



CITY COUNCIL REGULAR MEETING

Monday, April 06, 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

AGENDA

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. OPEN FORUM

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

5. CONSENT AGENDA

- [A.](#) Approve City Council Meeting Minutes from March 2, 2026
- [B.](#) Approve List of Claims Totaling \$88, 388.64; checks 140985-141053 and eChecks 4105
- [C.](#) Approve Appointment of Rhonda Swanson as Cemetery Commissioner
- [D.](#) Approve Rescheduling May 4, 2026 City Council Meeting to April 30, 2026
- [E.](#) Approve Scheduling Joint Planning Commission Meeting for June 9, 2026 at 5:00 p.m.
- [F.](#) Approve Preliminary Plat for Eagle View Storage
- [G.](#) Res No. 13-2026 Approve Budgeted Transfers for 2025
- [H.](#) Res. No. 14-2026 Ratifying Prior Actions Regarding Bidding Process for 2026 Street Improvement Project
- [I.](#) Res. No. 18-2026 Accept Donation for Pelican Woods Cemetery

6. BUSINESS ITEMS

- [A.](#) Consider Personnel Committee Recommendations
- [B.](#) Res. No. 15-2026 Order Reassessment and Public Hearing on the Proposed Reassessment for 2025 Edgewater Circle Project

C. Res. No. 16 Declaring Cost to be Assessed, Ordering Preparation of Proposed Assessment, and Calling for the Hearing on the Proposed Assessments for the 2026 Street Improvement Project

D. Res. 17-2026 Accepting Local Road Improvement Program Grant for the Buschmann Road Reconstruction Project

E. Shoreview Lane Maintenance Recommendation

F. Tax Increment Financing Educational Presentation-*Todd Hagen, Ehlers*

7. DEPARTMENTAL UPDATES & COUNCIL REPORTS

A. State of the City Address-*Mayor Todd Roggenkamp*

B. March Breezy Point Police Department Offense Summary- *Informational*

C. Cash and Investments Summary-*Informational*

8. ADJOURN

City of Breezy Point March 2, 2026 – 6:30 pm Regular Meeting Minutes

Mayor Roggenkamp called the Regular City Council meeting to order at 6:30 PM on Monday, March 2, 2026.

The Pledge of Allegiance was recited by all present.

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

Open Forum

Mayor Roggenkamp opened the forum and noted that anyone wishing to address short-term rentals should wait until that agenda item. He asked three times if anyone wished to address the council, and hearing no response, closed the open forum.

Consent Agenda

Mayor Roggenkamp read the items on the consent agenda.

- Minutes from February 2, 2026 Regular City Council Meeting
- Minutes from February 3, 2026 Strategic Planning Meeting
- Claims totaling \$319,104.95 (Checks 140904-140984 and eChecks 4082-4104)
- Adopt Eagle View Elementary Site Circulation Study
- Accept Strategic Plan Summary
- Approve Animal Control Enforcement Contract with Lakes Area Wildlife Control
- Approve Revision to Job Description and Authorize Advertisement of Planning and Zoning Administrator
- Approve Sale of 2020 Ford Explorer and Vehicle Purchase Credit Agreement
- Approve Sewer Rate Study Proposal
- Resolution 09-2026 Establish 2026 Polling Place
- Resolution 10-2026 Accept Donation of Defibrillator to Police Department
- Resolution 11-2026 Supporting and Authorizing Application for Sourcewell Internship Reimbursement Funding

Motion: Council member Jensen moved to approve the consent agenda. Council member Moroni seconded. Motion carried 4-0.

Short Term Rental Licensing Process

Administrator Polsfuss provided extensive background on the short-term rental ordinance discussions over the past 5-6 years. She explained that the current process involves a one-

page application with a \$300 annual license fee, but staff finds it difficult to verify compliance with occupancy limits and guest restrictions.

Polsfuss proposed a revised application requiring additional information including legal number of bedrooms, maximum guests allowed, and property plans. She also discussed implementing a basic safety inspection that was always intended in the original ordinance but never implemented. The inspection would cost \$200 per property, bringing the total annual fee to \$500.

Building Official Scott Sadusky explained that inspections would focus on life and safety components, ensuring what applicants put on their applications matches what exists on-site. He emphasized this would level the playing field among all rental operators.

Council discussed that the ordinance calls for inspections and the city has a responsibility to ensure code compliance and public safety.

Several short-term rental operators spoke during public comment to share opinion on the presented inspections and increased license fee.

Motion: Council member Jensen moved to direct staff to revise the short-term rental application with a \$300 fee and life and safety inspection fee of \$200 to be effective January 1, 2027, with renewal notifications sent to license holders in fall 2026. Council member Moroni seconded. Motion passed 3-1. Council member Scott opposed.

Resolution 12-2026 to Approve Plans And Specifications And Authorize Advertisement For Bid For 2026 Street Improvement Projects (CP-02)

Widseth Engineer Nick Peterson presented construction documents for the 2026 street improvement projects, including full depth reclamation of Blue Bird and Piney Way with supplemental aggregate and drainage improvements. For Wren Drive, they proposed mill and overlay with pavement removal and ditching to fix drainage issues. The resolution would allow advertising for bids in March with bid opening on March 30th.

Motion: Council member Moroni moved to approve Resolution 12-2026. Council member Jensen seconded. Motion passed unanimously.

Approve Local Road Improvement Mailbox Policy Update

Public Works Supervisor Joe Zierden explained the policy update would allow upgrading non-conforming mailboxes (4x4 posts, plastic) to conforming swing-away mailboxes during road projects at no cost to residents. The metal U-channel anchored mailboxes are more resilient to snow plowing and reduce maintenance issues.

Motion: Council member Scott moved to approve the local road improvement mailbox policy update. Council member Jensen seconded. Motion carried 4-0.

City Updates

Council member Jensen reported on streets committee discussions covering current road projects and the Pelican Township shared roads agreement.

Administrator Polsfuss requested rescheduling the May 4th meeting due to attendance issues, suggesting May 11th. The council decided to keep the original May 4th date with April 30th as a potential backup.

Polsfuss proposed scheduling a joint meeting of City Council with the Planning Commission for June 1st at 5:30 PM before the regular council meeting. Council members expressed concerns about time constraints, and Polsfuss agreed to send out a poll to find better availability.

Adjourn

Council member Scott moved to adjourn. Council member Moroni seconded. Motion passed 4-0.

Meeting adjourned at 7:35 PM.

Submitted by: Deb Runksmeier
Deputy City Clerk

Claims totaling: \$88,388.64

Checks: 140985 - 141053

eChecks: 4105

Section 5, Item B.

City of Breezy Point

Check Register - CLAIMS LISTING
Check Issue Dates: 3/1/2026 - 3/31/2026

Page: 1
Apr 02, 2026 01:20PM

Vendor No.	Vendor Name	Invoice Number	Description	Check Number	Check Issue Date	Invoice Amount	Amount Paid	Void/Manual
MEDICA								
3507	MEDICA	JANUARY 202	HEALTH INS - JAN 2025 RE-ENTRY FO	3774	03/30/2026	19,241.96-	19,241.96-	V
Total MEDICA:							19,241.96-	
US BANK								
1739	US BANK	FEB 2026	PD NEW VEHICLE TITLE - AGENCY SU	4105	03/09/2026	2,727.90	2,727.90	M
Total US BANK:							2,727.90	
ANDERSON BROS CONSTR INC								
10	ANDERSON BROS CONSTR IN	120196	PW WASHED SAND	140985	03/05/2026	2,994.00	2,994.00	
Total ANDERSON BROS CONSTR INC:							2,994.00	
AUTO VALUE PEQUOT LAKES								
123	AUTO VALUE PEQUOT LAKES	66279066	PW MAGEFLEX/PIPE/HOSE	140986	03/05/2026	154.70	154.70	
Total AUTO VALUE PEQUOT LAKES:							154.70	
BCA								
2916	BCA	45333	2026 BCA DEATH & MISSING PERSON	140987	03/05/2026	300.00	300.00	
Total BCA:							300.00	
BEST OIL COMPANY								
2928	BEST OIL COMPANY	45137	PW DIESEL FUEL	140988	03/05/2026	789.11	789.11	
2928	BEST OIL COMPANY	45429	PW DIESEL FUEL	140988	03/05/2026	990.50	990.50	
Total BEST OIL COMPANY:							1,779.61	
BREEZY POINT HARDWARE								
2519	BREEZY POINT HARDWARE	38936	PW FASTENERS	140989	03/05/2026	2.14	2.14	
2519	BREEZY POINT HARDWARE	39056	PW TEST KIT WATER QUALITY	140989	03/05/2026	11.99	11.99	
2519	BREEZY POINT HARDWARE	39101	CH CLOCK/THERMOMETER	140989	03/05/2026	40.98	40.98	
2519	BREEZY POINT HARDWARE	39104	CH HARDWARE	140989	03/05/2026	25.98	25.98	
2519	BREEZY POINT HARDWARE	39122	PW FASTENERS	140989	03/05/2026	2.99	2.99	
Total BREEZY POINT HARDWARE:							84.08	
CASELLE LLC								
3763	CASELLE LLC	INV-16654	MAINTENANCE & SUPPORT 02/01/26	140990	03/05/2026	1,479.17	1,479.17	
Total CASELLE LLC:							1,479.17	
CLIFTONLARSONALLEN LLP								
2945	CLIFTONLARSONALLEN LLP	L261089130	PROGRESS BILLING #1 AUDIT 2025	140991	03/05/2026	1,312.50	1,312.50	
Total CLIFTONLARSONALLEN LLP:							1,312.50	
COLUMN SOFTWARE PBC								
3302	COLUMN SOFTWARE PBC	6AA024C4-00	2026 STREET IMPROVEMENTS FCCB	140992	03/05/2026	190.68	190.68	
3302	COLUMN SOFTWARE PBC	6AA024C4-00	2026 STREET IMPROVEMENTS FCCL	140992	03/05/2026	349.36	349.36	

M = Manual Check, V = Void Check

Vendor No.	Vendor Name	Invoice Number	Description	Check Number	Check Issue Date	Invoice Amount	Amount Paid	Void/ Manual
Total COLUMN SOFTWARE PBC:							540.04	
COMPENSATION CONSULTANTS LTD								
2500	COMPENSATION CONSULTANT	5933	FSA/HSA PLAN ADMINISTRATION MAR	140993	03/05/2026	55.00	55.00	
Total COMPENSATION CONSULTANTS LTD:							55.00	
Crow Wing County Recorder								
58	Crow Wing County Recorder	030426	PC RESOLUTION 25-01	140994	03/05/2026	46.00	46.00	
Total Crow Wing County Recorder:							46.00	
Crow Wing County Recorder								
58	Crow Wing County Recorder	030426	PC RESOLUTION 25-02	140995	03/05/2026	46.00	46.00	
Total Crow Wing County Recorder:							46.00	
Crow Wing County Recorder								
58	Crow Wing County Recorder	030426	PC RESOLUTION 25-03	140996	03/05/2026	46.00	46.00	
Total Crow Wing County Recorder:							46.00	
Crow Wing County Recorder								
58	Crow Wing County Recorder	030426	PC RESOLUTION 25-04	140997	03/05/2026	46.00	46.00	
Total Crow Wing County Recorder:							46.00	
Crow Wing County Recorder								
58	Crow Wing County Recorder	030426	PC RESOLUTION 25-05	140998	03/05/2026	46.00	46.00	
Total Crow Wing County Recorder:							46.00	
Crow Wing County Recorder								
58	Crow Wing County Recorder	030426	PC RESOLUTION 26-01	140999	03/05/2026	46.00	46.00	
Total Crow Wing County Recorder:							46.00	
Crow Wing County Recorder								
58	Crow Wing County Recorder	030426	PC RESOLUTION 26-02	141000	03/05/2026	46.00	46.00	
Total Crow Wing County Recorder:							46.00	
Crow Wing County Recorder								
58	Crow Wing County Recorder	030426	PC RESOLUTION 26-03	141001	03/05/2026	46.00	46.00	
Total Crow Wing County Recorder:							46.00	
Crow Wing Power								
61	Crow Wing Power	1438703JAN2	SEWER PLANT ELEC 01/08/26 - 02/08/	141002	03/05/2026	1,215.59	1,215.59	
61	Crow Wing Power	1439301JAN2	#4 POND - TSF PUMP ELEC 01/08/26 -	141002	03/05/2026	53.69	53.69	
61	Crow Wing Power	1460301JAN2	LIFT PUMP 2 ELEC 01/08/26 - 02/08/26	141002	03/05/2026	81.18	81.18	
61	Crow Wing Power	1501301JAN2	LIFT PUMP 4 ELEC 01/08/26 - 02/08/26	141002	03/05/2026	198.37	198.37	
61	Crow Wing Power	1516802JAN2	CH/MAINT ELEC 01/08/26 - 02/08/26	141002	03/05/2026	253.30	253.30	

Vendor No.	Vendor Name	Invoice Number	Description	Check Number	Check Issue Date	Invoice Amount	Amount Paid	Void/ Manual
61	Crow Wing Power	1518101JAN2	LIFT PUMB 5 01/08/26 - 02/08/26	141002	03/05/2026	94.33	94.33	
61	Crow Wing Power	1528301JAN2	LIFT PUMP 3 ELEC 01/08/26 - 02/08/26	141002	03/05/2026	81.97	81.97	
61	Crow Wing Power	1532601JAN2	LIFT PUMP 1 ELEC 01/08/26 - 02/08/26	141002	03/05/2026	322.54	322.54	
61	Crow Wing Power	33476401JAN	CEM WELL ELEC 01/08/26 - 02/08/26	141002	03/05/2026	71.01	71.01	
61	Crow Wing Power	33770501JAN	LIFT PUMP 6 01/08/26 - 02/08/26	141002	03/05/2026	116.56	116.56	
61	Crow Wing Power	33929201JAN	LIFT PUMP 7 ELEC 01/08/26 -02/08/26	141002	03/05/2026	80.39	80.39	
61	Crow Wing Power	34265401JAN	#8 LIFT STATION ELEC 01/08/26 - 02/0	141002	03/05/2026	62.63	62.63	
61	Crow Wing Power	34454801JAN	CEM NORTH SERVICE ELEC 01/08/26	141002	03/05/2026	42.68	42.68	
61	Crow Wing Power	34569801JAN	8319 N SPRUCE DR ELEC 01/08/26 - 0	141002	03/05/2026	129.00	129.00	
61	Crow Wing Power	34613101JAN	LIFT PUMP 9 ELEC 01/08/26 - 02/08/26	141002	03/05/2026	60.27	60.27	
61	Crow Wing Power	35276301JAN	FISHING PIER ELEC 01/08/26 - 02/08/2	141002	03/05/2026	11.00	11.00	
61	Crow Wing Power	36058101JAN	CITY HALL ELEC 01/08/26 - 02/08/26	141002	03/05/2026	849.00	849.00	
61	Crow Wing Power	742.93	PSB ELEC 01/08/26 - 02/08/26	141002	03/05/2026	742.93	742.93	
Total Crow Wing Power:							4,466.44	
DACOTAH PAPER								
108	DACOTAH PAPER	22765	PW PAPER TOWLES/TOILET PAPER	141003	03/05/2026	183.34	183.34	
Total DACOTAH PAPER:							183.34	
DETECTACHEM INC								
3185	DETECTACHEM INC	INV22416	PD DRUG TESTING KITS	141004	03/05/2026	315.98	315.98	
Total DETECTACHEM INC:							315.98	
FYLES SATELLITES INC.								
2927	FYLES SATELLITES INC.	15179	PORTABLE RESTROOM RENTAL 12/11	141005	03/05/2026	340.00	340.00	
Total FYLES SATELLITES INC.:							340.00	
GALLS LLC								
808	GALLS LLC	032826995	PD UNIFORMS - CREDIT MEMO ACC	141006	03/05/2026	204.95-	204.95-	
808	GALLS LLC	33989765	PD UNIFORM PANT	141006	03/05/2026	432.73	432.73	
Total GALLS LLC:							227.78	
HOVDE ENTERPRISES								
2904	HOVDE ENTERPRISES	1408	PW 2020 FREIGHTLINER FRONT PLO	141007	03/05/2026	1,310.00	1,310.00	
Total HOVDE ENTERPRISES:							1,310.00	
KIMBER CREEK FORD								
2932	KIMBER CREEK FORD	29795	PD 2020 FORD EXPLORER SERVICE	141008	03/05/2026	1,336.85	1,336.85	
Total KIMBER CREEK FORD:							1,336.85	
LAKES AREA WILDLIFE CONTROL								
3053	LAKES AREA WILDLIFE CONTR	14953	ANIMAL CONTROL - FEB 2026	141009	03/05/2026	583.50	583.50	
Total LAKES AREA WILDLIFE CONTROL:							583.50	
LAW ENFORCEMENT LABOR SERVICES								
1543	LAW ENFORCEMENT LABOR S	MARCH 2026	PD UNION DUES - MARCH2026	141010	03/05/2026	292.00	292.00	

Vendor No.	Vendor Name	Invoice Number	Description	Check Number	Check Issue Date	Invoice Amount	Amount Paid	Void/ Manual
Total LAW ENFORCEMENT LABOR SERVICES:							292.00	
M&R SIGN CO. INC.								
111	M&R SIGN CO. INC.	230537	PARKS SIGN MATERIALS	141011	03/05/2026	477.18	477.18	
Total M&R SIGN CO. INC.:							477.18	
MARCO TECHNOLOGIES LLC								
2720	MARCO TECHNOLOGIES LLC	576253827	PD COPIER LEASE - 02/17/26 - 03/17/26	141012	03/05/2026	152.58	152.58	
2720	MARCO TECHNOLOGIES LLC	576547251	CH COPIER LEASE 02/22/26 - 03/22/26	141012	03/05/2026	288.36	288.36	
Total MARCO TECHNOLOGIES LLC:							440.94	
MENARDS- BAXTER								
173	MENARDS- BAXTER	64551	SEWER - GLOVES	141013	03/05/2026	135.97	135.97	
173	MENARDS- BAXTER	64610	CH SHELF	141013	03/05/2026	314.98	314.98	
173	MENARDS- BAXTER	65449	PW FLEXZILLA/DEGREASER	141013	03/05/2026	107.16	107.16	
173	MENARDS- BAXTER	65828	PW SPRING WATER/UTILITY KNIFE	141013	03/05/2026	16.75	16.75	
Total MENARDS- BAXTER:							574.86	
MINNESOTA MAYORS ASSOCIATION								
774	MINNESOTA MAYORS ASSOCIA	2026	MEMBERSHIP DUES TODD ROGGENK	141014	03/05/2026	30.00	30.00	
Total MINNESOTA MAYORS ASSOCIATION:							30.00	
Momentum Truck Group								
25	Momentum Truck Group	R500009396:0	PW SERVICE 2024 FTL 114SD	141015	03/05/2026	574.17	574.17	
25	Momentum Truck Group	X500019408:0	PW FUEL WATER SEPARATOR	141015	03/05/2026	84.98	84.98	
Total Momentum Truck Group:							659.15	
NELSON, MINDY ANN								
28	NELSON, MINDY ANN	ICR 25002620	ICR 25002620 REFUND OF PY RECEIP	141016	03/05/2026	498.00	498.00	
Total NELSON, MINDY ANN:							498.00	
PAPER STORM								
1068	PAPER STORM	31814	PD SHREDDING SERVICE	141017	03/05/2026	67.60	67.60	
Total PAPER STORM:							67.60	
PELICAN SQUARE INC								
113	PELICAN SQUARE INC	1028635	SEWER FUEL	141018	03/05/2026	24.70	24.70	
Total PELICAN SQUARE INC:							24.70	
PEQUOT LAKES SANITATION								
121	PEQUOT LAKES SANITATION	CH MARCH 2	PW GARBAGE SERVICE MARCH 2026	141019	03/05/2026	144.43	144.43	
121	PEQUOT LAKES SANITATION	PD MARCH 2	PD GARBAGE MARCH 2026	141019	03/05/2026	25.10	25.10	
Total PEQUOT LAKES SANITATION:							169.53	

Vendor No.	Vendor Name	Invoice Number	Description	Check Number	Check Issue Date	Invoice Amount	Amount Paid	Void/ Manual
PRATT, ROBERT C.								
1188	PRATT, ROBERT C.	030126	PW CLOTHING REIMBURSEMENT BO	141020	03/05/2026	230.87	230.87	
Total PRATT, ROBERT C.:							230.87	
PREMIER BIOTECH LLC								
2935	PREMIER BIOTECH LLC	2352957	PD ORALTOX	141021	03/05/2026	154.44	154.44	
Total PREMIER BIOTECH LLC:							154.44	
QUADIENT FINANCE USA, INC.								
2911	QUADIENT FINANCE USA, INC.	FEB 2026	POSTAGE REFILL - FEB 2026	141022	03/05/2026	300.00	300.00	
Total QUADIENT FINANCE USA, INC.:							300.00	
SADUSKY RENOVATIONS								
239	SADUSKY RENOVATIONS	FEB 2026	BUILDING INSPECTIONS SERVICES -	141023	03/05/2026	5,860.94	5,860.94	
Total SADUSKY RENOVATIONS:							5,860.94	
VESTIS								
2987	VESTIS	2530508780	CH RUGS - MARCH 2026	141024	03/05/2026	136.28	136.28	
2987	VESTIS	2530508781	PD MATS - MARCH 2026	141024	03/05/2026	104.95	104.95	
Total VESTIS:							241.23	
VICTORY AUTOMOTIVE SERVICE LLC								
3377	VICTORY AUTOMOTIVE SERVIC	1404885	PD 2022 FORD EXPLORER WATER PU	141025	03/05/2026	1,320.82	1,320.82	
3377	VICTORY AUTOMOTIVE SERVIC	1404936	PD 2024 FORD EXPLORER REPAIR TI	141025	03/05/2026	40.20	40.20	
Total VICTORY AUTOMOTIVE SERVICE LLC:							1,361.02	
WIDSETH SMITH NOLTING & ASSOC								
1632	WIDSETH SMITH NOLTING & AS	243508	BP PARK ENGINEERING FEES THRU 0	141026	03/05/2026	580.00	580.00	
1632	WIDSETH SMITH NOLTING & AS	243515	2024 BP STREETS CIP THROUGH 02/1	141026	03/05/2026	5,185.00	5,185.00	
1632	WIDSETH SMITH NOLTING & AS	243516	2026 STREETS IMPROVEMENTS FEA	141026	03/05/2026	34,024.18	34,024.18	
Total WIDSETH SMITH NOLTING & ASSOC:							39,789.18	
ZIEGLER INC								
135	ZIEGLER INC	IN002314425	PW BOLT/NUTS	141027	03/05/2026	64.65	64.65	
Total ZIEGLER INC:							64.65	
AT&T MOBILITY								
2937	AT&T MOBILITY	X03032026	PD CELL PHONES - 01/26/26 - 02/25/26	141028	03/19/2026	973.04	973.04	
Total AT&T MOBILITY:							973.04	
BEST OIL COMPANY								
2928	BEST OIL COMPANY	75206	PW DIESEL FUEL	141029	03/19/2026	923.74	923.74	
Total BEST OIL COMPANY:							923.74	

Vendor No.	Vendor Name	Invoice Number	Description	Check Number	Check Issue Date	Invoice Amount	Amount Paid	Void/ Manual
BRAUN INTERTEC CORPORATION								
33	BRAUN INTERTEC CORPORATI	IN1008073	2026 ST IMP PROJECT MATERIALS TE	141030	03/19/2026	1,680.00	1,680.00	
Total BRAUN INTERTEC CORPORATION:							1,680.00	
BREEZY POINT HARDWARE								
2519	BREEZY POINT HARDWARE	39148	PW SHOVEL	141031	03/19/2026	21.99	21.99	
2519	BREEZY POINT HARDWARE	39162	SEWER COUPLING	141031	03/19/2026	5.99	5.99	
2519	BREEZY POINT HARDWARE	39163	SEWER COUPLING/HEX NIPPL	141031	03/19/2026	14.98	14.98	
2519	BREEZY POINT HARDWARE	39189	PW FUEL	141031	03/19/2026	29.27	29.27	
Total BREEZY POINT HARDWARE:							72.23	
CARLSON, JORY								
2666	CARLSON, JORY	031025	J. CARLSON BOOTS REIMBURSEMEN	141032	03/19/2026	71.99	71.99	
Total CARLSON, JORY:							71.99	
CHARTER COMMUNICATIONS - PA								
3199	CHARTER COMMUNICATIONS -	156481201030	INTERNET SERVICE	141033	03/19/2026	139.98	139.98	
3199	CHARTER COMMUNICATIONS -	175604301030	PD CABLE TV 03/02/26 - 04/01/26	141033	03/19/2026	42.74	42.74	
Total CHARTER COMMUNICATIONS - PA:							182.72	
COLUMN SOFTWARE PBC								
3302	COLUMN SOFTWARE PBC	6AA024C4-00	2026 STREET IMPROVEMENTS AD FO	141034	03/19/2026	136.43	136.43	
Total COLUMN SOFTWARE PBC:							136.43	
CTC - 446126								
2893	CTC - 446126	21770316	TELEPHONE SERVICE 03/12/26 - 04/11	141035	03/19/2026	734.24	734.24	
Total CTC - 446126:							734.24	
GOPHER STATE ONE CALL								
78	GOPHER STATE ONE CALL	6020246	SEWER LOCATES - FEB 2026	141036	03/19/2026	6.75	6.75	
Total GOPHER STATE ONE CALL:							6.75	
HEARTLAND ANIMAL RESCUE TEAM								
109	HEARTLAND ANIMAL RESCUE	2/2026	ANIMAL IMPOUND FEES - FEB 2026	141037	03/19/2026	421.65	421.65	
Total HEARTLAND ANIMAL RESCUE TEAM:							421.65	
M&R SIGN CO. INC.								
111	M&R SIGN CO. INC.	230609	PW SIGNS "ROAD WORK PLANNED 20	141038	03/19/2026	292.02	292.02	
Total M&R SIGN CO. INC.:							292.02	
MENARDS- BAXTER								
173	MENARDS- BAXTER	66788	PD TRAINING SUPPLIES	141039	03/19/2026	138.71	138.71	
Total MENARDS- BAXTER:							138.71	

Vendor No.	Vendor Name	Invoice Number	Description	Check Number	Check Issue Date	Invoice Amount	Amount Paid	Void/ Manual
MINNESOTA CHIEFS OF POLICE								
194	MINNESOTA CHIEFS OF POLIC	23386	PD LEADERSHIP ACADEMY D.SATHR	141040	03/19/2026	775.00	775.00	
Total MINNESOTA CHIEFS OF POLICE:							775.00	
MPCA								
198	MPCA	10000225182	WATER PERMIT ANNUAL FEE 2026	141041	03/19/2026	1,450.00	1,450.00	
Total MPCA:							1,450.00	
NCPERS Group Life Ins								
3300	NCPERS Group Life Ins	357500042026	LIFE INSURANCE PREMIUMS - MARC	141042	03/19/2026	96.00	96.00	
Total NCPERS Group Life Ins:							96.00	
ON SYSTEMS INC								
2224	ON SYSTEMS INC	12652	IT SERVICES MARCH 2026	141043	03/19/2026	3,801.42	3,801.42	
Total ON SYSTEMS INC:							3,801.42	
PLACID LAKE ADVISORS								
1766	PLACID LAKE ADVISORS	031026	PLANNING & ZONING SERVICES - JAN	141044	03/19/2026	12,787.50	12,787.50	
Total PLACID LAKE ADVISORS:							12,787.50	
RATWIK ROSZAK & MALONEY PA								
1645	RATWIK ROSZAK & MALONEY P	82031	LEGAL SERVICES - FEB 2026	141045	03/19/2026	1,400.00	1,400.00	
Total RATWIK ROSZAK & MALONEY PA:							1,400.00	
SPARROW CLEANING SERVICE								
107	SPARROW CLEANING SERVICE	3871	PD OFFICE CLEANING - FEB 2026	141046	03/19/2026	360.00	360.00	
107	SPARROW CLEANING SERVICE	3872	CH OFFICE CLEANING - FEB 2026	141046	03/19/2026	560.00	560.00	
Total SPARROW CLEANING SERVICE:							920.00	
TDS TELECOM								
155	TDS TELECOM	MARCH 2026	INTERNET SERVICE	141047	03/19/2026	149.00	149.00	
Total TDS TELECOM:							149.00	
THE POLICE & SHERIFFS PRESS								
1956	THE POLICE & SHERIFFS PRES	131916	PD ID CARDS	141048	03/19/2026	160.00	160.00	
Total THE POLICE & SHERIFFS PRESS:							160.00	
T-MOBILE USA, INC.								
36	T-MOBILE USA, INC.	L2603020180	PD CELL TOWER DUMP	141049	03/19/2026	50.00	50.00	
Total T-MOBILE USA, INC.:							50.00	
VICTORY AUTOMOTIVE SERVICE LLC								
3377	VICTORY AUTOMOTIVE SERVIC	1404948	PD 2024 CHEVY TAHOE OIL CHANGE	141050	03/19/2026	122.82	122.82	
3377	VICTORY AUTOMOTIVE SERVIC	1404999	PD 2021 FORD EXP OIL CHANGE & BR	141050	03/19/2026	1,758.29	1,758.29	

Vendor No.	Vendor Name	Invoice Number	Description	Check Number	Check Issue Date	Invoice Amount	Amount Paid	Void/ Manual
Total VICTORY AUTOMOTIVE SERVICE LLC:							1,881.11	
WSB								
3054	WSB	R-022038-00-	BUSCHMANN RD & RANCHETTE ENG	141051	03/19/2026	1,909.31	1,909.31	
Total WSB:							1,909.31	
XCEL ENERGY								
105	XCEL ENERGY	967473015	PD NATURAL GAS SERVICE 01/3/26 - 0	141052	03/19/2026	946.45	946.45	
105	XCEL ENERGY	967486106	PW NATURAL GAS 01/30/26 - 03/03/26	141052	03/19/2026	1,618.46	1,618.46	
Total XCEL ENERGY:							2,564.91	
CROW WING CO LAND SERVICES								
359	CROW WING CO LAND SERVIC	PID 10161373	LAND PURCHASE PID 10161373	141053	03/26/2026	2,257.65	2,257.65	
Total CROW WING CO LAND SERVICES:							2,257.65	
Grand Totals:							88,388.64	



CITY COUNCIL MEETING

AGENDA ITEM

Section 5, Item C.

Prepared By: <i>Deb Runksmeier, Deputy City Clerk</i>	Meeting Date: <i>April 6, 2026</i>	Item Name: <i>Cemetery Commission Appointment</i>
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COUNCIL ACTION REQUESTED

Approve Appointment of Rhonda Swanson as Cemetery Commissioner

BACKGROUND/DISCUSSION

With the recent passing of a Cemetery Commission member Gary Bakken a Cemetery Commission seat has been vacant. The vacant commission seat was posted for 2 weeks and the City received one application. Rhonda Swanson has completed a Commission application.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Staff recommends approving the appointment of Rhonda Swanson as Cemetery Commissioner.



CITY COUNCIL MEETING

AGENDA ITEM

Section 5, Item D.

Prepared By: <i>Allie Polsfuss, City Administrator</i>	Meeting Date: <i>April 6, 2026</i>	Item Name: <i>Reschedule May 4 Council meeting & Schedule Joint Planning Commission meeting June 9</i>
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BACKGROUND

Reschedule May 4 meeting

At the March City Council meeting, the Council discussed rescheduling the May 4th meeting due to potential quorum challenges and several important agenda items.

Following a poll of the Council, Thursday, April 30th at 6:30 p.m. was identified as an alternative date. Staff recommends formal Council approval of this change. Doing so ensures compliance with public notice requirements under the Open Meeting Law.

Schedule June 9 meeting

The Council and Planning Commission wish to schedule a joint meeting to review revisions to City Code. The consensus of the Council was to schedule this joint session for June 9 at 5:00p.m. before the regularly scheduled Planning Commission meeting.

STAFF RECOMMENDATION

Approve cancellation of May 4, 2026 City Council meeting, and reschedule for April 30, 2026 at 6:30 p.m.
Approve Joint Meeting with the Planning Commission for June 9, 2026 at 5:00 p.m.



CITY COUNCIL MEETING

AGENDA ITEM

Section 5, Item F.

Prepared By: <i>Jerry Bohnsack, Planning and Zoning Administrator</i>	Meeting Date: <i>April 6, 2026</i>	Item Name: Approve Preliminary Plat for Re-Subdivision
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BACKGROUND

At the Planning Commission Meeting on March 10, 2026, the Commission reviewed a subdivision application. Below is additional information.

Subdivision Application 2026-001

Application: 26-001

Applicant: Whitebirch Inc.

Property Address: NE Corner County Road 11 and Wildwood Court

Parcel ID: 10070676, 10070677, 10070678, 10070679

Legal Description: Lots 1, 2, 3, 4 Block 2 3RD Addition Wildwood Hills

Zoned: Commercial (C)

City Code: §153.040 -152

Applicant Request: Preliminary Plat for Re-Subdivision of four existing Commercial zoned lots to create Common Interest Community Plat to provide for six storage units for rental or sale. §153.040 C-24.

Attachment A including the preliminary plat and exhibit provided by the applicant.

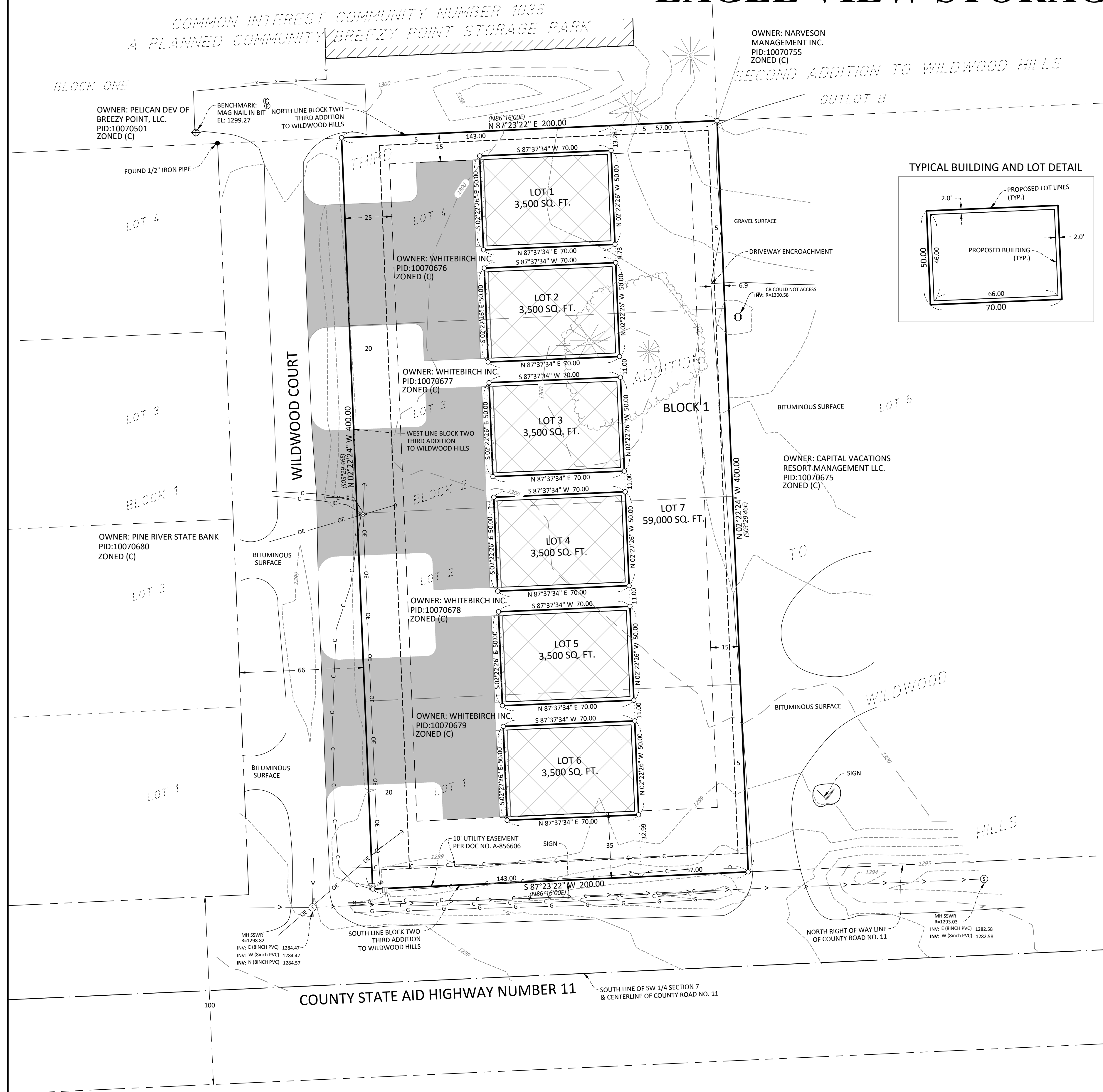
OVERVIEW

The Planning Commission held a public hearing as required. The draft minutes from the Planning Commission meeting can be viewed in Attachment B. The Planning Commission recommended approval of the Preliminary Plat to the City Council. The next step in this process is for Council to consider approval of Preliminary Plat for Re-Subdivision.

STAFF RECOMMENDATION

Approve Preliminary Plat for Re-Subdivision as presented.

EAGLE VIEW STORAGE



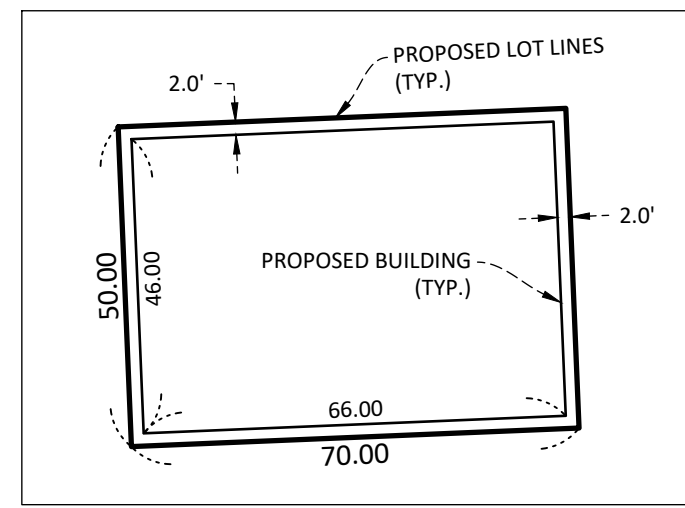
LEGAL DESCRIPTION

Lots 1, 2, 3, and 4, Block 2 THIRD ADDITION TO WILDWOOD HILLS, according to the plat thereof, Crow Wing County, Minnesota
 Said parcel containing 1.836 acres, more or less, and is subject to easements, restrictions, and reservations of record.

IMPERVIOUS CALCULATIONS

GROUND COVER	AREA (SQ.FT.)	AREA (AC.)	% IMPERVIOUS
IMPERVIOUS	37,255	0.855	46.6%
GREENSPACE	42,745	0.981	53.4%
TOTAL	80,000	1.836	100%

TYPICAL BUILDING AND LOT DETAIL



OWNER

White Birch Inc.
 9252 Breezy Point Dr,
 Breezy Point, MN 56472
 (218) 562-7970

SURVEYOR

Bolton and Menk, Inc.
 7656 Design Road,
 Suite 200,
 Baxter, MN 56425
 (218) 280-0782

CURRENT ZONING:

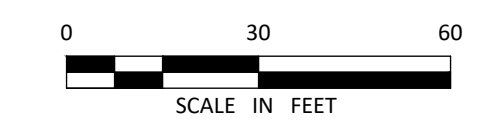
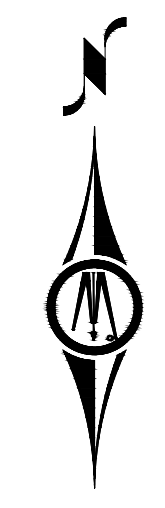
Current zoning classification for subject property is:
 Entire Property = C (Commercial)

TOTAL AREA

LOT 1= 3,500± SQ. FT. 0.08± ACRES
 LOT 2= 3,500± SQ. FT. 0.08± ACRES
 LOT 3= 3,500± SQ. FT. 0.08± ACRES
 LOT 4= 3,500± SQ. FT. 0.08± ACRES
 LOT 5= 3,500± SQ. FT. 0.08± ACRES
 LOT 6= 3,500± SQ. FT. 0.08± ACRES
 LOT 7= 59,000± SQ. FT. 1.35± ACRES
 TOTAL AREA= 80,000± SQ. FT. 1.83± ACRES

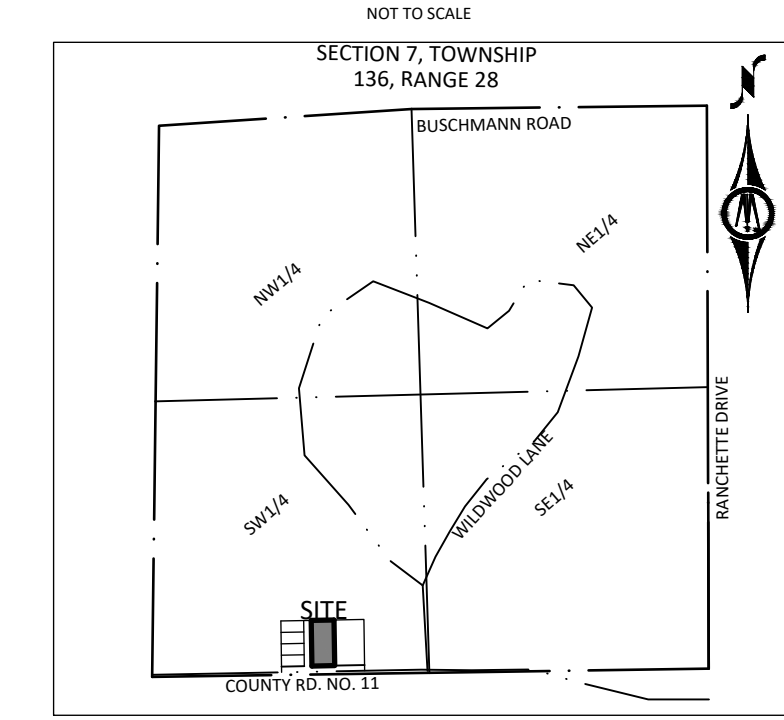
SURVEYORS NOTES

1. Crow Wing County Coordinate system NAD83(2011adj), NAVD 88 vertical datum
2. For the purpose of this plat the West line of Block 2, THIRD ADDITION TO WILDWOOD HILLS, is assumed to bear North 02 degrees 22 minutes 24 seconds West.
3. Field survey was completed on January 27th, 2026.
4. Distances are in feet.
5. Contours are at 2 foot intervals
6. Property lies within FEMA flood planes X per FEMA firm panel 27035C0275C, with an effective date of August 15th, 2017.
7. No wetlands lie within subject plat.



ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE WEST LINE OF BLOCK 2, THIRD ADDITION TO WILDWOOD HILLS, TO HAVE AN ASSUMED BEARING OF N 02°22'24" W.

VICINITY MAP



LEGEND

- BENCH MARK
- IRON PIPE MONUMENT SET
- MONUMENT FOUND
- MANHOLE-SANITARY SEWER
- SANITARY SEWER
- PROPOSED PLAT BOUNDARY LINE
- ADJACENT
- EASEMENT
- RIGHT OF WAY
- SETBACK LINE
- SECTION LINE
- INTERMEDIATE CONTOUR
- INDEX CONTOUR
- COMMUNICATION UNDERGROUND
- OVERHEAD ELECTRIC
- PROPOSED BUILDING
- PROPOSED BITUMINOUS
- PROPOSED CONCRETE
- CATCH BASIN
- GUY WIRE ANCHOR
- HANDHOLE
- PEDESTAL-COMMUNICATION
- PEDESTAL-ELECTRIC
- POLE-UTILITY
- POST
- SIGN TRAFFIC
- TREE-DECIDUOUS
- EDGE OF TREES

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Matthew M. Bomstad
 Matthew M. Bomstad
 License Number 57991
 Date: 2/11/2026

**Breezy Point Planning Commission/
Board of Adjustment
March 10, 2026 – 6:30 p.m.
Meeting minutes**

The Planning Commission Board of Adjustment meeting was called to order on Tuesday, March 10, 2026, at 6:30 PM by Commission Marcy Weaver.

The Pledge of Allegiance was recited by all in attendance.

City Planner Jerry Bohnsack conducted the roll call. Planning Commissioners Joe Ayers, Teddy Zierden and Marcy Weaver were present. Lee Brisbin and Roger Theis were absent. Staff present included Administrator Allie Polsfuss, Planner Jerry Bohnsack, and City Council member Michael Moroni.

Open Forum

No one from the public came forward to speak during the open forum.

Approval Of Minutes January 13, 2026 Planning Commission Meeting / Board Of Adjustment Minutes

Motion made by Zierden, seconded by Ayers, to approve the January 13, 2026 Planning Commission Meeting / Board of Adjustment Minutes. The motion passed 3-0.

Conditional Use Application C-26-002 Whitebirch Inc. To create Planned Unit Development (PUD) Common Interest Community Storage Unit Complex. Lots 1, 2, 3, & 4 Block 2 of 3rd Addition to Wildwood Hills. Parcels 10070676, 10070677, 10070678, 10070679

Open Public Hearing

The public hearing was opened at 6:33 pm.

Applicant Presentation

David Landecker, representing Whitebirch Inc., presented the application. He explained that the hearing was to ensure all proper procedures were followed regarding the Conditional Use Application for a Common Interest Community storage unit complex.

There are four lots zoned Commercial adjacent to Wildwood Court, and the applicant is proposing to convert them into a six-unit storage facility to be individually owned and operated.

Landecker noted there is adequate parking for the proposed use. Access will be from Wildwood Court, municipal sewer is available for the development, and stormwater runoff

has been addressed. Additionally, there will be a private well and water system to serve each unit. The proposed buildings are adequately sized to accommodate individual storage.

Weaver asked about signage for the units. Landecker stated there may be temporary “for sale” signage; however, any permanent signage will be the responsibility of the owner of each unit. If the owner does not comply with existing code, they would need to come before the Commission for approval.

Weaver asked questions regarding the septic system. Landecker stated there will be a small restroom area in each unit with a shower, toilet, and sink. Owners can decide whether they want water service.

Weaver asked if there are any requirements or conditions regarding the types of owners of the units. Landecker stated he was not aware of any, but the use must comply with the zoning district.

Ayers asked if the bylaws allow outside storage. Landecker stated the bylaws do not allow outside storage, and the intent of the units is for storage to remain under cover.

Staff Review

City Planner Jerry Bohnsack reviewed Conditional Use Application C-26-002. The property is zoned Commercial, and the request is consistent with City Code. Staff recommended approval with the conditions proposed in the staff memo.

Public Input

Monica Voss of 6884 County Road 11 expressed concerns regarding:

- School safety and County Road 11 traffic plans to address the use
- Security of the units
- Responsibility of garbage hauling

Weaver stated that the County Road speed limit would need to be addressed at the County level.

Bohnsack explained the recent traffic study performed by Eagle View Elementary in coordination with Crow Wing County, the City of Pequot Lakes, and the City of Breezy Point. The study reviewed safety concerns and traffic impacts during school pick-up and drop-off hours. Both short-term and long-term solutions were discussed.

Moroni asked for clarification regarding the process for the six potential businesses.

Bohnsack stated the property is zoned for commercial use. As long as a business conforms to the commercial land use code, it would be permitted. Any commercial activity that does not conform would require a Conditional Use Permit.

Landecker stated the intent of the units is for storage use. He also clarified the facility is not intended to be gated, and traffic impacts should be minimal.

Zierden asked about site lighting. Landecker confirmed there will be lighting on the buildings themselves.

Warren Voss, 6884 County Road 11, expressed concerns regarding:

- Sewer capacity
- Coordination with the school regarding traffic plans

Bohnsack stated the development will utilize the existing roadway and will not create an additional entrance or roadway, limiting ingress and egress to one access point.

Close Public Hearing

The public hearing was closed at 7:07 pm.

Official Action C-26-002

The Commission discussed the findings and the suggested conditions for approval. No concerns were raised about the application meeting the required findings.

Motion made by Commissioner Ayers, seconded by Commissioner Zierden, to approve the conditional use permit application C-26-002 with the conditions as stated in the packet. The motion passed 3-0.

Preliminary Plat Subdivision Application Whitebirch Inc. Lots 1, 2, 3, & 4 Block 2 of 3RD Addition to Wildwood Hills. Parcels 10070676, 10070677, 10070678, 10070679.

Open Public Hearing

The public hearing was opened 7:12 pm.

Applicant Presentation

David Landecker, representing Whitebirch Inc., presented the application. He explained that the hearing was the next step in the process for re-subdividing four existing Commercial-zoned lots to create a Common Interest Community Plat for six storage units. The document outlines ownership rights, identifies lots, common space, and utilities in accordance with the zoning code.

Staff Review

Bohnsack reviewed the Subdivision Application and the process.

Public Input

No members of the public approached the podium to speak.

Close Public Hearing

The public hearing was closed 7:15 pm.

Official Action V-25-003

The Commission discussed the findings, noting that this is the next step in the process. If recommended, the approval will go to the City Council.

Motion made by Zierden, seconded by Ayers, to recommend approval the Preliminary Plat request. The motion passed 3-0.

Commission input 9057 Sunset Strip

Bohnsack stated the City received an application for a building permit at 9057 Sunset Strip for an interior remodel, fireplace, deck, and porch. The dwelling at 9057 Sunset Strip was constructed in 1985. The lot contains a bluff, and approximately 50% of the dwelling and the entire deck are within the 30-foot bluff setback.

Staff approved part of the permit but did not approve the portion of the application related to the proposed porch beneath the existing deck. The applicant is proposing to enclose that space and create a three-season porch.

Staff's opinion is that this would be an enhancement of a legal nonconforming use and requested the Commission's input.

Weaver, Zierden, and Ayers stated they agree it appears to be an expansion of a legal nonconforming use, changing the use of the space, enhancing indoor use, and adding square footage.

Staff will follow up with the property owner.

Staff Reports

- Administrator Polsfuss will follow up with the Commission on the Council's decision to adjust their pay. This will likely happen in the summer.
- The Planning and Zoning Administrator position has been posted, and Administrator Polsfuss will update the Commission as the process progresses.

The meeting was Adjourned at 7:24 PM.

Submitted By, Allie Polsfuss
City Administrator Clerk

**CITY OF BREEZY POINT
COUNTY OF CROW WING
STATE OF MINNESOTA**

RESOLUTION NO. 13-2026

**RESOLUTION APPROVING BUDGETED INTERFUND TRANSFERS
FOR FISCAL YEAR 2025**

WHEREAS, the City of Breezy Point (the “City”) is a municipal corporation organized and existing under the laws of the State of Minnesota; and

WHEREAS, Minnesota Statutes § 412.271 and related provisions authorize the City Council to direct the transfer of funds between funds of the City as part of the annual budget process; and

WHEREAS, the City Council adopted the annual budget for fiscal year 2025 by Resolution No. 30-2024 on December 2, 2024 and the amended budget for fiscal year 2025 by Resolution No. 22-2025 on October 6, 2025; and

WHEREAS, the adopted amended budget includes certain interfund transfers necessary to support City operations, capital improvements, and debt service obligations; and

WHEREAS, the City Council desires to formally authorize such transfers in accordance with generally accepted governmental accounting standards (GASB) and the City’s financial policies;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Breezy Point, Minnesota, as follows:

Section 1. Authorization of Interfund Transfers.

The City Council hereby authorizes the following budgeted interfund transfers for fiscal year 2025:

#	From Fund / Account	To Fund / Account	Amount	Purpose
1.	General Fund 100-41900-49720 (Transfer to Other Account)	Revolving Capital Fund 401-31950-39201 (Transfer from General Fund)	\$270,000	Equipment CIP
2.	Cemetery Fund 270-49010-49720 (Transfer to Other Account)	General Fund 100-39000-39203 (Transfer from Other Fund)	\$5,000	Services Provided by Public Works

Section 2. Finance Specialist Authorization.

The Finance Specialist is hereby authorized and directed to make the transfers set forth in Section 1 above in accordance with the City’s adopted budget, and to record such transfers in the City’s financial records in accordance with GASB Statement No. 34 and applicable Minnesota statutory requirements.

Section 3. Budget Consistency.

All transfers authorized herein are consistent with the City’s adopted amended budget for fiscal year 2025 and do not exceed the amounts appropriated therein. Any transfers not included in the adopted budget shall require an additional budget amendment resolution prior to execution.

Section 4. Reporting.

The Finance Specialist shall include a summary of all interfund transfers in the City’s annual financial report and shall make such information available for public inspection in accordance with Minnesota Statutes § 13.37 and related provisions.

Section 5. Effective Date.

This Resolution shall be effective upon adoption by the City Council.

ADOPTED by the City Council of the City of Breezy Point, Minnesota, this 6th day of April 2026.

Rebecca Ball: _____

Brad Scott: _____

Steve Jensen: _____

Todd Roggenkamp: _____

Michael Moroni: _____

Mayor, Todd A. Roggenkamp

ATTEST:

City Administrator, Allie Polsfuss



CITY COUNCIL MEETING

AGENDA ITEM

Section 5, Item H.

<p>Prepared By: <i>Allie Polsfuss, City Administrator, Joe Zierden Public Works Supervisor, Nick Peterson Engineer</i></p>	<p>Meeting Date: <i>April 6, 2026</i></p>	<p>Item Name: Approve Resolution Ratifying Prior Council Action</p>
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OVERVIEW

At the City Council meeting on March 2, 2026, the City Council authorized advertisement for bids for the 2026 Street Improvement Project. The resolution stated that bids would be accepted until March 31, 2026; however, the bid opening date was subsequently adjusted to April 2, 2026. As a result, the City Council must ratify the previous resolution to ensure compliance with notice requirements and ensure proper documentation.

The date published in the official newspaper was April 2, 2026. This matter has been reviewed and is recommended by legal counsel.

STAFF RECOMMENDATION

Staff recommends approving Resolution Ratifying Resolution 12-2026.

**CITY OF BREEZY POINT
RESOLUTION 14-2026**

**RESOLUTION RATIFYING PRIOR ACTIONS REGARDING BIDDING PROCESS FOR 2026
STREET IMPROVEMENT PROJECT
CITY PROJECT 02-26**

WHEREAS, the City of Breezy Point determined it was necessary and in the best interests of the city to proceed with the 2026 Street Improvement Project; and,

WHEREAS, the City Council authorized the publication of the 2026 Street Improvement project with Resolution 12-2026 on March 2, 2026; and,

WHEREAS, bids were received and publicly opened by staff on April 2, 2026 at 3:00 p.m. in accordance with the advertisement for bids; and

WHEREAS, the Council approves the actions taken by staff to initiate the bidding process, including advertisement, receipt and opening of bids prior to the formal award of the contract to ensure compliance with Minnesota Statutes chapter 429.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BREEZY POINT, MINNESOTA:

1. The Council hereby formally ratifies, confirms, and approves all actions taken by City staff, consultants, and agents prior to the date of this Resolution regarding the bidding process for the Project, including the bidding date.
2. The bids opened on April 2, 2026, are deemed to have been received in accordance with competitive bidding requirements.

Adopted by the council this 6th Day of April , 2026.

Rebecca Ball: ___

Brad Scott: ___

Steve Jensen: ___

Todd A. Roggenkamp: ___

Michael Moroni: ___

Mayor Todd A. Roggenkamp

Attest:

Allie Polsfuss, City Administrator

RESOLUTION 18-2026
CITY OF BREEZY POINT

A RESOLUTION ACCEPTING THE DONATION OF \$50.00 FOR THE PELICAN WOODS
CEMETERY

WHEREAS, James Jr. and Jodie Anderson has donated \$50.00 to the City of Breezy Point Pelican Woods Cemetery.

NOW THEREFORE BE IT RESOLVED by the Breezy Point City Council that they accept the donation of the \$50.00 for the Pelican Wood Cemetery.

Todd A. Roggenkamp ____

Rebecca Ball: ____

Steve Jensen: ____

Brad Scott: ____

Michael Moroni: ____

Adopted this 6th Day of April 2026

Mayor Todd A. Roggenkamp

Attest:

Allie Polsfuss, City Administrator/Clerk



PERSONNEL COMMITTEE MEETING

AGENDA ITEM

Prepared By: <i>Allie Polsfuss, City Administrator</i>	Meeting Date: <i>April 6, 2026</i>	Item Name: <i>Organizational Structure -Personnel Committee Recommendation</i>
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BACKGROUND

The City Council approved continuation of temporary wage increases for the Finance Specialist and Deputy City Clerk positions through April 2026. At the Strategic Planning Session on February 3, 2026, staff and Council identified organizational structure adjustments as a priority for the upcoming year.

At the February 10, 2026 Personnel Committee meeting, the Committee revisited the temporary wage adjustments as the expiration date approaches. Staff was directed to develop a long-term plan addressing evolving job duties, position titles, and compensation.

On March 17, 2026, the Committee reviewed compiled market data, analyzed proposed changes, and prepared a recommendation to Council.

OVERVIEW

To enhance efficiency, reflect current operations, ensure long-term sustainability, and retain valuable employees, the Committee proposes the following actions:

Action 1

Retitle City Administrator/Clerk/Treasurer to City Administrator and approve updated job description

Reason:

In smaller cities, these roles are often combined due to limited resources. As Breezy Point has grown, this structure has created excessive workload and reduced capacity for strategic leadership. Establishing a standalone City Administrator role better aligns with current duties and allows greater focus on organizational leadership, long-term planning, and policy implementation. The current operations and compensation are more closely aligned with a City Administrator job description and title.

This change also includes dissolving the Assistant City Administrator position, which will not be filled.

Action 2

Retitle Public Works Supervisor to Public Works Director and approve updated job description

Reason:

This role has evolved from primarily field operations to department leadership, including long-range planning, budgeting, independent decision making, development and implementation of policies and procedures, and overall management of the department. The duties, responsibilities, and current compensation of the existing position are more closely aligned with that of a Public Works Director, and the proposed title better reflects the operational structure of the department.

Joe Zierden has effectively performed in this capacity for nearly 12 years, and this update aligns the title with current operations.



PERSONNEL COMMITTEE MEETING

AGENDA ITEM

Action 3

1. **Reclassify Finance Specialist to Finance Director and approve updated job description**
2. **Approve associated placement in the pay structure**

Reason:

The Finance Specialist position was originally focused on daily accounting functions such as utility billing, accounts payable, payroll, and audit preparation. Over time, the role has expanded beyond transactional accounting functions to include broader financial responsibilities.

Reclassifying the position to Finance Director reflects the current scope of work, which includes financial forecasting, budget development, financial and audit reporting, and strategic fiscal guidance to the City Administrator and Council. The Finance Director would also supervise the Administrative Assistant who now assists with various accounting functions. Janette Rust has demonstrated the ability to perform at a strategic and independent level. This action recognizes her contributions and supports a sustainable financial management structure as the City grows.

Action 4

1. **Reclassify Deputy City Clerk/Office Manager to City Clerk and approve updated job description**
2. **Approve associated placement in the pay structure**

Reason:

Traditionally, a Deputy City Clerk serves in a supporting role, assisting the City Clerk in their responsibilities. However, in recent years the current Deputy City Clerk has regularly assumed many of the core functions of the City Clerk position, which include preparing Commission, Committee and Council packets, serving as the City's Election Administrator, managing the Commissions and committees, recording and maintaining official city records, and other statutory duties as City Clerk. Additionally, with the addition of an Administrative Assistant, several office management duties have been redistributed.

Over seven years, Deb Runksmeier has demonstrated consistent capability in managing the administrative functions of the office while also performing the specialized tasks typically associated with the City Clerk role. She possesses the qualifications required for the position, and the City Clerk title more accurately reflects the duties and responsibilities she currently performs for the City.

Action 5

1. **Reclassify Assistant Public Works Supervisor to Public Works Supervisor and approve updated job description**
2. **Approve associated placement in the pay structure**

Reason:

With the proposed Public Works Director position focusing more heavily on strategic leadership and departmental management, it is important to empower the supervisor position to oversee the day-to-day operations of the department. This position is responsible for supervising maintenance staff, planning and directing daily work activities to meet departmental goals, overseeing equipment and maintenance operations and coordinating with the Director to implement departmental priorities. This position will also serve as the acting Public Works Director in their absence.



PERSONNEL COMMITTEE MEETING

AGENDA ITEM

Section 6, Item A.

Neil Carlson has served as Assistant Public Works Supervisor for nearly 10 years and has demonstrated the experience and leadership necessary to assume the additional duties and responsibilities associated with the Public Works Supervisor role.

BUDGET IMPACTS

When evaluating a pay adjustment as a result of a reclassification, there are important considerations for the employer:

1. Market Data
2. Internal Equity, Hierarchy, and Compression
3. Duties, Responsibilities and Tenure

Market data was collected and analyzed with the assistance of Kelly Jones from David Drown and Associates, who also provided guidance on appropriate pay structure placement of these positions in our existing pay plan.

The City's 2026 pay structure is included in Attachment A with proposed changes.
The City's organization structure is included in Attachment B.

Action 3 – Finance Director

Proposed Movement: \$48.71 to \$51.93

Reason:

With the addition of director-level duties, supervisory responsibilities, and the proposed transition to exempt status, the Personnel Committee recommends placing this position at the same grade as other director-level roles, entering at Step D. This wage aligns with market data for Finance Directors in surrounding communities.

Action 4 – City Clerk

Proposed Movement: \$42.23 to \$42.64

Reason:

The Personnel Committee recommends placing this position at the same grade as the (now dissolved) Assistant Public Works Supervisor position, entering at Step E. This adjustment allows the previously approved \$5.00 increase to be fully realized and aligns with market data for City Clerk positions in surrounding communities.

Action 5 – Public Works Supervisor

Proposed Movement: \$44.29 to \$47.41

Reason:

With expanded supervisory responsibilities and consideration of market data, the Personnel Committee recommends placing this position at the same grade as the Planning and Zoning Administrator, entering at Step D. This wage aligns with market data for Public Works Supervisor positions in surrounding communities.

Total Budget Impact is approximately **\$10,000**.

A point of clarification: The reclassification is intended to move existing employees into the proposed positions and not backfill the current jobs or add additional staff.

STAFF RECOMMENDATION

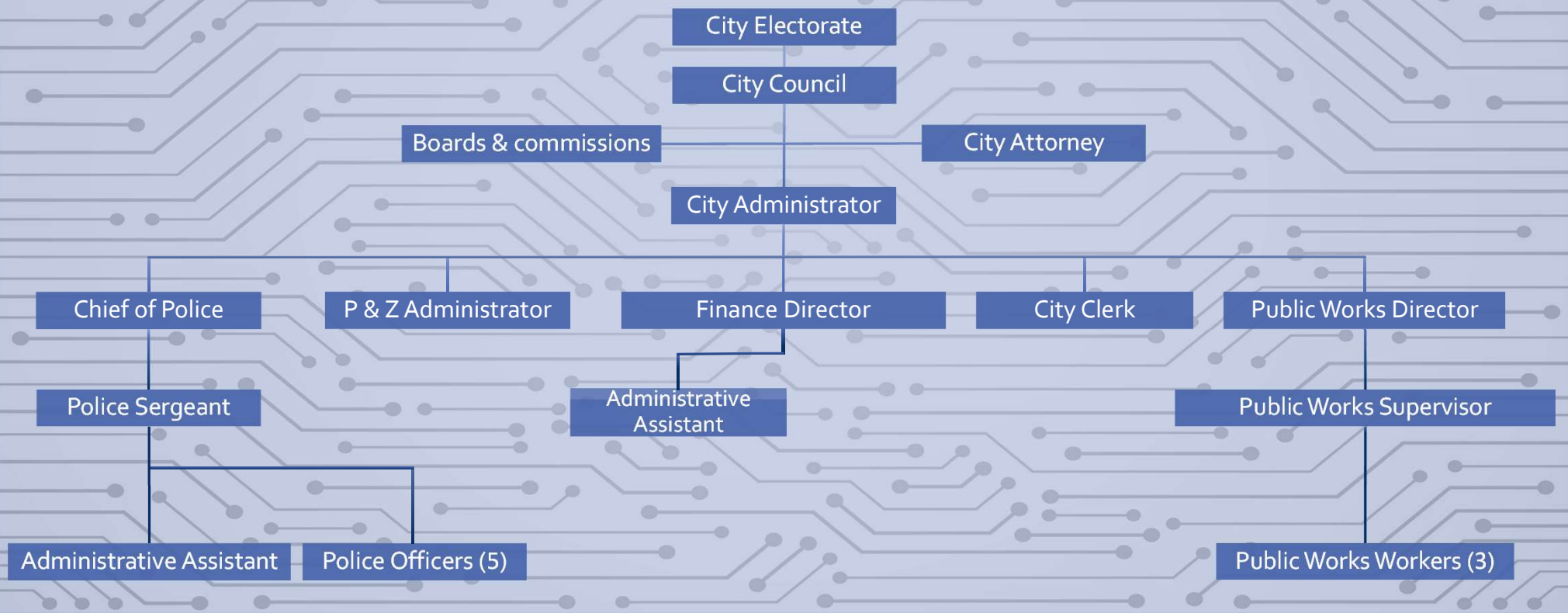
Approve Personnel Committee Recommendations as Presented.

Title	A	B	C	D	E	F	G	H
City Administrator	\$63.01	\$65.45	\$67.99	\$70.62	\$73.36	\$76.20	\$79.15	\$82.22
Police Chief	\$56.41	\$58.60	\$60.87	\$63.22	\$65.67	\$68.22	\$70.86	\$73.61
Sergeant/Paramedic	\$46.87	\$48.68	\$50.57	\$52.53	\$54.56	\$56.68	\$58.87	\$61.15
Public Works Director & Finance Director	\$46.33	\$48.12	\$49.99	\$51.93	\$53.94	\$56.03	\$58.20	\$60.46
Planning and Zoning Administrator & Public Works Supervisor	\$42.30	\$43.94	\$45.64	\$47.41	\$49.25	\$51.16	\$53.14	\$55.20
Asst. Public Works Supervisor/City Clerk	\$36.62	\$38.04	\$39.52	\$41.05	\$42.64	\$44.29	\$46.01	\$47.79
Finance Specialist	\$36.14	\$37.54	\$39.00	\$40.51	\$42.08	\$43.71	\$45.40	\$47.16
Deputy City Clerk/Office Manager	\$30.79	\$31.98	\$33.22	\$34.51	\$35.84	\$37.23	\$38.67	\$40.17
Public Works Maintenance Worker	\$30.05	\$31.21	\$32.42	\$33.68	\$34.98	\$36.34	\$37.75	\$39.21
Police Administrative Support	\$29.46	\$30.60	\$31.79	\$33.02	\$34.30	\$35.63	\$37.01	\$38.44
Administrative Assistant	\$29.46	\$30.60	\$31.79	\$33.02	\$34.30	\$35.63	\$37.01	\$38.44



City of Breezy Point Organizational Chart

2026





CITY COUNCIL MEETING

AGENDA ITEM

Section 6, Item B.

Prepared By: <i>Allie Polsfuss, City Administrator</i>	Meeting Date: <i>April 6, 2026</i>	Item Name: 2025 Edgewater Circle Reassessment
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BACKGROUND

On December 1, 2025, the City Council adopted the assessment roll for the full-depth reconstruction associated with the 2025 Edgewater Circle Improvement Project. An assessment of \$10,000 was approved to the benefiting property, Edgewater South Condominium.

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

It was later determined that the City cannot assess the total \$10,000 to the condominium association as a single entity. Instead, the assessment must be allocated among the individual condominium units based on their respective taxable parcel identification numbers. At the January 5, 2026, City Council meeting, the Council directed staff to initiate a reassessment process pursuant to Minnesota Statutes § 429.071, subdivision 2.

It should be noted that this reassessment does not alter the overall approved assessment amount of \$10,000. The change is administrative in nature, reallocating the assessment from the condominium association to the 13 individual unit owners based on their respective taxable parcels.

OVERVIEW

The City’s legal counsel has provided a memorandum (Attachment A) outlining the process required to complete the reassessment. The previously approved total assessment of \$10,000 remains unchanged; however, it must now be distributed among the 13 individual condominium unit owners rather than assessed to the association as a whole.



1. Approve Resolution and Call for Assessment Hearing – Action requested at this meeting
2. Hold Assessment Hearing – Scheduled for April 30, 2026
3. Consider Adoption of Revised Assessment Roll

All required notices will be provided in accordance with state statutes.

STAFF RECOMMENDATION

Approve Resolution Ordering Reassessment and Public Hearing on Proposed Reassessment.

Joseph J. Langel
jjl@ratwiklaw.com
612.339.0060

February 26, 2026

Allie Polsfuss
City Administrator
City of Breezy Point
8319 Co. Rd. 11
Breezy Point, MN 56472

RE: *Reassessment – Edgewater South Condominiums*
Our File No. 4024-0001

Dear Ms. Polsfuss:

In 2025, the City reconstructed Edgewater Circle. On December 1, 2025, the Council passed a resolution assessing “Edgewater South Condominium” \$10,000 for the reconstruction project. That assessment was against property with PID 10210530. That property, however, is common area jointly owned by the individual condominium owners. Crow Wing County declined to assess the parcel because it is common area. The assessment was therefore invalid.

To effectuate an assessment, the assessed amount will need to be divided between the 13 individual condominium owners and reassessed against their respective parcels pursuant to Minnesota Statutes section 429.071, subdivision 2. This requires a properly noticed assessment hearing regarding just these parcels, followed by adoption of the reassessed amounts. Attached is a proposed resolution authorizing the reassessment and a draft notice for the assessment hearing.

Very truly yours,

/s/ Joseph J. Langel

Joseph J. Langel

Enc. (2)

RRM: 599167

Over 35 Years of Service

**CITY OF BREEZY POINT
RESOLUTION 15-2026**

**RESOLUTION ORDERING REASSESSMENT AND
ORDERING A PUBLIC HEARING ON THE PROPOSED REASSESSMENT**

WHEREAS, on December 1, 2025, the Council approved assessments related to the 2025 Edgewater Circle reconstruction project; and

WHEREAS, an assessment in the amount of \$10,000 was imposed on a parcel with PID 10210530, which is common area property belonging to the Edgewater South Condominiums; and

WHEREAS, Crow Wing County declined to impose the assessment against common area property; and

WHEREAS, the assessment should be imposed against the individual condominium owners; and

WHEREAS, it is necessary to reassess the assessment against the appropriate parcels, which requires a properly noticed public hearing pursuant to Minn. Stat. § 429.071, subd. 2.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BREEZY POINT:

1. The prior assessment against the common area property was invalid and must be reassessed against the proper parcels.
2. Staff is directed to issue proper notice as required by law for a public hearing to be held on April 30, in City Hall at 6:30 p.m. concerning the proposed reassessment and at such time and place all persons owning property affected by the reassessment will be given an opportunity to be heard with reference to such reassessment.

Adopted this 6th day of April, 2026.

Todd A. Roggenkamp, Mayor

Attest:

Allie Polsfuss, City Administrator



CITY COUNCIL MEETING

AGENDA ITEM

Section 6, Item C.

<p>Prepared By: <i>Allie Polsfuss, City Administrator, Joe Zierden Public Works Supervisor, Nick Peterson Engineer</i></p>	<p>Meeting Date: <i>April 6, 2026</i></p>	<p>Item Name: <i>Approve Plans and Specifications and Authorize Advertisement for Bid for 2026 Street Improvement Project</i></p>
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BACKGROUND

Below is the 2026 Project timeline to date:

- September 18, 2025- Streets Committee provided recommendation to Council to include Piney Way, Blue Bird Lane, and Wren Drive in the 2026 Street Improvement Project
- October 6, 2025- City Council ordered the preparation of a feasibility report
- December 1, 2025- City Council received feasibility report and called for an assessment hearing
- December 15, 2025- Staff held informational session
- January 5, 2026- City Council held public hearings for all streets, ordered improvements, and authorized preparation of plans and specifications
- February 16, 2026- Streets Committee provided feedback on project plans
- March 2, 2026- City Council Approved Plans and Specifications and Authorized Ad For Bid
- April 2, 2026- Bid opening

OVERVIEW

The 2026 Street Improvement Project which includes a Full Depth Reclamation of Bluebird Lane, Piney Way, and a Mill and Overlay of Wren Drive, is proposed to be funded in part by special assessments to benefitting properties. To levy assessments, the City must:

1. Declare Costs to be Assessed
2. Order Preparation of Proposed Assessment
3. Call for Hearing on the Proposed Assessment

The City is required to call for a hearing on the assessments and set the date of the hearing. The resolution calls for the hearing date to be April 30, 2026. Notice is required to be placed in the official publication and sent to each benefitting property owner with the proposed assessment amount. The terms of the assessment listed in the resolution is determined by Council.

Included in the packet is a recommendation for award provided by Widseth. No action is needed on this item tonight. As discussed previously, we will wait to officially award bids following the appeal time period.

STAFF RECOMMENDATION

Staff recommends approving Resolution declaring the costs to be assessed, ordering preparation of proposed assessments and calling for the hearing on the proposed assessment for the 2026 Street Improvement Project.

**CITY OF BREEZY POINT
RESOLUTION NO. 16-2026**

**RESOLUTION APPROVING DECLARING COST TO BE ASSESSED,
ORDERING PREPARATION OF PROPOSED ASSESSMENT, AND CALLING
FOR THE HEARING ON THE PROPOSED ASSESSMENTS FOR THE 2026
STREET IMPROVEMENT PROJECT, CITY PROJECT NO. 01- 02**

WHEREAS, a contract has been let and estimated costs have been calculated for Improvement No. 01-02, the improvement Bluebird Lane, Piney Way, and Wren Drive and the estimated cost for such improvements is \$496,182.52.

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE
CITY OF BREEZY POINT:**

1. The portion of the cost of such improvement to be paid by the City of Breezy Point is hereby declared to be \$285,751.88, and the portion of the cost to be assessed against benefited property owners is declared to be \$210,430.64
2. Assessments shall be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January, 2027, and shall bear interest at the rate of 8.00 percent per annum from the date of the adoption of the assessment resolution.
3. The City Clerk, with the assistance of the City Engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the improvement area affected, without regard to cash valuation, as provided by law, and she shall file a copy of such proposed assessment in her office for public inspection.
4. The Clerk shall upon the completion of such proposed assessment, notify the Council thereof.

**BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF
BREEZY POINT:**

1. A hearing shall be held at 6:30 p.m. on April 30, 2026 in the City Hall located at 8319 County Road 11 to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and she shall state in the notice the total cost of the improvement. She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to the certification of the assessment to the county auditor, pay the whole of the assessment on such

property, with interest paid to the date of payment, to the City of Breezy Point except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. An owner may at any time thereafter, pay to the City of Breezy Point the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

This resolution was adopted by the City Council of the City of Breezy Point on the 6th day of April 2026.

Rebecca Ball: ___

Brad Scott: ___

Steve Jensen ___

Todd Roggenkamp: ___

Michael Moroni: ___

Mayor Todd A. Roggenkamp

Attest:

Allie Polsfuss, City Administrator/Clerk

April 3, 2026

Ms. Allie Polsfuss, City Administrator
City of Breezy Point
8319 County Road 11
Breezy Point, MN 56472

RE: 2026 Street Improvements
Letter of Recommendation for Bid Award
WSN No. 2025-11748

Dear Ms. Polsfuss:

Pursuant to authority of the City Council and after proper legal advertisement, bids for the above-referenced project were obtained on April 2, 2026, at 3:00 P.M., at the Breezy Point City Hall, Breezy Point, Minnesota.

The following bid proposals were received:

<u>Bidder</u>	<u>Bid Amount</u>
Ideal Construction, Steven F. Kobliska & Sons, LLC of Staples, Minnesota	\$354,376.20
Andeson Brothers Construction Company of Brainerd, LLC, Minnesota	\$376,293.55
Knife River-North Central of Sauk Rapids, Minnesota	\$411,254.20
J.R. Ferche, Inc., of Rice, Minnesota	\$472,517.00

The Engineering Estimate of the construction cost was \$433,557.50. One mathematical error was found in J.R. Ferche, Inc.'s bid; however, this did not result in a change of low bidder. The bids were conforming to the plans, specifications and advertisement. We understand that the project will be awarded at the June council meeting, after the assessment appeal period.

We recommend the contract be awarded to Ideal Construction, Steven F. Kobliska & Sons, LLC, of Staples, Minnesota, the lowest responsible bidder, on the basis of the unit prices on the bid proposal, at the June council meeting.

Sincerely,

WIDSETH SMITH NOLTING

Nick Peterson, P.E.
City Engineer

**CITY OF BREEZY POINT
RESOLUTION 17-2026**

**A RESOLUTION ACCEPTING A GRANT FROM THE MINNESOTA DEPARTMENT
OF TRANSPORTATION THROUGH THE LOCAL ROAD IMPROVEMENT
PROGRAM (LRIP) FOR THE BUSCHMANN ROAD RECONSTRUCTION PROJECT**

WHEREAS, the City of Breezy Point, in partnership with Crow Wing County and Ideal Township has applied for funding through the Minnesota Department of Transportation’s Local Road Improvement Program (LRIP) for the reconstruction of Buschmann Road; and,

WHEREAS, the City has been awarded a grant in an amount up to \$1,500,000 to support the design and construction of said project; and,

WHEREAS, the Buschmann Road reconstruction project will improve roadway safety, accessibility, and overall transportation efficiency for residents, visitors, and local businesses; and,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Breezy Point, Minnesota, as follows:

1. The City Council hereby accepts the Local Road Improvement Program (LRIP) grant from the Minnesota Department of Transportation for the Buschmann Road Reconstruction Project.
2. The City agrees to comply with all requirements and conditions of the grant program.
3. The Mayor and City Administrator are hereby authorized to execute all necessary agreements and documents related to the acceptance of this grant on behalf of the City of Breezy Point.
4. City staff are authorized to take all actions necessary to implement the project and administer the grant funds in accordance with applicable laws and regulations.

Rebecca Ball:___

Brad Scott: __

Steve Jensen__

Todd Roggenkamp: __

Michael Moroni: __

Adopted this 6th day of April, 2026

Mayor Todd A. Roggenkamp

Attest:

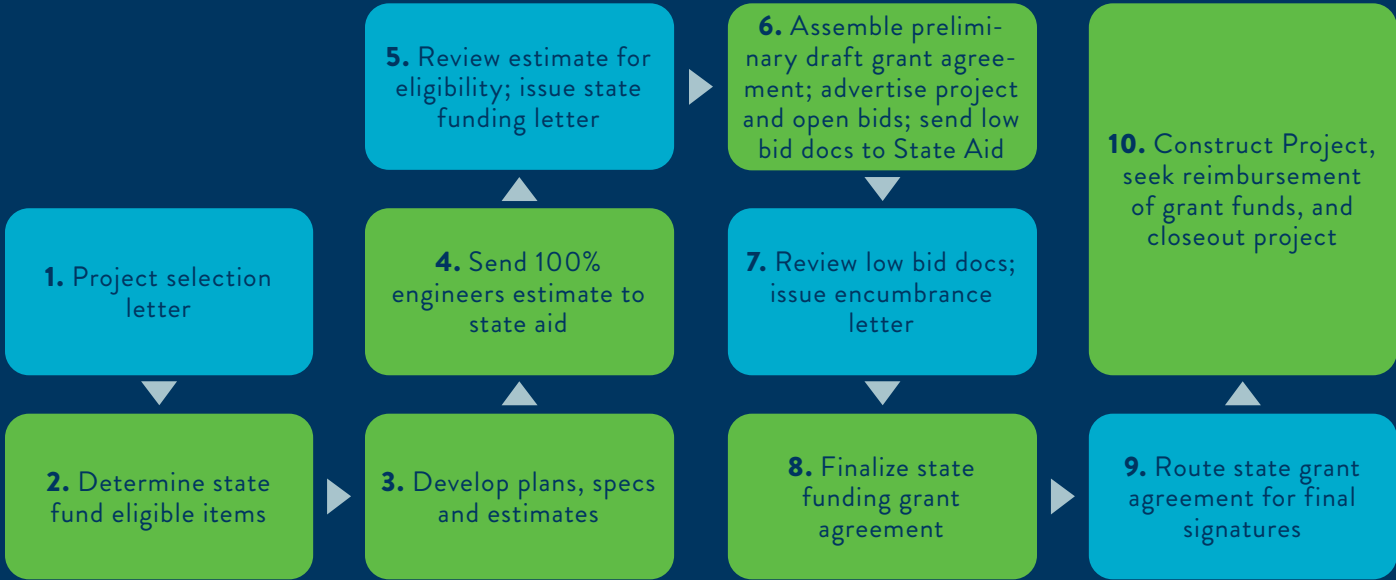
Allie Polsfuss, City Administrator/Clerk



State Aid for Local Transportation

STATE FUND GRANTEE USER GUIDE

*Local Road Improvement Program, Local Bridge
Replacement Program, Safe Routes to School, Active
Transportation*



Notes:

1. Blue shade indicates actions by State Aid. Green indicates actions by local agency.
2. Projects with federal funds must also follow federal DCP process
3. State earmarked projects have other considerations and process, including demonstration of full funding. Earmark recipients should schedule a separate kick-off meeting with State Aid Programs Engineer and DSAE.

1 PROJECT SELECTION LETTER

After competitive solicitations for Local Road Improvement Program (LRIP), Safe Routes to School (SRTS), and Active Transportation (AT), State Aid Programs group sends selection letters to inform applicants of anticipated award amount. The Local Bridge Replacement Program (LBRP) does not provide selection letters since there is not a competitive solicitation.

2 DETERMINE STATE FUND-ELIGIBLE ITEMS

Local agency works with the District State Aid Engineer (DSAE) to determine LRIP, SRTS, AT, or LBRP eligible items and set up the plan and estimate accordingly. Local agency requests State Aid Project (SAP) number for non-federally funded projects or State Project (SP) number for federally funded projects if it doesn't already exist. Send SAP/ SP number to State Aid Programs group for tracking purposes.

For bridge projects, local agency completes LBRP funding application and obtains signatures from DSAE. Local agency informs State Aid Programs Manager that the project is beginning the design phase.

3 DEVELOP PLANS, SPECS, AND ESTIMATES

Local agency develops plans, specifications, and estimates, in cooperation with DSAE.

4

SEND 100% ENGINEER’S ESTIMATE TO STATE AID

For projects both with and without federal funds, local agency sends 100% engineer’s estimate to DSAE. For projects with no federal funding, DSAE forwards engineer’s estimate to Programs group for review and requests state funding letter. Note that bridge projects with no federal funding may or may not receive state bridge funds at this time, depending on availability of funds. Those bridge projects that cannot be funded are added to the waiting list and will be considered for funding when bridge funds become available.

For projects with federal funding, greater Minnesota DSAEs forward engineer’s estimate to the CO State Aid Federal Aid group for review. CO State Aid Federal Aid group (for greater Minnesota projects) or Metro State Aid requests state funding letter from Programs group.

5

REVIEW ESTIMATE FOR ELIGIBILITY; ISSUE STATE FUNDING LETTER

Programs group reviews engineer’s estimate for eligibility and issues state funding letter with initial estimate of state grant amount as well as a summary of other funding sources. Programs group works with State Aid Finance to reserve state fund grant amount in the State Aid Accounting System. Programs group also provides additional instructions to local agency related to the state fund grant agreement.

For bridge projects, Programs group issues state funding letters to projects with federal funding or other projects on the bridge waiting list when funds are appropriated by the legislature or otherwise become available. For this reason, state bridge funding availability can be unpredictable.

6

ASSEMBLE PRELIMINARY DRAFT GRANT AGREEMENT; ADVERTISE PROJECT AND OPEN BIDS; SEND LOW BID DOCS TO STATE AID

Local agency develops preliminary draft of the state fund grant agreement and requests review from Programs group. Note that the final grant amount and Exhibit A will be finalized after receipt of encumbrance letter in Step 7. Concurrently, local agency advertises the project and opens bids. Local agency determines apparent low bidder after consulting with DSAE as necessary.

For projects with no federal funding, local agency sends low bid documents to State Aid Finance, with copy to Programs group, requesting final state funding determination.

For projects with state and federal funds, local agency follows Delegated Contract Process (DCP) checklist. CO State Aid Federal Aid group for greater Minnesota projects or Metro State Aid requests final state funding determination from State Aid Finance, with a copy to Programs group.

7 REVIEW LOW BID DOCS; ISSUE ENCUMBRANCE LETTER

State Aid Finance and Programs group review low bid documents and determine final state funding eligibility and final state grant award amount. State Aid Finance issues encumbrance letter, with copy to DSAE, that includes final state funding determination.

Note that for projects that also have federal funds, the encumbrance letter will be issued after the local agency submits DCP-08, which occurs after award.

8 FINAL STATE FUNDING GRANT AGREEMENT

Local agency completes the final draft state funding grant agreement based on the funding summary in the encumbrance letter, including council or board resolution accepting the grant and authorizing appropriate parties to sign the grant agreement. Local agency sends final draft grant agreement to Programs group for review and approval prior to obtaining local agency signatures.

While not required, local agencies often award the construction contract at the same council or board meeting. Local agency sends signed pdf version of state grant agreement to Programs group for final execution at MnDOT. Note that the state grant agreement should be fully executed before work begins on the project. Please contact the Programs Manager if this will be an issue.

9 ROUTE STATE GRANT AGREEMENT FOR FINAL SIGNATURES

Programs group routes state grant agreement for final signatures at MnDOT and sends local agency a pdf of the fully executed state grant agreement.

10 CONSTRUCT PROJECT, SEEK REIMBURSEMENT OF GRANT FUNDS, AND CLOSEOUT PROJECT

Local agency constructs project, submits partial and final state aid pay requests to DSAE, requests final inspection from DSAE, and works with DSAE to close out project. Note that state grant funds are paid on a reimbursable basis, similar to federal funds.

For more information, contact:

Marc Briese, P.E.
Programs Engineer
State Aid for Local Transportation
395 John Ireland Blvd, St. Paul, MN 55155
651-366-3802

Brainerd/Baxter
 7804 Industrial Park Road
 Baxter MN 56425

218.829.5117
 Baxter@Widseth.com
 Widseth.com

MEMO

Date: March 31, 2026
To: Allie Posfuss, Joe Zierden
From: WIDSETH
Subject: Shoreview Lane Post Construction Spring Assessment

WIDSETH conducted a spring assessment of the Fall 2024 and Spring 2025 Improvements to Shoreview Lane with City staff in March of 2026. The riprap and erosion control improvements performed well through the winter of 2024/2025. It was brought to our attention that the ice has caused some movement of the riprap and shoulder over the course of the winter of 2025/2026.

The observed damage is limited to the riprap and shoulder areas; the pavement and existing utilities remain intact, aside from one small area of pavement deflection on the edge of the paved lane. Lower water levels on Pelican Lake may have contributed to the extent of ice damage this past winter. While some level of shoreline impact is expected in certain winters, it is worth noting that the winter of 2024/2025 had minimal effect to the shoulder and inslope of Shoreview Lane, whereas the winter of 2025/2026 caused a considerable amount of damage in area surrounding the project area and to Shoreview Lane itself.

After ice-out, we recommend that the City regrade by pushing any displaced topsoil and riprap back onto the inslope and re-seeding the shoulder. Any displaced delineators should also be reset. Following these maintenance efforts, we suggest monitoring the area through one additional winter season. This will help determine whether the damage was the result of a more active ice year or if it represents a recurring issue. If the problem persists and ongoing maintenance is not preferred, we can evaluate and recommend additional long-term improvements.


 Nick Peterson, PE



CITY COUNCIL MEETING

AGENDA ITEM

Section 6, Item F.

Prepared By: <i>Allie Polsfuss, City Administrator, Joe Zierden Public Works Supervisor, Nick Peterson Engineer</i>	Meeting Date: <i>April 6, 2026</i>	Item Name: TIF Presentation
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OVERVIEW

The City has received a pre-application for Tax Increment Financing (TIF). Because this Council has not received any TIF requests in recent years, staff believes it is important for the Council to participate in an educational session prior to taking any action on a request.

Todd Hagen from Ehlers Advisors will be in attendance. The presentation is intended to be high-level and will take approximately 20 minutes. Time will be available following the presentation for Council questions. A copy of the slideshow is included as Attachment A.

The Council is not being asked to take action on any TIF request at this time. This session is intended for informational purposes only, and a formal application will be provided for review at a future date.

STAFF RECOMMENDATION

Staff recommends the Council engage in the presentation about TIF.



From Concept to Creation

Tax Increment Financing 101

Your Presenter

Section 6, Item F.



- Todd Hagen
- Senior Municipal Advisor
- thagen@ehlers-inc.com
- (651) 697-8508

Why Engage in Economic Development?

Section 6, Item F.

Job Creation

Tax Base Growth
& Diversification

Redevelopment

Neighborhood
Preservation

Develop
Infrastructure

Improve Housing
Availability &
Choice

Pollution Control
or Cleanup

Quality of Life

Why Might TIF Be Necessary?

Site or Market Conditions Limit Feasibility

- Private developers have market-based return on investment (ROI) expectations
- Lenders & equity providers have limitations and requirements
- City goals may be incompatible with what the market wants to build

Why Might TIF Be Necessary?

Public Financing Fills a Gap

- Helps projects move forward that otherwise would not under current market conditions
- May provide up front, or over time
- Goal: Positive cashflow & reasonable ROI to incent private investment

What is Tax Increment Financing (TIF)?

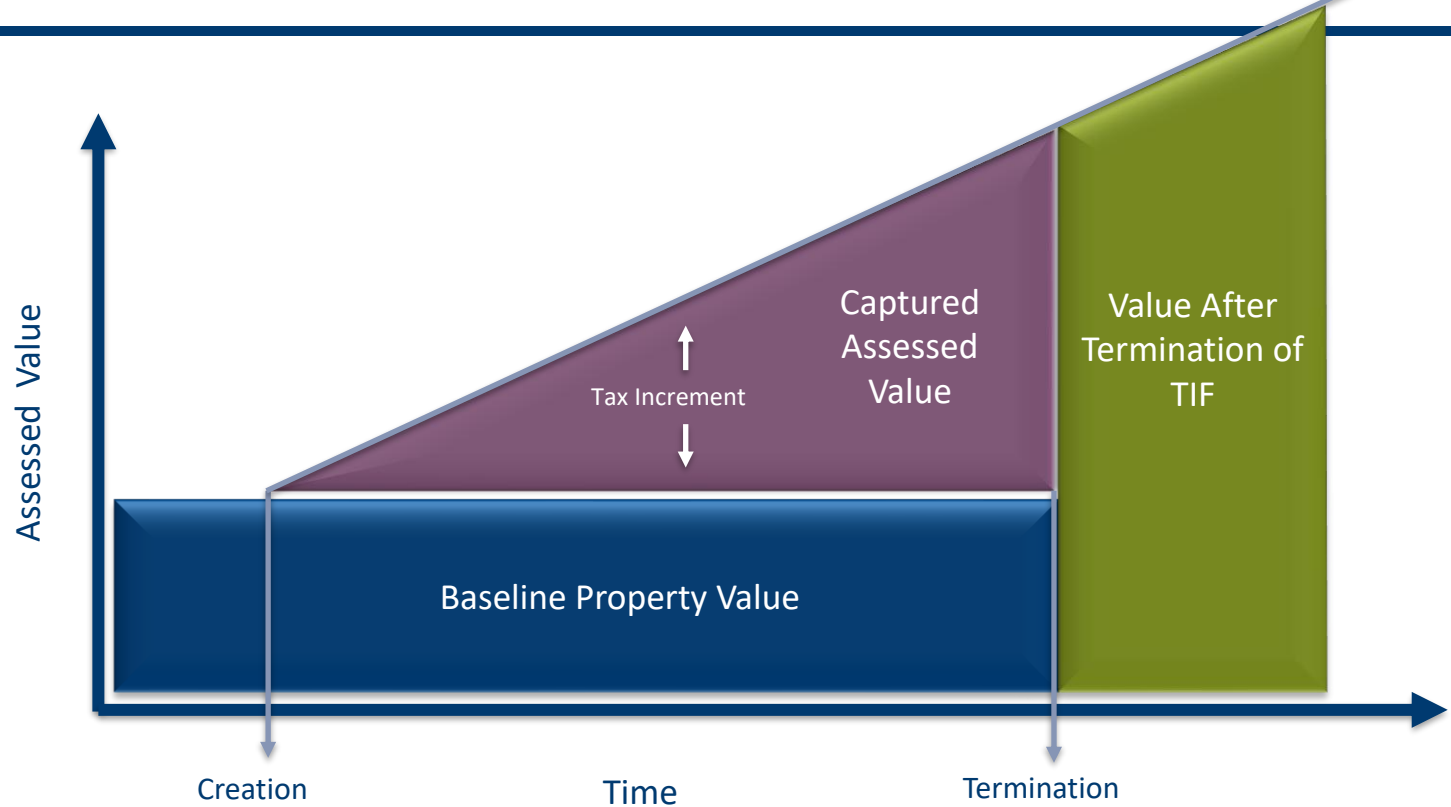
Section 6, Item F.

Minnesota Statutes
469.174-469.1794

1. The ability to capture and use most of the **increase** in property tax revenues from **new development**
2. Within a defined **geographic area**
3. For a defined **period of time**
4. **Without approval** of the other taxing jurisdictions

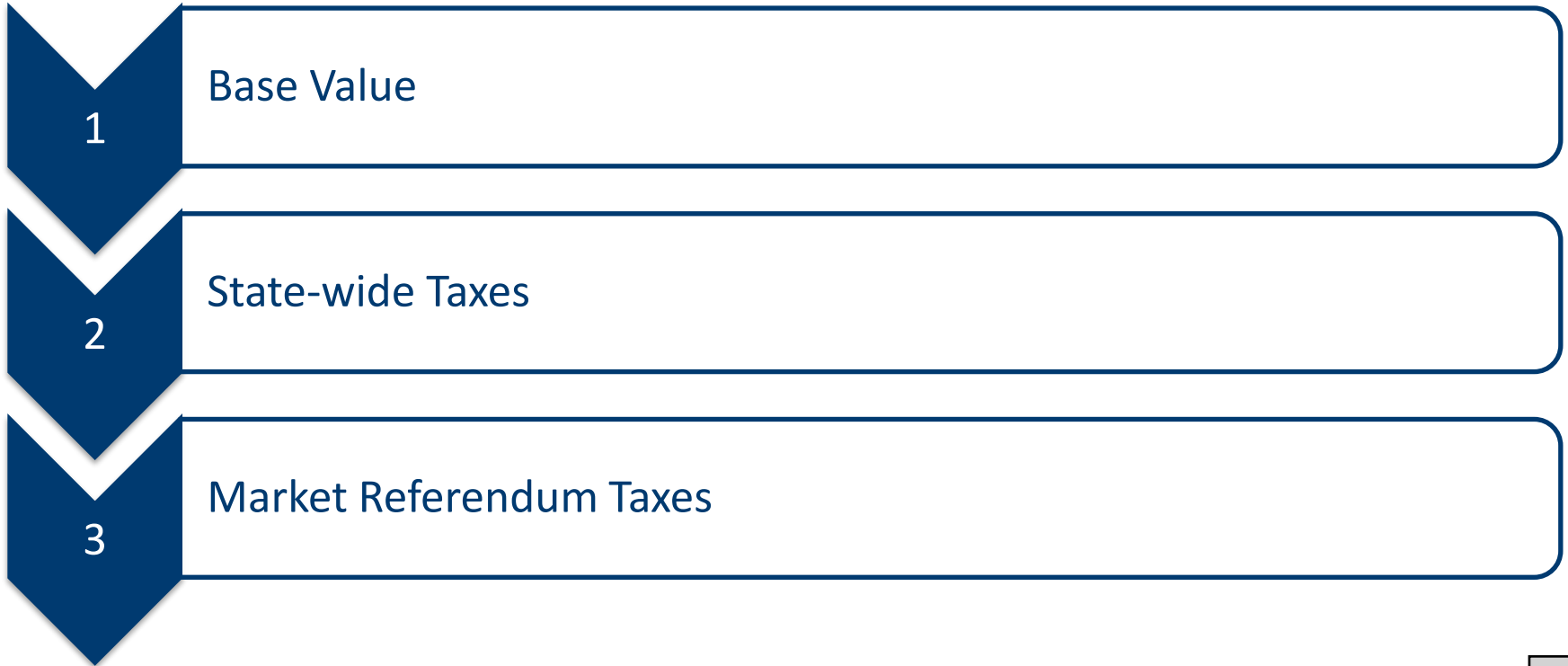
TIF Building Blocks

Section 6, Item F.



What is Excluded from TIF?

Section 6, Item F.





TIF 101

HOW DO YOU CALCULATE TIF?

Original Tax Capacity

- All properties have a value today that is funding local units of government **“base value”**
- This portion still goes to each taxing jurisdiction

Base Value x Tax Classification = Original Tax Capacity

Original Tax Capacity = 7,838

Captured Tax Capacity

Section 6, Item F.

Total Tax Capacity = 90,338



Development Value

Original Tax Capacity = 7,838



Base Value

Captured Tax Capacity = 82,500



Increased Value

Tax Increment

Section 6, Item F.

$$\begin{aligned} \text{Total Tax Capacity} &= 90,338 \\ - \text{Original Tax Capacity} &= \underline{7,838} \end{aligned}$$

$$\begin{aligned} \text{“Captured” Tax Capacity} &= 82,500 \\ \times \text{Tax Rate} &= \underline{153.410\%} \\ \text{Annual TIF} &= \mathbf{\$126,563} \end{aligned}$$



TIF 101

WHAT IS THE “BUT-FOR” TEST?

But For Test

Minnesota Statutes
Requirement

New Market Value	=	27,430,000
Current Market Value	=	<u>2,144,000</u>
Difference	=	25,286,000

Present Value of Tax Increment	=	5,052,813
Value Likely to occur without TIF is less than	=	20,233,187

Protecting Local Resources

- Only want to provide the minimum level of public assistance to make a project financially feasible
 - ✓ Commonly referred to as the “but for” test
- Review developer’s application & financial information to establish appropriate level of public assistance
- Should be able to demonstrate to elected officials and community members that this standard has been met

Pro Forma Analysis

Compare developer's numbers against industry standards

- Land acquisition
- Construction Costs
- Developer Fee
- Debt Assumptions
- Return on Investment

Ensure development components accounted for correctly

- Revenues
- Expenditures
- Debt service



TIF 101

HOW DO YOU MONETIZE TAX INCREMENT?

Forms of Financing

PAYGO

- Most common
- Least expensive
- Developer may or may not monetize for capital stack

Revenue Bond

- Developer monetizes through underwriter
- City issues tax-exempt or taxable bonds

GO Bond

- Least common
- Only leveraged when there's a major issue to address



TIF 101

WHAT TYPES OF TIF DISTRICTS ARE THERE?

Common Types of TIF Districts

TIF District	Term Length
Redevelopment	26 Years
Renewal & Renovation	16 Years
Housing	26 Years
Economic Development	9 Years

Note: Each type of TIF District has its own requirements & limits

Redevelopment TIF Districts

Section 6, Item F.

- **Goal**
 - ✓ Clean up blighted sites & remove substandard buildings
- **Maximum Term**
 - ✓ 25 years from receipt of first increment (26 years total)
- **Establishment Requirements**
 - ✓ Coverage test
 - ✓ Blighted building test (substandard)
 - ✓ Reasonable distribution

Renewal & Renovation TIF Districts

- **Goal**
 - ✓ Clean up blighted sites & remove substandard buildings
- **Maximum Term**
 - ✓ 15 years from receipt of first increment (16 years total)
- **Establishment Requirements**
 - ✓ Coverage test
 - ✓ Blighted building tests (substandard and obsolete)
 - ✓ Reasonable distribution

Redevelopment vs. Renewal & Renovation

Section 6, Item F.

	Redevelopment	Renewal & Renovation
Coverage Test	70%	70%
Occupied Parcels	15%	15%
Blighted Building Test (Structurally Substandard)	More than 50%	20%
Buildings Require Substantial Renovation/Clearance	N/A	30%
Distribution of Parcels	Reasonable	Reasonable
Duration of District	26	16

Housing TIF Districts

- Goal
 - ✓ Create rental or owner-occupied housing for low- to moderate-income households
- Maximum Term
 - ✓ 25 years from receipt of first increment (26 years total)
- Establishment Requirements
 - ✓ Rental
 - ✓ Owner-occupied
 - ✓ Commercial restriction

Each has very specific parameters!

Housing Districts: Establishment Requirements

Rental:

- 20% of units must be reserved for tenants with incomes at or below 50% of area median income (AMI)
-OR-
- 40% of units must be reserved for tenants with incomes at or below 60% of the area median income

Owner-Occupied:

- 95% of housing units must be sold initially to buyers with incomes at or below:
 - 100% of greater of 1) Family AMI or 2) state median income for families of two or less
 - 115% of the greater of 1) Family AMI or 2) state median income for families of three or more

Commercial Restriction:

- No more than 20% of the square footage of buildings in district may consist of commercial, retail, or other nonresidential use

Economic Development TIF Districts

- Goal
 - ✓ Create tax base & new jobs
- Maximum Term
 - ✓ 8 years from receipt of first increment (9 years total)
- Establishment Requirements
 - ✓ Building use
 - ✓ Workforce housing
 - ✓ Commercial – Small Cities

*Each has very
specific
parameters!*

Economic Development Districts: Establishment Requirements

Section 6, Item F.

85% or more of building used for...

- Manufacturing, production, warehousing, storage, and/or distribution of tangible personal property
- Research & development
- Telemarketing
- Tourism facilities
- Space necessary for above activities

Workforce Housing

- City located outside of metropolitan area
- Average vacancy rate is 3% or less in last 2 years
- Written statement from one business within 15 miles employs a minimum of 20 FTE employees indicating lack of available housing
- School and County approval
- Ends in 2027

Commercial

- Small City is...
 - Population of 5,000 or less
 - Located 5 miles or more from a city in MN with a population of 10,000 or more
- Up to 15K SF (1st Floor)
 - Office
 - Retail
 - Restaurant



TIF 101

HOW DO YOU CREATE A TIF DISTRICT?

TIF: Subsidy Process

Section 6, Item F.



Draft TIF Plan

Section 6, Item F.

Statutory authority

Statement of objectives

Prepare budget

Assess departmental fiscal impact

Create a map of the district

But-for qualification

Notices



Notice to County
Commissioner 30 days
prior to hearing notice
publication



TIF Plan with fiscal
impacts to County &
School Districts 30 days
prior to public hearing



Hearing notice
publication at least 10
days prior to hearing

Public Hearing

- Council holds public hearing, considers resolution to adopt TIF plan
 - ✓ Type of district
 - ✓ But-for finding (pro forma analysis)
 - ✓ District conforms to general development plan
 - ✓ Plan affords maximum opportunity for city's development needs



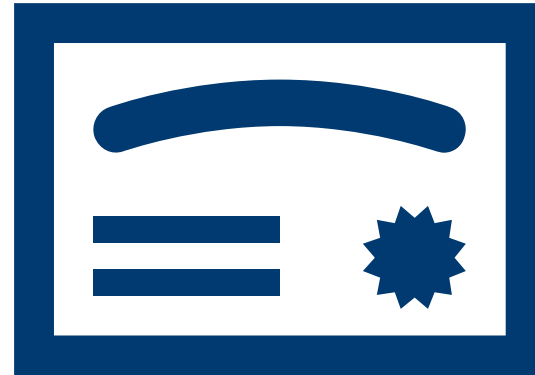


TIF 101

WHAT HAPPENS AFTER A TIF DISTRICT IS CREATED?

Certification

- Inform the County, OSA & Department of Revenue that a new district has been created
- Provide resolutions, hearing notices, agreements & other items documenting actions
- Certifications need to be submitted by June 30th to preserve the current tax rate



Qualified Costs Documentation

- TIF may only be spent on qualified costs
- Costs must be verified & documented
 - ✓ Documented costs must be at least as much as the principal amount of the obligations being issued
 - ✓ Documentation includes invoices for work performed & evidence of payment for that work

Tax Increment Collection

- Counties calculate and send increment to Cities
- Payments are made **semi-annually**
 - ✓ June tax settlement
 - ✓ December tax settlement
 - ✓ Possible corrections with January clean-up settlement
- If property taxes aren't paid, **increment won't be generated**



Important Disclosures

Section 6, Item F.

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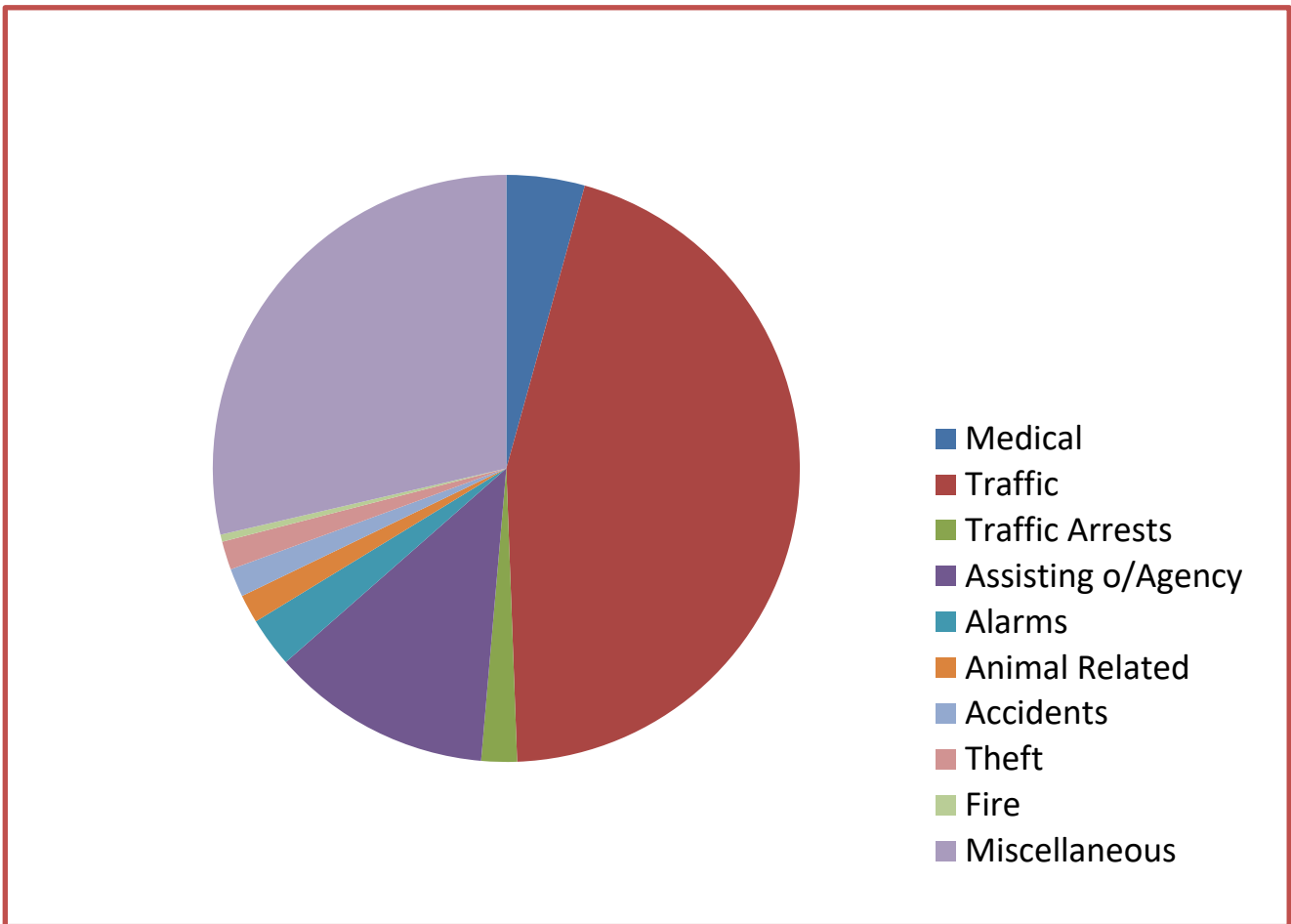
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Breezy Point Police Department Offense Summary

Section 7, Item B.

March 1-31, 2026		2025
Medical	11	12
Traffic	115	185
Traffic Arrests	5	5
Assisting o/Agency	31	32
Alarms	7	2
Animal Related	4	5
Accidents	4	2
Theft	4	1
Fire	1	2
Miscellaneous	73	56
Total	255	302



Miscellaneous: (3) Burning Complaints, (3) Civil Problem, (4) Domestic, (3) Driving Complaints, (7) Information, (5) Motorist Assist, (11) Public Assist, (16) Suspicious Activity/Person/Vehicle, (7) Welfare Checks, etc.

City of Breezy Point							
Cash, Cash Equivalents & Investments As of February 28, 2026							
Institution	Cash (\$)	Money Market (\$)	CDs (\$)	Gov't Bonds (\$)	Maturity Date	30-Day Yield	Prior Yield
Pine River Checking	\$1,015,738.55						
Financial Northeastern Securities		\$369.04				356.00%	3.59%
			\$245,360.15		10/30/2026	4.04%	
			\$245,445.90		04/30/2027	3.94%	
			\$195,794.20		02/28/2028	3.80%	
			\$245,083.30		04/30/2029	3.84%	
PMA 4M Fund		\$1,876,844.02				3.66%	3.68%
Multi-Bank Securities (MBS)		\$1,775.37				2.72%	2.76%
			\$132,960.16		05/28/2026	0.70%	
			\$149,854.50		02/10/2028	3.80%	
			\$150,052.50		02/14/2028	3.84%	
			\$245,242.55		11/14/2030	4.04%	
Northland Securities		\$109,578.86				2.83%	2.87%
			\$240,729.65		02/23/2027	1.98%	
			\$245,509.60		04/30/2027	3.94%	
			\$244,742.75		02/28/2028	3.80%	
			\$246,803.20		04/30/2029	4.05%	
			\$246,357.30		04/30/2030	4.02%	
			\$243,936.70		01/22/2031	3.85%	
Wells Fargo		\$61,593.98				3.26%	3.28%
			\$215,117.13		09/25/2026	0.66%	
			\$240,609.60		02/17/2027	1.88%	
			\$245,737.45		05/01/2028	3.98%	
			\$246,803.20		04/30/2029	4.06%	
			\$246,719.90		04/30/2030	4.06%	
			\$242,780.30		02/27/2031	3.78%	
TOTALS	\$1,015,738.55	\$2,050,161.27	\$4,515,640.04	\$0.00			
TOTAL ALL FUNDS	\$7,581,539.86						

City of Breezy Point		
Fund Balances As of February 28, 2026		
Fund Name	Balance (\$)	% of Total
General Fund	\$1,623,656.41	21.6%
EDA Fund	\$4,825.93	0.1%
TIF District	\$863.50	0.0%
Cemetery Fund	\$224,980.45	3.0%
Debt Service Fund	\$608,776.28	8.1%
Capital Fund	\$612,237.10	8.1%
Sewer Operating Fund	\$523,770.06	7.0%
Sewer Capital Fund	\$3,931,967.93	52.2%
Escrow Reserve Fund	\$1,572.95	0.0%
TOTAL	\$7,532,650.61	100.0%

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

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