTER/ SKATING TRAIL
- F OUTDOOR SKATING RINK/ SKATE PARK
- G PARKING
- H PARALLEL PARKING
- I DIAGONAL PARKING
- J DOG PARK
- K HORSESHOE PITS
- L BATHROOM/ CHANGING ROOM
- M SCREENING TO STOP SLEDDERS
- N OPEN RECREATIONAL FIELD

PROJECT OVERVIEW

The City of Breezy Point is building on recent park improvements, including the relocation of a small park shelter and development of a large, beautiful community garden by undertaking a comprehensive Master Park Plan for the City Hall Campus. These enhancements have already made the park a more welcoming and active community space, and the city now seeks to build on this momentum with a thoughtful, long-range vision for the park.

The goal of the Master Plan is to guide future development in a way that maximizes community benefit, enhances recreational opportunities, improves accessibility, and ensures the park remains a vibrant, inclusive space for years to come. The plan will be shaped through meaningful public engagement and aligned with the goals of the park and Recreation Committee, resulting in a clear and actionable road map for future improvements.

In addition to design recommendations, the plan will include strategies for phased implementation and funding, ensuring the city can pursue improvements in a fiscally responsible and sustainable manner.

PROJECT TEAM ROLES & RESPONSIBILITIES

Our multidisciplinary team brings together technical expertise and creative vision to deliver a successful master park plan. This team will collaborate closely with the City's Park and Recreation Committee and community stakeholders to complete the tasks outlined in the project scope. The project will be led by our landscape architecture team in collaboration with City Engineer Nick Peterson. We will consult with our funding department on Task 3, Funding Strategy Development, to provide feedback on our proposed strategy.



NICK PETERSON EIT
City Engineer
Technical Guidance, Infrastructure
Coordination, and Review

Nick supports site and linear design projects by assisting with layout, grading, stormwater management, and construction observation. His experience includes water system studies, water quality improvements, and road rehabilitation with responsibilities spanning production sheets, quantities, and cost estimates.



JILLIAN REINER PLA, RSP1, VP
Project Manager,
Professional Landscape Architect
Project Coordination, Conceptual Planning,
and Public Engagement

Jillian specializes in park design and multi-phase development, with a focus on creating community-centered outdoor spaces that balance recreation, accessibility, and sustainability. Her expertise in native planting, green infrastructure, and stakeholder engagement helps transform underused areas into vibrant, resilient public assets.



RYAN HERMES ASLA
Landscape Designer
Graphics, Renderings, and
Plan Refinement

Ryan is a landscape designer who creates memorable pedestrian experiences by seamlessly integrating built and natural environments. He prepares and oversees a range of landscape architecture deliverables, including conceptual plans, presentation graphics, construction details, and final documents.



ZOE HOFFMAN
Landscape Designer
Research, Cost Estimating, and
Production Support

Zoe specializes in conceptual design, regularly working on site layouts, circulation, and programming for projects of all sizes. She supports landscape and multidisciplinary teams by developing graphics, cost estimates, construction documents, and assisting with construction administration.

ESTIMATED TASK & HOUR BREAKDOWN

As outlined in the RFP, the City has laid out a clear process for developing the Campus Master Park Plan. In response, our team is providing a detailed breakdown of the steps required to complete each task. Each step has been assigned an estimated duration based on our experience with similar projects, ensuring transparency and helping the city understand the time and effort needed to carry out this work successfully.

TASK 1: SITE VISIT & PRELIMINARY MASTER PLAN DESIGN

TASKS	TEAM MEMBER(S)	ESTIMATED HOURS	SUMMARY OF RESPONSIBILITIES
PARK & RECREATION MEETING, SITE VISIT	City Engineer, Project Manager, Landscape Designer	12	Attend meeting, site review, establish goals & timeline
BASE MAP & SITE ANALYSIS	Landscape Designer, City Engineer	8	Create existing conditions map, review site utilities/infrastructure
CONCEPTUAL DESIGN DEVELOPMENT	All Designers	40	Develop 3 high level concept alternatives and supporting graphics to convey ideas
DEVELOP PREFERRED MASTER PLAN	Project Manager, Landscape Designer	24	Develop preferred master plan prepare maps & supporting high level 3D renderings for public open house
HIGH LEVEL COST ESTIMATE FOR PREFERRED OPTION	Landscape Designer	2	Create high-level estimates based on concepts
PUBLIC OPEN HOUSE PREPARATION	Full team	10	Prepare boards, visuals, and handouts
PRESENTATION AT PUBLIC OPEN HOUSE	City Engineer, Project Manager, Landscape Designer	8	Attend open house, facilitate discussion
OPEN HOUSE FEEDBACK SUMMARY	Landscape Designer	2	Compile feedback for presentation to Park & Recreation Committee

SUBTOTAL TASK 1: 106 HOURS = \$12,900

TASK 2: FINAL MASTER PLAN COMPILATION

TASKS	TEAM MEMBER(S)	ESTIMATED HOURS	SUMMARY OF RESPONSIBILITIES
FINAL PLAN REFINEMENT	Landscape Designer	12	Synthesize data, integrate feedback, finalize preferred plan
RENDERINGS & HIGH-RESOLUTION GRAPHICS	Landscape Designer	24	Update final visual materials – 3D photorealistic rendering
WRITTEN NARRATIVE	Project Manager, Landscape Designer	10	Compose project summary, goals, public input, design intent
PARK COMMITTEE PRESENTATION	Project Manager, City Engineer	4	Prepare and present compiled plan for review

SUBTOTAL TASK 2: 50 HOURS = \$7,500

TASK 3: FUNDING STRATEGY DEVELOPMENT

TASKS	TEAM MEMBER(S)	ESTIMATED HOURS	SUMMARY OF RESPONSIBILITIES
GRANT RESEARCH & STRATEGY	Landscape Designer, Funding Specialist	4	Identify relevant grant programs and funding partners
BUDGET PLANNING	Project Manager, Civil Engineer	8	Incorporate \$50K annual budget, outline cost/funding strategy
FINAL FUNDING REPORT	Landscape Designer, Funding Specialist	20	Prepare summary report and recommendations
SUBMIT TO THE CITY FOR FINAL REVIEW	Project Manager	2	Prepare and present compiled plan for review

SUBTOTAL TASK 3: 34 HOURS = \$5,100

TOTAL ESTIMATED HOURS: 190 HOURS = \$25,500

OVERVIEW OF ALL TASKS AND FINAL DELIVERABLES

- Preliminary Master Plan with conceptual site plan and high-level cost estimates
- Public open house presentation and compiled community feedback
- Final Master Park Plan document with detailed site maps, renderings, and written narrative
- Presentation of the final plan to the Park and Recreation Committee
- Funding strategy report outlining grants, partnerships, and annual budget planning

PROJECT COMPLETION

The final deliverables from all three tasks will be provided in both digital and print formats. The selected firm will be available to attend a final presentation or meeting to answer any remaining questions and assist with the next steps for implementation.

Additional tasks listed in the RFP are already incorporated into our proposed process, with the exception of a potential additional site survey. The need for this survey will be determined after we review existing site information with the City. If deemed necessary, we estimate the cost of additional survey work to range between \$3,500 and \$5,000, depending on the desired level of detail.



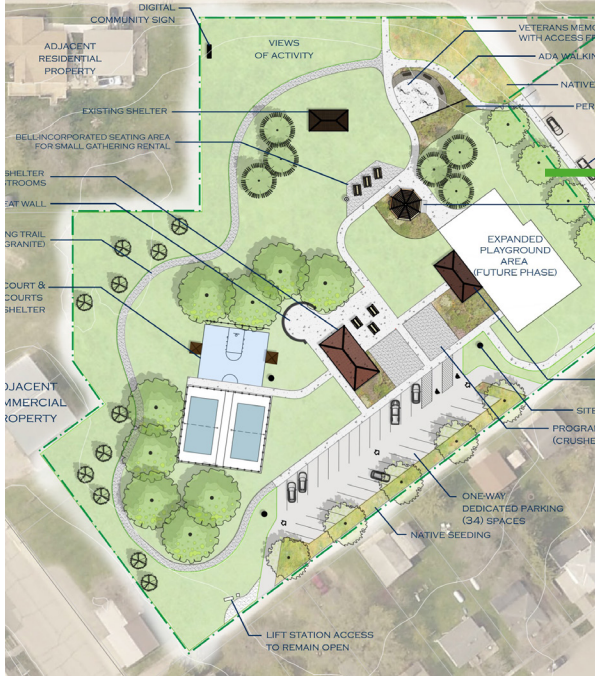
WANNIGAN REGIONAL PARK Frazee, MN

Widseth has been working with the Frazee Development Corporation (FDC) since 2023, preparing their final funding application through the FRMPTC portal. Our team joined this effort in the creation of a new regional park shortly after the park was given ‘high’ designation within the GRMPTC system. Our goals and objectives were to lead the GRMPTC master planning process, submit the plan, and prepare their first funding application to be submitted in July of 2024 to begin construction of the first phase of a future 168-acre natural-based resource park. Our experience with the GRMPTC and process has assisted their team in a collaborative process that has provided the community with a plan that they feel they had a part in creating after our public process and something that is phased into manageable steps for the City to maintain for years to come.



HOFFMAN VETERANS CITY PARK MASTER PLAN

Hoffman, MN



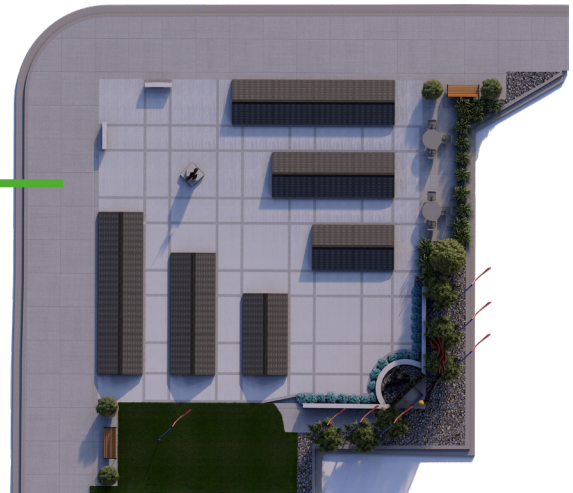
In 2024, the City hired Widseth to develop initial concepts for an existing neighborhood park to pay tribute to local veterans and accommodate the recreational needs of community members. With existing, limited infrastructure and aging site furnishings, Widseth looked at options for increasing site access, circulation, and facilities to support large community events, gatherings, and seasonal activities. Widseth participated in public engagement and park open houses, presenting concepts and gathering feedback to develop a final master plan and cost estimate. Once approved, Widseth assisted the City by writing and compiling a grant application to secure funding through the Minnesota Department of Natural Resources.

MOWER COUNTY VETERANS MEMORIAL PARK

Austin, MN

In 2023, the Mower County Veterans Memorial group hired Widseth to work alongside them to develop improvements to the Mower County Veterans Memorial in Austin, MN. Widseth conducted an initial community engagement event with the Veterans Society of Austin, MN, where key concerns were identified, including overall site maintenance, pavers on the ground and frequently walked on, and the overall lack of an inviting atmosphere. The project had a strict budget, as it is a small site funded by non-profit dollars. To meet this budget,

Widseth provided detailed construction estimates from conceptual design through final construction documentation. After multiple conceptual iterations were presented and refined as a group, Widseth generated plans and renderings to support the client's fundraising efforts. Construction documents were compiled, signed, and put out for bid in Fall 2024. The project is currently under construction and has come in under budget.





WIDSETH

ARCHITECTS ■ ENGINEERS
SCIENTISTS ■ SURVEYORS

CELEBRATING FIFTY YEARS | EST. 1975

Alexandria | Bemidji | Brainerd | Crookston | Duluth | East Grand Forks
Grand Forks | Hibbing | Mankato | Perham | Rochester | Wyoming



CITY COUNCIL MEETING

AGENDA ITEM

Section 6, Item C.

<p>Prepared By: Allie Polsfuss, City Administrator on behalf of the Finance Committee</p>	<p>Meeting Date: 9/2/2025</p>	<p>Item Business</p>	<p>Item Name: Buschmann Road Funding Discussion</p>
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COUNCIL ACTION REQUESTED

Discuss Buschmann Road and the funding presented for context during the Buschmann Road Final Design presentation and 2026 Preliminary Levy Discussion.

BACKGROUND

The Buschmann Road reconstruction project has undergone a phased planning and design process over the past three years, with the following key milestones:

- **December 5, 2022:** The City Council selected WSB as the engineering firm to lead the reconstruction effort, marking the official launch of the project.
- **January 3, 2023:** WSB presented the preliminary design process to the Council, providing a roadmap for engineering design, public engagement, and funding considerations.
- **May 5, 2023:** Council approved a cooperative agreement with Ideal Township, which formalized their participation and financial commitment to the project (13.11% of total cost).
- **July 26, 2023:** The City hosted a Community Open House to share updated design concepts and collect public input, ensuring the design aligned with resident needs and concerns.
- **October 17, 2023:** WSB presented preliminary designs, and Phase 2 was split into two parts:
 - **Phase 2a:** Land acquisition and right-of-way procurement.
 - **Phase 2b:** Development of final design documents and preparation for bidding.
- **July 7, 2025:** The City successfully acquired all necessary property, clearing the way for final design work and initiation of the funding process.

FINANCIAL IMPACT

To date, the City of Breezy Point has invested approximately **\$950,000** in planning, engineering, and land acquisition. The projected cost breakdown is as follows:

- **Total Estimated Project Cost:** \$4,578,785
- **City of Breezy Point Share:** \$3,919,742
- **Ideal Township Share:** \$659,043
- **Remaining Breezy Point Cost to Fund:** **\$3,110,359**

***the \$950,000 includes the final land acquisitions.*

FUNDING MECHANISM

Initially, the City had anticipated and discussed using capital fund reserves to finance the project. However, those funds are no longer available. City staff evaluated alternative financing options and presented several bonding scenarios to the Finance Committee on August 7, 2025.

The Committee recommended issuing a 15-year general obligation bond in the amount of \$3,220,000, which would cover the remaining cost and provide a small buffer for bond issuance expenses or construction contingencies.

- Annual Bond Payment: Approximately \$305,000 per year
- 2025 Budget: Already included \$280,000 for anticipated future bond payments
- 2026 Tax Levy Impact: Estimated increase of **\$25,000**, which will be reflected in the preliminary budget



CITY COUNCIL MEETING

AGENDA ITEM

This funding strategy balances affordability with long-term infrastructure needs and avoids placing the full burden on a single year's tax levy. City staff and WSB will continue efforts to receive outside funding in parallel with the project. We will keep the City Council updated on any progress.

BONDING OVERVIEW

A local government general obligation bond is a type of debt issued by a local government entity to fund public projects. The local government borrows money from investors by issuing bonds with the help of a financial advisor. In return, the municipality will repay the borrowed amount (principal) on a future date (maturity date) and make regular interest payments (coupon payments) until then.

A benefit of this funding mechanism is that the current taxpayers don't have to shoulder the burden of the entire project. A 15-year bond allows the cost of the project to be paid by current and future residents of Breezy Point. Benefitters of the improved infrastructure will not just be our existing residents, but any future residents we may have. This method also allows the city to preserve its day-to-day services and avoid tax spikes and service cuts. Bonding also ensures that the taxpayers' dollars are used for their intended purpose.

The city has some experience with bonding for projects over the last 20 years. The only outstanding debt obligation is the ladder truck purchased last year, paid for by the entire fire district.

TIMELINE

If the Council agrees with the Finance Committee's recommendation, the next step is to approve the associated debt service levy during the budget approval process. The City's bond advisor (Ehlers) will guide the issuance process, which includes scheduling the bond sale, setting interest rates, securing legal approvals, and timing the disbursement of funds.

Below is the tentative project timeline if funding is approved:

- October 6, 2025: Approve Plans and Specification and Authorize Advertise for Bid
- December 1, 2025: Award Bid
- February-March: Tree Clearing
- May 2026: Begin Construction
- September 2026: Complete Construction

STAFF RECOMMENDATION

Staff wishes to engage City Council in discussion about the reconstruction of Buschmann Road and reflect that decision in the 2026 Preliminary Budget.

City of Breezy Point, Minnesota

\$3,220,000 General Obligation Street Reconstruction Bonds, Series 2026A

Assumes Current Market BQ "AA" Rated Rates + 50bps

15 Years

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	105% Overlevy
02/01/2027	175,000.00	3.100%	114,798.75	289,798.75	304,288.69
02/01/2028	170,000.00	3.100%	119,810.00	289,810.00	304,300.50
02/01/2029	175,000.00	3.100%	114,540.00	289,540.00	304,017.00
02/01/2030	185,000.00	3.250%	109,115.00	294,115.00	308,820.75
02/01/2031	190,000.00	3.400%	103,102.50	293,102.50	307,757.63
02/01/2032	195,000.00	3.500%	96,642.50	291,642.50	306,224.63
02/01/2033	200,000.00	3.650%	89,817.50	289,817.50	304,308.38
02/01/2034	210,000.00	3.800%	82,517.50	292,517.50	307,143.38
02/01/2035	215,000.00	4.000%	74,537.50	289,537.50	304,014.38
02/01/2036	225,000.00	4.250%	65,937.50	290,937.50	305,484.38
02/01/2037	235,000.00	4.300%	56,375.00	291,375.00	305,943.75
02/01/2038	245,000.00	4.350%	46,270.00	291,270.00	305,833.50
02/01/2039	255,000.00	4.400%	35,612.50	290,612.50	305,143.13
02/01/2040	265,000.00	4.450%	24,392.50	289,392.50	303,862.13
02/01/2041	280,000.00	4.500%	12,600.00	292,600.00	307,230.00
Total	\$3,220,000.00	-	\$1,146,068.75	\$4,366,068.75	\$4,584,372.19

Significant Dates

Dated	3/01/2026
First Coupon Date	2/01/2027

Yield Statistics

Bond Year Dollars	\$27,646.67
Average Life	8.586 Years
Average Coupon	4.1454139%
Net Interest Cost (NIC)	4.2910010%
True Interest Cost (TIC)	4.2955928%
Bond Yield for Arbitrage Purposes	4.1142130%
All Inclusive Cost (AIC)	4.5955964%

IRS Form 8038

Net Interest Cost	4.1454139%
Weighted Average Maturity	8.586 Years



CITY COUNCIL MEETING

AGENDA ITEM

Section 6, Item D.

Prepared By: <i>Allie Polsfuss, City Administrator and Jerry Bohnsack</i>	Meeting Date: <i>9/2/2025</i>	Item Business	Item Name: <i>Zoning Code Revision Discussion</i>
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COUNCIL ACTION REQUESTED

Discuss and provide direction on the Zoning Code Update.

BACKGROUND

The City of Breezy Point had initiated the process of updating its zoning code. Below is a summary of the timeline to date.

- **1/3/2023** – City Council directed staff to begin gathering information on updating the zoning code.
- **2024 Budget** – \$125,000 of capital funds (not levy dollars) allocated for a comprehensive update.
- **4/1/2024** – City Council approved the Zoning Code Update RFP.
- **6/4/2024** – HKGi selected as lead consultant; contract approved for \$120,000 (see Attachment A).
- **End of 2024** – Project placed on hold due to staff turnover.

OVERVIEW

Staff has been in conversations regarding the contract for these services and is requesting the City Council have a discussion on if this is still a priority for them. Some items to consider:

- The financial impact of the project.
- The appetite of the Council and Planning Commission to undergo this project in 2026. It is about an 18 month completion timeline.
- The prioritization of the project and if the funds budgeted could be better spend on more impactful projects items (*examples include: digitization of files, codification of existing code, comp plan update, etc.*)
- Jerry Bohnsack’s thoughts and opinions on the City’s current zoning code and if the project would solve the issues that the current code presents.
- A comprehensive plan update will be necessary in the near future which could impact any updates made to the zoning code.
- Staff has confirmed they are able to withdraw from the contract and only pay for services rendered (about \$14,000.)

FINANCIAL IMPACT

To date, approximately **\$14,000** has been spent on preliminary work. The 2026 preliminary levy includes \$85,000 in the CIP levy to complete the project. Options for discussion may include:

- **Option 1** – Continue budgeting \$85,000 for the project (*no levy change*).
- **Option 2** – Reallocate \$40,00-\$60,000 to capital reserves (*reduces levy to between 9- 9.7%*)
- **Option 3** – Remove project funding entirely (*reduces levy to about 8%*.)

STAFF RECOMMENDATION

Staff requests discussion from Council regarding Zoning Code Update and how to reflect that decision in the 2026 budget.



CITY COUNCIL MEETING

AGENDA ITEM

Prepared By: <i>Allie Polsfuss, City Administrator on behalf of the Finance Committee</i>	Meeting Date: <i>9/2/2025</i>	Item Business	Item Name: <i>2026 Preliminary Budget Discussion</i>
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COUNCIL ACTION REQUESTED

2026 Preliminary Budget and Tax Levy and Set Date for Final Budget and Public Comment

BACKGROUND

The Finance Committee met early August to review the 2026 preliminary budget and tax levy. Since that meeting, there has been several adjustments made per the finance committee’s recommendations. The proposed 2026 Preliminary levy is a \$352,396 increase (10.41%) over the adopted 2025 levy. The City Council should review and discuss the budget and direct staff to make any revisions prior to approval.

Included in the 2026 Preliminary Budget Presentation that will be presented at the meeting.

OVERVIEW

Below is the proposed 2026 Preliminary Budget and Levy breakdown.

	2025 Final	2026 Preliminary
General Fund	3,081,316	3,408,712
EDA Fund	3,650	3,650
Cemetery Fund	20,000	20,000
Debt Service Fund	280,000	305,000
Total Levy	3,384,966	3,737,362

FINANCIAL IMPACT

Attachment A contains the 2026 Preliminary General Fund Operating Budget. Key drivers impacting the general fund include:

1. COLA for all employees
2. Wage increases and personnel changes approved August 4, 2025
3. Employees absorbing the 2026 health insurance premium increase (6%)
4. Increases in property and workers’ compensation insurance premiums
5. Implementation of Minnesota Paid Family & Medical Leave effective 1/1/2026
6. Capital Equipment CIP

General Fund

Attachment A includes the general fund line-item budget. Comments are included if there was a significant change from the previous year.



CITY COUNCIL MEETING

AGENDA ITEM

The 2026 Equipment CIP is proposed to be funded through the levy in the amount of \$306,500 (line 105).

During 2025 budget discussions, it was initially considered that a portion of capital purchases would be funded through the Capital Fund. However, since that time, expenditures for the City Hall project have been taken from capital reserves. To avoid further depletion of reserves, the Finance Committee recommends levying for the full amount of the 2026 Equipment CIP.

Below is a summary of the proposed capital investments:

Department	Description of purchase	Cost
Administration	Zoning Code Update	\$85,000
IT	Equipment Replacement	\$14,500
Police	Squad Replacement	\$65,000
	Heart Monitors	\$32,000
Parks	Improvements	\$30,000
Public Works	1/2 2002 New Holland Tractor/Mower Replacement	\$80,000
Total Equipment CIP		\$306,500

OTHER FUNDS

EDA Fund

Attachment B includes the proposed EDA budget. The EDA’s expenditures include an annual payment to the Brainerd Lakes Area Economic Development Corporation. There are no proposed changes for 2026, however, staff will invite them to a future City Council meeting to update the Council per the Finance Committee’s request.

TIF Fund

Attachment C includes the proposed TIF fund budget. This fund receives revenues from existing TIF districts and distributes those revenues back to property owners in accordance with development agreements. Revenues vary annually based on changes in district property values.

Cemetery Fund

Attachment D includes the proposed cemetery fund budget. No changes are proposed to the operating budget. Planned maintenance projects will be funded through the cemetery capital fund.

Debt Service Fund

Attachment E includes the proposed Debt Service Fund budget. Notable changes include the additional \$25,000 for the Buschmann Road Project.

Sewer Fund

Attachment E also includes the sewer fund budget. The sewer capital and enterprise funds are not part of the levy. Any necessary rate adjustments will be brought forward for discussion prior to final budget approval.



CITY COUNCIL MEETING

AGENDA ITEM

Section 6, Item E.

STAFF RECOMMENDATION

Staff recommends the City Council discuss the proposed budget and approve the 2026 Preliminary Levy.

SUPPORTING DOCUMENTS

- Attachment A: General Fund
- Attachment B: EDA Fund
- Attachment C: TIF Fund
- Attachment D: Debt Service Fund
- Attachment E: Sewer Funds

2026 Preliminary Budget

City of Breezy Point, MN

Agenda for Discussion

1. Tax Levy Basics and Information
2. Present Finance Committee's recommendation to City Council for the 2026 Budget and Preliminary Levy
3. City Council Discussion about the proposed budget
4. Adopt the Preliminary 2026 Preliminary Budget and Levy
5. Set the Final Budget Hearing

Budget Preparation

Important Steps Completed for 2026 Budget:

- Staff met with department heads multiple times go to over departmental budget needs and capital improvement items.
- Finance Committee members — Allie Polsfuss, Janette Rust, Todd Roggenkamp, and alternate Steven Jensen — met on August 7, 2025 to discuss the preliminary tax levy.
- Staff evaluated funding mechanisms for Buschmann Road and contacted Ehlers and Baker Tilly regarding funding the project with a 15-year bond.

Tax Levy Basics

Tax Levy Basics

- A tax levy is the amount of money (revenue) a government entity must collect through property taxes to ensure a balanced budget.
- Formula:
 $\text{Expenditures} - \text{Non-tax revenue} = \text{Tax levy}$
- The **Preliminary Levy** must be adopted by the end of September.
- The **Final Levy** (adopted in December) can only be equal to or lower than the preliminary levy — never higher.

Your tax dollars at work

About half of the typical Breezy Point residential property tax bill goes to the City of Breezy Point. The remaining portion of the taxes goes to your school district and Crow Wing County.



Breezy Point Levy

The City of Breezy Point's tax levy is made up of 4 funds

1. **General Fund (100)** – Main operating fund covering general government services.
 - a. Equipment CIP – Capital Improvement Plan fund for equipment purchases and replacements
2. **EDA Fund (200)** – Economic Development Authority fund.
3. **Cemetery Fund (270)** – Supports cemetery operations and maintenance.
4. **Debt Service Fund (300)** – Used to pay principal and interest on the City's debt obligations.

2026 Major Budget Impacts and Considerations

- 1. Employee Compensation and Benefits**
 - a. COLA for employees
 - b. Organizational structure changes approved on 8/4/2025
- 2. Insurance increases**
 - a. Property insurance (new city hall facility)
- 3. New Financial software ongoing costs**
- 4. Replenishing the Capital reserves**
- 5. Public Safety Contracts**
 - a. Police Contract settled
 - b. Fire Contract settled
- 6. Inflationary increases**
- 7. Equipment CIP**
- 8. Buschmann Road Project Debt Service**

Expenditures	2024 Actual	2025 Budget	6/30/25 YTD	2026 Budget
City Council	26,332	32,003	46,518	32,103
Administration	510,220	455,096	131,444	430,354
City Attorney	28,025	30,000	7,352	30,000
Other General Government	965,629	680,250	212,753	860,619
Planning & Zoning	280,888	249,337	85,884	283,270
Public Safety	1,624,202	1,461,776	851,181	1,539,513
Public Works	761,042	769,850	243,497	784,403
Parks & Recreation (Operating)	96,259	110,404	23,957	113,830
Total Expenditures	4,292,596	3,788,715	1,602,587	4,074,092

General Fund by Department (Fund 100)

The General Fund is proposed to be 7.00% increase from 2025.

2026 Equipment CIP

- It is proposed to levy for 100% of the 2026 CIP. This accounts for \$306,500 of the total 2026 levy (under Other Government line item in GF budget)

Department	Description of purchase	Cost
Administration	Zoning Code Update	\$85,000
IT	Equipment Replacement	\$14,500
Police	Squad Replacement	\$65,000
	Heart Monitors	\$32,000
Parks	Improvements	\$30,000
Public Works	1/2 2002 New Holland Tractor/Mower Replacement	\$80,000
Total Equipment CIP		\$306,500

Expenditures

46500	Description	2025 Budget	2026 Budget
200	General Operating	0	0
490	Donations	3,650	3,650
300	Professional Services	0	0
Total		3,650	3,650

EDA Fund (Fund 200)

The EDA fund is proposed to stay the same as 2025. This has no impact to the levy.

Cemetery Revenue Fund- 270

	Description	2025 Budget	2026 Budget
31010	Property Tax	20,000	20,000
34000	Charge for Services	3,000	3,000
34940	Lot Sales	8,000	8,000
34942	Perpetual Care	1,500	1,500
36200	Misc / Butterfly Event	4,000	4,000
36210	Interest	2,500	2,500
36213	Investments Gains / Loses	0	0
Total		39,000	39,000

Cemetery Fund 270

Expenditures - All Departments

49010	Description	2025 Budget	2026 Budget
200	General Operating	1,500	1,500
222	Landscaping	4,000	4,000
240	Small Tools/Minor Equip	0	0
300	Professional Services	20,000	20,000
362	Property Insurance	700	700
381	Combined Utilities	1,500	2,000
433	Dues & Subscriptions	125	125
438	Butterfly Event	2,500	2,500
439	Markers	1,000	2,000
534	Site Improvements	10,000	20,000
720	Transfer to Other (GF)	5,000	5,000
810	Refunds / Reimbursements		0
Total		46,325	57,825

Cemetery Fund (Fund 270)

The increase for cemetery improvements is proposed to be funded by the Cemetery reserves. This has no impact to the levy.

Debt Service Fund (Fund 300)

- The Debt Service Fund accounts for 7% of the City's total tax levy.
- Under the proposed Buschmann Road project, the annual bond payment would be \$305,000.
- Staff is recommending a 15-year bond term. To accommodate this, it is proposed to increase the Debt Service Fund by \$25,000, ensuring sufficient funding for the \$305,000 Buschmann bond payment.
- Note: The Ladder Truck purchase is fully funded by the Fire District.

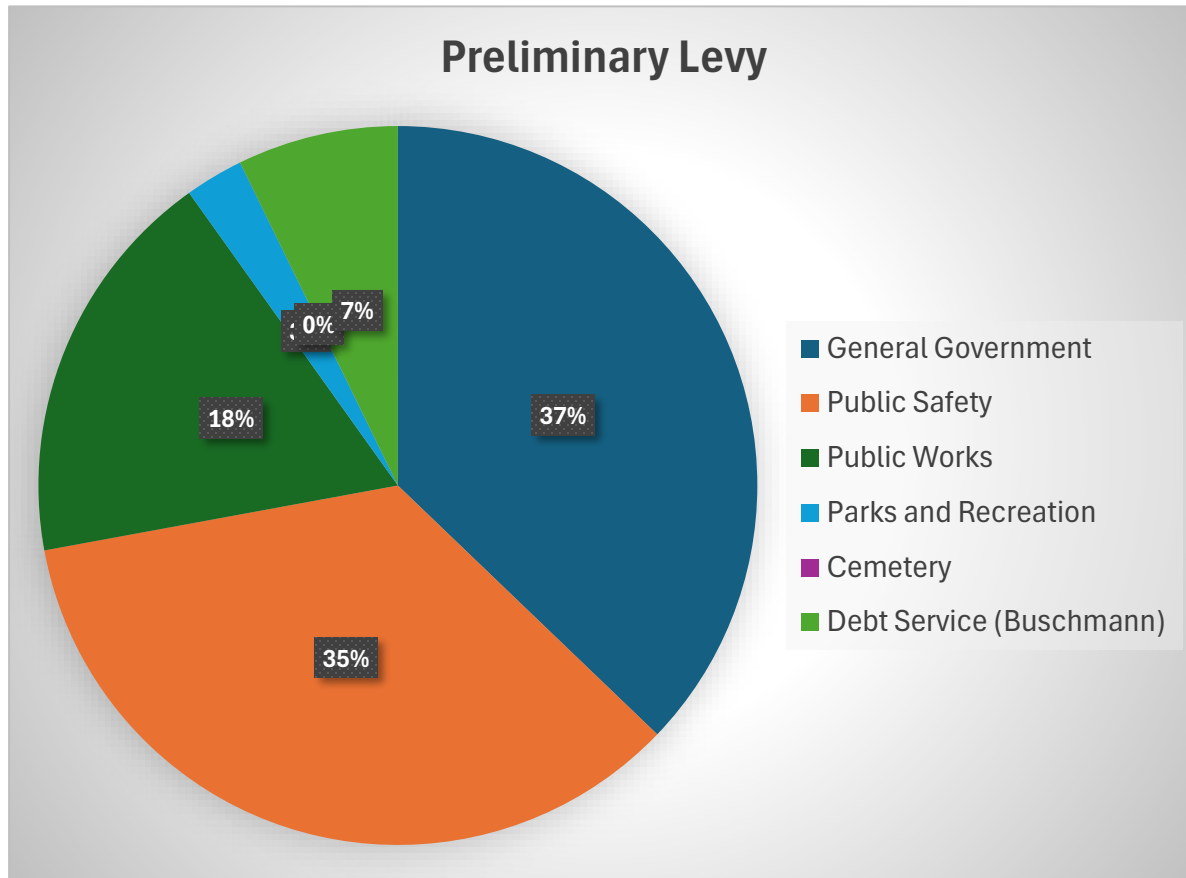
Debt Service Fund 300			
Expenditures			
47000	Description	2025 Budget	2026 Budget
620	Fiscal Agent Fees	0	0
637	Bond Interest	0	0
638	Bond Principal (Buchmann)	0	305,000
	City Hall Remodel & Expansion Bond	280,000	0
	2024 Ladder Truck Bond	135,000	132,563
720	Transfer to Other	0	
Total		415,000	437,563

Total 2026 Preliminary Levy Proposal

	2025 Levy	2026 Levy	2026 Levy \$\$ Increase
General Fund	3,081,316	3,408,712	327,396
EDA Fund	3,650	3,650	0
Cemetery Fund	20,000	20,000	0
Debt Service Fund	280,000	305,000	25,000
Total Levy	3,384,966	3,725,052	352,396

Total
Preliminary
Levy Increase **10.41%**

Breakdown of City Services



City Service	Portion of levy increase
General Government	\$131,189.30
Public Safety	\$123,305.55
Public Works	\$63,626.92
Parks and Recreation	\$9,274.23
Cemetery	\$0.00
Debt Service (Buschmann)	\$25,000.00
Total Levy	\$352,396

Tax Rate Basics

- A local government tax rate is the percentage of taxable property value needed to raise the tax levy.
- Tax rate is calculated the (2025 Tax rate+ Levy Increase)-Year to Year Estimated Market Value Increase

2026 Tax Rate (Preliminary Estimated)

(35.24%+10.41%)-5.6%

(estimated)=**40.05%**



2025 HOME



2026 HOME



- 5.6% Home valuation increase
- 10.41% General Tax Levy increase



Property Value 2025	2025 Tax Amount
\$410,000	\$1,445
\$650,000	\$2,290
\$850,000	\$2,995

Property Value 2026 (+5.6%)	2026 Tax Amount
\$432,960	\$1,734
\$686,400	\$2,749
\$897,600	\$3,595

Property Value 2025	Property Value 2026 (+5.6%)	Annual Difference	Monthly Difference
\$410,000	\$432,960	\$289	\$24
\$650,000	\$686,400	\$458	\$38
\$850,000	\$897,600	\$599	\$50

What does this mean for homeowners?

- The impact on homeowners will depend on how much the property's value changes from 2025. It is estimated that property values will increase by 5.6% in 2026.
- These scenarios are just for the increase in the City portion of your tax bill
- The estimated tax rate for 2026 is 40.05% based on the 10.41% levy increase

Where do your City taxes Go?

- The average homeowner's tax bill will be around **\$1,734.**
- Here is an example how your 2026 annual taxes will be allocated:


Department	Annual Tax Portion
General Government	\$645
Public Safety	\$607
Public Works	\$313
Parks and Recreation	\$46
Debt Service (Buschmann)	\$123
City Tax Bill	\$1,734

Next Steps

Tonight: Approve Preliminary Tax Levy



10/6/2025: Fee schedule discussion
Informational mailer will go out to residents early October.



11/3/2025: Enterprise (Sewer) Fund Discussion



12/1/2025: Adopt 2026 Final Budget

General Fund 100

Revenues - All Departments

00000	Description	2024 Actual	2025 Budget	6/30/25 YTD	2026 Budget	Notes
1 31010	Property Taxes	3112759	3,081,316	44,046	0	
2 31900	P & I Delinquent Taxes	67285.48	20,000	2,614	20,000	
3 31920	Tax Forfeiture Land Sales	2153.77	7,500	2,750	7,500	
4 32000	Licenses & Permits (Short Term Rental)	14790.81	12,000	12,300	12,000	Fees will be evaluated at a future meeting
5 32100	Business Licenses & Permits	13620	0	0	0	
6 32170	Golf Cart Permits	14710	14,500	13,062	14,500	
7 32210	Zoning/Land Use	7200	5,000	1,260	5,000	
8 32240	Animal Licenses / Impound Fees	585.02	250	579	500	
9 32300	Building Permits	203458.94	150,000	77,036	150,000	
10 33401	LGA / HACA / MVHC	69530.1	92,350	0	74,315	Forecasted to receive \$20,000 less
11 33410	PERA Aid	0	0	0	0	
12 33416	Police Training Reimb	7095.5	10,000	0	10,000	
13 33430	Police PERA Aids & Reimb	65161.12	68,000	0	70,040	
14 33600	Grants	98212.78	2,500	25,401	25,000	
15 33900	Recycling	75	100	0	100	
16 34100	Reimburse For Services	800	12,000	834	2,000	2022 extreme snowy winter - airport snowplowing increased
17 34101	Hall Rental	1400	1,500	215	5,000	
18 34103	Community Garden Plot Rental	0	0	1,800	3,000	Fees will be evaluated at a future meeting
19 34201	Police Reimbursements	555.83	3,500	0	3,500	Contract settled
20 34202	Pelican Police Contract	62500	65,000	33,125	70,225	
21 34203	E911 Addressing	2,790	2,500	1,315	2,500	
22 34206	Police S&S/NightCap Reimbursements	3,646	8,000	1,643	8,000	
23 34300	Highways and Streets	56,536	2,000	40,704	2,000	
24 34302	Culverts	2,925	3,000	900	3,000	
25 34400	Election Filing Fees	60	0	0	50	
Page Total Revenue		3,807,851	3,561,016	259,584	488,230	

Revenues - All Departments (Continued)

Notes

26	35100	Fines	15,786	15,000	7,771	15,000	
27	35104	Administrative Fines	-	100	50	50	
28	36102	Improvements Road/Sewer	-	0	0	0	
29	36103	Assessment Search Fees	3,120	2,500	1,050	3,500	
30	36200	Miscellaneous & Mailbox Supports	7,723	10,000	6,665	18,500	Fiscal agent for the Fire District (+\$8,500)
31	36210	Interest Income	40,538	30,000	9,399	15,000	City Hall paid in cash, less forecasted in investments
32	36212	Dividends Income	-	0	0	0	
33	36213	Investments Gains/Losses	23,678	0	2,478	0	
34	36220	Lease Payments Received	2,880	0	0	0	
35	36230	Contributions	2,400	100	0	100	
36	36232	Refunds Received	18,905	15,000	326	10,000	
37	39201	Transfer From General Fund	-	0	0	0	
38	39203	Transfer From Other Fund	423,000	155,000	0	115,000	Transferred from Capital (401) for roads \$5,000 from Cemetery
39			538,031	227,700	27,739	177,150	
40			4,345,882	3,788,716	287,324	665,380	
		Total Revenue		707,400		665,380	

Expenditures - City Council

41100	Description	2024 Actual	2025 Budget	6/30/25 YTD	2026 Budget	Notes
41	100 Compensation	18,605	18,600	9,352	18,600	
42	121 PERA	360	360	180	360	
43	122 FICA & Medicare	1,423	1,423	711	1,423	
44	150 Worker's Compensation Insurance	85	120	100	120	
45	300 Professional Services	299	5,000	31,993	5,000	
46	351 Legal Notices & Publications	684	500	541	600	
47	433 Dues & Subscriptions	3,544	3,000	3,640	4,000	
48	437 Training & Education	1,331	3,000	0	2,000	
	Total	26,332	\$32,003	46,518	\$32,103	

Expenditures - Administration

41300		Description	2024 Actual	2025 Budget	6/30/25 YTD	2026 Budget	Notes	
49	100	Compensation	395,431	318,552	85,915	306,967	<i>New Admin Asst wage distribution, 3% COLA</i>	
50	102	Overtime	2,085	500	5,336	500		
51	121	PERA	20,376	23,891	6,666	23,023		
52	122	FICA & Medicare	25,035	24,369	6,487	23,483		
53		MN Paid Leave	-	0	0	1,351		
54	130	Life Insurance	294	634	106	410		
55	131	Paid Health & Dental Insurance	47,029	66,650	11,727	47,620		
56	150	Worker's Compensation Insurance	2,504	2,500	2,090	1,500		
57	200	General Operating	3,904	5,000	6,514	8,000		<i>Based on YTD</i>
58	208	Training & Education	3,356	5,500	550	5,500		
59	220	Repair / Maint Supplies	200	1,000	66	1,000		
60	256	Elections	4,886	0	2,046	5,000	<i>2026 has 2 elections</i>	
61	321	Telephone	2,485	3,500	1,282	3,000	<i>Based on YTD</i>	
62	331	Travel Expenses	1,180	1,500	2,430	1,500	<i>2024 CA interview reimbursements</i>	
63	433	Dues & Subscriptions	1,456	1,500	228	1,500		
64	590	Capital Outlay	-	0	0	0		
Total			510,220	455,096	131,444	430,354		

Expenditures - City Attorney

41610		Description	2024 Actual	2025 Budget	6/30/25 YTD	2026 Budget	Notes
65	304	Legal Services	28,025	30,000	7,352	30,000	
Total			28,025	30,000	7,352	30,000	

Expenditures - Other General Govt

41900		Description	2024 Actual	2025 Budget	6/30/25 YTD	2026 Budget	Notes
66	160	Liability Insurance	7,869	7,500	5,113	7,300	
67	212	Motor Fuels	-	500	0	500	
68	300	Professional Svcs.	9,707	12,000	3,388	13,000	City Hall security monitoring
69	301	Auditing & Accounting	17,947	20,000	14,041	20,000	
70	303	Engineering (General)	38,633	2,500	0	2,500	
71	304	Legal/Prosecution Fees	12,098	9,000	8,979	9,900	10% increase
72	306	Animal Control	11,575	12,000	5,738	12,500	H.A.R.T Contract + 3% Lakes Wildlife Control
73	308	IT / Support	8,491	10,000	5,365	18,500	50% new financial software annual costs
74	310	Fire District	241,094	301,000	150,520	314,019	2026 Contract increase
75	313	Benefits Administration	1,375	1,000	610	1,050	
76	319	Other - Reserves	-	0	0	0	
77	324	Recycling	480	500	280	500	
78	329	Communications	10,828	10,000	0	10,000	
79	362	Property Insurance	3,312	2,750	2,593	14,650	Increase for city hall expansion & remodel
80	381	Combined Utilities	7,432	8,000	8,014	13,000	New City Hall additional sq footage
81	400	Office Equipment	3,006	5,000	1,538	4,000	Based on YTD
82	401	Building Maintenance	7,545	5,000	2,285	9,200	Cleaning of New City Hall + Rugs
83	402	Grounds Maintenance	2,214	3,000	984	3,000	
84	510	Land Acquisition	-	0	0	0	
85	720	Transfer to Other Fund	582,000	0	0	100,000	Transfer to Capital (401) to replenish reserves
86		Equipment CIP (Capital Fund) Transfer	-	270,000	0	306,500	Equipment CIP levy (401) for all departments
87	721	EOY Fund Bal Transfers	-	0	0	0	
88	810	Refunds / Reimbursements	23	500	3,304	500	
Total			965,629	680,250	212,753	860,619	

Expenditures - Planning & Zoning

41910		2024 Actual	2025 Budget	6/30/25 YTD	2026 Budget	Notes	
89	100	Compensation	93,137	106,029	14,036	94,015	
90	103	Admin / Office Wages	13,283	0	2,751	30,403	
91	104	Commission Wages	2,230	2,000	550	2,500	
92	106	Seasonal Wages	-	0	0	0	
93	121	PERA	7,641	7,953	1,060	9,332	
94	122	FICA & Medicare	7,878	8,112	1,271	9,518	
95		Paid Leave	-	0	0	547	
96	130	Life Insurance	104	210	4	170	
97	131	Paid Health & Dental Insurance	10,115	10,883	(28)	22,475	Admin asst- full year, Planner- half year
98	150	Workers Comp	411	550	460	710	
99	200	General Operating	618	1,000	120	1,000	
100	208	Training & Education	807	2,500	0	2,500	
101	258	Mapping	-	1,000	0	1,000	
102	300	Professional Services	1,000	2,000	1,000	2,000	
103	302	E-911 / Permit Expenses	875	1,000	175	1,000	
104	304	Legal Services	-	0	0	0	
105	308	IT Services	3,228	4,000	2,099	4,000	
106	309	Building Inspector	137,621	100,000	62,222	100,000	
107	331	Travel Expenses	549	500	0	500	
108	351	Legal Notices	1,299	1,500	166	1,500	
109	810	Refunds	90	100	0	100	
		Total	280,888	249,337	85,884	283,270	

Expenditures - Public Safety

42100		Description	2024 Actual	2025 Budget	6/30/25 YTD	2026 Budget	Notes
110	100	Compensation	716,433	698,059	361,699	736,924	5% COLA union, 3% non union
111	102	Overtime	27,847	35,000	14,931	35,000	
112	103	Admin / Office Wages	78,698	76,880	38,336	79,200	3% COLA
113	105	TZD Wages	3,708	0	3,357	0	
114	107	P/T Officer Wages	2,831	9,000	0	0	
115	121	PERA	137,980	129,323	69,748	142,571	
116	122	FICA & Medicare	15,133	16,004	7,519	17,253	
117		MN Paid Leave	-	0	0	3,591	
118	130	Life Insurance	735	1,010	504	1,010	
119	131	Paid Health & Dental Insurance	124,152	132,000	63,951	133,499	
120	150	Worker's Compensation Insurance	35,471	40,000	33,440	50,990	Based on estimated payrolls x WC rate x .74 exp mod
121	160	Liability Insurance	23,129	25,000	17,044	25,000	
122	200	General Operating	6,029	9,500	4,722	10,000	
123	208	Training & Education	13,755	15,000	5,982	15,000	
124	212	Motor Fuels	21,980	25,000	9,610	25,000	
125	220	Repair / Maint	18,164	20,000	6,823	20,000	
126	300	Professional Services	62,124	87,500	58,990	91,000	Axon contract, Cellebrite Phone Extension, CWC Mgmt
127	304	Legal Services	-	0		0	
128	308	IT / Support	23,993	28,000	15,460	28,000	
129	321	Telephone	16,221	18,000	8,743	18,000	
130	362	Property Insurance	8,973	8,000	7,542	12,250	
131	363	Automotive Insurance	13,786	12,000	11,858	18,725	
132	381	Combined Utilities	11,345	15,000	6,158	15,000	
133	400	Office Equipment	1,405	2,000	952	2,000	
134	401	Building Maintenance	33,208	45,000	56,710	45,000	
135	402	Grounds Maintenance	1,314	2,500	584	2,500	
136	417	Uniforms	12,905	12,000	9,895	12,000	
137	590	Capital Outlay	212,882	0	36,624	0	
138	720	Transfer to Other	-	0	0	0	
Total			1,624,202	1,461,776	851,181	1,539,513	

Expenditures - Public Works

43000		Description	2024 Actual	2025 Budget	6/30/25 YTD	2026 Budget	Notes
139	100	Compensation	203,256	182,088	102,417	194,334	3% COLA
140	102	Overtime	1,351	1,785	287	2,000	
141	106	Seasonal / Part Time	3,498	5,000	962	5,000	
142	121	PERA	15,002	13,657	7,513	15,100	
143	122	FICA & Medicare	15,316	14,450	7,569	15,402	
144		MN Paid Leave	-	0	0	877	
145	130	Life Insurance	241	290	160	290	
146	131	Paid Health & Dental Insurance	39,395	34,100	15,177	35,180	
147	150	Worker's Compensation Insurance	11,599	15,000	12,540	12,600	
148	160	Liability Insurance	1,360	1,200	818	1,200	
149	200	General Operating	2,008	2,000	725	2,000	
150	208	Training & Education	240	1,000	0	1,000	
151	212	Motor Fuels	18,103	35,000	10,157	30,000	
152	220	Equipment - Repairs & Maint	54,765	35,000	24,291	36,750	
153	222	Landscaping	-	1,500	0	0	
154	223	Salt / Sand	8,633	9,000	0	9,000	5% increase- inflationary
155	224	Aggregate Materials	69,324	25,000	0	26,250	
156	225	Blacktop Repair	49,740	25,000	181	26,250	5% increase- inflationary
157	226	Sign Materials	2,630	1,500	1,708	3,000	
158	228	Equipment Rental	844	1,500	85	1,500	Based on YTD
159	229	Culverts/MB Supports	4,242	2,500	1,871	2,500	
160	240	Small Tools / Minor Equip	1,797	2,000	449	2,000	Based on historical values
161	300	Professional Services	3,742	2,500	4,875	4,000	
162	308	IT Services	2,421	3,280	1,574	3,280	
163	321	Telephone	1,560	3,000	745	2,000	
164	331	Travel Expenses	-	500	0	500	
165	362	Property Insurance	4,215	4,000	3,771	1,190	
Page Total			515,282	421,850	197,874	433,203	

Expenditures - Public Works (Continued)

43000		Description	2024 Actual	2025 Budget	6/30/25 YTD	2026 Budget	Notes
166	363	Automotive Insurance	2,298	2,000	1,976	3,125	
167	381	Combined Utilities	5,481	7,500	4,475	7,500	
168	401	Building Maintenance	605	2,000	5,834	4,000	Older building- anticipate more maintenance
169	417	Uniforms	1,336	1,500	560	1,575	5% increase- inflationary
170	531	Dustcoating	31,216	35,000	32,777	35,000	
171	533	Road Improvements	-	300,000	0	300,000	Streets CIP
172	590	Capital Outlay	154,824	0	0	0	
173	602	Long Term Debt Allowance	-	0		0	
174	720	Transfer	50,000	0	0	0	
Total			761,042	769,850	243,497	784,403	

Parks & Recreation (Operating)

45100		Description	2024 Actual	2025 Budget	6/30/25 YTD	2026 Budget	Notes
175	100	Compensation	13,370	57,315	7,264	37,733	3% COLA
176	102	Overtime	107	561	93	500	
177	103	Admin Wages	11,695	0	2,041	23,234	
178	106	Seasonal Part Time	-	8,500	0	8,500	
179	121	PERA	1,855	4,300	695	4,610	
180	122	FICA & Medicare	1,859	5,078	696	5,353	
181		MN Paid Leave	-	0	0	306	
182	130	Life Insurance	27	58	36	76	
183	131	Paid Health & Dental Insurance	3,202	9,092	2,097	8,543	
184	150	Worker's Compensation Insurance	306	500	418	2,950	
185	160	Liability Insurance	214	250	170	275	
Page Total			32,634	85,654	13,511	92,080	

General Fund 100

Parks & Recreation (Continued)

45100		Description	2024 Actual	2025 Budget	6/30/25 YTD	2026 Budget	Notes
186	210	General Operating	5,119	5,000	829	5,000	
187	212	Motor Fuels	754	2,500	169	2,500	
188	222	Landscaping	377	5,000	0	5,000	
189	228	Equipment Rental	-	500	0	500	
190	300	Professional Services	4,745	5,000	1,330	5,000	
191	362	Property Insurance	5,300	5,000	4,714	2,000	
192	400	Equipment	-	250	0	250	
193	401	Building Maintenance	-	500	208	500	
194	530	Beach Improvements	-	500	142	500	
195	580	Equipment Outlay	-	500	0	500	
196	590	Capital Outlay	37,330	0	3,056	0	
197	720	Transfer to Other	10,000	0	0	0	
Total			96,259	110,404	23,957	113,830	

General Fund 100

Summary

Expenditures		2024 Actual	2025 Budget	6/30/25 YTD	2026 Budget
198	City Council	26,332	32,003	46,518	32,103
199	Administration	510,220	455,096	131,444	430,354
200	City Attorney	28,025	30,000	7,352	30,000
201	Other General Government	965,629	680,250	212,753	860,619
202	Planning & Zoning	280,888	249,337	85,884	283,270
203	Public Safety	1,624,202	1,461,776	851,181	1,539,513

204	Public Works	761,042	769,850	243,497	784,403
205	Parks & Recreation (Operating)	96,259	110,404	23,957	113,830
Total Expenditures		4,292,596	3,788,715	1,602,587	4,074,092

General Fund Levy 3,408,712
Preliminary GF Levy Increase 327,396
Preliminary GF % Increase **10.63%**

EDA 200

Revenues - All Departments

46500	Description	2025 Budget	6/30/25 2025 YTD	2026 Budget	Notes
31010	Property Tax	3,650		3,650	
36200	Misc Revenue	0		0	
36210	Interest	0		15	
36213	Investments Gains/Loses	0		0	
Total		3,650		3,665	

EDA Fund 200

Expenditures - All Departments

46500	Description	2025 Budget	6/30/25 2025 YTD	2026 Budget	Notes
200	General Operating	0		0	
490	Donations	3,650		3,650	
300	Professional Services	0		0	
Total		3,650		3,650	

EDA Fund Levy	3,650
Preliminary EDA Levy Increase	0
Preliminary EDA % Increase	0.00%

TIF Fund 204

Revenues - All Departments

46500	Description	2025 Budget	6/30/25 2025 YTD	2026 Budget	Notes
31010	Property Tax	16,500	0	15,500	
36200	Misc Revenue	0	0	0	
36210	Interest	0	0	0	
36213	Investments Gains/Loses	0	0	0	
Fund 204	Total Revenue	16,500	0	15,500	

Expenditures

46500	Description	2025 Budget	6/30/25 2025 YTD	2026 Budget	Notes
300	Professional Services	7,500	0	1,000	
303	Engineering Fees	0	0	0	
351	Legal Notice Publishing	0	0	0	
594	Administration	150	100	150	
810	Refund/Reimbursement	15,000	6,599	14,000	
811	Release of Escrow	0	0	0	
Fund 204	Total Expenditures	22,650	6,699	15,150	

Cemetery Revenue Fund- 270

00000	Description	2025 Budget	2026 Budget	Notes
31010	Property Tax	20,000	20,000	
34000	Charge for Services	3,000	3,000	
34940	Lot Sales	8,000	8,000	
34942	Perpetual Care	1,500	1,500	
36200	Misc / Butterfly Event	4,000	4,000	
36210	Interest	2,500	2,500	
36213	Investments Gains / Loses	0	0	
Total		39,000	39,000	

Expenditures - All Departments

49010	Description	2025 Budget	2026 Budget	Notes
200	General Operating	1,500	1,500	
222	Landscaping	4,000	4,000	
240	Small Tools/Minor Equip	0	0	
300	Professional Services	20,000	20,000	
362	Property Insurance	700	400	
381	Combined Utilities	1,500	2,000	
433	Dues & Subscriptions	125	125	
438	Butterfly Event	2,500	2,500	
439	Markers	1,000	2,000	
534	Site Improvements	10,000	20,000	
720	Transfer to Other (GF)	5,000	5,000	
810	Refunds / Reimbursements		0	
Total		46,325	57,525	

Cemetery Fund Levy	20,000
Preliminary Cemetery Levy Increase	0
Preliminary Cemetery % Increase	0.00%

Debt Service Fund 300

Revenues - All Departments

00000	Description	2025 Budget	2026 Budget	Notes
36108	2007 GO Rd/Sew Bond (RE:2012)	0	0	Buschmann
36116	Ad Valorem Taxes	0	0	
36210	Interest	0	0	
36119	2012 GO Crossover Bond	0	0	
	City Hall Remodel & Expansion Bond	280,000	305,000	
	2024 Ladder Truck Bond Payment from PLFD	135,000	132,563	
36213	Investments Gains/Loses		0	
39200	Transfer In (from general fund)		0	
39310	Bond Issuance/Other Financing		0	
Total		415,000	437,563	

Expenditures

47000	Description	2025 Budget	2026 Budget	Notes
620	Fiscal Agent Fees	0	0	Buschmann Only - Ladder Truck paid by Fire District
637	Bond Interest	0	0	
638	Bond Principal	0	305,000	
	City Hall Remodel & Expansion Bond	280,000	0	
	2024 Ladder Truck Bond	135,000	132,563	
720	Transfer to Other	0		
Total		415,000	437,563	

Debt Service Fund Levy	305,000
Preliminary Debt Service Levy Increase	25,000
Preliminary Debt Service % Increase	8.93%

Sewer Enterprise Fund 600

Revenues - All Departments

00000	Description	2025 Budget	6/30/25 2025 YTD	2026 Budget	Notes
36000	Assessments	25,000	0	5,000	<i>Rates will be discussed at future meeting</i>
36200	Misc	100	0	0	
36210	Interest Income	7,500	3,777	7,500	
36213	Investments Gains/Loses	0	1,036	0	
36232	Refunds/Reimbursements	0	0	0	
37210	Sewer Service	475,000	234,089	491,452	
37250	Connection Charges	1,000	300	1,000	
	Transfer In				
37255	Connection Principal/Interest	0	0	0	
Fund 600	Total Revenue	508,600	239,202	504,952	

Sewer Enterprise Fund 600

Expenditures

43250	Description	2025 Budget	6/30/25 2025 YTD	2026 Budget	Notes
100	Full-Time Employee Wages	286,622	115,890	226,028	<i>3% increase over historical</i>
102	Full-Time Employee Overtime	2,500	2,770	5,150	
103	Admin/Office Wages	0	16,047	57,425	
106	Seasonal Part time lawn mowing wages	6,000	962	6,000	
406	Seasonal Wages				
121	PERA	21,497	9,783	22,095	

122	FICA/Medicare	21,927	9,945	22,537	
	MN Paid Leave	0	0	1,274	
130	Life Insurance	547	153	376	
131	Paid Health/Dental	24,723	5,624	23,472	
150	Worker's Comp	5,000	4,180	7,360	Insurance Increase
160	Liability Insurance	5,500	3,750	5,500	
200	General Operating	10,000	3,233	10,000	
208	Training and Education	1,500	0	1,500	
212	Motor Fuels	5,000	980	5,000	
220	Repair/Maint Supplies	15,000	4,169	15,000	
300	Professional Services	5,000	787	5,000	
301	Auditing and Accounting	20,000	14,041	20,000	Audit (\$10,000), Accounting Assistance (\$10,000)
303	Engineering Fees	2,500	10,195	2,500	
304	Legal Services	0	0	0	
308	IT Support/Software	5,000	2,249	13,000	50% new software cost
316	Spraying	1,800	0	1,890	5% increase
321	Telephone	4,500	2,532	5,000	
326	Permits & Lab Testing	3,500	58	3,500	
331	Travel Expenses	500	12	1,000	
332	Gopher One Locates	500	157	500	
362	Property Insurance	4,200	3,960	4,400	10% increase
363	Automotive Insurance	1,650	2,174	2,420	10% increase
381	Combined Utilities (Gas & Electric)	30,000	11,702	30,000	
386	Credit Card Proc Fees	3,000	1,941	6,000	expected to double new software
417	Uniforms	500	241	525	5% increase
432	Bad/Delinquent Payment	100	0	0	
433	Dues and Subscriptions	500	444	500	
590	Capital Outlay	0	39,020	0	Mag Meters
720	Transfer to Other	0	0	0	
			0		
	Total Expenditures	489,066	266,998	504,952	

Sewer Capital Projects Fund 602

Revenues - All Departments

41950	Description	2025 Budget	6/30/25 2025 YTD	2026 Budget	Notes
36000	Special Assessments	50,000	9,852	50,000	
00000-36000	Whitebirch7/CreekCir Proj Assessments	0	0	0	
36201	Sold Property Revenue	36,000	0	0	
36210	Interest	50,000	33,571	50,000	
36213	Investments Gains/Loses	0	9,134	0	
34407	SAC/Connections	30,000	13,000	30,000	
39200	Transfer In	0	0	0	
39203	Transfer In from Other (From 600)	0	0	0	
Fund 602	Total Revenue	166,000	65,557	130,000	

Expenditures (Improvement Projects)

41950	Description	2025 Budget	6/30/25 2025 YTD	2026 Budget	Notes
200	General Operating	120,000	11,811	60,000	Mag Meters
591	Construction Costs	300,000	0	0	
592	Engineering Costs	25,000	4,994	0	
593	Legal	0	0	0	
594	Admin Costs	0	0	0	
595	Land Acquisition/Easements	0	0	0	
596	Transfer Out	0	0	0	
720	Transfer To Other Fund	0	0	0	
Fund 602	Total Expenditures	445,000	16,805	60,000	

CITY OF BREEZY POINT
RESOLUTION 19-2025

A RESOLUTION ADOPTING THE PRELIMINARY LEVY AND BUDGET FOR 2026
FOR THE CITY OF BREEZY POINT

WHEREAS, the City Administrator worked in conjunction with department staff to develop a preliminary 2026 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 2026 preliminary budget at the City Council meeting on September 2, 2025; and

WHEREAS, the 2026 preliminary budget includes a debt service payment for the Buschmann Road Project; and

NOW THEREFORE BE IT RESOLVED that the following amounts represent the preliminary levy set by the City of Breezy Point for 2026:

General Fund Levy	\$3,408,712
EDA Fund Levy	\$ 3,650
Cemetery Fund Levy	\$ 20,000
Debt Service Fund Levy	<u>\$ 305,000</u>
Total Preliminary Levy	<u>\$3,737,362</u>

BE IT FURTHER RESOLVED that the budget meeting will be held December 1, 2025 at 6:30 p.m.

Rebecca Ball _____	Brad Scott _____
Steve Jensen _____	Todd Roggenkamp _____
Michael Moroni _____	

Adopted this 2nd day of September 2025.

Mayor, Todd Roggenkamp

Attest:

Allie Polsfuss, City Administrator