



CITY COUNCIL REGULAR MEETING

Monday, May 06, 2024 at 6:30 PM

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

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

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL/AMENDMENT OF THE AGENDA

5. CLOSED SESSION PURSUANT TO MN STATUTE 13D.05 SUBD. 3(B) ATTORNEY-CLIENT PRIVILEGE TO DISCUSS LITIGATION CITY OF BREEZY POINT VS. RIEBER

6. OPEN FORUM

7. ITEMS OF PUBLIC INTEREST

8. CONSENT AGENDA

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

A. April 1, 2024 Regular City Council Meeting Minutes

B. April 24, 2024 City Council Workshop Minutes

C. Approval of Claims in the Amount of \$106,689.15.

D. Sale of Surplus Property

E. The North Star 2024 Liquor License

F. Resolution 11-2024: Sourcewell Community Impact Funding

G. Resolution 12-2024: Cemetery Commission Membership

9. ITEMS REMOVED FROM CONSENT AGENDA

10. NEW BUSINESS

A. Effluent Turbine Replacement

B. Public Safety Building Furnace Replacement

C. PD Rifles and Optics Purchase

D. LMCIT Collaboration Services Proposal

11. OLD BUSINESS

[A.](#) Shoreview Lane Damage Assessment Report

[B.](#) Streets CIP Request for Proposals

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

[D.](#) Parks & Recreation Committee Appointment

12. STAFF REPORTS

13. MAYOR AND CITY COUNCIL REPORTS

14. AGENDA FORECAST

[A.](#) May City Council Workshop

15. ADJOURN

**Breezy Point City Council
April 1, 2024 - 6:30 pm
Regular Meeting Minutes**

The meeting of the Breezy Point City Council was called to order by Mayor Angel Zierden at 6:30 p.m. Roll Call was taken by City Administrator Chanski. Councilmembers present were Rebecca Ball, Steve Jensen, Michael Moroni, and Brad Scott. Staff present included City Administrator/Clerk David Chanski, Assistant City Administrator Daniel Eick, Deputy Clerk Deb Runksmeier, Police Sergeant Josef Garcia, Planning & Zoning Administrator Peter Gansen, and Public Works Supervisor Joe Zierden. All present stood for the pledge of allegiance.

Approval/Amendment of the Agenda

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

Open Forum

Cliff Muller, Breezy Point Airport

MOTION MORONI/JENSEN TO APPROVE AIRPORT USE OF CITY TABLES AND CHAIRS FOR AVIATION DAY 2024 AND FUTURE EVENTS, MOTION CARRIED 5-0

Bill Toft, 31877 Green Scene Drive

Paul Bunyan Scenic Byway

Lynn Scharenbroich and Joell Tvedt presented information about the Paul Bunyan Scenic Byway Association to the City Council.

City Hall Remodel

City Administrator Chanski spoke about the three options for city hall that the Council was presented in March. At that time, the Council motioned to table discussion until a councilmember requested that it be placed back on the agenda. Mayor Zierden and Councilmember Moroni requested to place then to the April City Council meeting agenda for further discussion.

Mayor Zierden and Councilmember Moroni presented a proposal to conduct further due diligence on a potential community center.

Councilmember Scott commented that he was not sure why the community center discussion keeps coming up, and Councilmember Jensen agreed and stated that the Council previously decided not to proceed with a community center. Jensen further spoke to a cost analysis conducted by City Administrator Chanski on the potential costs and tax implications of operating a community center. He believes that infrastructure need should take priority over a community center.

Councilmember Ball spoke about moving the community center discussion to a workshop and how they only recently received details of operating costs.

Mayor Zierden questioned as to why not conduct due diligence. She believes there is a large group of citizens in favor of a community center.

Councilmember Moroni discussed the reasons for city hall remodel without a community center component. He believes the potential of a local option sales tax in the future could help fund a future community center. Mayor Zierden also spoke to looking at ways to reduce costs to the City as part of conducting due diligence.

Councilmember Jensen restated that he believes infrastructure needs should come before a community center. Councilmember Scott restated that he believes the community center should not even be in front of the City Council, and he would like to see the City Council set goals before moving forward with anything. Mayor Zierden stated that the City needs to be looking at these things, especially as our the community is changing.

Councilmember Ball said that it makes sense to go back and discuss the goals of the city hall project before moving forward, but Councilmember Jensen stated that city hall needs to be done and should not be delayed.

MOTION MORONI/JENSEN TO TABLE COMMUNITY CENTER DISCUSSION UNTIL NEXT COUNCIL WORKSHOP, MOTION CARRIED 3-2, JENSEN AND SCOTT OPPOSED

Councilmember Moroni spoke to moving forward with the proposed remodel and expansion of the existing city hall without any community center elements.

Councilmember Scott stated that he thought city hall and the community center were intertwined, and Councilmember Ball agreed that they should be discussed more. Councilmembers Jensen and Moroni disagreed that the two were intertwined and believe it is time to move forward with city hall.

MOTION MORONI/JENSEN TO APPROVE PROPOSED ACTION #2 OF AN AGREEMENT WITH WIDSETH TO DEVELOP CONSTRUCTION DOCUMENTS FOR THE PREVIOUSLY PRESENTED REMODEL & EXPANSION OF CITY HALL, EXCLUDING A GYMNASIUM, AND AUTHORIZE WIDSETH TO ISSUE DOCUMENTS TO HY-TEC CONSTRUCTION FOR BIDDING UPON COMPLETION, MOTION CARRIED 3-2, BALL AND SCOTT OPPOSED

Ordinance 2024-01: Special Use Vehicles Amendment

Administrator Chanski explained the proposed ordinance updates rules for golf cart use on a small section of Buschmann Road. Mayor Zierden opened and closed public hearing. No members of the public spoke.

MOTION MORONI/BALL TO APPROVE ORDINANCE 2024-01 TO ALLOW GOLF CARTS TO OPERATE ON BUSCHMANN ROAD FROM CSAH 11 AND CASTLEWOOD COURT, MOTION CARRIED 5-0

Consent Agenda

- A. March 4, 2024 Regular City Council Meeting Minutes
- B. Approval of Claims Totaling \$101,632.62
- C. Resolution 10-2024 Donation to Police Department

MOTION JENSEN/MORONI TO MOVE ITEM 8.A MARCH 4, 2024 REGULAR CITY COUNCIL MEETING MINUTES TO ITEM 9.A, MOTION CARRIED 5-0

MOTION MORONI/SCOTT TO APPROVED THE AMENDED CONSENT AGENDA, MOTION CARRIED 5-0

Item Removed from Consent Agenda: March 4, 2024 Regular City Council Meeting Minutes

Councilmember Jensen stated that he felt misquoted in the March 4 meeting minutes regarding the City’s Comprehensive Plan and would like the minutes amended. Administrator Chanski read the requested amendment provided by Councilmember Jensen which states “Well I think the City does have a plan, Brad, the Comprehensive Plan. The only problem is there’s only been two things taken from it: the Disc Golf Course and the Community Center.”

MOTION JENSEN/MORONI TO APPROVE THE CORRECTION TO THE MARCH COUNCIL MEETING MINUTES, MOTION CARRIED 5-0

Subdivision S-24-001

Planning and Zoning Administrator Peter Gansen reviewed information for the Vista Village Final Plat recommendation from the March Planning Commission meeting. The Applicant representative David Landecker of Whitebirch Inc. answered questions of councilmembers.

MOTION SCOTT/BALL TO APPROVE FINAL PLAT AS RECOMMENDED OF THE PLANNING COMMISSION FOR WHITEBIRCH APPLICATION S-24-001, MOTION CARRIED 5-0

Zoning Code Update RFP

Administrator Chanski spoke about the Zoning Code Request for Proposal process.

Councilmember Jensen asked if there will be community involvement in the process. Staff stated that there is generally public involvement, but every consultant handles it differently.

Councilmember Scott clarified that the RFP is just to get proposals and cost estimates.

MOTION MORONI/JENSEN TO AUTHORIZE ISSUANCE OF ZONING CODE UPDATE REQUEST FOR PROPOSALS, MOTION CARRIED 5-0

Shoreview Lane Damage Assessment

Public Works Supervisor Joe Zierden informed the council of damage to the pavement and roadway on Shoreview Lane. Requested to proceed with assessment conducted by Widseth for damage repairs. Nick Peterson from Widseth fielded questions from the council.

MOTION MORONI/SCOTT TO RECEIVE DAMAGE ASSESSMENT OF SHOREVIEW LANE FROM WIDSETH FOR A TOTAL OF \$5,500, MOTION CARRIED 5-0

Questica Budget Software Cancellation

Administrator Chanski shared that there have been a number of issues with the integration process with the Questica budget software that was approved by the City Council in November 2023 as part of the 2024 Budget. As a result, staff is recommending cancelling the agreement with Questica and shifting focus to acquiring a new ERP to replace the City's current Banyon software.

Councilmember Jensen agreed and stated that the City should take extra steps with the ERP process to ensure we don't repeat this situation.

Councilmember Scott stated that the City should know what cancellation looks like before voting.

MOTION JENSEN/MORONI TO FORMALLY CANCEL THE AGREEMENT WITH QUESTICA FOR BUDGET SOFTWARE, MOTION CARRIED 4-1, SCOTT OPPOSED

Parks and Recreation Committee Opening

Sandra Logelin resigned from the Parks and Recreation Committee on March 4, 2024. Administration Chanski spoke about the committee member opening and that there are a couple applications on file that could be reviewed. This term will expire December 31, 2025.

Councilmember Moroni requested to republish the position for new applications. Councilmembers Jensen and Scott stated they agree.

MOTION MORONI/JENSEN TO AUTHORISE STAFF REPUBLISH THE PARKS AND RECREATION COMMITTEE MEMBER OPENING, MOTION CARRIED 5-0

City Council Workshop

Councilmember Jensen asked about the expectations for councilmembers when scheduling workshops and if the Council still desires to have workshops.

Mayor Zierden believes we need workshops to have define goals for discussion items that should be planned ahead. Councilmember Jensen agreed.

Councilmember Moroni said they need to discuss the when of workshops. Councilmember Scott stated that he does not like surveys but wants the council to discuss whether a workshop is necessary. Regarding meeting time, he stated that 4pm is the earliest that works for him but would prefer a later time.

Administrator Chanski identified items that need to be discussed at workshops and the most pressing issues.

MOTION MORONI/JENSEN TO SET COUNCIL WORKSHOP MEETING FOR 6:00 PM APRIL 24, 2024, TO DISCUSS STREETS CIP AND BUSCHMANN ROAD, MOTION CARRIED 5-0

Staff Reports

Administrator Chanski updated the council that the annual audit is underway, the new quarterly Breezy Bulletin to go out mid-April, monthly Breezy Brief e-newsletter to be posted later this week, and gave a shout out to the Public Works team on a good job on the last snow fall with the new plow in use.

Mayor and Councilmember Comments

Councilmember Jensen asked about a proposal from the postmaster regarding newsletter mailing. Assistant City Administrator Eick said he spoke with the postmaster, but mailing through Lakes Printing was still the best option.

Councilmember Scott commented on the Mayor’s previous remarks that he did not respond to communication from her.

Adjourn

MOTION MORONI/JENSEN TO ADJOURN, CARRIED 5-0

Meeting ended at 8:33 p.m.

David C. Chanski, City Administrator/Clerk

**Breezy Point City Council
April 24, 2024 – 6:00 pm
City Council Workshop Minutes**

A workshop of the Breezy Point City Council began at 6:00. Councilmembers present were Rebecca Ball, Steve Jensen, Brad Scott, and Mayor Angel Zierden. Councilmember Moroni arrived at 6:07 and apologize for his late arrival. Staff present included City Administrator David Chanski, Assistant City Administrator Daniel Eick, Public Works Supervisor Joe Zierden, and Police Chief Brian Sandell. Nick Peterson and Dave Reese representing Widseth and Paul Sandy representing WSB were also present.

Buschmann Road Update

Paul Sandy with WSB gave the City Council an update on the Buschmann Road project. WSB is still working on Phase 2.A (right-of-way acquisition). The parameters of the needed ROW has been finalized, and WSB’s ROW acquisition team is in the process of finalizing individual easement exhibits for each property. Those exhibits and engagement letters should be sent to property owners in the next month-and-a-half. Mr. Sandy stated that estimated ROW acquisition budget of roughly \$100,000 has not changed.

Following his update, Mr. Sandy asked the Council if they would like to move into Phase 2.B (final design and construction document development). He stated that they need at least 4 months to complete final design but prefer 5 to 6 months. In order for the City to be able to go out for bid in December 2024/January 2025, which is the prime bidding window for street projects, the City will ideally need to give WSB the go-ahead no later than August.

Councilmember Scott stated that he does not believe that the City can moved forward with final design when ROW acquisition isn’t complete, so construction in 2025 may be a push. Councilmember Jensen agreed that the City needs to make further progress with ROW acquisition before commencing final design.

Councilmember Moroni asked Mr. Sandy if ROW acquisition could affect final design in any way. Mr. Sandy stated that he does not foresee the final design of Buschmann Road being affected by ROW acquisition in any way.

Councilmember Ball asked how far along in the ROW acquisition process would WSB be come July. Mr. Sandy said that they should be quite far along by then and may even have some acquisition agreements before the City Council for approval.

Mayor Zierden stated that Buschmann Road needs to be done, so the project should not be delayed. Councilmember Jensen stated that the decision on final design can still wait until July. Councilmember Ball agreed, stating that it would be nice to give residents time before making a decision.

Ultimately, the City Council had consensus to continue with the ROW acquisition process and revisit final design in July.

Streets CIP

City Administrator Chanski spoke to the revised Streets CIP RFP document and shared that the 10-year Streets CIP for the City of Brainerd and streets information from the City of Nisswa have also been included in the packet for reference. Lake Shore City Engineer Dave Reese also presented Lake Shore’s new streets CIP that was developed by Widseth.

Councilmember Jensen asked Public Works Supervisor Joe Zierden’s opinion on the proposed streets CIP. Public Works Supervisor Zierden stated that he is concerned about the condition of the roads paved in the early 2000s, which are starting to become due for repaving. He stated that a plan would allow the City to spread projects out instead of incurring large costs in a short period of time.

Mayor Zierden asked about the unpaved roads and the process for improving them. Public Works Supervisor Zierden spoke to the current petition process that requires 75% of the adjacent property owners to agree to have a road improved.

Councilmember Scott stated that, from what he has heard, the paved roads are should be a priority and maybe the gravel roads be excluded from the CIP at this time. The Council further discussed whether to include gravel roads as part of the CIP, and, ultimately, had consensus to include them as part of the RFP as an optional add-on that they can select at the time proposals are submitted.

The Council briefly discussed the financing of road improvement project, but City Administrator Chanski shared that, without a CIP and budget estimates, discussing financing is a fruitless endeavor.

The Council also discussed whether to include analysis of the City’s sewer system (not the Sewer Plant but the sewer lines) as part of the CIP. The Council had consensus to keep it as part of the RFP as an optional add-on.

Another item that came up during discussion was the idea of reconstituting a streets committee. The City previously had a road committee that was a subcommittee of the City Council but has been abolished. Councilmembers shared interest in further discussing a new streets committee made up of residents similar to that of the City of Lake Shore.

After discussion concluded, Administrator Chanski confirmed that the Streets CIP RFP will be on the May 6 City Council meeting agenda for formal approval with the change of moving gravel streets to an optional add-on.

The workshop was adjourned at 7:47pm.

David Chanski, City Administrator/Clerk

CITY OF BREEZY POINT

***Check Detail Register©**

Batch: 040424PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Primary					
139241	04/04/24	AAA RENTAL INC			
E 100-43000-220		Repair/Maint Supply (GEN	\$9.98	110809	PW CHAIN 3/8
		Total	\$9.98		
139242	04/04/24	Abdo Financial Solutions			
E 100-41900-301		Auditing and Acct g Servic	\$120.00	486528	ACCOUNTING SERVICES - MARCH 2024
		Total	\$120.00		
139243	04/04/24	Aramark Uniform Services			
E 100-41900-401		Maint Buildings	\$154.02	2530256050	CH Mats
		Total	\$154.02		
139244	04/04/24	AUTO VALUE PEQUOT LAKES			
E 100-43000-220		Repair/Maint Supply (GEN	\$43.98	66242590	¾ DR 12 PT STAND & 1½ COMBO WRENCH
E 100-43000-220		Repair/Maint Supply (GEN	\$22.99	66242591	¾ DR 1½ IMPACT
		Total	\$66.97		
139245	04/04/24	BEST OIL COMPANY			
E 100-43000-212		Motor Fuels	\$930.00	6037	PW DYED DIESEL FUEL
E 100-43000-212		Motor Fuels	\$833.18	6047	PW DYED DIESEL FUEL
		Total	\$1,763.18		
139246	04/04/24	BREEZY POINT HARDWARE			
E 100-43000-212		Motor Fuels	\$4.44	32173	PW FUEL
E 100-43000-220		Repair/Maint Supply (GEN	\$24.99	32173	PW BAR POLE SAW REPLACEMENT
E 100-43000-220		Repair/Maint Supply (GEN	\$11.99	32174	PW FILE CHAINSAW
E 100-43000-220		Repair/Maint Supply (GEN	\$9.99	32180	PW DE-ICER
E 100-43000-417		Uniforms	\$19.99	32238	PW WINTER GLOVES
E 100-43000-220		Repair/Maint Supply (GEN	\$0.69	32238	PW FASTENERS
		Total	\$72.09		
139247	04/04/24	BUILDERS FIRST SOURCE			
E 100-43000-220		Repair/Maint Supply (GEN	\$17.78	88802533	PW LAG SCREW & SD-IND IMPACT
		Total	\$17.78		
139248	04/04/24	COLD SPRING GRANITE COMPANY			
E 270-49010-439		Markers	\$355.00	RI 2189174	CEMETERY NICHE PLAQUE - JEFFREY STEIN
E 270-49010-439		Markers	\$355.00	RI 2189458	CEMETERY NICHE PLAQUE - NANCY LADUE
		Total	\$710.00		
139249	04/04/24	COMPENSATION CONSULTANTS LTD			
E 100-41900-313		Benefits Administration	\$55.00	979	FSA/HSA BENEFIT ADMIN - APRIL 2024
		Total	\$55.00		
139250	04/04/24	CROW WING CO TREASURER			
E 100-42100-300		Professional Srvs (GENE	\$25.00	2024	2024 Real Estate Taxes PID 10161083
E 100-41900-300		Professional Srvs (GENE	\$25.00	2024	2024 Real Estate Taxes PID 10161078
		Total	\$50.00		
139251	04/04/24	Crow Wing Power			

CITY OF BREEZY POINT

***Check Detail Register©**

Batch: 040424PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 600-43250-381		Combined Utilities	\$856.39	1438703FEB	SEWER PLANT ELECTRIC 2/8/24 - 3/8/24
E 600-43250-381		Combined Utilities	\$25.77	1439301FEB	#4 POND TSF PUMP ELECTRIC 2/8/24 - 3/8/24
E 600-43250-381		Combined Utilities	\$42.28	1460301FEB	LIFT PUMP 2 ELECTRIC 2/8/24 - 3/8/24
E 600-43250-381		Combined Utilities	\$133.44	1501301FEB	LIFT PUMP 4 ELECTRIC 2/8/24 - 3/8/24
E 100-43000-381		Combined Utilities	\$206.05	1516802FEB	PW MAINT BLDG ELECTRIC 2/8/24 - 3/8/24
E 100-41900-381		Combined Utilities	\$206.06	1516802FEB	CH ELECTRIC 2/8/24 - 3/8/24
E 600-43250-381		Combined Utilities	\$64.16	1518101FEB	LIFT PUMP 5 ELECTRIC 2/8/24 - 3/8/24
E 600-43250-381		Combined Utilities	\$42.63	1528301FEB	LIFT PUMP 3 ELECTRIC 2/8/24 - 3/8/24
E 600-43250-381		Combined Utilities	\$246.74	1532601FEB	LIFT PUMP 1 ELECTRIC 2/8/24 - 3/8/24
E 270-49010-381		Combined Utilities	\$39.65	33476401FE	PELICAN WOODS CEM WELL ELECTRIC 2/8/24 - 3/8/24
E 600-43250-381		Combined Utilities	\$68.03	33770501FE	LIFT PUMP 6 ELECTRIC 2/8/24 - 3/8/24
E 600-43250-381		Combined Utilities	\$47.66	33929201FE	LIFT PUMP 7 ELECTRIC 2/8/24 - 3/8/24
E 100-42100-381		Combined Utilities	\$573.17	34120201FE	PD Electric Service 2/8/24 - 3/8/24
E 600-43250-381		Combined Utilities	\$32.09	34265401FE	#8 LIFT STATION ELECTRIC 2/8/24 - 3/8/24
E 270-49010-381		Combined Utilities	\$25.89	34454801FE	PELICAN WOODS CEM NORTH ELECTRIC 2/8/24 - 3/8/24
E 100-43000-381		Combined Utilities	\$111.00	34569801FE	8319 N SPRUCE DR ELECTRIC 2/8/24 - 3/8/24
E 600-43250-381		Combined Utilities	\$30.21	34613101FE	LIFT PUMP 9 AIRPORT RD ELECTRIC 2/8/24 - 3/8/24
E 100-43000-381		Combined Utilities	\$12.89	34856901FE	CSAH 11 & BUSCHMAN RD ELECTRIC 2/8/24 - 3/8/24
E 100-43000-381		Combined Utilities	\$25.77	34857001FE	CSAH 11 & RANCHETTE DR ELECTRIC 2/8/24 - 3/8/24
E 100-43000-381		Combined Utilities	\$10.00	35276301FE	BREEZY PT DR FISHING PIER ELECTRIC 2/8/24 - 3/8/24
Total			\$2,799.88		
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139252	04/04/24	CUYUNA REGIONAL MEDICAL CTR			
E 100-42100-300		Professional Svcs (GENE	\$130.00	FEB 2024	PD Marshall Garbe Physical
Total			\$130.00		
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139253	04/04/24	DACOTAH PAPER			
E 100-42100-200		General Operating (Suppli	\$86.06	61910	PW CAN LINERS
E 100-42100-200		General Operating (Suppli	\$92.72	61910	PD MFOLD TOWELS
Total			\$178.78		
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139254	04/04/24	EMERGENCY AUTOMOTIVE			
E 100-42100-590		Capital Outlay	\$126.15	BA03072433	PD Vehicle Equipment - State Aid
Total			\$126.15		
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139255	04/04/24	FLEETPRIDE			
E 100-43000-220		Repair/Maint Supply (GEN	\$159.99	115513004	PW TRUCK CHAINS
Total			\$159.99		
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139256	04/04/24	LAW ENFORCEMENT LABOR SERVICES			
G 100-21710		Other Deductions	\$282.00	APRIL 2024	PD UNION DUES - APRIL 2024
Total			\$282.00		
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139257	04/04/24	M&R SIGN CO., INC.			
E 100-43000-226		Sign Materials	\$587.90	223381	PW SIGN MATERIAL
Total			\$587.90		

CITY OF BREEZY POINT

***Check Detail Register©**

Batch: 040424PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
139258	04/04/24	MARCO TECHNOLOGIES LLC			
E 100-42100-300		Professional Svcs (GENE	\$128.40	525441150	PD COPIER LEASE 3/17/24 - 4/17/24
E 100-41900-400		Equipment	\$207.36	525871448	CH COPIER LEASE 3/22/24 - 4/22/24
E 600-43250-200		General Operating (Suppli	\$51.84	525871448	SEWER COPIER LEASE 3/22/24 - 4/22/24
		Total	\$387.60		
139259	04/04/24	MENARDS- BAXTER			
E 100-43000-240		Small Tools/Minor Equipm	\$39.95	17385	PW SHOVEL & HANDLE
E 100-43000-212		Motor Fuels	\$94.80	17739	PW FUEL
E 100-43000-200		General Operating (Suppli	\$13.92	17739	PW WATER
E 270-49010-222		Landscaping	\$1,110.52	18002	CEMETERY CEDAR FENCING
E 600-43250-200		General Operating (Suppli	\$19.95	18002	SEWER GLOVES
		Total	\$1,279.14		
139260	04/04/24	MN COUNTY ATTORNEYS ASSOC			
E 100-42100-200		General Operating (Suppli	\$44.00	200011432	New Forfeiture Forms
		Total	\$44.00		
139261	04/04/24	PREMIER AUTO REPAIR			
E 100-42100-200		General Operating (Suppli	\$457.50	43019	PD 2005 GMC Sierra #78843 Towing
		Total	\$457.50		
139262	04/04/24	RATWIK ROSZAK & MALONEY PA			
E 100-41610-304		Legal/Prosecution Fees	\$6,449.75	75998	LEGAL SERVICES - FEB 2024
		Total	\$6,449.75		
139263	04/04/24	SADUSKY RENOVATIONS			
E 100-41910-309		Building Inspector	\$166.25	032724	Bldg Official City Council Meetings Attendance thru 2/5/24
E 100-41910-309		Building Inspector	\$4,298.65	MARCH 2024	Bldg Inspection Services - March 2024
		Total	\$4,464.90		
139264	04/04/24	THE OFFICE SHOP			
E 100-41910-200		General Operating (Suppli	\$32.19	1139810-0	Bldg Office Supplies
E 100-41300-200		General Operating (Suppli	\$13.80	1139810-0	Admin Office Supplies
E 100-42100-200		General Operating (Suppli	\$101.13	1139933-0	PD Office Supplies
E 100-42100-200		General Operating (Suppli	\$8.00	1139933-1	PD Office Supplies
		Total	\$155.12		
139265	04/04/24	THURLOW HARDWARE & RENTAL			
E 600-43250-200		General Operating (Suppli	\$20.87	A168816	SEWER FLOW METERS
		Total	\$20.87		
139266	04/04/24	TREMOLO COMMUNICATIONS			
G 100-13200		Due From Other Governm	\$13.00	APRIL 2024	Fire Internet Service - April 2024
		Total	\$13.00		
139267	04/04/24	VERIZON WIRELESS			
E 100-43000-321		Telephone	\$100.10	9958773090	PW CELL PHONES 3/11/24 - 4/10/24
E 600-43250-321		Telephone	\$91.64	9958773090	SEWER CELL PHONES 3/11/24 - 4/10/24
		Total	\$191.74		

CITY OF BREEZY POINT
***Check Detail Register©**
Batch: 040424PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
139268	04/04/24	WIDSETH SMITH NOLTING & ASSOC			
E 401-41900-300		Professional Svcs (GENE	\$30,787.50	229790	CH Remodel & Addition Engineering Services thru 3/8/24
		Total	\$30,787.50		
139269	04/04/24	WSB			
E 401-41900-300		Professional Svcs (GENE	\$1,562.00	R-022038-00	BUSCHMANN RD & RANCHETTE DR RECONSTRUCT ENGINEERING - FEB 2024
		Total	\$1,562.00		
139270	04/04/24	ZIEGLER INC			
E 100-43000-220		Repair/Maint Supply (GEN	\$1,105.01	SI000464340	REPAIR SKIDSTEER CAB HEATER
		Total	\$1,105.01		
		10100	\$54,201.85		

Fund Summary

10100 Primary	
100 GENERAL FUND	\$18,192.59
270 CEMETERY Special Revenue Fund	\$1,886.06
401 Revolving Capital Fund	\$32,349.50
600 SEWER OPERATING FUND	\$1,773.70
	\$54,201.85

CITY OF BREEZY POINT

***Check Detail Register©**

Batch: 041724PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Primary					
139271	04/17/24	API GARAGE DOOR INC			
E 100-42100-401		Maint Buildings	\$1,200.00	Z270645	PD DOOR REPAIR
		Total	\$1,200.00		
139272	04/17/24	Aramark Uniform Services			
E 100-42100-401		Maint Buildings	\$112.19	2530256051	PD MATS
		Total	\$112.19		
139273	04/17/24	AT&T MOBILITY			
E 100-42100-321		Telephone	\$990.79	X04032024M	PD CELL PHONES 2/26/24 - 3/25/24
		Total	\$990.79		
139274	04/17/24	AW RESEARCH LABORATORIES INC			
E 600-43250-326		MPCA Permit/Lab Testing	\$54.50	61835	SEWER TESTING
		Total	\$54.50		
139275	04/17/24	BEST OIL COMPANY			
E 100-43000-212		Motor Fuels	\$744.35	6107	PW DIESEL FUEL
		Total	\$744.35		
139276	04/17/24	BLUE CROSS & BLUE SHIELD OF MN			
G 100-21706		Hospitalization/Medical Ins	\$61.79	24040225883	VISION INS - MAY 2024
		Total	\$61.79		
139277	04/17/24	BREEZY POINT HARDWARE			
E 100-43000-220		Repair/Maint Supply (GEN	\$19.99	32265	PW PRESSURE WASH
E 100-45100-212		Motor Fuels	\$21.28	32289	PARKS FUEL
E 100-43000-240		Small Tools/Minor Equipm	\$47.98	32299	PW STAPLE HAMMER TACKER & STAPLES
E 100-42100-590		Capital Outlay	\$3.99	32318	PD CORNER BRACE
E 100-43000-212		Motor Fuels	\$113.06	32330	PW FUEL
E 100-43000-220		Repair/Maint Supply (GEN	\$69.98	32330	PW TEKSC PH FH 10-24X1 7/16
E 100-45100-210		Operating Supplies (GEN	\$139.99	32339	PARKS EPOXYSHIELD GARAGE
E 100-45100-210		Operating Supplies (GEN	(\$139.99)	32340	PARKS EPOXYSHIELD GARAGE RETURN
E 100-45100-210		Operating Supplies (GEN	\$81.45	32340	PARKS PAINT AND SUPPLIES
E 100-43000-212		Motor Fuels	\$141.63	32341	PW FUEL
E 100-45100-210		Operating Supplies (GEN	\$6.99	32343	PARKS PAINTERS TAPE
E 100-43000-220		Repair/Maint Supply (GEN	\$16.99	32350	PW HARDWARE
E 100-45100-210		Operating Supplies (GEN	\$12.98	32351	PARKS PAINT SUPPLIES
E 100-45100-210		Operating Supplies (GEN	\$50.98	32353	PARKS PAINT
E 100-45100-210		Operating Supplies (GEN	\$71.97	32368	PARKS TOILET REPAIR SUPPLIES
		Total	\$659.27		
139278	04/17/24	CHARTER COMMUNICATIONS			
E 100-41100-100		Compensation (GENERAL	\$0.42	41845040824	INTERNET SERVICE 4/8/24 - 5/7/24
E 100-41300-200		General Operating (Suppli	\$1.40	41845040824	INTERNET SERVICE 4/8/24 - 5/7/24
E 100-41900-381		Combined Utilities	\$54.03	41845040824	INTERNET SERVICE 4/8/24 - 5/7/24
E 100-41910-200		General Operating (Suppli	\$0.42	41845040824	INTERNET SERVICE 4/8/24 - 5/7/24
E 100-42100-308		Software / IT Support	\$56.00	41845040824	INTERNET SERVICE 4/8/24 - 5/7/24
E 100-43000-200		General Operating (Suppli	\$0.71	41845040824	INTERNET SERVICE 4/8/24 - 5/7/24

CITY OF BREEZY POINT

***Check Detail Register©**

Batch: 041724PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 600-43250-200		General Operating (Suppli	\$27.00	41845040824	INTERNET SERVICE 4/8/24 - 5/7/24
		Total	\$139.98		
139279	04/17/24	CHARTER COMMUNICATIONS - PA			
E 100-42100-381		Combined Utilities	\$38.20	17560430104	PD CABLE TV 4/2/24 - 5/1/24
		Total	\$38.20		
139280	04/17/24	CITY OF BREEZY POINT			
E 100-41900-381		Combined Utilities	\$150.00		CH 1ST QTR CH 1ST QTR 2024 SEWER
E 100-42100-381		Combined Utilities	\$150.00		PD 1ST QTR PD 1ST QTR 2024 SEWER
		Total	\$300.00		
139281	04/17/24	COMPENSATION CONSULTANTS LTD			
E 100-41900-313		Benefits Administration	\$55.00	383	FSA/HSA BENEFIT ADMINISTRATIONS - JAN 24
		Total	\$55.00		
139282	04/17/24	CROW WING CO TREASURER			
E 100-41910-302		E911 / Permit Exp	\$75.00	7036	E911 ADRESSING - MARCH 2024
		Total	\$75.00		
139283	04/17/24	CROW WING CO SHERIFF			
E 100-42100-208		Training and Education	\$350.00	6996	INTERVIEW & INTERROGATION TRAINING K. RUSTAD
		Total	\$350.00		
139284	04/17/24	CTC			
E 100-41300-321		Telephone	\$235.32	21362541	TELEPHONE SERVICE 4/12/24 - 5/11/24
E 100-43000-321		Telephone	\$32.09	21362541	TELEPHONE SERVICE 4/12/24 - 5/11/24
E 100-42100-321		Telephone	\$470.65	21362541	TELEPHONE SERVICE 4/12/24 - 5/11/24
		Total	\$738.06		
139285	04/17/24	CULLIGAN			
E 100-42100-381		Combined Utilities	\$32.50		MARCH 2024 PD WATER - MARCH 2024
		Total	\$32.50		
139286	04/17/24	DACOTAH PAPER			
E 100-42100-200		General Operating (Suppli	\$29.69	71863	PD CAN LINERS
		Total	\$29.69		
139287	04/17/24	EMERGENCY AUTOMOTIVE			
E 100-42100-590		Capital Outlay	\$376.67	BA03072433	PD LIGHT STICK (STATE AID)
		Total	\$376.67		
139288	04/17/24	GALLS LLC			
E 100-42100-417		Uniforms	\$173.48	27468802	PD UNIFORM SHIRTS
E 100-42100-417		Uniforms	\$275.35	27468807	PD UNIFORM BELT, HOLSTER, CASE
E 100-42100-417		Uniforms	\$289.29	27517493	PD UNIFORM PANT
		Total	\$738.12		
139289	04/17/24	PETER GANSEN			
E 100-41910-331		Travel Expenses / Mileage	\$82.81		1ST QTR 202 MILEAGE REIMBURSEMENT 1/29/24 - 4/4/24

CITY OF BREEZY POINT

***Check Detail Register©**

Batch: 041724PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$82.81		
139290	04/17/24	GOPHER STATE ONE CALL			
E 600-43250-332		Gopher One Locates	\$12.15	4030247	SEWER LOCATES
Total			\$12.15		
139291	04/17/24	HEARTLAND ANIMAL RESCUE TEAM			
E 100-41900-306		Animal Control	\$333.87	03/2024	ANIMAL IMPOUND FEES - MARCH 2024
E 100-41900-306		Animal Control	\$144.00	33185	CASE #33185 BOARDING FEES
Total			\$477.87		
139292	04/17/24	HERO SCHEDULE LLC			
E 100-42100-308		Software / IT Support	\$324.00	INV-1933	PD HERO SCHEDULE SOFTWARE 4/1/24 - 12/31/24
Total			\$324.00		
139293	04/17/24	LEAGUE OF MINNESOTA CITIES			
E 100-41300-208		Training and Education	\$425.00	404525	2024 LMC CONFERENCE D. CHANSKI
Total			\$425.00		
139294	04/17/24	MENARDS- BAXTER			
E 100-43000-200		General Operating (Suppli	\$57.95	18078	PW DEGREASER & PUMICE HAND
Total			\$57.95		
139295	04/17/24	MID AMERICA METER INC			
E 600-43250-200		General Operating (Suppli	\$761.73	24-5922	SEWER METER MAINTENANCE & SUPPLIES
Total			\$761.73		
139296	04/17/24	NAPA OF CROSSLAKE			
E 100-43000-220		Repair/Maint Supply (GEN	\$70.95	66243733	PW PIPE PLUG, O-RING, FREON
E 100-43000-220		Repair/Maint Supply (GEN	\$25.98	66243741	PW FLARES AND PIPE PLUG RETURN
Total			\$96.93		
139297	04/17/24	NCPERS Group Life Ins			
G 100-21710		Other Deductions	\$80.00	35750005202	PERA ADD'L LIFE INS - MAY 2024
Total			\$80.00		
139298	04/17/24	NORTH CENTRAL BUS & EQUIPMENT INC			
E 100-43000-590		Capital Outlay	\$29,319.50	800320	PW DUMP BODY FOR 2024 FREIGHTLINER
Total			\$29,319.50		
139299	04/17/24	ON SYSTEMS INC			
E 100-42100-308		Software / IT Support	\$112.50	10794	PD AFTER HOURS IT SUPPORT
E 100-41900-308		Software / IT Support	\$613.65	10805	IT SUPPORT - APRIL 2024
E 100-41910-308		Software / IT Support	\$245.46	10805	IT SUPPORT - APRIL 2024
E 100-42100-308		Software / IT Support	\$1,718.22	10805	IT SUPPORT - APRIL 2024
E 100-43000-308		Software / IT Support	\$184.10	10805	IT SUPPORT - APRIL 2024
E 600-43250-308		Software / IT Support	\$306.83	10805	IT SUPPORT - APRIL 2024
Total			\$3,180.76		
139300	04/17/24	PELICAN SQUARE INC			
E 100-43000-212		Motor Fuels	\$81.16	1010363	PW FUEL

CITY OF BREEZY POINT

***Check Detail Register©**

Batch: 041724PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$81.16		
139301	04/17/24	PEQUOT LAKES SANITATION			
E 100-41900-381		Combined Utilities	\$77.72	APRIL 2024	CH GARBAGE SERVICE - APRIL 2024
E 100-41900-324		Recycling	\$40.00	APRIL 2024	RECYCLING SERVICE - APRIL 2024
E 100-42100-381		Combined Utilities	\$51.81	APRIL 2024	PD GARBAGE SERVICE - APRIL 2024
Total			\$169.53		
139302	04/17/24	PREMIER AUTO REPAIR			
E 100-42100-220		Repair/Maint Supply (GEN	\$96.58	43126	PD 2020 FORD EXPLORER OIL CHANGE & TIRE ROTATE
Total			\$96.58		
139303	04/17/24	QUADIANT FINANCE USA, INC.			
G 100-15500		Prepaid Items	\$300.00	MARCH 2024	POSTAGE PURCHASE 3/21/24
Total			\$300.00		
139304	04/17/24	QUADIANT LEASING USA, INC.			
E 100-41900-400		Equipment	\$107.38	Q1277936	POSTAGE MACHINE LEASE 5/3/24 - 8/2/24
E 600-43250-200		General Operating (Suppli	\$26.84	Q1277936	POSTAGE MACHINE LEASE 5/3/24 - 8/2/24
Total			\$134.22		
139305	04/17/24	SPARROW CLEANING SERVICE			
E 100-42100-401		Maint Buildings	\$360.00	3691	PD OFFICE CLEANING - MARCH 2024
E 100-41900-401		Maint Buildings	\$280.00	3692	CH OFFICE CLEANING - MARCH 2024
Total			\$640.00		
139306	04/17/24	TDS TELECOM			
E 100-41900-308		Software / IT Support	\$17.00	APRIL 2024	INTERNET SERVICE 4/13/24 - 5/12/24
E 100-41910-308		Software / IT Support	\$6.80	APRIL 2024	INTERNET SERVICE 4/13/24 - 5/12/24
E 100-42100-308		Software / IT Support	\$47.59	APRIL 2024	INTERNET SERVICE 4/13/24 - 5/12/24
E 100-43000-308		Software / IT Support	\$5.10	APRIL 2024	INTERNET SERVICE 4/13/24 - 5/12/24
E 600-43250-308		Software / IT Support	\$8.50	APRIL 2024	INTERNET SERVICE 4/13/24 - 5/12/24
Total			\$84.99		
139307	04/17/24	THE OFFICE SHOP			
E 100-42100-401		Maint Buildings	\$7,554.00	1140344-0	PD OFFICE WORK STATION & CHAIR
Total			\$7,554.00		
139308	04/17/24	THE POLICE & SHERIFFS PRESS			
E 100-42100-200		General Operating (Suppli	\$140.00	190962	PD ID CARDS
Total			\$140.00		
139309	04/17/24	USA Blue Book			
E 600-43250-200		General Operating (Suppli	\$163.26	INV00312683	SEWER BUFFER PACK & INVERTED PAINT APWA
Total			\$163.26		
139310	04/17/24	XCEL ENERGY			
E 100-41900-381		Combined Utilities	\$277.97	MARCH 2024	CH NATURAL GAS 3/1/24 - 4/1/24
E 100-43000-381		Combined Utilities	\$277.97	MARCH 2024	PW NATURAL GAS 3/1/24 - 4/1/24
E 100-42100-381		Combined Utilities	\$373.05	MARCH 2024	PD NATURAL GAS 3/1/24 - 4/2/24

CITY OF BREEZY POINT

*Check Detail Register©

Batch: 041724PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
			Total	\$928.99	
139311	04/17/24	ZIEGLER INC			
E 100-42100-401		Maint Buildings	\$679.76	SI000460939	PSB REPAIR GENERATOR
			Total	\$679.76	
			10100	\$52,487.30	

Fund Summary

10100 Primary	
100 GENERAL FUND	\$51,126.49
600 SEWER OPERATING FUND	\$1,360.81
	\$52,487.30

TO: Mayor and City Council
FROM: Daniel Eick, Assistant City Administrator
RE: Sale of Surplus Items Owned by City
DATE: April 25, 2024



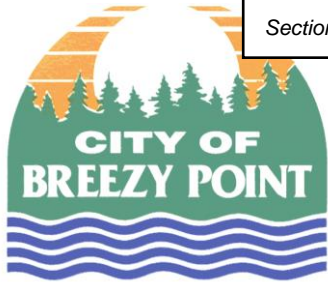
Summary

Over the years the City has collected numerous pieces of audio visual, mechanical, and technical equipment that we no longer utilize. To address this clutter, staff recommend auctioning these items publicly prior to disposing of them outright. A list of the items scheduled for sale is provided below:

1. Retired City Fleet Vehicles
 - a. 1 Vehicle: Ford F-350
 - b. 1 Vehicle: Jeep Grand Cherokee
2. Retired City Computer Equipment
 - a. 3 Microsoft Surface Pro 4 – all cords
 - b. 1 Microsoft Surface Pro 3 – 1 cord, electric pen, & dock
3. Retired Audio-Visual Equipment
 - a. TOA 700 Series amplifier – Model A-706
 - b. SHURE Automatic Microphone Mixer – Model SCM810
 - c. Middle Atlantic Products Power Center – Model PD-915R
 - d. RANE Micrographic Equalizer – Model ME 30B
 - e. SABINE Audio Feedback Exterminator – Model FBX 1200
 - f. SHURE Microphone Mixer – Model SCM268
 - g. Basler Electric Class 2 Transformer – PIN BE116240CAA0023
 - h. 5 SHURE Headset Microphones - Model WH20

Staff Recommendation

Staff recommend the City Council approve the sale of the above listed items.



TO: City of Breezy Point Mayor and City Council
FROM: Deb Runksmeier, Deputy Clerk/Office Manager
DATE: May 6, 2024
RE: Liquor License Approval

The City Council is asked to approve the liquor license for The North Star establishment (at the former Billy's location)

On Sale/Sunday On Sale

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

A motion from Council is requested to approve The North Star liquor license subject to all required compliance and documentation being submitted.

TO: Mayor and City Council
FROM: David Chanski, City Administrator/Clerk
RE: Sourcewell Community Impact Funding
DATE: May 6, 2024



Background

Sourcewell is accepting grant applications through their Community Impact Funding program. This grant provides between \$20,000-\$50,000 in funding to support “existing local government facilities, equipment needs, or providing technology upgrades required for performing the applicant’s government function.”

Sourcewell states “Because of the basic needs of our communities, such as building repairs/remodels, maintenance equipment, and office technology, we will not be accepting applications for projects such as pickleball courts, splashpads, baseball fields, park improvements, etc.” Additionally, lobbying activities, land acquisition, transportation infrastructure construction or maintenance, and public safety projects are not eligible for this funding opportunity.

Proposed Use of Community Impact Funding

Staff is recommending that the City submit an application for \$50,000 through Sourcewell’s Community Impact Funding program to be used to help cover the cost of improvements to the city council chambers/community room as part of the City Hall remodel & expansion project. Staff estimates that, if awarded, this funding will cover much of the cost of new furniture and A/V equipment upgrades in the council chambers/community room.

Supporting Resolution

Applications for Community Impact Funding must be accompanied by a supporting resolution from the governing body. Resolution 11-2024 is such a supporting resolution.

Community Impact Funding Selection Process

Applications for Community Impact Funding are due no later than May 29. Once the deadline passes, applications will be reviewed to ensure that they meet the minimum criteria. Then, applications will be entered in a lottery drawing, and projects will be awarded at random until funding is exhausted. Sourcewell states that award recipients will be notified by June 28.

Council Action

Staff recommends that the City Council adopt Resolution 11-2024, a resolution supporting and authorizing the application for Sourcewell Community Impact Funding.

CITY OF BREEZY POINT
RESOLUTION 11-2024

A RESOLUTION SUPPORTING AND AUTHORIZING THE APPLICATION FOR
SOURCEWELL COMMUNITY IMPACT FUNDING

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 the sponsoring agency submitting a Sourcewell Grant application; and

WHEREAS, funding requests have to show a public purpose; and

WHEREAS, this funding request is for a public purpose and will benefit the local community.

NOW THEREFORE BE IT RESOLVED by the Breezy Point City Council that they fully support the application for Community Impact Funding through Sourcewell for improvements to the Breezy Point City Hall City Council Chambers and Community Room.

Rebecca Ball: ___

Brad Scott: ___

Steve Jensen: ___

Angel Zierden: ___

Michael Moroni: ___

Adopted this 6th Day of May 2024

Mayor Angel Zierden

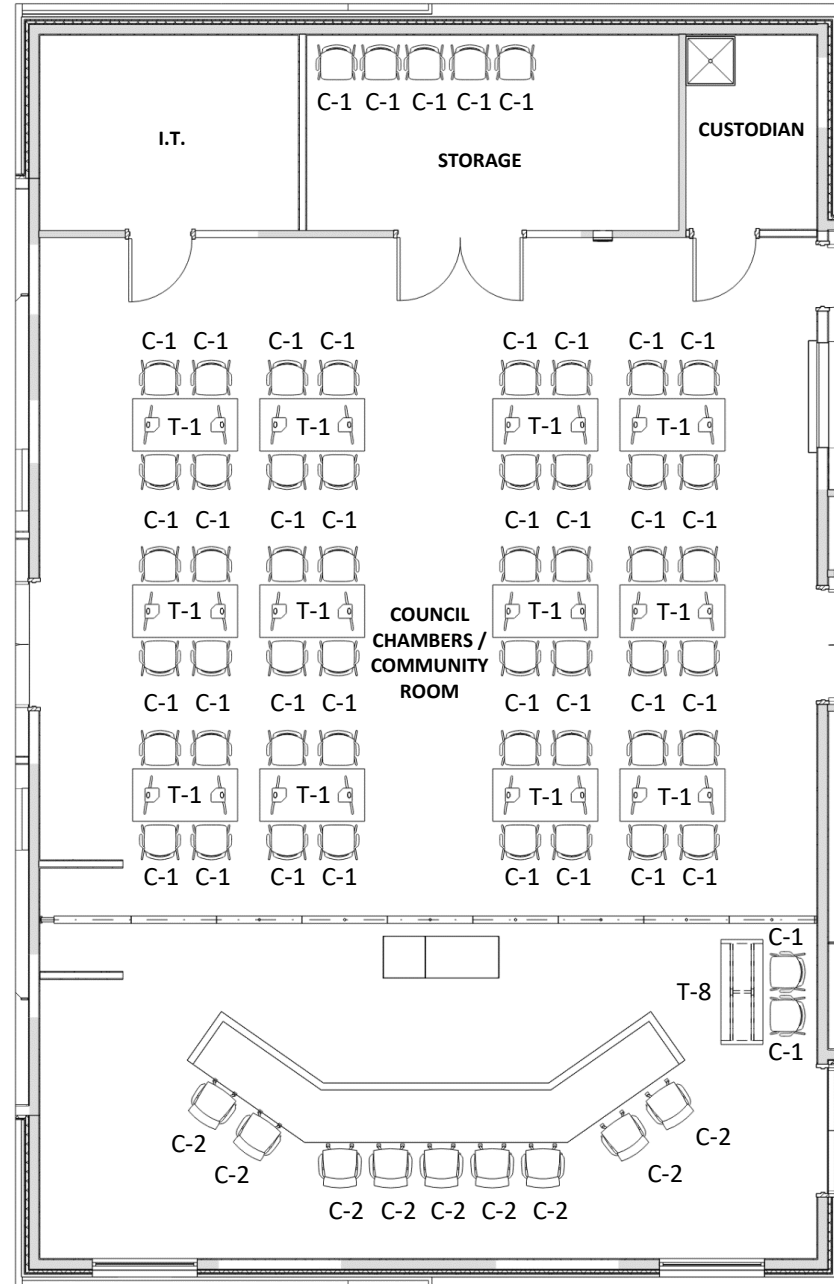
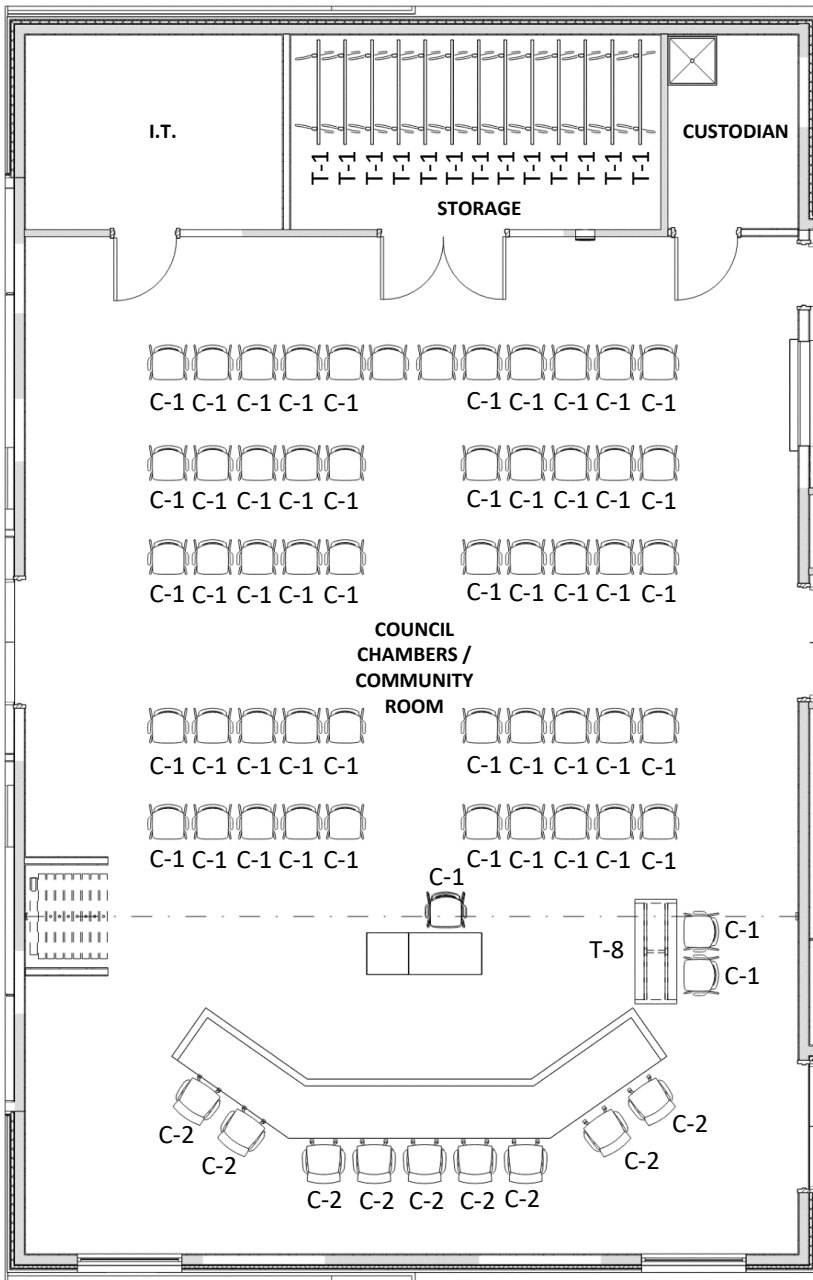
Attest:

David C. Chanski, City Administrator/Clerk

BREEZY POINT CITY HALL

FURNITURE CONFIGURATIONS

Section 8, Item F.



1 CONFIGURATION A – COUNCIL MEETING
NTS

2 CONFIGURATION B – COMMUNITY ROOM
NTS

TO: Mayor and City Council
FROM: David Chanski, City Administrator/Clerk
RE: Cemetery Commission Membership
DATE: May 6, 2024



Background

In April, Lisa Baer notified the City of her resignation from the Cemetery Commission. During the April 17 Cemetery Commission meeting, the Commission discussed their current vacancies as this resignation leaves the Commission at only 4 members.

Cemetery Commission Membership

During the April 17 Cemetery Commission meeting, City Administrator Chanski brought up that § 33.38 of the City Code states that the Cemetery Commission shall have no less than 5 members but no more than 7 members. However, no member of staff or of the Commission could remember a specific number of members being set. It is important that a specific number be set as it affects how many members make up a quorum.

After discussion, the Commission was unanimous in recommending that the City Council set the membership of the Cemetery Commission at 5.

Cemetery Commission Membership Criteria

§ 33.38 of the City Code does not clearly state whether a member of the Cemetery Commission must be a resident of the City of Breezy Point (it does state such for other committees however). During discussion, the commission members shared how difficult it has been to find new members. As a result, the Commission was unanimous in recommending that the City Council limit Cemetery Commission membership to residents of the City of Breezy Point *OR* those with a vested interest in the Pelican Woods Cemetery.

Council Action

Staff recommends that the City Council adopt Resolution 12-2024, a resolution setting the membership of the Cemetery Commission.

CITY OF BREEZY POINT
RESOLUTION 12-2024

A RESOLUTION SETTING THE MEMBERSHIP OF THE CEMETERY COMMISSION

WHEREAS, the City of Breezy Point Cemetery Commission shall have no less than 5 members but no more than 7 members as direction in § 33.38 of the City Code; and

WHEREAS, the number of the members on the Cemetery Commission has never been formally set by the City Council; and

WHEREAS, the number of members on the Cemetery Commission affects the number of members required for a quorum of the Commission; and

WHEREAS, § 33.38 does not clearly state whether a member of the Commission must be a resident of the City of Breezy Point.

WHEREAS, the Cemetery Commission has recommended that the membership of the Cemetery Commission be set at 5; and

WHEREAS, the Cemetery Commission has recommended that the membership of the Cemetery Commission be limited to residents of the City of Breezy Point or those with a vested interest in the Pelican Woods Cemetery.

NOW THEREFORE BE IT RESOLVED by the Breezy Point City Council that the membership of the Cemetery Commission shall be set to 5 and limited to residents of the City of Breezy Point or those with a vested interest in the Pelican Woods Cemetery.

Rebecca Ball: ___

Brad Scott: ___

Steve Jensen: ___

Angel Zierden: ___

Michael Moroni: ___

Adopted this 6th Day of May 2024

Mayor Angel Zierden

Attest:

David Chanski, City Administrator/Clerk

TO: Mayor and City Council
FROM: Joe Zierden, Public Works Supervisor
RE: Turbine Replacement
DATE: April 1, 2024



Background

The sewer plant effluent is pumped by two 50 horse turbines into the wooded spray fields and was installed in approximately 1978. Turbine #2 was replaced in 2023 and it was recommended that turbine #1 be inspected at the end of effluent irrigation season. The inspection revealed that turbine #1 was in poor condition and repairing it was not possible. A quote was obtained for a new turbine/installation from Quality Flow Systems for **\$29,792.00**.

Requested Action:

A motion to purchase a new turbine and installation from Quality Flow Systems for **\$29,792.00** would be appreciated.



800 – 6th Street NW
 New Pr Section 10, Item A.
 Office: (952) 758-9445
 Fax: (952) 758-9661

Quotation			
To:	<u>Breezy Point, MN</u>	Date:	<u>03/28/2024</u>
		From:	<u>Ben Sollin</u>
		Phone:	<u>(612) 803-2701</u>
Attn:	<u>Joe Zierden</u>	Email:	<u>Ben@qfsi.net</u>

Re: Irrigation Pump Station- Vertical Turbine Replacement Pump

Please see quote below per your request.

Irrigation LS: Vertical Turbine Replacement Pump-

This will consist of supplying and installing a new “Simflo” vertical turbine pump to directly replace your existing pump at your irrigation station.

Item	Description	Qty	Ext. Price	
1	“Simflo” OLS-SM10M-5, 6 inch, 5 Stage Vertical Turbine, Bare Pump to Include: <ul style="list-style-type: none"> - 6” J-Type Threaded Column - Standard Strainer Basket - 1-1/4” Line-shaft, 10” Stickup - 6” Discharge Flange - Packing Gland Seal Assembly - Standard Base/Foundation Plate - Re-Use Existing Motor - QFS Delivery & Install 	1	\$29,792.00	<i>Simflo Stock</i>

Total Installed Price: **\$29,792.00** *Plus tax, if any*

Terms:

Quotation is valid for 30 days. Based upon Quality Flow Systems Standard Terms and Conditions of Sale; copy provided upon request.

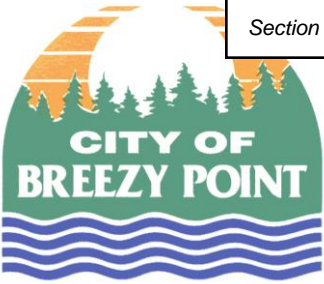
Proposed Delivery Schedule:

Delivery: 4-6 weeks after approval.

Thank you for this opportunity to be of service to you. If you have any questions please don’t hesitate to call. 612-803-2701

Sincerely,

Ben Sollin
 Ben Sollin



TO: Mayor and Council

FROM: Police Chief Brian Sandell

DATE: April 22, 2024

MEETING DATE: May 6, 2024

Agenda Item: Public Safety Furnace

Background: One of our old furnaces in the Public Safety Building failed and was replaced last year. The furnaces are 19 years old and at the end of their life expectancy.

The current cost of a furnace and installation as quoted by Thelen Heating is \$11,825.00.

Administrator Chanski has budgeted funds for building maintenance and funds are available.

Requested Action: The Public Safety Building has three furnaces and I recommend replacement of another this year followed by the replacement of the final furnace next year.

THELEN HEATING AND ROOFING, INC.

1717 13TH STREET SE
BRainerd MN 56401

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

Date = 4-12-2024

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

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

Office Area

Remove and dispose of existing furnace and AC system.

Install Lennox high efficiency furnace and AC system.

- 1.) ML296UH110XV60C, Lennox 96% AFUE, 2 stage furnace with ECM motor
- 2.) 3" PVC venting to existing
- 3.) 3/4" PVC condensate piping to existing drain
- 4.) Duct transitions
- 5.) ML14XC1-060, Lennox 5 ton AC condenser
- 6.) CHX35-51/61C, cased horizontal coil
- 7.) Flush existing line-set
- 8.) 30' of 1 1/8" x 1/2" , refrigeration pipe insulation

\$ 11,500.00

Add for installing:

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

Note, when installing above HVAC equipment:

- 1.) Excel Energy offers a \$ 300.00 rebate.
- 2.) Thelen Heating will submit rebate forms for owner.

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

Authorized Signature _____

John Thelen Jr

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

YOU ARE NOTIFIED THAT:

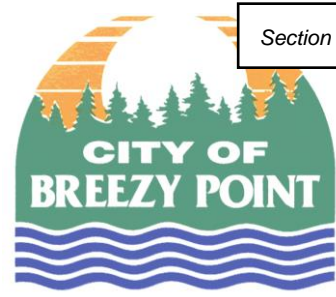
Persons or companies furnishing labor or materials for the improvement of real property may enforce a lien upon the improved land if they are not paid for their contributions, even if the parties have no direct contractual relationship with the owner: Minnesota law permits the owner to withhold from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

ACCEPTANCE OF PROPOSAL

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

Date Accepted: _____

Signature: _____



TO: Mayor and Council

FROM: Police Chief Brian Sandell

DATE: April 23, 2024

MEETING DATE: May 6, 2024

Agenda Item: Rifle and Optics Purchase

Background: We have four different brands of rifles with the oldest being 18 years old. Our optics are a similar age with two different brands. Two of our rifles have also had recent mechanical issues.

I obtained a quote from Kiesler Police Supply for eight new rifles for a total cost of \$9,228.80.

Kiesler will also accept our old riffles on trade for a total trade value of \$1,677.50.

I obtained a quote from Stohman Enterprises for eight red dot optics with magnifiers and mounts. The total cost of the optics is \$10,831.88. The magnifiers will give us better accuracy at distance along with better threat identification.

I recommend using the 2023 MN Public Safety Aid for this purchase.

Requested Action: Approve the purchase of eight FN15 rifles for a total cost of \$7,551.30.

Approve the purchase of eight Aimpoint red dots, magnifiers, and mounts for a total cost of \$10,831.88.



Sales Quote

KIESLER POLICE SUPPLY
 2802 SABLE MILL RD
 JEFFERSONVILLE, IN 47130

Bill-to Customer
 BREEZY POINT POLICE DEPARTMENT
 8361 CO ROAD 11
 BREEZY POINT, MN 56472

Ship-to Address:
 BREEZY POINT POLICE DEPARTMENT
 JAY LORCH / PH: 218-562-4488
 8361 CO ROAD 11
 BREEZY POINT, MN 56472

Your Reference
 Bill-to Customer No. L74819
 Tax Registration No.
 No. Q141974
 Document Date May 23, 2023
 Due Date June 22, 2023
 Payment Terms
 Payment Method
 Tax Identification Type Legal Entity
 Shipment Method
 Jay Lorch <jay@cityofbreezypointmn.us>

Salesperson TERESA
 Email
 Home Page
 Phone No.

No.	Description	Quantity	Unit of Measure	Unit Price Excl. Tax	Line Amount Excl. Tax
KIESLER NOTE	AGENCY PRICE QUOTE (2) RIFLE TRADE CREDITS TO BE APPLIED TO THIS ORDER: QUOTES Q141857 AND Q141991 TOTAL CREDIT VALUE = \$815.00	1	EACH	0.00	0.00
FN36-100624	FN15 SRP G2 SBR W/ BUIS, 10.5" BBL, 5.56MM, SEMI-AUTO, 6-POS BUTTSTOCK, MIL-SPEC GRIP, 9.5" FREE FLOAT HANDGUARD, MID-LENGTH DIRECT IMPINGEMENT GAS SYSTEM, LOW PROF. FOLDING FRONT/REAR IRON SIGHTS, BLK MMEEM - DS.	8	EACH	1,138.60	9,108.80
SHIPPING	SHIPPING	1	EACH	120.00	120.00
FORMAT TERESA	QUOTED BY TERESA MCKINNIE KIESLER POLICE SUPPLY 2802 SABLE MILL ROAD JEFFERSONVILLE, IN 47130 THIS QUOTE IS VALID FOR 30 DAYS TMCKINNIE@KIESLER.COM	1	EACH	0.00	0.00
KIESLER SIGNATURE	SIGN/DATE TO APPROVE PURCHASE	1	EACH	0.00	0.00
	X _____ SIGNATURE REQUIRED				
	X _____ DATE				
	X _____ PHONE# FOR FED X QUESTIONS				



Amount Subject to Sales Tax	0.00	Subtotal	9,228.80
Amount Exempt from Sales Tax	0.00	Total Tax	0.00
		Total \$ Incl. Tax	0.00
		Tax Amount	0.00

KIESLER POLICE SUPPLY FFL# 4-35-019-11-4M-08220

RETURNED GOODS POLICY

No returned goods will be accepted without prior consent. Any packages returned without properly displaying a return authorization number will be refused. Returns subject to up to 25% restocking fee

DEFECTIVE MERCHANDISE POLICY

We are not a warranty/repair station for any manufacturer. Returns of defective merchandise must be made directly to the manufacturer for repair or replacement.

DAMAGED GOODS POLICY

Claims of shortages or damaged shipments must be made immediately upon receipt of shipment.



Sales Quote

KIESLER POLICE SUPPLY
 2802 SABLE MILL RD
 JEFFERSONVILLE, IN 47130

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 8361 CO ROAD 11
 BREEZY POINT, MN 56472

Ship-to Address
 BREEZY POINT POLICE DEPARTMENT
 JAY LORCH / PH: 218-562-4488
 8361 CO ROAD 11
 BREEZY POINT, MN 56472

Your Reference
 Bill-to Customer No. L74819
 Tax Registration No.
 No. Q141991
 Document Date May 23, 2023
 Due Date June 22, 2023
 Payment Terms
 Payment Method
 Tax Identification Type Legal Entity
 Shipment Method
 Jay Lorch <jay@cityofbreezypointmn.us>

Salesperson TERESA
 Email
 Home Page
 Phone No.

No.	Description	Quantity	Unit of Measure	Unit Price Excl. Tax	Line Amount Excl. Tax
TRADE IN ALLOWANCE	(1) DPMS AR15 .223 SEMI-AUTO RIFLE 16" BBL WITH SIGHTS, NO MAGS, NO LIGHT = \$225.00	1	EACH	-225.00	-225.00
TRADE IN ALLOWANCE	(1) RUGER AR15 .223 SEMI-AUTO RIFLE 16" BBL WITH SIGHTS, NO MAGS, NO LIGHT = \$350.00	1	EACH	-350.00	-350.00
TRADE IN ALLOWANCE	(1) S&W M&P15 .223 SEMI-AUTO RIFLE 16" BBL WITH SIGHTS AND BUSHNELL 1-4X ILLUM RET SCOPE, NO MAGS = \$300.00	1	EACH	-300.00	-300.00
SHIPPING	SHIPPING FEE FOR TRADE IN RIFLES. DEPT. IS RESPONSIBLE FOR BOXING.	1	EACH	60.00	60.00
FORMAT BAILEY CHISM	QUOTED BY BAILEY CHISM KIESLER POLICE SUPPLY 2802 SABLE MILL ROAD JEFFERSONVILLE, IN 47130 THIS QUOTE IS VALID FOR 30 DAYS. BCHISM@KIESLER.COM	1	EACH	0.00	0.00
KIESLER SIGNATURE	SIGN/DATE TO APPROVE PURCHASE X _____	1	EACH	0.00	0.00



No.	Description	Quantity	Unit of Measure	Unit Price Excl. Tax	Line Amount Excl. Tax
	SIGNATURE REQUIRED				
	X _____ DATE				
	X _____ PHONE# FOR FED X QUESTIONS				
	Amount Subject to Sales Tax			0.00	
	Amount Exempt from Sales Tax			0.00	
				Subtotal	-815.00
				Total Tax	0.00
				Total \$ Incl. Tax	0.00
				Tax Amount	0.00

KIESLER POLICE SUPPLY FFL# 4-35-019-11-4M-08220

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Ship-to Address
 BREEZY POINT POLICE DEPARTMENT
 JAY LORCH / PH: 218-562-4488
 8361 CO ROAD 11
 BREEZY POINT, MN 56472

Your Reference
 Bill-to Customer No. L74819
 Tax Registration No.

 No. Q141857
 Document Date April 15, 2024
 Due Date May 15, 2024
 Payment Terms
 Payment Method
 Tax Identification Type Legal Entity
 Shipment Method
 Jay Lorch <jay@cityofbreezypointmn.us>

Salesperson BAILEY CHISM
 Email
 Home Page
 Phone No.

No.	Description	Quantity	Unit of Measure	Unit Price Excl. Tax	Line Amount Excl. Tax
KIESLER NOTE	AGENCY CLASS III RIFLE TRADE QUOTE KIESLERS2023-13-BREEZYPOINT-MN	1	EACH	0.00	0.00
TRADE IN ALLOWANCE	(2) DPMS M160 .223 MACHINE GUN 11.5" BBL WITH SIGHTS, NO MAGS = \$150.00 EACH SN: M003020 SN: M002787 L E E E E (K E E E)	2	EACH	-150.00	-300.00
TRADE IN ALLOWANCE	(1) OLYMPIC ARMS ZX16A1 .223 MACHINE GUN 10.5BBL, FIXED SIGHTS, NO MAGS = \$112.50 SN: P0575A C K E E E (A H K E)	1	EACH	-112.50	-112.50
TRADE IN ALLOWANCE	(2) LMT DEFENDER .223 10.5" SBR WITH SIGHTS NO MAGS = \$225.00 EACH SN: LMT35347 SN: LMT35314 A E E E E (H K E E)	2	EACH	-225.00	-450.00
SHIPPING	AGENCY IS RESPONSIBLE FOR SHIPPING	1	EACH	0.00	0.00
FORMAT BAILEY CHISM	QUOTED BY BAILEY CHISM KIESLER POLICE SUPPLY 2802 SABLE MILL ROAD JEFFERSONVILLE, IN 47130 THIS QUOTE IS VALID FOR 30 DAYS:	1	EACH	0.00	0.00



No.	Description	Quantity	Unit of Measure	Unit Price Excl. Tax	Line Amount Excl. Tax
	BCHISM@KIESLER.COM				
KIESLER SIGNATURE	SIGN/DATE TO APPROVE PURCHASE		1 EACH	0.00	0.00
	X _____ SIGNATURE REQUIRED				
	X _____ DATE				
	X _____ PHONE# FOR FED X QUESTIONS				
Amount Subject to Sales Tax				0.00	
Amount Exempt from Sales Tax				0.00	
				Subtotal	862.50
				Total Tax	0.00
				Total \$ Incl. Tax	0.00
				Tax Amount	0.00

KIESLER POLICE SUPPLY FFL# 4-35-019-11-4M-08220

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TO: Mayor and City Council
FROM: David Chanski, City Administrator/Clerk
RE: LMCIT Collaboration Services Proposal
DATE: May 6, 2024



Background

Mayor Zierden asked City Administrator Chanski to inquire about parliamentary procedure training for the City Council and City committees and commissions. City Administrator Chanski reached out to the League of Minnesota Cities who put him in contact with Ms. Aimee Gourley who is the Collaboration Services Manager with the League of Minnesota Cities Insurance Trust (LMCIT).

After a brief discussion of the request, Administrator Chanski forwarded Ms. Gourley's contact information to Mayor Zierden. Mayor Zierden met with Ms. Gourley and then requested that Administrator Chanski place an item on the May 6 agenda for Council discussion. Please see the attached email for further information.

David Chanski

From: Gourlay, Aimee <AGourlay@lmc.org>
Sent: Wednesday, April 24, 2024 2:59 PM
To: Angel Zierden; David Chanski
Subject: Follow Up

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor Zierden and cc Mr. Chanski,

It was a pleasure to meet with you on Monday. This email is to follow up on our conversation. The City Council, and possibly a commission or commissions, may be interested participating in a facilitated workshop to about how the Council (and commissions) as at team would like meetings to run.

I would be happy to facilitate the meeting as a part of LMCIT’s Collaboration Services for member cities. The next step would be for the council/commissions to agree to participate in the workshop. If you decide to move forward, I would ask to speak with the mayor and one other council member, ideally with a different perspective from the mayor’s, to inform the agenda. In addition, I would check in with administrative staff. I may also ask for direct feedback from all members about what they think is working/not working about meetings currently.

I know that you originally were looking for parliamentary procedure training. For context, some councils want to use formal parliamentary procedure, such as those in Robert’s Rules of Order. Others find that format too formal. Robert’s Rules “Lite” is another option. “Lite” means that the rules regarding motions made, seconded, discussion, voting, etc. are followed, but the various other parliamentary motions and procedures are not followed. I understand that you may also want to talk about how the council handles public input. The LMC Mayor’s Handbook ([Link to Mayor's Handbook](#)) discusses the different approaches in chapter 1, pages 15 – 22.

The most important considerations for recommending a workshop are that the rules fit for your community and all members are comfortable coming to meetings and participating in the process. My role would not be to tell you what to do, rather to help facilitate your discussion about what you want and why, and to help you reach consensus about how you want meetings to run, including the mayor’s role. This will increase the likelihood of meeting participants having clarity, supporting and co-owning the meeting process.

If commissions are interested, I will want to chat with David and you about the best process. I am thinking about whether the council and commission meetings would/could be during the same workshop. The two groups don’t always operate in the same way. My other question would be whether the council members need to have discussion among themselves to build understanding and reduce mistrust, and adding commission takes away from that dynamic. Another option would be for the chairs of committees to attend so they understand what the council decides and can bring it back to commissions. If we decide they are separate meetings, I am happy to participate in more than one meeting.

Please feel free to contact me, or refer others to me, if you have questions.

My Best, Aimee

Aimee Gourlay JD | LMCIT Collaboration Services Manager
Phone: (651) 215-4147 | Mobile: (612) 237-6505
agourlay@lmc.org

League of Minnesota Cities | 145 University Ave. West | St. Paul, MN 55103
www.lmc.org | [Facebook](#) | [Twitter](#) | [Podcast](#)

COLLABORATION SERVICES



For more information, contact:

Aimee Gourlay

LMCIT Collaboration Services
Manager

(651) 215-4147

agourlay@lmc.org



LEAGUE of
MINNESOTA
CITIES

Work collaboratively to address contentious issues as a team.

Collaboration services can help you work together, understand roles, listen to each other and prevent conflict from escalating.

Strong opinions can lead to lively discussions and promote the exchange of new ideas and creative solutions. But when those discussions lead to conflict, where can your city turn for help?

Receive guidance from a qualified neutral mediator and experienced facilitator who will meet with your city to provide personalized workshops and facilitated discussions as a part of LMCIT's Collaboration Services.

Three Signs LMCIT Collaboration Services Can Help:

- You have concerns about communication and need to build trust. Work with Collaboration Services to learn how to engage respectfully, improve communication, and clarify roles and responsibilities.
- You need to resolve issues or manage conflict. Collaboration Services will help you understand all perspectives, needs, and interests, and help you work together to bridge differences.
- You want to prevent conflicts from forming. Collaboration Services can strengthen your structures by clarifying policies and jointly developing procedures.

Collaboration Services Includes:

- Tailored Workshops
- Conflict Assessment & Recommendations
- Facilitations
- Mediations
- Coaching & Mentoring

Collaboration Services DOES NOT include:

- Deciding who is "right" or "wrong." We work with you to find solutions that incorporate many perspectives.
- Telling a governing body what to do. We believe participants know themselves best and come up with the best solutions.
- Working without clear authorization. Collaboration works when people agree they want to participate.

For more information visit lmc.org/collaboration

LMCIT is a self-insured membership cooperative that was formed by Minnesota's cities, with the assistance of the League of Minnesota Cities. In addition to providing workers' compensation and property/casualty coverage, LMCIT provides a comprehensive loss control program to reduce the risk of employee injuries and the volume of costly claims.

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TO: Mayor and City Council
FROM: Joe Zierden, Public Works Supervisor
RE: Damage Assessment
DATE: May 6, 2024



Background:

The Shoreview Lane damage assessment was completed Widseth on 4/19/2024. It is a straight forward plan to repair the damage and mitigate the impacts of ice damage in the future. Once repaired the 3 to 1 slope may prove an attractive lake access point to vehicles and could possibly cause issues to the vehicles or rip-rap, the guard rail is an option to preclude the potential for these issues.

Requested Action:

A motion to approve Widseth’s damage assessment and determine if alternate A option should be included would be appreciated.

April 19, 2024

City of Breezy Point
Attn: Joe Zierden, Public Works Supervisor
8319 County Road 11
Breezy Point, MN 56472

Brainerd/Baxter
7804 Industrial Park Road
Baxter MN 56425

218.829.5117
Baxter@Widseth.com
Widseth.com

Re: Shoreview Lane Damage Assessment
Project No. 2024-10650

Dear City of Breezy Point:

A damage assessment was conducted on Shoreview Lane to identify the location and extent of damages caused by ice to the roadway. A utility meeting was held onsite to help identify existing utilities and potential conflicts in the project area. Our findings, along with recommended action and an estimate of probable cost are included in this document.



Figure 1: Project Area



Existing Conditions

The east side of Shoreview Lane has received ice damage extending approximately 660' down the centerline of the roadway. Ice has heaved the foreslope and shoulder upwards and into the roadway in certain locations. Some stretches of the roadway have received damage to the bituminous pavement, and there are signs of ice damage to the pavement from previous years. The east side of the roadway does not currently have a foreslope extending into Pelican Lake. Because of this, ice that is blown into the shoreline can push the in-place material vertically, causing damage to the road.

Existing utilities on Shoreview Lane include natural gas (Xcel Energy) running along the west side of the road, power (Crow Wing Co-op) and City sanitary sewer in the roadway, and fiber optic (TDS) along the east side. The fiber optic duct has been exposed in some locations, but there is no apparent evidence of damage to other utilities at this time.



Figure 2: Shoreview Lane Existing Conditions - South Facing



Figure 3: Exposed Utility



Figure 4: Shoreview Lane Damage – North Facing

Funding Investigation

Our funding team has investigated any potential funding sources and was unable to find any promising options for this situation. There are some grant options, but they can be very competitive. This instance would likely not compete with other projects. The other option would be to contact Sourcewell for local government funding. Amy Piekarski (218-821-0813, Amy.Piekarski@sourcewell-mn.gov) at Sourcewell would be the primary contact for this funding type. Widseth can also provide funding assistance as an additional service, if the City would like assistance with funding.

Recommendations

The recommended action for Shoreview Lane is to install a riprap foreslope. While this will not prevent ice from moving towards or onto the road, it will minimize future ice damage to the shoulder and roadway.

In order to complete these restorations, we recommend a topographic survey be conducted and a plan set be drafted to be submitted to the Department of Natural Resources for public waters work permit review. A permit must be obtained by the DNR if more than 200' of shoreline requires reconstruction, or if additional excavation or replacement fill materials are to occur on site. The enclosed **Exhibit A** includes a statement of probable cost for the road restoration. Widseth can provide these services, along with assisting the City with obtaining a permit from the DNR.

Proposed construction activities include blading material off the shoulder of the road. Coordination has begun with TDS regarding their exposed utility. TDS is aware of the issue and is working to come up with a plan. The shoulder of the road would then be shaped to a 3' width and taper into the lake. Riprap would be placed off the shoulder at a 3:1 slope on top of a geotextile fabric. Floating silt curtain would be installed around the project area as an erosion control BMP (Best Management Practice).

We understand the City has a concern with the public accessing the lake from this causeway and an optional guardrail barrier cost has been requested. This feature is not required due to a public safety concern or due to the ice heaving issue, it has been requested for city information as part of this assessment and potential incorporation with the ice repair efforts should the City wish to include it. Guardrail would be installed on the East side of the roadway to prevent lake access off the road. An item to consider would be additional maintenance associated with guardrail. Guardrail installation could create additional cost to the City for repairs if ice were to damage the guardrail in the future. Exhibit A summarizes the guardrail cost difference is summarized in the cost estimate enclosed as **Exhibit A**. The type of guardrail used in the estimate is a wooden post 3-cable guardrail.

Damaged pavement would be removed and repaved, and any green areas impacted by construction activities would be seeded after construction is complete. These improvements are summarized in the cost estimate enclosed here within as **Exhibit A**.

Widseth could put plans together in 45 days from receipt of a signed proposal. DNR permit review times may vary, but if their review is completed sometime in June or July, we anticipate there would be sufficient time for bidding and construction to take place this summer and fall before formation of lake ice.

City of Breezy Point
Attn: Joe Zierden, Public Works Supervisor
Page 4

Section 11, Item A.

Sincerely,
Widseth Smith Nolting and Associates Inc.



David S. Reese, PE, VP



Nick Peterson, EIT

Enclosure

PROJECT NAME: Shoreview Lane Damage Assessment
 WIDSETH PROJECT NO. 2024-10650
 DATE: APRIL 19TH, 2024

ESTIMATE OF PROBABLE COST							
ITEM NO.	NOTES	SPEC. NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	COST
1		2021.501	MOBILIZATION	LUMP SUM	\$8,000.00	1	\$8,000.00
2	1	2102.505	CLEARING	LS	\$2,000.00	1.00	\$2,000.00
3		2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$4.00	660	\$2,640.00
4		2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$6.50	220	\$1,430.00
5	2	2105.607	EXCAVATION SPECIAL	ROAD STA.	\$1,500.00	6.60	\$9,900.00
6	3	2108.504	GEOTEXTILE FABRIC TYPE 4	SQ YD	\$3.50	880	\$3,080.00
7		2123.510	COMMON LABORERS	HOUR	\$93.00	4	\$372.00
8		2123.510	SKID LOADER	HOUR	\$135.00	4	\$540.00
9		2123.510	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	\$150.00	4	\$600.00
10	4	2211.507	AGGREGATE BASE CLASS 5 (CV)	CU YD	\$60.00	37	\$2,200.00
11	5	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	\$180.00	34	\$6,072.00
12	6	2511.507	RANDOM RIPRAP CLASS IV	CU YD	\$100.00	562	\$56,222.22
14	7	2565.501	TRAFFIC CONTROL	LUMP SUM	\$2,000.00	1	\$2,000.00
15		2573.503	FLOTATION SILT CURTAIN TYPE STILL WATER	LIN FT	\$14.00	700	\$9,800.00
16	8	2574.507	SCREENED TOPSOIL BORROW (CV)	CU YD	\$60.00	18.5	\$1,111.11
17	8	2575.505	SEED MIXTURE 22-111 (TEMPORARY)	POUND	\$50.00	1.05	\$52.51
18	8	2575.508	SEED MIXTURE 25-151	POUND	\$20.00	6.9	\$137.74
19	8	2575.508	HYDRAULIC REINFORCED FIBER MATRIX	POUND	\$8.00	134.3	\$1,074.38
ALTERNATE A							
13		2554.603	INSTALL 3-CABLE GUARDRAIL	LIN FT	\$65.00	660	\$42,900.00

ESTIMATED CONSTRUCTION COST:	\$107,231.97
CONTINGENCIES (15%):	\$16,084.80
DESIGN	\$16,000.00
CONSTRUCTION SERVICES	\$15,000.00
TOTAL PROJECT COST	\$154,316.76

ESTIMATED CONSTRUCTION COST INCLUDING ALTERNATE A:	\$150,131.97
CONTINGENCIES (15%):	\$22,519.80
DESIGN	\$19,500.00
CONSTRUCTION SERVICES	\$15,000.00
TOTAL PROJECT COST	\$207,151.76

NOTES:

1	ITEM DENOTES CLEARING OF TREES THAT ARE TOO LARGE TO BE REMOVED WITH EXCAVATION SPECIAL LINE ITEM
2	ITEM DENOTES REMOVAL OF ANY ITEMS THAT MAY EXIST FROM THE ICE DAMAGE TO SHOREVIEW LANE. THIS MAY INCLUDE SEDIMENT, ROCK, DEBRIS, OR TREES/SHRUBS.
3	ITEM DENOTES GEOTEXTILE FABRIC TO BE PLACED BENEATH RIPRAP. SEE PLANS FOR ADDITIONAL INFORMATION.
4	PLACE AGGREGATE MATERIAL AT A WIDTH OF 3' FROM EDGE OF BITUMINOUS AND 6" DEPTH TO CREATE SHOULDER
5	PAVEMENT SECTION IS 2" THICK, ITEM INCLUDES RESTORING AGGREGATE BASE TO ORIGINAL THICKNESS AND COMPACTION WHERE ICE DAMAGE HAS ALTERED THE PAVEMENT BASE.
6	RIPRAP TO BE PLACED AT 3:1 SLOPE FROM SHOULDER OF ROAD INTO PELICAN LAKE. SEE PLAN FOR DETAILS.
7	FURNISH, INSTALL, AND MAINTAIN TEMPORARY BY PASS LANE CLOSURE. USE LAYOUT 14 FROM MINNESOTA TEMPORARY TRAFFIC CONTROL FIELD MANUAL OR OTHER ENGINEER APPROVED TRAFFIC CONTROL.
8	ITEM IS FOR ANY AREA OF DISTURBED SOIL FROM CONSTRUCTION ACTIVITIES.

TO: Mayor and City Council
FROM: David Chanski, City Administrator/Clerk
RE: Streets CIP Request for Proposals
DATE: May 6, 2024



Background

Staff presented a draft request for proposals (RFP) for the development of a streets capital improvement plan (CIP) at the March City Council meeting. At that time, the Council tabled discussion of the RFP for further discussion at a workshop. The discussion was then placed on the April 24 workshop agenda by the City Council at the April 1 council meeting.

During the April 24 workshop, the Council considered a revised RFP document and, ultimately, had consensus to place the document, with the sole change that gravel streets be separated from paved streets as an add-on service, on the May 6 council meeting agenda for approval.

If approved by the City Council on May 6, staff will issue the RFP immediately on May 7. Responses will be due June 7, and the City Council will consider proposals at the July 1 City Council meeting.

Ad Hoc Streets CIP Committee

During the discussion on April 24, the City Council expressed some interest in the development of a streets committee comprised of residents similar to that of the City of Lake Shore. As a result of that discussion, City Administrator Chanski has drafted a resolution (attached) that would create an Ad Hoc committee for the purpose of advising the City Council on the development and implementation of the streets capital plan.

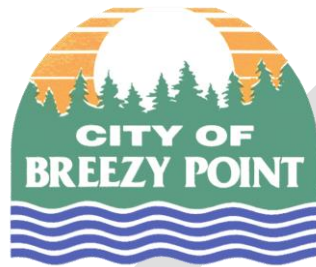
Administrator Chanski is recommending that the committee start as an Ad Hoc committee instead of a standing committee because he has often seen cities create standing committees for a singular project only to have the committee then flounder once that project is complete because they've received no further direction or purpose. Once the streets CIP is complete, the Council can then decide whether to keep it around and in what capacity.

If approved by the City Council on May 6, staff will begin advertisement for committee applications with the intent of applications being reviewed by the City Council on June 3. This way, the committee membership will be set prior to an engineer being selected and the project officially commencing.

Council Action

1. Staff is requesting authorization from the City Council to issue the attached Streets CIP RFP.
2. Staff recommends that the City Council approve the attached resolution, creating an Ad Hoc Streets Committee for the purpose of advising the City Council on the development and implementation of a streets capital plan.

THE CITY OF BREEZY POINT, MN



REQUEST FOR PROPOSALS (RFP)
FOR
STREETS CAPITAL IMPROVEMENT PLAN

DRAFT

CONTENTS:

1. ORGANIZATIONAL INFORMATION
2. SCOPE OF SERVICES AND DELIVERABLES
3. PROJECT DESCRIPTION
4. SCHEDULE
5. COMPENSATION FOR SERVICES
6. GENERAL REQUIREMENTS FOR PROPOSALS
7. PRE-CONTRACT COSTS
8. EVALUATION CRITERIA

DRAFT

ORGANIZATIONAL INFORMATION

The City of Breezy Point is a statutory city under Minnesota State Statute and is located in the heart of lakes country in Crow Wing County, Minnesota. The City received a 2022 population estimate of 2,780 residents from the Minnesota State Demographer's Office, has seen 184% growth since 2000, and continues to be one of the fastest growing communities in Crow Wing County year over year.

The City is a bedroom community whose primary industry is tourism. According to the Crow Wing County Assessor's Office, 56.3% of the properties in the City are classified as residential, 40.1% as seasonal, 3.2% as commercial, and 0.4% as agricultural.

The City has a total of 40.6 miles of paved roads, 15.25 miles of gravel roads, and 6.4 miles of unimproved/minimum maintenance roads. The City does not currently have a formal plan for the maintenance, replacement, and improvement of its streets.

The Breezy Point Public Works Department is comprised of a Public Works Supervisor, Assistant Public Works Supervisor, and 3 Public Works Workers. The City budgets for blacktop repair, aggregate materials, and dust coating each year. In 2024, the City budgeted a total of \$85,000 for these operations. The City has also been placing over \$300,000 in its Capital Fund each year over the last few years for future road improvements.

SCOPE OF SERVICES AND DELIVERABLES

The City of Breezy Point is soliciting proposals from qualified engineering firms for the completion of a detailed 5-year and summary 10-year comprehensive Capital Improvement Plan (CIP) and related street, streetlights, sidewalk and trails, sanitary sewer, water, stormwater, and signage inventory report.

The purpose of this detailed 5-year CIP and summary 10-year CIP (beyond the five-year horizon of the detailed CIP plan) is to enable the City of Breezy Point to:

- Budget for capital improvements.
- Solicit grants to pay for capital improvements.
- Create greater transparency in the budgeting process.
- Enable both City policy makers and appointed officials to effectively plan.

The firm that is awarded the contract, will be asked to also create as part of the CIP, an inventory and map of the City's existing streets, streetlights, sidewalks, water mains, sanitary sewer, force mains and storm sewer mains. The deliverable CIP document shall be written in a manner that can be incorporated into the City's budget document; and which can be updated and maintained by City staff. Acceptable software applications include excel spreadsheet and word processing applications compatible with MS Office subject to City approval. Alternate software applications may be submitted subject to City approval.

The detailed 5-year and summary 10-year CIP, and related street, streetlight, sidewalk, and trail inventory report is to assist the City with:

- An inventory and map of all City owned streets, streetlights, sidewalks, and trails that need to be constructed or replaced.
- A ranking to indicate the priority needs for replacement of each section of paved street, streetlights, sidewalk, and trail over a 10-year period (along with a 5-year plan to replace all non-compliant City owned street signs).
- Within the detailed five-year CIP plan, develop a CIP project page for each individual project listed with information including, but not limited to: project descriptions, cost estimates, project schedule and funding sources to construct or repair each section of street, streetlight, sidewalk, and trail.
- A presentation and overview of the detailed 5-year and summary 10-year CIP to the City Ways and Means Committee, and/or City Council.

The City is also requesting separate line-item costs for the following items.

- A ranking to indicate the priority needs for the improvement of existing gravel streets and recommendations for how such improvements should be incorporated into the detailed five-year CIP and summary 10-year CIP.
- Conducting a street sign inventory and 5-year replacement schedule.
- Creating a storm water main, sanitary sewer, force main, and manhole inventory, map, and CIP.
- Providing a plan, map, draft policy, and 10-year CIP to televise the City's sanitary sewer and force main system.

PROJECT DESCRIPTION

The City of Breezy Point is seeking a qualified firm to complete the following:

Streets

The PCI or similar rating report and map shall include the following:

- A PCI or similar rating report which includes a rating of all City owned streets with the use of a scale of 0-100, which should include the methodology used to evaluate the streets.
- A profile of each street segment and its PCI or similar rating; a summary condition of all of the streets in the City.

- An overall color-coded map to indicate streets that are good (and do not require any maintenance) to extremely poor condition (requiring full reconstruction).
- A detailed budget section which includes different scenarios to identify the needed annual funding commitment and a mean PCI rating for all City streets over a five-year period and 10-year summary. The budget section should also include a “do nothing approach,” a cost to replace each street segment “with a PCI rating of 70 or higher,” and a scenario which examines (over the next 5-year and 10-year period) which street segments should be constructed or replaced “based on current budget parameters.”

Streetlights

Develop recommendations for the placement of streetlights including:

- A map to indicate the recommended locations for the placement of streetlights.
- A detailed budget section for the installation of streetlights including estimated annual operating costs, streetlight lifespan, and replacement costs.
- Recommendations for the size and design of streetlights.

Sidewalks

Conduct a sidewalk and trail assessment and inventory which shall include the following:

- A sidewalk, trail, and curb ramp assessment (complying with all ADA requirements - e.g., slope, width, accessibility) based upon the following:
 - Sidewalk heaving/trip hazards (abrupt surface elevation change of more than ¼ inch measured in 1/4” increments).
 - Cracks or cracked panels.
 - Gapping between sidewalk panels (more than or equal to 1 inch).
 - Areas of rough surfaces, spalling, or exposed aggregate.
 - Locations of severe loss of the sidewalk depth. These are sections where the surface is gone leaving loose aggregate.
 - Noticeable ponding, settlement, or collected sediment.
 - Locations of non-ADA compliant driveway transitions and curb ramps.
- A color-coded map illustrating the condition of the existing sidewalk and curb ramps; using the 4-point rating schemes from “excellent”, being 1, (which does not require any maintenance) to “poor,” being 4, condition (requiring full replacement).

- An assessment of the overall condition of the sidewalks in the City; and provide a profile section of all the sidewalks.
- Recommendations for the installation of new sidewalks and trails. Recommendations should take expansions of the City's trail system as outlined in the Parks & Recreation Master Plan into account.
- A budget which includes different scenarios to identify the needed annual funding commitment with a "do nothing approach," a listing of the cost to replace all sidewalks segments and curb ramps, with a ranking of 3 or 4, and a scenario which examines the next 10 years (with a detailed 5 year and 10 year summary CIP) which sidewalk segments and curb ramps need to be replaced "based on current budget parameters."
- A budget for the installation of new sidewalks and trails as well as estimated future maintenance costs.

Separate individual quotes are being solicited for the following add-ons:

Street Signs

Completing a street sign inventory and 5-year replacement schedule.

- Creating a street sign inventory of all City owned street signs; identify a plan to replace signs (that are not in compliance with the MUTCD current retro reflectivity laws) and determine a cost schedule for sign replacement.
- Inspecting the signs may follow any of the three approved protocols:
 - Calibration Signs Procedure
 - Comparison Panels Procedure
 - Consistent Parameters Procedure
- Providing a separate add-on price to create a data shape file of all street signs for inclusion on the ESRI ArcGIS system.

Sewer Mains

Conduct a municipal sanitary sewer main, manhole, and force main inventory assessment report and map which shall include the following:

- Conducting an analysis of the existing municipal sanitary sewer main and force main system to develop a detailed 5-year and summary 10-year CIP for replacement of existing water mains, sanitary sewer, and force mains by segment and cost.
- Creating a color-coded map of sanitary sewer and force mains based on install date; future capacity needs; and type of pipe (i.e., clay ductile, pvc, etc.) if possible.

- Providing a separate add-on price to complete a 10-year CIP and draft a policy to televise the City's sanitary sewer mains and force main system, which should include but not be limited to:
 - A map showing which mains the City should be televising over a 10-year period.
 - A 10-year CIP which identifies the cost and sections to be televised in years 1 through 10.
 - A draft policy (i.e., stating if the City is going to undertake a full reconstruction of a street and replace the sewer infrastructure that it should televise that section if not done within 2-3 years) and an RFP so the City can use that as a template to advertise for services when it needs to go out to televise.

Storm water mains

Creating a storm water main inventory report and map.

- Create an inventory of all City's storm water mains using existing as-built maps, storm water main related documents, visual inspections, and interviews with City staff. Identifying, if possible, the age and the diameter of each segment storm water main.
- Creating a color-coded map indicating replacement of the storm water mains, basing replacement on such factors as install date and current and future capacity needs.
- Developing a detailed 5-year CIP and summary 10-year CIP for replacement of storm water mains by segment and cost.

SCHEDULE

The Consultant shall include intermediate deadlines in the proposal for all project deliverables defined in this document.

Response to Proposals Due/RFP Receival:	June 7, 2024
Consultant Interviews (if needed):	June 17-21, 2024
Final Consultant Selection:	July 1, 2024
Notice to Proceed:	July 2, 2024

COMPENSATION FOR SERVICES

It is the intention of the City of Breezy Point to enter into a professional service contract for the scope of work provided in this document. The Consultant developed compensation schedule shall be in direct alignment with the stated deliverables and project deadlines.

The City of Breezy Point reserves the right to administer and issue all notices to proceed in a manner that is in the best interest of the City.

GENERAL REQUIREMENTS FOR PROPOSALS

I. Inquiries and Submittal

Please submit final RFP documentation and direct questions regarding this proposal to:

David Chanski
City Administrator
8319 County Road 11
Breezy Point, MN 56472
(218) 562-4441
dchanski@cityofbreezypointmn.us

All firms submitting a proposal shall identify a single point of contact to correspond with the City. The preferred method of communication is by email.

II. Contractual Responsibility

Consortia, joint ventures, or teams, although encouraged, will not be considered responsive unless the proposal explicitly establishes that all contractual responsibility rests solely with one firm.

At all times during the term of the contract, the Consultant shall be required to have and keep in force the following insurance policies:

- **Workers Compensation:** Insurance covering all employees meeting statutory limits in compliance with applicable state and federal laws.
- **Comprehensive General Liability:** A single limit or combined limit or excess umbrella general liability insurance policy of an amount not less than \$500,000 per claim and \$1,500,000 for any number of claims arising out of a single occurrence. If the claim arises out of the release or threatened release of a hazardous substance, the insurance must be for an amount no less than \$1,000,000 per claim and \$3,000,000 for any number of claims arising out of a single occurrence.
- **Business Auto Liability:** A single limit or combined limit or excess umbrella automobile liability insurance policy for all vehicles used regularly in the provision of services under this contract for an amount no less than \$500,000 per accident or

property damage, \$500,000 for bodily injury and/or damage to any one person, and \$1,500,000 for total bodily injuries and/or damage arising out of a single occurrence.

III. Addenda and Supplements to this RFP

In the event it becomes necessary to revise any part of this RFP, or if additional information is necessary to enable proposers to adequately respond to this request, a supplemental to the RFP will be issued.

IV. Owners' Rights

The City of Breezy Point reserves the right to reject any or all proposals if deemed (under its sole discretion) to be in the best interest of the City.

V. Proposal Content

Please submit one electronic copy of the proposal no later than June 7, 2024, by 4:00 p.m. The City reserves the right to request hard copies of proposals at any time in the review process. These documents must be signed by a duly authorized representative of the respondent. At a minimum the proposal shall:

- Include a narrative that describes the responder's understanding of the project, goals, objectives, and any known challenges to be overcome.
- The proposal should include a summary of the project management measures required to ensure that the project is completed on time, within budget and in accordance with applicable laws, policies, standards, and good engineering practice. Include a graphical timetable that identifies achievable milestones.
- Include an itemized list of anticipated objects, goals, and sub-tasks for all deliverables, assign the number of hours required by each team member, and indicate the maximum not to exceed fee amounts for each sub-task. Identify any tasks not outlined in the deliverables that the respondent deems are critical to the success of the project. Include detailed cost breakdowns for these tasks as "alternate" options that we may review and/or consider as part of the contract. Provide and explain new technology and/or innovative strategies within these tasks to provide additional quality to this project.
- Provide and elaborate on key tasks this RFP may not include. Provide costs to each as alternative options.
- Identify anticipated involvement required by the City.
- Summarize the firm's relevant qualifications and experience related to similar projects. List all personnel who will conduct the project, detailing their training, work experience and job title. The project manager assigned to the project must be stated in the proposal and shall continue as such throughout the project, as long as he/she is still employed by the firm.

PRE-CONTRACT COSTS

All costs related to the preparation of the proposal will be the sole responsibility of the respondent and will not be reimbursed by the City of Breezy Point. Likewise, no reimbursement will be made for costs incurred prior to a formal written notice to proceed.

EVALUATION CRITERIA

Selection of the Consultant will be based on the best quality of services provided. Proposals will be primarily evaluated on the Scope of Services defined in this document. All respondents will be graded on a 100-point scale to determine the best overall value for this project. Project manager and team members experience in providing similar services or projects will strongly influence evaluation scores. Consideration will be given based on the following factors and corresponding scale:

1. Expressed understanding of project scope/objectives:	20%
2. Quality and technical evaluation of the proposal, project approach, methodology, and the use of technology/innovation:	20%
3. Experience and qualifications of the project manager and team members:	20%
4. Quality of the work plan and project schedule:	20%
5. Overall not to exceed cost:	20%
<hr/>	
Total	100%

The City of Breezy Point will not automatically award a contract to the respondent with the lowest overall cost. The City reserves the right to interview any, all, or none of the respondents at its discretion.

CITY OF BREEZY POINT
RESOLUTION ___-2024

A RESOLUTION ESTABLISHING AN AD HOC STREETS COMMITTEE

WHEREAS, the City previously had a subcommittee of the City Council designated as the Road Committee; and

WHEREAS, the Road Committee was abolished by the City Council; and

WHEREAS, the City has commenced a process to have a capital plan for city streets to be developed; and

WHEREAS, the City Council has expressed a desire to have community member participation in the streets capital plan development process; and

NOW THEREFORE BE IT RESOLVED by the Breezy Point City Council that a Streets Committee be established as an Ad Hoc committee to advise the City Council and work with staff and selected consultant on the development and implementation of a streets capital plan.

1. **Purpose:** The Streets Committee is hereby established as an Ad Hoc committee for the purpose of advising the City Council on the development and implementation of a streets capital plan.
2. **Committee Membership:** The Committee shall have 5 members all of whom shall be appointed by the Mayor with the approval of the City Council. A member of the City Council shall be appointed to serve as a council liaison.
3. **Length of Term:** Members of the Committee shall serve until a streets capital plan is developed and implementation plan established at which time the Committee shall be dissolved.
4. **Compensation:** This is a volunteer committee without compensation.
5. **Organization:** The Committee shall elect its own Chair and Vice-Chair. Written minutes shall be taken for each meeting and published in the City Council agenda packet upon approval by the Committee at the following meeting.
6. **Meeting Dates and Time:** The Committee shall establish meeting dates and times once formed.
7. **Duties:**
 - a. Work with staff and the selected consultant in the development and implementation of a streets capital plan.
 - b. Make recommendations to the City Council regarding the approval and implementation of a streets capital plan.

Rebecca Ball: __

Brad Scott: __

Steve Jensen: __

Angel Zierden: __

Michael Moroni: __

Adopted this __ Day of ____ 2024

Mayor Angel Zierden

Attest:

David C. Chanski, City Administrator/Clerk

TO: Mayor and City Council
FROM: Daniel Eick, Assistant City Administrator
RE: Disc Golf Course Event Permit
DATE: April 25, 2024



Summary

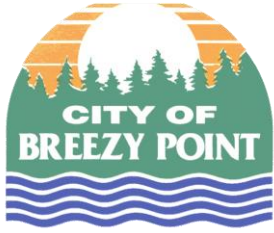
During their regular meeting held on Thursday, April 11, the City of Breezy Point Parks and Recreation Committee discussed the proposed Disc Golf Course Event Permit returned to them in December of 2023.

As a result of their discussion, staff condensed the form into a simplified two-page document and enacted several technical changes. The final draft version of the Disc Golf Course Event Permit is attached below.

Additionally, having approved the event permit with their final edits, the Parks and Recreation Committee has requested the document not be returned to them for further review.

Staff Recommendation

Staff recommend the City Council discuss approval of the attached Disc Golf Course Event Permit provided by the City of Breezy Point Parks and Recreation Committee.



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

DISC GOLF COURSE EVENT PERMIT

Payment of associated permitting fees in the amount of \$100 per course per day are due upon submission of this application alongside a \$300 refundable damage deposit pending site inspection. Use requested via this application is limited to two consecutive days and reserves a single course area for sole use by the applying organization or individual. Events must be held between the hours of 8:00 AM and 8:00 PM CST.

Course events are limited to one per month on any days between May 15th and September 30th of the calendar year. Events are required to obtain a permit if the number of participants exceeds 40 persons. The maximum allowable number of participants for any individual event is 180 persons.

The City of Breezy Point reserves the right to deny or approve any and all applications based solely upon the discretion of the City Council. The City Council is the final approval entity within the City and all permits must be submitted no less than 2 weeks in advance of the Regular Council Meeting at which it will be considered.

A.	Name of Business/Organization							
	Name of Event							
	Event Dates and Time	Day 1		Time		Day 2		Time
	Location of Event Day 1	<input type="checkbox"/>	Monarch Trail (Legacy Course)	<input type="checkbox"/>	Agate Pass (New Course)			
	Location of Event Day 2	<input type="checkbox"/>	Monarch Trail (Legacy Course)	<input type="checkbox"/>	Agate Pass (New Course)			
	Estimated Number of Attendees							
	Description of Event							

B.	Event Organizer/Primary Contact							
	Business Address							
	City		State		Zip			
	Phone							
	Email							

C.	PARKING	
	Do you have a parking plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes, please provide details.	

FOOD, BEVERAGES, & SALE OF ITEMS BY VENDORS			
D.	Will the event have vendors?	Yes <input type="checkbox"/> / No <input type="checkbox"/>	If yes, how many?
	Applicants are responsible for obtaining necessary permits, temporary or otherwise, from associated state, county, or city authorizing entity when serving food and/or non-alcoholic beverages. Additionally, applicants are responsible for ensuring each vendor limits their scope of operation to the approved lot.		

EVENT CLEANUP, SANITATION, & RECYCLING					
E.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 75%; padding: 5px;">The Applicant acknowledges all trash or waste generated during the event must be properly stored and/or disposed of by the applying organization. On site disposal of certain waste is available through the appropriate City owned and operated trash receptacles.</td> <td style="width: 25%; padding: 5px; vertical-align: top;">Initial Here:</td> </tr> <tr> <td colspan="2" style="padding: 5px; text-align: center;">The City of Breezy Point and City Council reserve the right to require an applicant provide additional waste disposal services at their expense should the need arise. If that need arises the applicant will be required to provide the location and details of additional services on the site plan.</td> </tr> </table>	The Applicant acknowledges all trash or waste generated during the event must be properly stored and/or disposed of by the applying organization. On site disposal of certain waste is available through the appropriate City owned and operated trash receptacles.	Initial Here:	The City of Breezy Point and City Council reserve the right to require an applicant provide additional waste disposal services at their expense should the need arise. If that need arises the applicant will be required to provide the location and details of additional services on the site plan.	
The Applicant acknowledges all trash or waste generated during the event must be properly stored and/or disposed of by the applying organization. On site disposal of certain waste is available through the appropriate City owned and operated trash receptacles.	Initial Here:				
The City of Breezy Point and City Council reserve the right to require an applicant provide additional waste disposal services at their expense should the need arise. If that need arises the applicant will be required to provide the location and details of additional services on the site plan.					

LIABILITY INSURANCE			
F.	Name of insurance company:		
	Contact Name:		Phone Number:
	Documentation certifying proof of insurance must be provided with this application.		

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

APPLICATION CERTIFICATIONS & WAIVER	
The City of Breezy Point does not permit the use of alcohol, tobacco, or cannabis products on public property.	
I hereby certify no Alcohol will be permitted at this event.	Initial Here:
I hereby certify no use of Cannabis will be permitted at this event.	Initial Here:
I hereby certify no smoking of tobacco will be permitted at this event.	Initial Here:
I hereby certify and acknowledge violation of this permits conditions will result in the forfeiture of my damage deposit to the City of Breezy Point and a ban from use of both City owned Disc Golf Courses for a period no less than one calendar year.	Initial Here:
<p>I hereby certify that I have read this application and that all information contained herein is true and correct to the best of my knowledge, information, and belief. I agree to comply with all state, Crow Wing County and City of Breezy Point Ordinances and statutes and will abide by the general instructions stated in this application, along with the special conditions issued by the City of Breezy Point, in connection with the approval of the Permit contemplated herein. That I, and the organization on whose behalf I make this application if any, represent, stipulate, contract and agree that we will jointly, and severally defend, indemnify, save and hold the City of Breezy Point harmless from any and all claims, lawsuits, judgments, and liability of death, personal injury, bodily injury, or property damage arising directly or indirectly from the exercise of this Special Permit and performance of the Special Permit by Applicant, the organization represented by Applicant, its employees, subcontractors, or assigns, including acknowledges that he/she, together with any organization represented by Applicant, shall be solely responsible by complying with the terms of the Permit. I further understand that failure to comply with any of the provisions specified herein may result in immediate cancellation of this event by State, Crow Wing County or City of Breezy Point officials.</p>	
<hr style="width: 80%; margin-left: 0;"/> Signature of Applicant or Authorized Officer/Agent of Applicant	<hr style="width: 80%; margin-left: 0;"/> Date

April 29, 2024

Breezy Point Councilmembers-

With the council considering an event permit directly resulting from the expansion of disc golf, I would like to make a request.

By way of background, it's important to understand that Cities like Breezy Point adopt ordinances to, among other things, provide for the orderly delivery of city services which promote and protect the health and safety of its residents. In fact, as the City of Breezy Points Comprehensive plan as currently written, has several guiding principles, one of which states, "safe neighborhoods: Residents feel that safe neighborhoods are a fundamental element that makes Breezy Point a strong community". This is an important statement given the purpose of the Comprehensive Plan is to support the City ordinances and policies in place.

The City has ordinances which outline the rules associated with City operations, not the least of which is appropriate conduct in City Parks. As the expansion of the disc golf has been open for use, residents have repeatedly made reports to staff and City Council, of several acts violating City Ordinance. Some of those violations include people smoking tabaco/vaping, drinking alcohol, and trespassing onto private property.

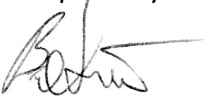
It has been brought before the council several times that the ordinance violations are essentially creating a public nuisance, meaning residents no longer have the free and comfortable use of their private property. As an example, residents have spoken about disc golfers trespassing onto their property or while being on their property hearing profanity repeatedly. City Code Chapter, 153 defines nuisance as "anything that interferes with the use or enjoyment of property, endangers personal health or safety, or is offensive to the senses, such as excessive smoke, odor, noise, heat, vibration, glare, traffic generation, visual impact and other similar interferences or offenses."

Before an event permit is approved, I am requesting the Council consider the following actions:

- 1.) Obtain the City Attorney's Opinion on the Council's duty to enforce City Ordinances, especially violations resulting in a nuisance.
- 2.) Table action on the event permit until Council can consider the City Attorney's Opinion.
- 3.) Not authorize any events to be held that would require a permit until the City Attorney's opinion can be acted on by the City Council.

Taking these steps will allow time for the City Council to understand ramifications of City Ordinance violations constituting a nuisance in not being enforced before having larger groups using the course compounding the current issues at hand.

Respectfully



Brad Scott

TO: Mayor and City Council
FROM: David Chanski, City Administrator/Clerk
RE: Parks & Recreation Committee Appointment
DATE: May 6, 2024



Background

The City Council opened applications to fill a vacant seat on the Parks & Recreation Committee at the April 1 council meeting. The vacant term is set to expire on 12/31/2025.

Applicants

The City received one application for appointment to the Parks & Recreation Committee, and Mayor Zierden has nominated Ms. Kimberly Slipy for appointment.

Council Action

Staff recommends that the City Council confirm Mayor Zierden’s nomination of Kimberly Slipy to the Parks & Recreation Committee to vacant term that ends 12/31/2025.



CITY OF BREEZY POINT APPLICATION FOR APPOINTMENT TO CITY BOARD OR COMMISSION

PERSONAL INFORMATION

Name: Last Slipy First Kimberly

Address: 9385 County Road 11

Phone: (H) 320-266-1492 (W) 320-632-9255 (Cell) 320-266-1492

Occupation: Information Systems Administrator Employer: Initiative Foundation

E-mail Address: kimberly.slipy@gmail.com

Please check this box if you are currently on a board or commission and wish to be considered for reappointment. Please note below the current board of commission you are currently serving. You are not required to complete the remainder of the application.

Please note below the board or commission you are interested in serving on:

- Planning and Zoning Commission
- Cemetery Commission
- Parks and Recreation Committee
- Fire District Board

Why are you interested in being appointed to a City board or commission?

I have lived in Breezy Point for 4 years and I am interested in giving back to the community.

I enjoy living here and I think my talents would add value to the Parks & Recreation Committee.

What strengths and abilities would you bring to the board or commission? Please include any education and experience that would assist you in serving on a board or commission.

My strengths include analytics, strategic planning, leadership, relationship building, and collaboration.

I have a BS in Business Management and have held VP positions in Human Resources (20 years), and Information technology (IT) for 7 years. I am a good team player and a dedicated problem solver.

Attendance: Are you aware of the importance of regular meeting attendance, including the time commitment involved in preparing for meeting, and do you feel you have the time available to be an active participant?

Yes No

Comments:

POTENTIAL CONFLICTS

Conflicts of Interest may arise by the participation in any activity, recommended action, or decision from which you receive or could potentially receive direct or indirect personal financial gain. In accordance with this definition, do you have any legal or equitable interest in any business which could be construed as a conflict of interest?

Yes No

If yes, please explain:

Kimberly Slipy
Signature

4/22/2024
Date

Note: The selection process will vary according to the number of applications and vacancies, and may not include interviews with all applicants.

THANK YOU FOR YOUR INTEREST IN SERVING ON A CITY BOARD OR COMMISSION

Please return application to:
David Chanski, Administrator Clerk
City of Breezy Point
8319 County Rd 11
Breezy Point, MN 56472
(218) 562-4441
www.cityofbreezypointmn.us

DATA PRACTICES ADVISORY

We are required to provide the following information to you. Under Minnesota law, some of the information requested above is public information, which must be provided to anyone who requests it. Some of it is classified as private information, which is not generally available to the public. However, all of the information will be used by the City Council in determining whether you should be appointed to a Board of Commission. Therefore, the information will be provided to the City Council in a public forum and will be reviewed in public. It will therefore be part of the public record, which will be available to anyone. Failure to provide the requested information may result in your not being considered for appointment. If you have concerns about providing any of the requested information, please contact City Hall at 218-562-4441.

TO: Mayor and City Council
FROM: David Chanski, City Administrator/Clerk
RE: City Council Workshop Topics
DATE: May 6, 2024



Background

During the April 1 City Council meeting, the Council discussed setting workshops on an as needed basis and setting the meeting agenda at the time the meeting is scheduled. The Council then scheduled a workshop for April 24 with agenda containing a Buschmann Road update and a discussion on the proposed streets CIP.

Future Workshop

Over the next few months, there are a number of topics that staff would like the City Council to discuss. Below is a list of topics as well as recommendations for when discussion could occur.

- May
 - Proposed Agenda: Sewer Study Presentation and Terminal Road Sewer Extension
 - Proposed Meeting Date(s): May 20 – 24

- June
 - Proposed Agenda: Bonding Discussion
 - Proposed Meeting Date(s): June 17 – 21

- July
 - Proposed Agenda: 2025 Budget Kickoff and City Hall Bid Approval
 - Proposed Meeting Dates: July 15 – 19 or July 22 – 26

- August
 - Proposed Agenda: Preliminary 2025 Budget Review
 - Proposed Meeting Date(s): August 19 – 23

Other Pending Workshop Topics

- Community Center Due Diligence
- City Brush Pile
- Disc Golf

Council Action

Staff is requesting that the City Council consider setting dates and agendas for each of these workshops.