



# CITY COUNCIL REGULAR MEETING

**Monday, February 02, 2026 at 6:30 PM**

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

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

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## AGENDA

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### 1. CALL TO ORDER

### 2. PLEDGE OF ALLEGIANCE

### 3. ROLL CALL

### 4. OPEN FORUM

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

### 5. CONSENT AGENDA

A. Approve City Council Regular Meeting Minutes from January 5, 2026

B. Approve Public Hearing Meeting Minutes from January 5, 2026

C. Approve Vendor Claims Totaling \$224,400.31; Checks 140848-140903 and eChecks 4076-4081

D. Approve Waiving Facility Reservation Fee for Women's Club and Special Event Permit Fee for North Central Bass

E. Approve Disc Golf Course Event Permit Application for Airborn Disc Golf

F. Res. No. 07-2026 Supporting and Authorizing Application for Sourcewell Third Party Services Program

G. Res. No. 08-2026 Accepting Donation of \$200.00 for Community Garden by Crosslake Area Garden Club

### 6. SPECIAL PRESENTATIONS

A. Brainerd Lakes Area Economic Development Corp- *Tyler Glynn*

### 7. PUBLIC HEARING

A. Ordinance 01-2026 Amending Chapter 91 of the City Code; Parks and Recreation

**8. BUSINESS ITEMS**

A. Approve Pay Application #14 and #15 to Hytec Construction

B. Edgewater Circle Project Assessment Discussions

C. Proclamation of FoodShare Month

**9. DEPARTMENTAL UPDATES & COUNCIL REPORTS**

A. City Administrator-*Strategic Planning Reminder*

B. Informational Item- *November Cash & Investments*

**10. ADJOURN**

## **Breezy Point City Council January 5, 2026 – 6:30 pm Regular Meeting Minutes**

Mayor Roggenkamp called the Regular City Council meeting to order at 6:30 PM on Monday, January 5, 2026.

The Pledge of Allegiance was recited by all present.

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

### **OPEN FORUM**

Bill Toft of 31877 Green Street Drive provided an update on current interest rates for municipal bonds, noting that 15-year general obligation AA-rated municipal bonds were at 3.814-4.0% and 10-year bonds at 3.016-3.387%.

### **CONSENT AGENDA**

Mayor Roggenkamp read the items on the consent agenda.

- Minutes from December 1, 2025 Regular City Council Meeting
- Claims totaling \$171,807.19 (Checks 140761-140847 and eChecks 4060-4075)
- Approve City Administrator Performance Review Summary
- Approve Not to Waive Tort Liability Limits
- Resolution 01-2026 Approve Crow Wing County Hazard Mitigation Plan
- Resolution 02-2026 Approve Electronic Transfers for 2025
- Resolution 03-2026 Approve Cemetery Wreath Donation
- Approve Engineering Proposal for Sanitary Sewer Metering Improvements
- Resolution 06-2026 Regarding SS4A Grant-Funded Brainerd Lakes Area Vulnerable Users Plan.

*Motion by Council Member Jensen, seconded by Council Member Moroni, to approve the consent agenda as read. Motion carried 4-0.*

### **Bolton & Menk-County Road 11 Traffic Study Update**

Jake Bongard from Bolton and Menk presented findings from the County Road 11 and Eagle View Elementary site circulation study. The study analyzed safety and traffic flow concerns at the school intersections. After extensive evaluation, the firm recommended implementing interim improvements to the eastbound right turn lanes and extending the northbound approaches at both school accesses to improve sightlines. For long-term improvements, a single-lane roundabout at the west school access was recommended if safety or operational

issues persist. The Council received the report with the understanding that no financial commitment was being made at this time, and formal endorsement would be considered at a future meeting.

### **Res. No. 04-2026 Receiving Amended Feasibility Report for the 2026 Street Improvement Project**

Nick Peterson of Widseth presented the amended feasibility report, which included adjustments regarding the ability to assess five lots on Bluebird Lane and incorporated an extension to the end of platted right-of-way based on public input.

*Motion by Council Member Ball, seconded by Council Member Jensen, to approve the amended feasibility report. Motion carried 4-0.*

### **Res. No. 05-2026 Order Improvements and Authorize Preparation of Plans and Specifications for the 2026 Street Improvement Project**

This resolution represented the next step in the process after the public hearings held earlier in the meeting.

*Motion by Council Member Jensen, seconded by Council Member Ball, to approve Resolution No. 05-2026. Motion carried 4-0.*

### **Approve Proposal for Design and Contract Administration of 2026 Street Improvement Projects**

*Motion by Council Member Moroni, seconded by Council Member Jensen, to approve the proposal for design and contract administration of 2026 Street Improvement Projects. Motion carried 4-0.*

### **Buschmann Road Bond Alternatives Discussion**

Administrator Polsfuss presented bond alternatives for the 2026 Buschmann Road project. Three options were presented: a 15-year level levy bond (included in the 2026 budget), a 10-year bond with a one-time 4% levy impact, and a 10-year bond with gradual increases of 1.5% until 2030. After discussion about interest savings and budget impact, the Council directed staff to pursue the 10-year gradual levy option, which would save approximately \$500,000 in interest while spreading the tax burden more gradually.

*Motion by Council Member Moroni, seconded by Council Member Jensen, to direct staff to pursue the 10-year gradual levy bond option at an estimated interest rate of 3.28%. Motion carried 4-0.*

## Parks and Recreation Ordinance Discussion

Administrator Polsfuss presented information regarding a proposed parks ordinance that would provide police with clear authority to enforce rules across all public recreational areas. The Council discussed keeping different operating hours for various parks, particularly maintaining the current limited hours for disc golf courses. The Council directed staff to draft an ordinance incorporating the discussed elements and to ensure proper signage at all park access points.

*Motion by Council Member Ball, seconded by Council Member Jensen, to direct staff to draft a parks ordinance with amendments based on the discussion, working with legal counsel and bringing it back to Council for further action. Motion carried 4-0.*

## DEPARTMENTAL UPDATES

Administrator Polsfuss reported that 12 short-term rental applications had been received, with a review planned for the March meeting. A request for quotes for a sewer rate study would be sent out, and the strategic planning session was scheduled for February 3 from 5-8 pm.

City Engineer Nick Peterson provided an informational update in the meeting packet.

The meeting was adjourned at 7:35 PM.

*Motion by Council Member Jensen, seconded by Council Member Ball, to adjourn.  
Motion carried 4-0.*

Submitted by: Deb Runksmeier  
Deputy City Clerk

# **City of Breezy Point January 5, 2026 Public Hearing Minutes**

Mayor Roggenkamp called the January 5, 2025 meeting to order. The purpose of this meeting is to hold public hearings for the 2026 Street Improvement Projects.

Council members Todd Roggenkamp and Michael Moroni were present. Staff Present included Administrator Allie Polsfuss, Deputy City Clerk Deb Runksmeier, Public Works Supervisor Joe Zierden, and City Engineer Nick Peterson with Widseth.

## **5:00 PM Bluebird Lane**

Mayor Roggenkamp opened the Public Hearing at 5:00 PM on Monday, January 5, 2026.

Widseth Engineer Nick Peterson explained the Public Improvement Process, gave information on the history of the road, and shared estimated assessment costs.

Rita Houle 8723 Bluebird Lane spoke.

Public Hearing was closed at 5:12 PM.

## **5:30 PM Piney Way**

Mayor Roggenkamp opened the Public Hearing at 5:30 PM.

Peterson explained the Public Improvement Process, gave information on the history of the road, and shared estimated assessment costs.

Kris Kristufek 29297 Piney Way spoke.

Public Hearing was closed at 5:38 PM.

## **6:00 PM Wren Drive**

Mayor Roggenkamp opened the Public Hearing at 6:00 PM.

Peterson explained the Public Improvement Process, gave information on the history of the road, and shared estimated assessment costs.

Don King 8643 Wren Drive spoke.

Public Hearing was closed at 6:07 PM.

Mayor Roggenkamp Adjourned the meeting at 6:07 PM.

Submitted by: Deb Runksmeier  
Deputy City Clerk

**Claims Totaling: \$224,400.31**  
**Checks: 140848 - 140903**  
**eChecks: 4076 - 4081**

Section 5, Item C.

City of Breezy Point

Check Register - CLAIMS LISTING  
 Check Issue Dates: 1/1/2026 - 1/31/2026

Page: 1  
 Jan 27, 2026 12:45PM

Vendor No.	Vendor Name	Invoice Number	Description	Check Number	Check Issue Date	Invoice Amount	Amount Paid	Void/ Manual
<b>AFLAC</b>								
2	AFLAC	JAN 2026	AFLAC PREMIUMS - JAN 2026	4077	01/15/2026	234.60	234.60	M
Total AFLAC:							234.60	
<b>AT&amp;T MOBILITY</b>								
2937	AT&T MOBILITY	X01032026	PD CELL PHONES - 11/26/25 - 12/25/25	140848	01/08/2026	973.11	973.11	
Total AT&T MOBILITY:							973.11	
<b>BEST OIL COMPANY</b>								
2928	BEST OIL COMPANY	43584	PW DIESEL FUEL	140849	01/08/2026	496.07	496.07	
2928	BEST OIL COMPANY	43871	PW DIESEL FUEL	140885	01/22/2026	812.75	812.75	
Total BEST OIL COMPANY:							1,308.82	
<b>BLUE CROSS &amp; BLUE SHIELD OF MN</b>								
20	BLUE CROSS & BLUE SHIELD O	FEB 2026	VISION INS PREMIUMS - FEB 2026	4076	01/12/2026	68.10	68.10	M
Total BLUE CROSS & BLUE SHIELD OF MN:							68.10	
<b>BRAINERD DAILY DISPATCH</b>								
131	BRAINERD DAILY DISPATCH	178272990 FE	PD SUBSCRIPTION 02/07/2026 - 02/07/	140850	01/08/2026	323.89	323.89	
Total BRAINERD DAILY DISPATCH:							323.89	
<b>BREEZY POINT HARDWARE</b>								
2519	BREEZY POINT HARDWARE	38547	CH HEX KEY SET	140851	01/08/2026	22.99	22.99	
2519	BREEZY POINT HARDWARE	38649	PW FUEL	140851	01/08/2026	9.99	9.99	
2519	BREEZY POINT HARDWARE	38685	PW FASTENERS	140851	01/08/2026	15.84	15.84	
2519	BREEZY POINT HARDWARE	38797	PW SQUEEGEE	140886	01/22/2026	16.99	16.99	
2519	BREEZY POINT HARDWARE	38800	PW DECK SCREWS	140886	01/22/2026	16.99	16.99	
2519	BREEZY POINT HARDWARE	38816	PW CLEANR BRAKE 19OZ	140886	01/22/2026	19.98	19.98	
Total BREEZY POINT HARDWARE:							102.78	
<b>CASELLE LLC</b>								
3763	CASELLE LLC	15468	FINAL PAYMENT CONVERSION/LICEN	140887	01/22/2026	63,025.00	63,025.00	
Total CASELLE LLC:							63,025.00	
<b>CHARTER COMMUNICATIONS - PA</b>								
3199	CHARTER COMMUNICATIONS -	156481201010	INTERNET SERVICE 01/08/26 - 02/07/2	140888	01/22/2026	139.98	139.98	
3199	CHARTER COMMUNICATIONS -	175604301010	PD CABLE TV 01/02/2026 - 02/01/2026	140888	01/22/2026	38.47	38.47	
Total CHARTER COMMUNICATIONS - PA:							178.45	
<b>CITY OF BREEZY POINT</b>								
129	CITY OF BREEZY POINT	2025 4TH QT	PD 4TH QTR SEWER - 2025	140852	01/08/2026	150.00	150.00	
129	CITY OF BREEZY POINT	2026 4TH QT	CH 4TH QTR SEWER - 2025	140852	01/08/2026	150.00	150.00	
Total CITY OF BREEZY POINT:							300.00	

M = Manual Check, V = Void Check

Vendor No.	Vendor Name	Invoice Number	Description	Check Number	Check Issue Date	Invoice Amount	Amount Paid	Void/ Manual
<b>COLUMN SOFTWARE PBC</b>								
3302	COLUMN SOFTWARE PBC	6AA024C4-00	PH NOTICE 12/31/25 A8QCAXNFBUU6	140853	01/08/2026	48.20	48.20	
Total COLUMN SOFTWARE PBC:							48.20	
<b>COMPENSATION CONSULTANTS LTD</b>								
2500	COMPENSATION CONSULTANT	5328	FLEX BENEFIT CAFETERIA RE-ENROL	140854	01/08/2026	250.00	250.00	
2500	COMPENSATION CONSULTANT	5610	FSA/HSA PLAN ADMINISTRATION - JA	140854	01/08/2026	55.00	55.00	
Total COMPENSATION CONSULTANTS LTD:							305.00	
<b>CONFITREK, INC</b>								
3279	CONFITREK, INC	1329	PD TRAINING COMPLIANCE SOFTWA	140855	01/08/2026	708.00	708.00	
Total CONFITREK, INC:							708.00	
<b>CRIME STOPPERS OF MN</b>								
1476	CRIME STOPPERS OF MN	2026	PD LAW ENFORCEMENT PARTNERSH	140856	01/08/2026	200.00	200.00	
Total CRIME STOPPERS OF MN:							200.00	
<b>CROW WING CO LAND SERVICES</b>								
359	CROW WING CO LAND SERVIC	9504	2026 WCA ANNUAL ADMIN FEE	140889	01/22/2026	1,000.00	1,000.00	
Total CROW WING CO LAND SERVICES:							1,000.00	
<b>Crow Wing County Attorney</b>								
56	Crow Wing County Attorney	2026	PROSECUTION CONTRACT - 2026	140890	01/22/2026	8,978.96	8,978.96	
Total Crow Wing County Attorney:							8,978.96	
<b>CTC - 446126</b>								
2893	CTC - 446126	21729897	PD PHONE SERVICE 01/12/26 - 02/11/2	140891	01/22/2026	734.24	734.24	
Total CTC - 446126:							734.24	
<b>CULLIGAN</b>								
368	CULLIGAN	150-09980418	PD WATER - DEC 2025	140857	01/08/2026	45.20	45.20	
Total CULLIGAN:							45.20	
<b>DMC WEAR PARTS</b>								
3339	DMC WEAR PARTS	5564	PW CARBIDE INSERTS	140858	01/08/2026	1,746.84	1,746.84	
Total DMC WEAR PARTS:							1,746.84	
<b>Driver and Vehicle Services</b>								
872	Driver and Vehicle Services	FEB 2026 00-	2014 FELL TRL VIN #00259	140859	01/08/2026	31.25	31.25	
872	Driver and Vehicle Services	FEB 2026 00-	2010 INTL 70S VIN #75129	140859	01/08/2026	20.25	20.25	
872	Driver and Vehicle Services	FEB 2026 00-	2015 FORD DR W VIN #98968	140859	01/08/2026	20.25	20.25	
872	Driver and Vehicle Services	FEB 2026 00-	2016 GMC SIE VIN #80637	140859	01/08/2026	20.25	20.25	
872	Driver and Vehicle Services	FEB 2026 00-	2020 SEWER EQUIP TRLR VIN #81569	140859	01/08/2026	20.25	20.25	
872	Driver and Vehicle Services	FEB 2026 00-	2020 FRHT 114SD VIN #S6850	140859	01/08/2026	20.25	20.25	
872	Driver and Vehicle Services	FEB 2026 00-	2020 FORD XPL VIN #77990	140859	01/08/2026	20.25	20.25	

Vendor No.	Vendor Name	Invoice Number	Description	Check Number	Check Issue Date	Invoice Amount	Amount Paid	Void/ Manual
872	Driver and Vehicle Services	FEB 2026 00-	2003 TOWN VIN #60315	140859	01/08/2026	20.25	20.25	
872	Driver and Vehicle Services	FEB 2026 00-	2022 RDLN 1UTIL616 VIN #62067	140859	01/08/2026	24.25	24.25	
872	Driver and Vehicle Services	FEB 2026 00-	2024 FRHT 114SD VIN #H6373	140859	01/08/2026	20.25	20.25	
872	Driver and Vehicle Services	FEB 2026 00-	2024 GMC SIERRA VIN #22495	140859	01/08/2026	20.25	20.25	
Total Driver and Vehicle Services:							237.75	
<b>GOPHER STATE ONE CALL</b>								
78	GOPHER STATE ONE CALL	5120247	SEWER LOCATES - DEC 2025	140860	01/08/2026	2.70	2.70	
Total GOPHER STATE ONE CALL:							2.70	
<b>HEALTHPARTNERS</b>								
71	HEALTHPARTNERS	JAN 2026	DENTAL INS PREMIUMS - JAN 2026	4070	01/02/2026	1,581.45	1,581.45	M
Total HEALTHPARTNERS:							1,581.45	
<b>HEARTLAND ANIMAL RESCUE TEAM</b>								
109	HEARTLAND ANIMAL RESCUE	DEC 2025	ANIMAL IMPOUND FEES - DEC 2025	140892	01/22/2026	333.87	333.87	
Total HEARTLAND ANIMAL RESCUE TEAM:							333.87	
<b>LAKES AREA WILDLIFE CONTROL</b>								
3053	LAKES AREA WILDLIFE CONTR	14933	ANIMAL CONTROL - DEC 2025	140893	01/22/2026	583.50	583.50	
Total LAKES AREA WILDLIFE CONTROL:							583.50	
<b>LAKES GAS CO</b>								
94	LAKES GAS CO	4804016	PROPANE FUEL	140894	01/22/2026	812.39	812.39	
Total LAKES GAS CO:							812.39	
<b>LAKES PRINTING INC</b>								
920	LAKES PRINTING INC	229630	BUSINESS CARDS - K.NELSON	140861	01/08/2026	68.80	68.80	
920	LAKES PRINTING INC	229633	POSTCARD MAILER - PROPOSED ST	140861	01/08/2026	138.46	138.46	
Total LAKES PRINTING INC:							207.26	
<b>LAW ENFORCEMENT LABOR SERVICES</b>								
1543	LAW ENFORCEMENT LABOR S	JANUARY 202	PD UNION DUES - JAN 2026	140862	01/08/2026	292.00	292.00	
Total LAW ENFORCEMENT LABOR SERVICES:							292.00	
<b>LAW ENFORCEMENT SEMINARS LLC</b>								
3327	LAW ENFORCEMENT SEMINAR	2032613	PD SEMINAR FEB 23-24, 2026 K.RUST	140863	01/08/2026	445.00	445.00	
Total LAW ENFORCEMENT SEMINARS LLC:							445.00	
<b>LEAGUE OF MINNESOTA CITIES</b>								
125	LEAGUE OF MINNESOTA CITIE	442431	ANNUAL CONFERENCE 2026 A.POLS	140864	01/08/2026	525.00	525.00	
Total LEAGUE OF MINNESOTA CITIES:							525.00	

M = Manual Check, V = Void Check

Vendor No.	Vendor Name	Invoice Number	Description	Check Number	Check Issue Date	Invoice Amount	Amount Paid	Void/ Manual
<b>MARCO TECHNOLOGIES LLC</b>								
2720	MARCO TECHNOLOGIES LLC	571769462	PD COPIER LEASE - 12/17/2025 - 01/17	140865	01/08/2026	168.67	168.67	
2720	MARCO TECHNOLOGIES LLC	571997097	CH COPIER LEASE 12/22/2025 - 01/22/	140865	01/08/2026	288.36	288.36	
Total MARCO TECHNOLOGIES LLC:							457.03	
<b>MEDICA</b>								
3507	MEDICA	FEB 2026	HEALTH INSURANCE PREMIUMS - FE	4079	01/15/2026	22,132.81	22,132.81	M
Total MEDICA:							22,132.81	
<b>MENARDS- BAXTER</b>								
173	MENARDS- BAXTER	61877	PD MEAN GREEN/SOFTSOAP/SPRAY	140895	01/22/2026	23.85	23.85	
173	MENARDS- BAXTER	62965	PW BLUE TOWELS	140895	01/22/2026	58.65	58.65	
Total MENARDS- BAXTER:							82.50	
<b>MINNESOTA CHIEFS OF POLICE</b>								
194	MINNESOTA CHIEFS OF POLIC	22071	PD MEMBERSHIP RENEWAL - 2026	140866	01/08/2026	380.00	380.00	
Total MINNESOTA CHIEFS OF POLICE:							380.00	
<b>MINNESOTA MUNICIPAL UTILITIES ASSN</b>								
576	MINNESOTA MUNICIPAL UTILITI	67528	2026 DRUG & ALCOHOL TEST CONSO	140867	01/08/2026	250.00	250.00	
576	MINNESOTA MUNICIPAL UTILITI	67680	SEWER MEMBERSHIP DUES - 2026	140867	01/08/2026	450.00	450.00	
Total MINNESOTA MUNICIPAL UTILITIES ASSN:							700.00	
<b>MN DEPT OF LABOR &amp; INDUSTRY</b>								
372	MN DEPT OF LABOR & INDUST	4TH QTR 202	4TH QTR BLDG PERMIT SURCHARGE	4080	01/08/2026	2,552.78	2,552.78	M
372	MN DEPT OF LABOR & INDUST	ABR0367789X	WWTP UM PRESSURE VESSEL 24559/	140896	01/22/2026	50.00	50.00	
Total MN DEPT OF LABOR & INDUSTRY:							2,602.78	
<b>NCPERS Group Life Ins</b>								
3300	NCPERS Group Life Ins	357500012026	LIFE INSURANCE PREMIUMS - JAN 20	140868	01/08/2026	96.00	96.00	
3300	NCPERS Group Life Ins	357500022026	LIFE INSURANCE PREMIUMS - FEB 20	140897	01/22/2026	96.00	96.00	
Total NCPERS Group Life Ins:							192.00	
<b>NELSON, KATHY</b>								
3828	NELSON, KATHY	2025 4TH QR	MILEAGE 4QTR 2025	140869	01/08/2026	35.00	35.00	
Total NELSON, KATHY:							35.00	
<b>OMNI-SITE</b>								
79	OMNI-SITE	103218	SEWER LIFT STATIONS MONITORING	140870	01/08/2026	2,030.00	2,030.00	
Total OMNI-SITE:							2,030.00	
<b>ON SYSTEMS INC</b>								
2224	ON SYSTEMS INC	12481	IT SERVICES JAN 2026	140871	01/08/2026	3,650.26	3,650.26	

Vendor No.	Vendor Name	Invoice Number	Description	Check Number	Check Issue Date	Invoice Amount	Amount Paid	Void/ Manual
Total ON SYSTEMS INC:							3,650.26	
<b>PELICAN SQUARE INC</b>								
113	PELICAN SQUARE INC	1018807	PW FUEL	140898	01/22/2026	82.72	82.72	
113	PELICAN SQUARE INC	1029551	PW FORKS/SPOONS	140898	01/22/2026	5.78	5.78	
Total PELICAN SQUARE INC:							88.50	
<b>PEQUOT LAKES SANITATION</b>								
121	PEQUOT LAKES SANITATION	CH JAN 2026	PW GARBAGE SERVICE JAN 2026	140872	01/08/2026	144.43	144.43	
121	PEQUOT LAKES SANITATION	PD JAN 2026	PD GARBAGE JAN 2026	140872	01/08/2026	25.10	25.10	
Total PEQUOT LAKES SANITATION:							169.53	
<b>PETTY CASH</b>								
70	PETTY CASH	12312025	PD C.HOLLINGSWORTH NOTARY REG	140899	01/22/2026	20.00	20.00	
Total PETTY CASH:							20.00	
<b>PINE RIVER STATE BANK</b>								
260	PINE RIVER STATE BANK	2026	SAFE DEPOSIT BOX - 2026	4081	01/27/2026	35.00	35.00	M
Total PINE RIVER STATE BANK:							35.00	
<b>PLACID LAKE ADVISORS</b>								
1766	PLACID LAKE ADVISORS	2025	ADMIN & PLANNING SERVICES 2025	140873	01/08/2026	23,872.50	23,872.50	
Total PLACID LAKE ADVISORS:							23,872.50	
<b>QUADIENT FINANCE USA, INC.</b>								
2911	QUADIENT FINANCE USA, INC.	DEC 2025	POSTAGE PURCHASE DEC 2025	140874	01/08/2026	347.79	347.79	
Total QUADIENT FINANCE USA, INC.:							347.79	
<b>RELIANCE STANDARD LIFE INS</b>								
3086	RELIANCE STANDARD LIFE INS	JAN 2026	LIFE INS PREMIUMS - JAN 2026	4073	01/02/2026	178.50	178.50	M
3086	RELIANCE STANDARD LIFE INS	FEB 2026	LIFE INS PREMIUMS	4078	01/20/2026	178.50	178.50	M
Total RELIANCE STANDARD LIFE INS:							357.00	
<b>RITEWAY</b>								
2886	RITEWAY	25-85285	ENVELOPES	140875	01/08/2026	90.52	90.52	
Total RITEWAY:							90.52	
<b>SADUSKY RENOVATIONS</b>								
239	SADUSKY RENOVATIONS	DEC 2025	BUILDING INSPECTIONS SERVICES -	140876	01/08/2026	5,666.01	5,666.01	
Total SADUSKY RENOVATIONS:							5,666.01	
<b>S-N-K CARWASH &amp; OIL CHANGE</b>								
3051	S-N-K CARWASH & OIL CHANG	71146	2020 FORD EXPLORER	140900	01/22/2026	88.48	88.48	

Vendor No.	Vendor Name	Invoice Number	Description	Check Number	Check Issue Date	Invoice Amount	Amount Paid	Void/ Manual
Total S-N-K CARWASH & OIL CHANGE:							88.48	
<b>STRYKER SALES, LLC</b>								
3562	STRYKER SALES, LLC	9211122004	PD SUPPLIES	140877	01/08/2026	48,992.00	48,992.00	
3562	STRYKER SALES, LLC	9211140730	PD PROCARE SERVICE CONTRACT 1	140877	01/08/2026	2,990.00	2,990.00	
Total STRYKER SALES, LLC:							51,982.00	
<b>TDS TELECOM</b>								
155	TDS TELECOM	JAN 2026	INTERNET SERVICE 01/13/26 - 02/12/2	140901	01/22/2026	149.00	149.00	
Total TDS TELECOM:							149.00	
<b>THE OFFICE SHOP</b>								
175	THE OFFICE SHOP	1161363-0	CH OFFICE SUPPLIES	140878	01/08/2026	145.62	145.62	
175	THE OFFICE SHOP	1161363-1	CH CALC RIBBON	140878	01/08/2026	7.38	7.38	
175	THE OFFICE SHOP	1161363-2	CH 3 HOLE PUNCH	140878	01/08/2026	57.74	57.74	
Total THE OFFICE SHOP:							210.74	
<b>US BANK - PAYING AGENT</b>								
3529	US BANK - PAYING AGENT	8010418	GO EQUIP CERTS 2024A PAYING AGE	140879	01/08/2026	400.00	400.00	
Total US BANK - PAYING AGENT:							400.00	
<b>VERIZON WIRELESS</b>								
1274	VERIZON WIRELESS	6133154196	SEWER CELL PHONES 01/11/2026 - 02	140902	01/22/2026	201.24	201.24	
Total VERIZON WIRELESS:							201.24	
<b>VESTIS</b>								
2987	VESTIS	2530488932	CH RUGS - JAN 2026	140880	01/08/2026	135.97	135.97	
2987	VESTIS	2530488933	PD MATS - JAN 2026	140880	01/08/2026	104.95	104.95	
Total VESTIS:							240.92	
<b>VICTORY AUTOMOTIVE SERVICE LLC</b>								
3377	VICTORY AUTOMOTIVE SERVIC	1404404	2024 FORD EXLP OIL SERVICE	140881	01/08/2026	54.85	54.85	
3377	VICTORY AUTOMOTIVE SERVIC	1404559	PD 2021 FORD EXP OIL CHANGE & TI	140881	01/08/2026	75.85	75.85	
Total VICTORY AUTOMOTIVE SERVICE LLC:							130.70	
<b>WHITEBIRCH INC</b>								
68	WHITEBIRCH INC	1ST HALF 202	TIF PAYMENT - 1ST HALF 2026	140882	01/08/2026	7,218.80	7,218.80	
Total WHITEBIRCH INC:							7,218.80	
<b>WIDSETH SMITH NOLTING &amp; ASSOC</b>								
1632	WIDSETH SMITH NOLTING & AS	242649	BP PARK ENGINEERING FEES THRU 1	140883	01/08/2026	2,770.02	2,770.02	
1632	WIDSETH SMITH NOLTING & AS	242665	2026 STREETS IMPROVEMENTS FEA	140883	01/08/2026	1,841.25	1,841.25	
Total WIDSETH SMITH NOLTING & ASSOC:							4,611.27	

Vendor No.	Vendor Name	Invoice Number	Description	Check Number	Check Issue Date	Invoice Amount	Amount Paid	Void/Manual
<b>WSB</b>								
3054	WSB	R-022038-000	BUSCHMANN RD & RANCHETTE ENG	140903	01/22/2026	8,423.50	8,423.50	
Total WSB:							8,423.50	
<b>XCEL ENERGY</b>								
105	XCEL ENERGY	959049448	PD NATURAL GAS SERVICE 11/26/25 -	140884	01/08/2026	930.54	930.54	
105	XCEL ENERGY	959054265	PW NATURAL GAS 11/26/25 - 12/30/25	140884	01/08/2026	1,601.78	1,601.78	
Total XCEL ENERGY:							2,532.32	
Grand Totals:							224,400.31	



# CITY COUNCIL MEETING

## AGENDA ITEM

Section 5, Item D.

<b>Prepared By:</b> <i>Allie Polsfuss, City Administrator</i>	<b>Meeting Date:</b> <i>2/2/2026</i>	<b>Item Name:</b> <b>Waive Fees</b>
--	---	--

### **BACKGROUND**

The 2026 Fee Schedule was approved by the City Council in December 2025. Since its adoption, the City has received two requests to waive fees for upcoming events. Because the City Council is the approving authority for the fee schedule, and the schedule does not provide staff with discretion to waive fees, these requests are being brought forward for City Council consideration as one-time fee waivers for specific events.

### **OVERVIEW**

#### **Breezy Point Area (BPA) Women’s Club**

The Breezy Point Area (BPA) Women’s Club has a long-standing history with the City of Breezy Point and has partnered with the City on numerous community initiatives. The Club hosts three events each year and has historically been permitted to use the Community Room for organizational meetings at no cost.

With the adoption of the new facility rental reservation fees, the Women’s Club is now subject to charges for use of the Community Room. The Club has submitted a request form seeking a waiver of the Community Room rental fee. Based on the Club’s history, community involvement, and past practice, staff believes it is appropriate to waive the Community Room rental fee for the BPA Women’s Club. The Club would still be required to pay the standard damage deposit.

#### **Fishing Event**

Certain events held within Breezy Point that utilize City services, space, or resources require the completion of a Special Event Permit application, notification of the Police Department, and administrative approval. The fee for a Special Event Permit is \$50.

The North Central Bass Singles Series has hosted a fishing event in Breezy Point for several years. For the upcoming event, the organization is requesting permission to utilize the City’s boat access and overflow parking on City property. They have requested that the \$50 Special Event Permit fee be waived. Staff believes it is appropriate to waive the Special Event Permit fee for this year’s event only.

### **STAFF RECOMMENDATION**

Approve waiving the fees as described above.

**Allie Polsfuss**

---

**From:** marcy weaver <weaver\_marcy@yahoo.com>  
**Sent:** Thursday, January 29, 2026 8:05 AM  
**To:** Allie Polsfuss  
**Cc:** Deb Runksmeier  
**Subject:** Re: Women's club

**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.

Good morning Allie,  
Thank you for taking time to share with us details on the 2026 meeting room fees and process for reserving space.

The Breezy Point Area Womens Club would like to request a 2026 meeting fee waiver as part of our continuing commitment to partnering with the City on the library setup and ongoing maintenance.

We currently have four of our monthly meetings scheduled to occur at City Hall on April 1, July 9, August 5 and October 1. The meetings typically last from around 11am until 1:30pm, which includes a meal, speaker and update on fundraising goals.

If you have any questions or concerns, you are always welcome to reach me by email, cell or text (218-330-2641).

Thank you so much for all your support and consideration. :-)

Marcy Weaver  
President, Breezy Point Area Womens Club

[Sent from Yahoo Mail for iPhone](#)

On Wednesday, January 28, 2026, 2:10 PM, Allie Polsfuss <apolsfuss@cityofbreezypointmn.us> wrote:



# City of Breezy Point Special Event Permit

**A Special Event Permit is required to hold certain events within the City of Breezy Point and receive services or resources from the City of Breezy Point. Descriptions of events and services, and application details are provided below.** Contact City Hall with questions regarding the application process.

Name of Event: North Central Bass Singles Series Date of Application: 1/8/26

Date(s) of Event: 07/26/2026 Beginning and Ending Time: 6a-4pm

Event Location and Address: DockSide at Breezy Point Resort

Description of Event (include proposed site plan): Permission to utilize the City Boat Access and overflow parking on East side of City owned ball field.

Organization Name: North Central Bass Anticipated number of Attendees: 35

Address: 8844 Riley Lane; Brainerd, MN 56401

Primary Contact Name: Mike Wendt Phone: 320-583-3540

Applicant E-Mail: northcentralbass@gmail.com

Will alcoholic beverages be served?  Yes  No  
-- If yes, please contact the Deputy City Clerk to obtain necessary licensing.

Will food and/or non-alcoholic beverages be served?  Yes  No  
-- If yes, please attach copies of necessary permits from the Department of Health, the Department of Agriculture, and Crow Wing County

Will gambling activities occur at the event?  Yes  No  
-- If yes, please contact the Deputy City Clerk to obtain necessary licensing.

Will there be any sound amplification, playing of loud music or musical instruments?  Yes  No  
-- If yes, please explain and list hours \_\_\_\_\_

Describe any City services and/or equipment being requested for this event (i.e., barricades, cones, signs, tables, personnel, parking restrictions, alteration of vehicular or pedestrian traffic).  
None - Just use of the boat launch and truck/trailer parking.

Wave the permit application fee.

**Requirements:**

1. Event organizers must take all reasonable safety precautions during the event. If canceling or postponing your event, please notify the City of Breezy Point in advance of the original event date.
2. Event organizers are responsible for enforcing and following all City Ordinances and Park Regulations.
3. Event organizers are responsible for cleaning up and disposing of garbage at the event's conclusion. City of Breezy Point personnel will inspect the areas after the event. Any costs for repair or clean-up in excess of your deposit will be billed to the individual and/or group who reserved the facility. The sponsoring group and/or applicant are responsible for any damage or accidents that may occur in connection with the event. Deposit is refundable only by recommendation of City Staff.
4. Decorations and signage must be approved by the City prior to the event.

**Certificate of Insurance:**

The applicant shall provide insurance which will indemnifies the City of Breezy Point and its elected and/or appointed officials, agents, and authorized volunteers from and against any and all claims, actions, suits, proceedings, costs, expenses, damages, obligations, penalties, injuries, and liabilities (including, without limitation, reasonable court costs, attorney's fees, and the cost of appellate proceedings) arising in connection with the proposed uses in amounts of at least \$500,000 per injury and \$1,000,000 per occurrence. The policy shall name the City of Breezy Point as an additional insured "as their interest may appear". The name, date and location of event shall be listed under "Description of Operations".

**Insurance Company:** N/A **Policy #:** \_\_\_\_\_

(I) (We) the undersigned, hereby apply to use facilities owned or operated by the City of Breezy Point for the above event. The applicant shall comply with all applicable laws and ordinances, codes, and regulations of other governmental agencies. As the sponsor or authorized representative, I certify that the information provided is true to the best of my knowledge and agree to pay the application fee for this event based upon the information provided in this application. I realize my submission of this application constitutes a contract between myself and the City of Breezy Point and is a release of liability.

Specifically, and without limiting the generality of the foregoing, the holder of this permit agrees to save, defend and hold harmless the City of Breezy Point for damages to City personnel, facilities, equipment or other City property, or to the property and/or person of any third party resulting from the use authorized hereby. The City shall not be liable for death or injury of any such person occurring as a result of the use of the facilities authorized hereby.

**Signature of Applicant:** Mike Wendt **Date:** 1/8/26



Permit number: \_\_\_\_\_  
 Issued Date: \_\_\_\_\_  
 Receipt number: \_\_\_\_\_

## DISC GOLF COURSE EVENT PERMIT

Payment of associated permitting fees in the amount of \$150 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 reserves the course/courses for sole use by the applying organization or individual. Course reservations are restricted to one course per day for two consecutive days except one event per year where the applying organization may reserve both courses. Events must be held between the hours of 8:00 AM and 8:00 PM CST.

Course events are limited to three per calendar year on any days between May 15<sup>th</sup> and September 30<sup>th</sup>. The maximum allowable number of participants for any individual event is 90 persons per course. 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.

<b>A.</b>	Name of Business/Organization		Odegaard Promotions, LLC. dba Airborn Disc Golf					
	Name of Event		Battle for Breezy Point					
	Event Dates and Time		Day 1	6/27/26	Day 2	6/28/26	Time	8:00am - 5:00pm
	Location of Event Day 1		<input checked="" type="checkbox"/>	Monarch Trail (Legacy Course)		<input checked="" type="checkbox"/>	Agate Pass (New Course)	
	Location of Event Day 2		<input checked="" type="checkbox"/>	Monarch Trail (Legacy Course)		<input checked="" type="checkbox"/>	Agate Pass (New Course)	
	Estimated Number of Attendees		180 participants (90 per course)					
	Description of Event		Disc Golf Tournament					

<b>B.</b>	Event Organizer/Primary Contact		Tom (Odie) Odegaard				
	Business Address		20245 Yale St. NW				
	City		Elk River	State	MN	Zip	55330
	Phone		651.955.1191				
	Email		airborntour@gmail.com				

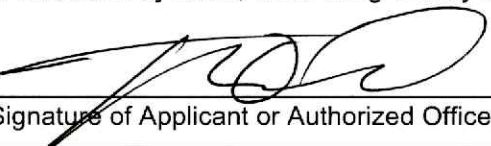
<b>C.</b>	<b>PARKING</b>	
	Do you have a parking plan?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details.	After speaking with the Breezy Point Park and Rec, the plan will be to park on-site utilizing the main parking lot/s and street parking as close to the course as possible. Parking attendants will be provided each morning by Airborn Disc Golf to guide and assist as people arrive.	

FOOD, BEVERAGES, & SALE OF ITEMS BY VENDORS			
D.	Will the event have vendors?	Yes	If yes, how many? Just us, Airborn Disc Golf
	<b>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.</b>		

EVENT CLEANUP, SANITATION, & RECYCLING		
E.	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.	<input checked="" type="checkbox"/>
	<b>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.</b>	<input checked="" type="checkbox"/>

LIABILITY INSURANCE			
F.	Name of insurance company:	Professional Disc Golf Association (PDGA)	
	Contact Name:	More info to be provided upon approval.	Phone Number:
	<b>Documentation certifying proof of insurance must be provided with this application.</b>		

Please contact the City of Breezy Point at 218-562-4441 or email [deputyclerk@cityofbreezypointmn.us](mailto: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: TO
I hereby certify no use of Cannabis will be permitted at this event.	Initial Here: TO
I hereby certify no smoking of tobacco will be permitted at this event.	Initial Here: TO
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.	TO Initial Here:
I hereby certify that I have read this application and that all information contained herein is true and correct to the best of my knowledge, information, and belief. I agree to comply with all state, Crow Wing County and City of Breezy Point Ordinances and statutes and will abide by the general instructions stated in this application, along with the special conditions issued by the City of Breezy Point, in connection with the approval of the Permit contemplated herein. That I, and the organization on whose behalf I make this application if any, represent, stipulate, contract and agree that we will jointly, and severally defend, indemnify, save and hold the City of Breezy Point harmless from any and all claims, lawsuits, judgments, and liability of death, personal injury, bodily injury, or property damage arising directly or indirectly from the exercise of this Special Permit and performance of the Special Permit by Applicant, the organization represented by Applicant, its employees, subcontractors, or assigns, including acknowledges that he/she, together with any organization represented by Applicant, shall be solely responsible by complying with the terms of the Permit. I further understand that failure to comply with any of the provisions specified herein may result in immediate cancellation of this event by State, Crow Wing County or City of Breezy Point officials.	
 _____ Signature of Applicant or Authorized Officer/Agent of Applicant	02/02/2026 _____ Date

**CITY OF BREEZY POINT  
RESOLUTION 07- 2026**

**A RESOLUTION SUPPORTING AND AUTHORIZING THE APPLICATION FOR  
SOURCEWELL THIRD PARTY SERVICES PROGRAM**

WHEREAS, Sourcewell has a grant program that offers local government entities funding which helps enhance operations and programs 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 Third Party Services Program Funding through Sourcewell.

Rebecca Ball: \_\_\_\_

Brad Scott: \_\_\_\_

Steve Jensen: \_\_\_\_

Todd Roggenkamp: \_\_\_\_

Michael Moroni: \_\_\_\_

Adopted this 2<sup>nd</sup> February, 2026

\_\_\_\_\_  
Mayor Todd A. Roggenkamp

Attest:

\_\_\_\_\_  
Allie Polsfuss, City Administrator/Clerk

CITY OF BREEZY POINT  
RESOLUTION 08-2026

A RESOLUTION ACCEPTING THE DONATION OF \$200 TO THE BREEZY POINT  
COMMUNITY GARDEN BY THE CROSSLAKE AREA GARDEN CLUB

WHEREAS, the Crosslake Area Garden Club has donated \$200 to the Breezy Point  
Community Garden.

NOW THEREFORE BE IT RESOLVED by the Breezy Point City Council that they accept  
the donation of \$200 for the Breezy Point Community Garden by the Crosslake Area  
Garden Club.

Rebecca Ball: \_\_\_\_\_

Brad Scott: \_\_\_\_\_

Steve Jensen: \_\_\_\_\_

Todd Roggenkamp: \_\_\_\_\_

Michael Moroni: \_\_\_\_\_

Adopted this 2nd Day of February 2026

\_\_\_\_\_  
Mayor Todd A. Roggenkamp

Attest:

\_\_\_\_\_  
Allie Polsfuss, City Administrator



# CITY COUNCIL MEETING

## AGENDA ITEM

Section 7, Item A.

<p><b>Prepared By:</b>  <i>Allie Polsfuss, City Administrator, Brian Sandell Police Chief, Joe Zierden Public Works Supervisor</i></p>	<p><b>Meeting Date:</b>  <i>2/2/2026</i></p>	<p><b>Item Name:</b>  <b>Public Hearing: Ordinance 01-2026 Amending Chapter 91 of the City Code</b></p>
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**BACKGROUND**

At the November 3, 2025 City Council meeting, the Council directed staff to provide information regarding a City Park and Recreation Ordinance. At the January 5, 2026 City Council meeting, the Council further directed staff to draft a Public Parks and Recreation ordinance.

**OVERVIEW**

The City currently has an ordinance that regulates use of the public beach only. Per Council direction, staff has drafted an ordinance amendment to Chapter 91 of the City Code to expand regulations to apply to all Public Recreational Areas. The purpose of this proposed ordinance amendment is to establish clear rules and expectations for the use of public parks and recreational areas and to provide the Police Department with clear authority to enforce these rules and address violations when necessary.

The proposed ordinance includes provisions regulating the following:

- Public hours
- Animals in public recreational areas
- Garbage and littering
- Motorized vehicles
- Alcohol and smoking
- Behavior and conduct

The draft ordinance is included as Attachment A and has been reviewed by legal counsel.

**Communication**

Upon approval of the ordinance, staff will work through the spring to install signage at public recreational areas. The signage will include a summary of the applicable rules and a QR code linking to additional information. Clear and visible signage will be a critical component of implementation to ensure the public is aware of and understands the rules and regulations.

**STAFF RECOMMENDATION**

1. Hold a Public Hearing
2. Review the Ordinance
3. Approve the ordinance as presented or direct staff to make changes.

CITY OF BREEZY POINT

ORDINANCE 01-2026

AN ORDINANCE AMENDING CHAPTER 91: PARKS AND RECREATION OF THE CITY CODE

The City Council of Breezy Point does ordain as follows:

Section 1. Section 91.01 of the Breezy Point City Code is amended by adding the following underlined material and deleting the ~~stricken~~ material as follows:

91.01 ~~Public beach regulations~~ Public Parks and Recreation Regulations

§ 91.01. PURPOSE

The City deems it appropriate, reasonable and necessary to specify rules and regulations in order to provide for the recreational enjoyment of park areas and facilities; for the protection and preservation of park property, facilities and natural resources of the City; and for the safety and general welfare of the public

§ 91.02 ~~PUBLIC BEACH~~ PARK AND RECERATION REGULATIONS.

(A) *Rules and regulations.* ~~The use of any public park or recreational area~~ beach area in the City is subject to the following:

(1) ~~Hours. The public beach area is open from 10:00 a.m. to 9:00 p.m. daily;~~ Public recreational areas shall be open during the hours as follows:

- i. Fishing Pier, Breezy Point Drive Park, and Four Seasons Trail open from 6:00 a.m. to 9:00 p.m., or until sunset, whichever occurs later
- ii. The Disc Golf Course shall be open from 8:00 a.m. to 8:00 p.m.
- iii. The Public Beach shall be open from 10:00 a.m. to 9:00 p.m.

(2) ~~Alcohol and Drugs. No alcoholic beverages (as defined in Chapter 110 of the City Code) are allowed on the public beach area;~~

- i. No alcoholic beverages, as defined in Chapter 110 of the City Code, shall be allowed in any public recreational area unless approved through a special City permit for a designated area or event.
- ii. Smoking, as defined in Minn. Stat. § 144.413, subd. 4, is prohibited in all public recreation areas.

(3) Garbage. All litter, ~~and~~ garbage, and waste of any kind must be placed in designated containers. ~~garbage cans;~~

(4) Animals. All animals must be under control and directly supervised while in any public recreational area.

i. ~~No dogs or pets are allowed~~ Animals, other than a police dog or any properly identified service animal which aids persons who are totally or partially blind or deaf or have physical or sensory disabilities, when such animals are properly harnessed or leashed so that the person aided by the service animal may maintain control of the animal, are prohibited in the public beach area;

(5) Motorized Vehicles. No person, other than City personnel, shall drive or operate a motorized vehicle, excluding a wheelchair occupied and operated by a disabled person, in a public recreational area except on roads or trails specifically designated for such travel.

~~(6) No parking shall obstruct traffic or interfere with private property or private driveways;~~

(7) ~~No fires are allowed in any public recreational area on the public beach area; and~~

(8) Behavior and Conduct. It shall be unlawful for any person to engage in offensive, threatening, violent, disorderly, or indecent behavior. It is also unlawful to damage or deface any property within a public recreational area. Any person using the public beach area must act in a peaceful and orderly manner. Loud or disruptive behavior or loud amplification which would constitute a nuisance is hereby expressly prohibited.

(b) *Unlawful act.* It is unlawful for any person to violate any provision of this section.

**Section 2.** Effective Date. This ordinance becomes effective from and after its passage and publication.

Passed by the City Council of Breezy Point, Minnesota this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Todd A. Roggenkamp, Mayor

Attested:

\_\_\_\_\_  
Allie Polsfuss, City Administrator



# CITY COUNCIL MEETING

## AGENDA ITEM

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Section 8, ItemA.

<b>Prepared By:</b> <i>Allie Polsfuss, City Administrator</i>	<b>Meeting Date:</b> <i>2/2/2026</i>	<b>Item Name:</b> <b>Approve Pay Application # 14 and #15</b>
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### **COUNCIL ACTION REQUESTED**

Approve Pay Application #14 for \$25,680.25 and #15 for \$30,348.75.

### **BACKGROUND/DISCUSSION**

Hytec Construction pay application #14 and #15 are due for payment for the City Hall Construction Project. Staff is still working with Hytec to resolve the roof claim issue. This will likely be resolved in the spring.

### **STAFF RECOMMENDATION**

Approve pay application as presented

### **SUPPORTING DOCUMENTS**

Attachment A Pay Application



11360 Business 371, PO Box 621  
Brainerd, MN 56401

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

Invoice Number : 15452  
Invoice Date : 11/26/2025  
Customer Number : BREE01  
Job Number : 24134  
Due Date : 12/26/2025

Sold To:

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

Job:

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

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

Date	Description	Amount
11/26/2025	Pay Application #14	25,680.25
	GROSS BILLINGS :	25,680.25
	NET BILLINGS :	25,680.25

Thank You

# APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF ???

PAGES

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

PROJECT: Renovation of City Hall  
Breezy Point, MN

APPLICATION NO: FOURTEEN

FROM CONTRACTOR:

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

PERIOD TO: November 30, 2025

PROJECT NO:

CONTRACT DATE: August 28, 2024

## CONTRACTOR'S APPLICATION FOR PAYMENT

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

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

1. ORIGINAL CONTRACT SUM \$ 2,946,721.06
2. Net change by Change Orders \$ (\$54,648.10)
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 2,892,072.96
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 2,873,694.52


5. RETAINAGE:
  - a. % of Completed Work \$ 0.00  
(Column D + E on G703)
  - b. % of Stored Material \$  
(Column F on G703)

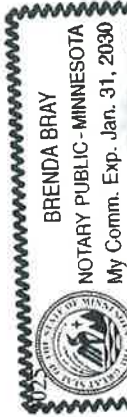
6. TOTAL EARNED LESS RETAINAGE \$ 0.00  
(Line 4 Less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 2,848,014.27
8. CURRENT PAYMENT DUE \$ 25,680.25
9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 18,378.44  
(Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	(\$80,328.35)	
Total approved this Month	\$25,680.25	
<b>TOTALS</b>	<b>(\$54,648.10)</b>	<b>\$0.00</b>
NET CHANGES by Change Order	(\$54,648.10)	

CONTRACTOR: Hy-Tec Construction of Brainerd, Inc

By:  Date: November 26, 2025

State of Minnesota  
County of Crow Wing  
Subscribed and sworn to before me this 26th day of November,  
Notary Public:   
My Commission expires: 01/31/2030



## ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED ..... \$ \_\_\_\_\_

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

ARCHITECT: Widseth

By: \_\_\_\_\_ Date: \_\_\_\_\_

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

THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5292

AIA DOCUMENT G702 - APPLICATION AND CERTIFICATION FOR PAYMENT - 1992 EDITION AIA® © 1992

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Section 8, Item A.

# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF X PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: **FOURTEEN**

Contractor's signed certification is attached.

APPLICATION DATE: **11/25/2025**

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

PERIOD TO: **11/30/2025**

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

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

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D O R E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	% (G + C)					
	General Requirements	\$50,719.47	\$50,719.47	\$0.00	\$0.00	\$0.00	\$50,719.47	100.00%	\$0.00
	Sitework	\$313,153.19	\$313,153.19	\$0.00	\$0.00	\$0.00	\$313,153.19	100.00%	\$0.00
	Utilities	\$199,054.60	\$199,054.60	\$0.00	\$0.00	\$0.00	\$199,054.60	100.00%	\$0.00
	Concrete	\$99,208.15	\$99,208.15	\$0.00	\$0.00	\$0.00	\$99,208.15	100.00%	\$0.00
	Masonry	\$119,862.05	\$119,862.05	\$0.00	\$0.00	\$0.00	\$119,862.05	100.00%	\$0.00
	Metals	\$9,799.48	\$9,799.48	\$0.00	\$0.00	\$0.00	\$9,799.48	100.00%	\$0.00
	Carpentry & Cabinets	\$326,636.61	\$326,636.61	\$0.00	\$0.00	\$0.00	\$326,636.61	100.00%	\$0.00
	Thermal & Moisture	\$219,185.35	\$219,185.35	\$0.00	\$0.00	\$0.00	\$219,185.35	100.00%	\$0.00
	Openings - Doors/Frames/Hardware	\$215,309.66	\$215,309.66	\$0.00	\$0.00	\$0.00	\$215,309.66	100.00%	\$0.00
	Finishes	\$269,018.43	\$269,018.43	\$0.00	\$0.00	\$0.00	\$269,018.43	100.00%	\$0.00
	Specialties	\$79,611.55	\$79,611.55	\$0.00	\$0.00	\$0.00	\$79,611.55	100.00%	\$0.00
	Furniture	\$128,692.06	\$128,692.06	\$0.00	\$0.00	\$0.00	\$128,692.06	100.00%	\$0.00
	Fire Suppression	\$208,253.29	\$208,253.29	\$0.00	\$0.00	\$0.00	\$208,253.29	100.00%	\$0.00
	Plumbing	\$85,709.87	\$85,709.87	\$0.00	\$0.00	\$0.00	\$85,709.87	100.00%	\$0.00
	HVAC	\$161,192.70	\$161,192.70	\$0.00	\$0.00	\$0.00	\$161,192.70	100.00%	\$0.00
	Electrical	\$396,817.19	\$396,817.19	\$0.00	\$0.00	\$0.00	\$396,817.19	100.00%	\$0.00
	Communication & Life Safety	\$64,497.41	\$64,497.41	\$0.00	\$0.00	\$0.00	\$64,497.41	100.00%	\$0.00
	CHANGE ORDERS								
	CO#1 - Access Control	\$13,681.72	\$13,681.72	\$0.00	\$0.00	\$0.00	\$13,681.72	100.00%	\$0.00
	CO#2 - Operable Partition Change	-\$766.95	(\$766.95)	\$0.00	\$0.00	\$0.00	(\$766.95)	100.00%	\$0.00
	CO#3 - Omit Furniture	-\$130,000.00	(\$130,000.00)	\$0.00	\$0.00	\$0.00	(\$130,000.00)	100.00%	\$0.00
	CO#4 - Roofing Existing Bldg	\$36,756.88	\$18,378.44	\$0.00	\$0.00	\$0.00	\$18,378.44	50.00%	\$0.00
	CO#5 - Lobby Ceiling Changes	\$6,205.14	\$0.00	\$6,205.14	\$0.00	\$0.00	\$6,205.14	100.00%	\$0.00
	CO#6 - Casework Changes	\$3,066.48	\$0.00	\$3,066.48	\$0.00	\$0.00	\$3,066.48	100.00%	\$0.00
	CO#7 - Electrical to Well	\$14,260.11	\$0.00	\$14,260.11	\$0.00	\$0.00	\$14,260.11	100.00%	\$0.00
	CO#8 - Tile Changes	\$2,148.52	\$0.00	\$2,148.52	\$0.00	\$0.00	\$2,148.52	100.00%	\$0.00

Section 8, Item A.

# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF X PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: **FOURTEEN**

Contractor's signed certification is attached.

APPLICATION DATE: **11/25/2025**

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

PERIOD TO: **11/30/2025**

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

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

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	% (G + C)			TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G + C)		
		\$2,892,072.96	\$2,848,014.27		\$25,680.25	\$0.00	\$2,873,694.52	99.36%	\$18,378.44	\$0.00
	<b>PAGE TOTALS</b>									

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Section 8, Item A.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

~~26845~~ 26853

DATE: 10/24/2025

The undersigned hereby acknowledges receipt of the sum of \$15,400.00

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 09/25/2025

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

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

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

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

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

By: Pratt's Affordable Exc Inc.  
Address: 23069 Swan Lane  
Address: Merrifield MN 56465  
Signature: Laura Pratt  
Title: Treasurer  
Date: 10/30/25

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

~~26843~~ 26851

DATE: 10/31/2025

The undersigned hereby acknowledges receipt of the sum of \$1,159.00

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 09/25/2025

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

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

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

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

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

By: LUNDBERG PLUMBING & HTG
Address: 1075 2nd St. NW
Address: AITKIN MN 56431
Signature: Kimberly A Jones
Title: owner
Date: 10/31/2025

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

~~26839~~ 26847

Section 8, Item A.

DATE: 10/24/2025

The undersigned hereby acknowledges receipt of the sum of \$24,836.00

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 09/22/2025

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

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

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

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

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

By: Dorholt Tile & Home Center, Inc  
Address: 20790 US Hwy 169  
Address: Grand Rapids MN 55744  
Signature: Mary R Dorholt  
Title: Sec / Treas.  
Date: 10-31-25

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

26837

DATE: 10/23/2025

The undersigned hereby acknowledges receipt of the sum of  \$513.25

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of  08/25/2025

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

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

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

Customer: City of Breezy Point

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

Address: 8319 Co Rd 11, Breezy Point, MN56472

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

By: Thelen Heating & Roofing

Address: 1717 13th Street SE

Address: Brainerd MN 56401

Signature:  [Handwritten Signature]

Title:  office mgr

Date:  10/23/25

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

Hy-Tec Construction of Brainerd, Inc.

P.O. Box 621

Brainerd, MN 56401

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



RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

26842 26850

Section 8, Item A.

DATE: 10/24/2025

The undersigned hereby acknowledges receipt of the sum of \$14,551.00

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 09/30/2025

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

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

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

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

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

By: Jim's Electric Co., Inc.
Address: 8296 Industrial Park Rd
Address: Baxter MN 56425-8084
Signature: [Handwritten Signature]
Title: [Handwritten Title]
Date: 11/13/25

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

26844 26852

Section 8, Item A.

DATE: 10/24/2025

The undersigned hereby acknowledges receipt of the sum of \$3,356.85

CHECK ONLY ONE OR LINE 1 WILL APPLY.

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

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

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

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

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

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

By: Northern Wells & Service  
Address: 5719 Birchdale Road  
Address: Brainerd MN 56401  
Signature: [Signature]  
Title: owner  
Date: 10-9-25

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

~~26838~~ 26846

DATE: 10/24/2025

The undersigned hereby acknowledges receipt of the sum of \$71,871.68

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 09/25/2025

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

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

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

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

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

By: Anderson Brothers Construction Company of Brainerd  
Address: VN#047855 11325 State Highway 210  
Address: Brainerd MN 56401-5842

Signature: [Signature]  
Title: Sr. Supt  
Date: 11/16/2025

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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





11360 Business 371, PO Box 621  
Brainerd, MN 56401

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

Invoice Number : 15536  
 Invoice Date : 01/29/2026  
 Customer Number : BREE01  
 Job Number : 24134  
 Due Date : 02/28/2026

Sold To:

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

Job:

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

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

Date	Description	Amount
01/29/2026	Pay Application #15	30,348.75
	GROSS BILLINGS :	30,348.75
	NET BILLINGS :	30,348.75

Thank You

# APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF ???

PAGES

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

PROJECT: Renovation of City Hall  
Breezy Point, MN

APPLICATION NO: FIFTEEN

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

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

Distribution to:

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

PERIOD TO: January 31, 2026

PROJECT NO:

CONTRACT DATE: August 28, 2024

## CONTRACTOR'S APPLICATION FOR PAYMENT

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

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

1. ORIGINAL CONTRACT SUM \$ 2,946,721.06
2. Net change by Change Orders \$ (24,299.35)
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 2,922,421.71
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 2,904,043.27

5. RETAINAGE:
  - a. % of Completed Work \$ 0.00  
(Column D + E on G703)
  - b. % of Stored Material \$  
(Column F on G703)


6. TOTAL EARNED LESS RETAINAGE \$ 0.00  
(Line 4 Less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 2,873,694.52
8. CURRENT PAYMENT DUE \$ 30,348.75
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 18,378.44

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		(\$54,648.10)
Total approved this Month	\$30,348.75	
<b>TOTALS</b>	<b>(\$24,299.35)</b>	<b>\$0.00</b>
NET CHANGES by Change Order	(\$24,299.35)	

CONTRACTOR: Hy-Tec Construction of Brainerd, Inc

By: 

Date: January 29, 2026

State of Minnesota  
County of Crow Wing  
Subscribed and sworn to before me this 29th day of January, 2026  
Notary Public:   
My Commission expires: 01/31/2030



## ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED ..... \$ \_\_\_\_\_

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

ARCHITECT: Widseth

By: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Section 8, Item A.

# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF X PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: **FIFTEEN**

Contractor's signed certification is attached.

APPLICATION DATE: **01/29/2026**

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

PERIOD TO: **01/31/2026**

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

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

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E COMPLETED THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D O R E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	General Requirements	\$50,719.47	\$50,719.47	\$0.00	\$0.00	\$0.00	\$50,719.47	\$0.00	\$0.00
	Sitework	\$313,153.19	\$313,153.19	\$0.00	\$0.00	\$0.00	\$313,153.19	\$0.00	\$0.00
	Utilities	\$199,054.60	\$199,054.60	\$0.00	\$0.00	\$0.00	\$199,054.60	\$0.00	\$0.00
	Concrete	\$99,208.15	\$99,208.15	\$0.00	\$0.00	\$0.00	\$99,208.15	\$0.00	\$0.00
	Masonry	\$119,862.05	\$119,862.05	\$0.00	\$0.00	\$0.00	\$119,862.05	\$0.00	\$0.00
	Metals	\$9,799.48	\$9,799.48	\$0.00	\$0.00	\$0.00	\$9,799.48	\$0.00	\$0.00
	Carpentry & Cabinets	\$326,636.61	\$326,636.61	\$0.00	\$0.00	\$0.00	\$326,636.61	\$0.00	\$0.00
	Thermal & Moisture	\$219,185.35	\$219,185.35	\$0.00	\$0.00	\$0.00	\$219,185.35	\$0.00	\$0.00
	Openings - Doors/Frames/Hardware	\$215,309.66	\$215,309.66	\$0.00	\$0.00	\$0.00	\$215,309.66	\$0.00	\$0.00
	Finishes	\$269,018.43	\$269,018.43	\$0.00	\$0.00	\$0.00	\$269,018.43	\$0.00	\$0.00
	Specialties	\$79,611.55	\$79,611.55	\$0.00	\$0.00	\$0.00	\$79,611.55	\$0.00	\$0.00
	Furniture	\$128,692.06	\$128,692.06	\$0.00	\$0.00	\$0.00	\$128,692.06	\$0.00	\$0.00
	Fire Suppression	\$208,253.29	\$208,253.29	\$0.00	\$0.00	\$0.00	\$208,253.29	\$0.00	\$0.00
	Plumbing	\$85,709.87	\$85,709.87	\$0.00	\$0.00	\$0.00	\$85,709.87	\$0.00	\$0.00
	HVAC	\$161,192.70	\$161,192.70	\$0.00	\$0.00	\$0.00	\$161,192.70	\$0.00	\$0.00
	Electrical	\$396,817.19	\$396,817.19	\$0.00	\$0.00	\$0.00	\$396,817.19	\$0.00	\$0.00
	Communication & Life Safety	\$64,497.41	\$64,497.41	\$0.00	\$0.00	\$0.00	\$64,497.41	\$0.00	\$0.00
	CHANGE ORDERS								
	CO#1 - Access Control	\$13,681.72	\$13,681.72	\$0.00	\$0.00	\$0.00	\$13,681.72	\$0.00	\$0.00
	CO#2 - Operable Partition Change	-\$766.95	(\$766.95)	\$0.00	\$0.00	\$0.00	(\$766.95)	\$0.00	\$0.00
	CO#3 - Omit Furniture	-\$130,000.00	(\$130,000.00)	\$0.00	\$0.00	\$0.00	(\$130,000.00)	\$0.00	\$0.00
	CO#4 - Roofing Existing Bldg	\$36,756.88	\$18,378.44	\$0.00	\$0.00	\$0.00	\$18,378.44	\$18,378.44	\$0.00
	CO#5 - Lobby Ceiling Changes	\$6,205.14	\$6,205.14	\$0.00	\$0.00	\$0.00	\$6,205.14	\$0.00	\$0.00
	CO#5 - Lobby Ceiling Adjustment	-\$3,722.93	\$0.00	(\$3,722.93)	\$0.00	\$0.00	(\$3,722.93)	\$0.00	\$0.00
	CO#6 - Casework Changes	\$3,066.48	\$3,066.48	\$0.00	\$0.00	\$0.00	\$3,066.48	\$0.00	\$0.00
	CO#7 - Electrical to Well	\$14,260.11	\$14,260.11	\$0.00	\$0.00	\$0.00	\$14,260.11	\$0.00	\$0.00

Section 8, Item A.

# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF X PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: **FIFTEEN**

Contractor's signed certification is attached.

APPLICATION DATE: **01/29/2026**

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

PERIOD TO: **01/31/2026**

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

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

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D O R E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	CO#8 - Tile Changes	\$2,148.52	\$2,148.52	\$0.00	\$0.00	\$0.00	\$2,148.52	\$0.00	\$0.00
	CO#9 - Site Grading Changes	\$13,020.39	\$0.00	\$13,020.39	\$13,020.39	\$0.00	\$13,020.39	\$0.00	\$0.00
	CO#10 - Irrigation System RPZ	\$3,027.24	\$0.00	\$3,027.24	\$3,027.24	\$0.00	\$3,027.24	\$0.00	\$0.00
	CO#11 - Digital Horizon - AV System	\$10,228.40	\$0.00	\$10,228.40	\$10,228.40	\$0.00	\$10,228.40	\$0.00	\$0.00
	CO#12 - Landscaping & Irrigation Change	\$5,961.43	\$0.00	\$5,961.43	\$5,961.43	\$0.00	\$5,961.43	\$0.00	\$0.00
	CO#13 - Lobby Desk Lighting	\$1,834.22	\$0.00	\$1,834.22	\$1,834.22	\$0.00	\$1,834.22	\$0.00	\$0.00
	<b>PAGE TOTALS</b>	\$2,922,421.71	\$2,873,694.52	\$30,348.75	\$30,348.75	\$0.00	\$2,904,043.27	\$18,378.44	\$0.00

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

Section 8, Item A.

DATE: 11/21/2025

The undersigned hereby acknowledges receipt of the sum of  \$2,100.00

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of  10/06/2025

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

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

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

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

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

By: On Systems, Inc.  
Address: 24400 Smiley Road  
Address: Nisswa MN 56468  
Signature:  [Handwritten Signature]   
Title:  CEO   
Date:  12/4/2025

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

~~26840~~

2684

Section 8, Item A.

DATE: 10/24/2025

The undersigned hereby acknowledges receipt of the sum of \$90,303.23

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 09/19/2025

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

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

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

Customer: City of Breezy Point

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

Address: 8319 Co Rd 11, Breezy Point, MN56472

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

By: F&3 Drywall LLC

Address: 1311 Stone Ridge Road

Address: Sauk Rapids MN 56379

Signature: FEDERICO FLORES

Title: Owner

Date: 10-1-2025

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

Hy-Tec Construction of Brainerd, Inc.

P.O. Box 621

Brainerd, MN 56401

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



RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

27104

DATE: 11/21/2025

The undersigned hereby acknowledges receipt of the sum of \$2,380.00

CHECK ONLY ONE OR LINE 1 WILL APPLY.

1. As partial payment for labor, skill and material furnished or to be furnished as of 10/23/2025

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

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

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

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

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

By: Pratt's Affordable Exc Inc.  
Address: 23069 Swan Lane  
Address: Merrifield MN 56465  
Signature: Jaina Kaatt  
Title: Treasurer  
Date: 11/24/25

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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



RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

26665

DATE: 10/10/2025

The undersigned hereby acknowledges receipt of the sum of \$552.98

CHECK ONLY ONE OR LINE 1 WILL APPLY,

     1. As partial payment for labor, skill and material furnished or to be furnished as of 09/18/2025

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

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

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

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

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

By: Bartley Sales Company  
Address: PO Box 26038 6509 Cambridge Street  
Address: St. Louis Park MN 55426-4401  
Signature: Joseph A. Lemus  
Title: Treasurer  
Date: 12/23/25

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

26055

DATE: 07/22/2025

The undersigned hereby acknowledges receipt of the sum of \$1,848.00

CHECK ONLY ONE OR LINE 1 WILL APPLY.

X 1. As partial payment for labor, skill and material furnished or to be furnished as of 06/17/2025

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

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

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

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

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

By: Chosen Valley Testing Inc
Address: 414 37th North
Address: St Cloud MN 56303
Signature: [Handwritten Signature]
Title: Branch Manager
Date: 7/28/25

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

25726

DATE: 06/23/2025

The undersigned hereby acknowledges receipt of the sum of \$31,474.97

CHECK ONLY ONE OR LINE 1 WILL APPLY.

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

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

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

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

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

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

By: J. Anderson Construction LLC  
Address: 14454 Cottage Grove Dr.  
Address: Baxter MN 56425  
Signature: [Handwritten Signature]  
Title: President  
Date: 01/07/2026

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

PLEASE MAIL/EMAIL THE COMPLETED LIEN WAIVER TO:

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





**CITY HALL REMODEL & EXPANSION PROJECT**  
**As of January 31, 2026**

<b>Vendor</b>	<b>Description</b>	<b>Invoice</b>	<b>Date Paid</b>	<b>Amount</b>
Hy-Tech Construction	General Construction Progress Billing	Pay App 1	14-Nov-2024	\$ 138,219.54
Hy-Tech Construction	General Construction Progress Billing	Pay App 2	26-Dec-2024	\$ 232,981.28
Hy-Tech Construction	General Construction Progress Billing	Pay App 3	8-Jan-2025	\$ 93,690.76
Hy-Tech Construction	General Construction Progress Billing	Pay App 4	5-Feb-2025	\$ 164,065.75
Duet Resource Group	Furniture downpayment	13573	5-Feb-2025	\$ 89,560.80
Hy-Tech Construction	General Construction Progress Billing	Pay App 5	5-Mar-2025	\$ 231,812.16
Hy-Tech Construction	General Construction Progress Billing	Pay App 6	16-Apr-2025	\$ 263,224.98
Hy-Tech Construction	General Construction Progress Billing	Pay App 7	14-May-2025	\$ 298,529.47
Hy-Tech Construction	General Construction Progress Billing	Pay App 8	11-Jun-2025	\$ 445,181.78
Hy-Tech Construction	General Construction Progress Billing	Pay App 9	9-Jul-2025	\$ 470,174.28
Duet Resource Group	Furniture Billing - Final Phase I	18642	9-Jul-2025	\$ 70,633.30
Hy-Tech Construction	General Construction Progress Billing	Pay App 10	20-Aug-2025	\$ 222,151.61
Hy-Tech Construction	General Construction Progress Billing	Pay App 11	17-Sep-2025	\$ 172,074.22
Hy-Tech Construction	General Construction Progress Billing	Pay App 12	15-Oct-2025	\$ 80,332.02
Hy-Tech Construction	General Construction Progress Billing	Pay App 13	12-Nov-2025	\$ 35,576.42
Duet Resource Group	Furniture Billing - Final Phase I	19449	12-Nov-2025	\$ 18,927.50
				<b>Expended from 401 Capital Fund: <u>\$ 3,027,135.87</u></b>

**Scheduled to be paid in February:**

Hy-Tech Construction	General Construction Progress Billing	Pay App 14	5-Feb-2026	\$ 25,680.25
Hy-Tech Construction	General Construction Progress Billing	Pay App 15	5-Feb-2026	\$ 30,348.75
				<b>Total thru Aug: <u>\$ 3,057,484.62</u></b>





# CITY COUNCIL MEETING AGENDA ITEM

Section 8, Item B.

<b>Prepared By:</b> <i>Allie Polsfuss, City Administrator</i>	<b>Meeting Date:</b> <i>January 5, 2026</i>	<b>Item Name:</b> <b>2025 Edgewater Circle Project</b>
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### BACKGROUND

On July 7, 2025, the City Council held a public hearing regarding the Edgewater Circle Road Improvement Project. The project was initiated by Pelican Township, which approached the City about participating in the improvement. Based on the City’s street plan, Edgewater Circle had a pavement condition rating of 4, and the Council authorized the improvement.

The total cost of the project was **\$21,630.45** and was completed last summer.

On December 1, 2025, the City Council adopted the assessment roll for the full-depth reconstruction project in accordance with the City’s updated special assessment policy. The assessment was applied as follows:

**Edgewater South Condominium ..... \$10,000.00**

Typically, assessment amounts and taxable properties are reviewed and verified by the project engineer. However, because this was not a City-initiated project, it did not follow the City’s standard special assessment process.

### OVERVIEW

Since the beginning of this project, the City anticipated assessing the full assessment amount to the Edgewater South Condominium Association, with the expectation that the cost would then be allocated among the individual condominium owners.

When staff attempted to submit the assessment roll to the County for inclusion on property tax statements, the County notified the City that the condominium association’s parcel identification number (PID) is not a taxable parcel. As a result, the assessment cannot be applied to the association as a whole.

After consulting with legal counsel, staff was advised that the assessment process completed in 2025 may be invalid because the incorrect entity was listed as the property owner. Consequently, the hearing notices and adopted assessment roll do not meet statutory requirements. Additionally, there is no legal mechanism for the City to directly assess the condominium association, as it does not own the underlying land.



There are two options for the Council to consider as it relates to the next steps:



# CITY COUNCIL MEETING

## AGENDA ITEM

---

Section 8, Item B.

### **Option 1: Reassess Individual Condominium Units**

Proceed with a reassessment under Minn. Stat. § 429.071, subd. 2, which would allow the Council to redo the assessment process, including notice and public hearing. Notices would need to be sent to each individual condominium owner in the same manner required under Minn. Stat. § 429.061.

- Due to timing requirements, the reassessment would be placed on taxes in 2026, one year later than originally intended.
- The estimated assessment per individual condominium unit would be approximately \$800.00.

### **Option 2: Forgo the Assessment**

Allow the project to remain completed without assessing individual condo owners. While this would resolve the issue administratively, there are concerns about setting precedent and deviating from the City's adopted special assessment policy.

### **STAFF RECOMMENDATION**

Have a discussion on the options above and direct staff to proceed.



# CITY COUNCIL MEETING

## AGENDA ITEM

Section 8, Item C.

<b>Prepared By:</b> <i>Allie Polsfuss, City Administrator, Council member Steve Jensen</i>	<b>Meeting Date:</b> <i>2/2/2026</i>	<b>Item Name:</b> <b><i>Proclamation of FoodShare Month</i></b>
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### **BACKGROUND**

Minnesota FoodShare Month is a long-standing statewide initiative in which charitable organizations work to combat food insecurity and prepare for increased demand in the months ahead. In 2025, the Lakes Area Food Shelf served 1,333 families in the Brainerd Lakes Area and rescued 110,048 pounds of food from local grocery and convenience stores.

### **OVERVIEW**

In 2024, the City of Breezy Point proclaimed March as Minnesota FoodShare Month. Council Member Jensen has worked with staff to bring this proclamation forward again for March 2026.

To support the proclamation and coordinate with the Lakes Area Food Shelf, City Hall will serve as a drop-off location for donations of non-perishable food items throughout the month of March. In addition, the City will help raise awareness by sharing information on how residents can support FoodShare Month through the City’s social media platforms.

The City’s past FoodShare donation totals include:

- 2023: 194 pounds
- 2024: 669 pounds
- 2025: 206 pounds
- 

Staff will report the total amount donated following the conclusion of FoodShare Month in March.

### **STAFF RECOMMENDATION**

Proclaim FoodShare Month from March 1-April 6, 2026.

# Proclamation



## FoodShare Month March 1<sup>st</sup> – April 6<sup>th</sup> 2026

**WHEREAS**, access to food and proper nutrition is imperative to the health and well-being of all communities; and

**WHEREAS**, food shelves across the state of Minnesota participate in FoodShare Month every March to prepare for the year ahead and better combat food insecurity; and

**WHEREAS**, FoodShare Month can serve as an opportunity for the City of Breezy Point, Minnesota to give back to the broader community and participate in this time-honored tradition.

**NOW, THEREFORE**, I, Todd Roggenkamp, Mayor of the City of Breezy Point, Minnesota do hereby proclaim March 1<sup>st</sup> – April 6<sup>th</sup>, 2026 as Minnesota FoodShare Month in the City of Breezy Point, Minnesota, and encourage all residents to join the City Council in this celebration.

**IN WHITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Breezy Point, Minnesota to be affixed this 2<sup>nd</sup> day of February, 2026

**ATTEST:**

\_\_\_\_\_  
Allie Polsfuss  
City Administrator/Clerk

\_\_\_\_\_  
Todd Roggenkamp,  
Mayor

*Because hunger can't wait.*



# LAKES AREA FOOD SHELF

## OVER 40 YEARS OF SERVICE

Lakes Area Food Shelf is grateful to have served the Brainerd Lakes Area area for over 40 years. We were established in 1980 by Donald Messick with the help of Lutheran Church of the Cross and Christ Community Church, both of Nisswa. We've earned the trust of the thousands of people we serve each year and have become a primary community resource for people facing food insecurity in the Brainerd Lakes Area.



## FARMS 2 FOOD SHELF

Lakes Area Food Shelf prioritizes nutrient-rich, locally-grown produce in our grocery store and our food budget because healthy food is key to mental and physical health, learning and development in children, and so much more. To learn more, check out: [lakesareafoodshelf.org/About Us](http://lakesareafoodshelf.org/About Us)

## MORE WAYS TO GET INVOLVED

- Host a food drive.
- Trade a discount for a shelf-stable food item.
- Donate extra food from your garden.
- Encourage your cabin friends to donate their food when they close up their cabin.
- Schedule a monthly banking Bill Pay or ACH transaction- Set it & forget it!

## SUPPORTING LAFS FINANCIALLY

Financial donations allow LAFS to purchase discounted food from our food bank - Second Harvest Northland - and from our grocers and warehouses.

**Venmo @LAFS29316**

**Paypal**



**Donate**



### FIND US:

[www.lakesareafoodshelf.org](http://www.lakesareafoodshelf.org)  
PO Box 423  
29316 Patriot Avenue  
Pequot Lakes, MN 56472

### HOURS:

Tuesdays: 9am - 12pm  
Wednesdays: 3pm - 6pm  
Thursdays: 9am - 12pm

### CONTACT US:

218-568-8474  
[info@lakesareafoodshelf.org](mailto:info@lakesareafoodshelf.org)

## DONATION WISHLIST

- Shelf-stable Proteins
  - Canned Tuna and Chicken
  - Peanut Butter
- Personal Hygiene Items
  - Shampoo
  - Soap
  - Deodorant
  - Toilet Paper
  - Feminine Hygiene

## OUR RESOURCE HUB

In 2023, the Brainerd Lakes Area community helped Section 8, Item C. the expansion and remodel of our facility which resulted in the Resource Hub. Community Resource Hubs, integrated within a food shelf, house a network of existing direct service providers from multiple disciplines (legal, housing, counseling, job training, etc.).

Today our community partners include:

- Bridges of Hope
- Crow Wing County
- St. Vincent de Paul

## OUR VOLUNTEERS



Lakes Area Food Shelf is powered by volunteers. They unload semi trucks full of food. They stock the shelves. They stand in the snow handing out holiday meals. Most importantly, they greet those who need the food shelf with dignity, empathy, and a smile.

If you are interested in becoming a volunteer, please email us at [info@lakesareafoodshelf.org](mailto:info@lakesareafoodshelf.org) or just stop and see what it's all about.

# THANK YOU LAFS DONORS!

Your support enables LAFS to provide food and hope to those families with food insecurities in the Brainerd Lakes Area

# City of Breezy Point

Cash, Cash Equivalents & Investments

As of November 30, 2025

Section 9, Item B.

	Cash	Money Market Funds	Certificates of Deposit	Gov't Bonds	Maturing	Estimated Yield	Prior 30-day Yield	
Pine River Checking	\$ 489,984.29							
Pine River Property Disposal	Closed, moved to Checking							
Financial Northeastern Securities		\$ 192,297.09				3.85%	3.96%	↓ Monthly
Financial Northeastern Securities			\$ 245,568.40		10/30/2026	4.05%	4.05%	
Financial Northeastern Securities			\$ 245,656.60		4/30/2027	3.93%	3.96%	
Financial Northeastern Securities			\$ 245,617.40		4/30/2029	3.84%	3.89%	
PMA 4M Fund		\$ 1,859,822.93				3.93%	4.24%	↓ Monthly
Multi-Bank Securities (MBS)		\$ 299,951.20				3.03%	3.17%	↓ Monthly
Multi-Bank Securities (MBS)			\$ 131,945.78		5/28/2026	0.71%	0.72%	
Multi-Bank Securities (MBS)			\$ 244,796.65		11/14/1930	4.05%	NEW	
Northland Securities		\$ 117,932.33				3.13%	3.26%	↓ Monthly
Northland Securities			\$ 244,698.65		12/11/2025	0.50%	0.50%	
Northland Securities			\$ 223,920.00		2/18/2026	1.75%	1.76%	
Northland Securities			\$ 239,661.45		2/23/2027	1.99%	1.99%	
Northland Securities			\$ 245,663.95		4/30/2027	3.93%	3.93%	
Northland Securities			\$ 247,528.40		4/30/2029	4.05%	4.05%	
Northland Securities			\$ 247,136.40		4/30/2030	4.01%	4.00%	
Wells Fargo		\$ 57,210.70				3.54%	3.70%	↓ Monthly
Wells Fargo				\$ 243,326.65	2/25/2026	1.01%	1.01%	
Wells Fargo			\$ 213,433.02		9/25/2026	0.66%	0.66%	
Wells Fargo			\$ 239,485.05		2/17/2027	1.89%	1.89%	
Wells Fargo			\$ 246,521.45		5/1/2028	3.97%	3.97%	
Wells Fargo			\$ 247,528.40		4/30/2029	4.05%	4.05%	
Wells Fargo			\$ 247,579.85		4/30/2030	4.05%	4.04%	

**TOTALS**    \$ 489,984.29    \$ 2,527,214.25    \$ 3,756,741.45    \$ 243,326.65

**TOTAL ALL FUNDS**    \$ 7,017,266.64

## City of Breezy Point

Fund Balances\*

As of November 30, 2025

General Fund	\$ 1,419,814.84
EDA Fund	\$ 4,635.61
TIF District	\$ 61.41
Cemetery Fund	\$ 215,518.77
Debt Service Fund	\$ 466,487.69
Capital Fund	\$ 502,025.02
Sewer Operating Fund	\$ 453,030.11
Sewer Capital Fund	\$ 3,948,978.73
Escrow Reserve Fund	\$ 1,565.42
	<hr/>
	<b>\$ 7,012,117.60</b>

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