

Breezy Point City Council

April 30, 2026, 6:30 pm

Special Meeting Minutes

Mayor Roggenkamp called the Special City Council meeting to order at 6:30 PM on Monday, April 30, 2026.

The Pledge of Allegiance was recited by all present.

Administrator Polsfuss conducted the roll call. Council members Rebecca Ball, Steve Jensen, Todd Roggenkamp, Michael Moroni (arrived at 6:40 p.m.), and Brad Scott were present. Staff present included Administrator Allie Polsfuss, Finance Director Janette Rust, Police Chief Brian Sandell, City Clerk Deb Runksmeier, Public Works Director Joe Zierden, and Nick Peterson with Widseth Engineering.

Open Forum

Mayor Roggenkamp opened the forum for public comments. No members of the public came forward to speak.

Consent Agenda

Mayor Roggenkamp read through all consent agenda items. No council members had comments or requested changes.

- Approve City Council Meeting Minutes From April 6, 2026
- Approve List of Claims Totaling \$192,846.55; Checks 141054-141119 and eChecks 4107
- Authorize Seeking Donation for 2026 Night to Unite
- Resolution No. 19-2026 Approve Authorize Opening of a New Checking Account and Transfer of Funds
- Resolution No. 20-2026 Local Road Improvement Program Grant Agreement
- Resolution No. 21-2026 Local Road Improvement Funding Agreement with Crow Wing County
- Resolution No. 22-2026 Restricting Parking along Buschmann Road
- Approve Final Plat for Re-Subdivision

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

Public Hearings

2025 Edgewater Circle Project Reassessment Hearing

Administrator Polsfuss explained that the city council had directed staff to begin the reassessment process in January. The final step required holding a public hearing before

adopting the final assessment roll. 26 benefiting condo owners were confirmed with a special assessment of \$384.62 per owner according to the city's policy.

Mayor Roggenkamp opened the public hearing at 6:35 p.m.

No public comments were received during three calls for input.

Mayor Roggenkamp closed the public hearing at 6:35 p.m.

2026 Street Improvement Project Assessment Hearing

City Engineer Nick Peterson from Widseth presented a comprehensive overview of the project history, which began in October with the feasibility report order, followed by design and bidding processes. The project covers three areas: Bluebird Lane, Piney Way, and Wren Drive. He explained the typical road sections, noting that Bluebird and Piney would involve pulverizing pavement and adding class 5 base with 2-6 inches of raised centerline for better drainage. Wren Drive would receive mill and overlay treatment.

Project costs came in lower than estimated after bidding. Bluebird Lane assessments decreased from \$878 to \$788, Piney Way from \$720 to \$589, and Wren Drive from \$125 to \$95 per year. The total project cost dropped from \$590,000 to \$496,000.

Mayor Roggenkamp opened the public hearing at 6:43 p.m.

During the Bluebird Lane comment period, Ne Narveson raised an administrative question about assessment listings for his real estate office properties. Rita Houle asked questions on behalf of Leon and Donna Luther about water accumulation and pumps, which Peterson explained were not specifically addressed in the design but could potentially be addressed in the field if simple enough. Houle also inquired about curb installation and timeshare lots designated for drainage, which Peterson confirmed would remain for drainage purposes.

No public comments were received for Piney Way during three calls for input.

For Wren Drive, Administrator Polsfuss read a letter from the Eagle's Nest Owners Association requesting exemption from assessment for property ID 101607741, citing that it's primarily a parking lot accessed from Robin Lane rather than Wren Drive, and that the city had requested the developer to berm the property on the Wren Drive side. Staff recommended rescinding the assessment after review.

Mayor Roggenkamp closed the public hearing at 6:55 p.m.

Council member Moroni raised questions about the city's assessment policy regarding corner lots, noting that properties abutting two roads typically receive 100% assessment on their primary access road and 50% on secondary roads. The discussion revealed that the property's main access is Robin Lane, making Wren Drive the secondary road, which would normally warrant a 50% assessment rather than the proposed 100%. After discussion, the council indicated preference for a 50% assessment to align with policy, with the city absorbing the difference.

Ordinance 02-2026 Amending 2026 Fee Schedule To Include Administrative Citation Fines

Administrator Polsfuss explained that public hearings are required when establishing new fees. The amendment includes administrative citation fines that were adopted by resolution in

2009 but need to be included in the fee schedule ordinance for enforceability per legal counsel advice. It also includes a \$500 cannabis registration fee that was established in the cannabis ordinance but never added to the fee schedule.

Mayor Roggenkamp opened the public hearing at 7:05 p.m.

No public comments were received. Mayor Roggenkamp closed the public hearing at 7:05 p.m.

Resolution No. 23-2026 Adopt 2025 Edgewater Circle Project Assessment Roll

Administrator Polsfuss noted this was the adoption following the public hearing.

Motion: Council member Ball moved to adopt the assessment roll. Council member Jensen seconded. Motion carried 5-0.

Resolutions No. 24-2026 Accepting Bid For 2026 Street Improvement

Engineer Peterson explained that four bids were received on April 2nd, with Ideal Construction as the apparent low bidder at \$354,000, significantly under the engineer's estimate of \$433,000. He recommended awarding the project to Ideal Construction.

Motion: Council member Ball moved to approve the resolution. Council member Moroney seconded. Motion carried 5-0.

Resolution No. 25-2026 Adopting Assessment Rolls For 2026 Street Improvement Project

Engineer Peterson and Administrator Polsfuss stated they would resolve the administrative issue with Mr. Narveson. The council proceeded with adoption including the previously discussed change to reduce the Eagles Nest property assessment from 100% to 50% on Wren Drive, with the city absorbing the difference.

Motion: Council member Jensen moved to adopt the assessment rolls as changed. Council member Moroney seconded. Motion carried 5-0.

Ordinance 02-2026 Amending 2026 Fee Schedule And Resolution No. 26-2026 Publish By Title And Summary

Administrator Polsfuss noted this followed the public hearing and included a resolution to publish by title and summary to reduce publication costs, requiring a 4/5 vote.

Motion: Council member Moroni moved to approve both items. Council member Scott seconded. Motion carried 5-0.

Resolution No. 27-2026 Approve Plans And Specifications And Ordering Advertisement For Bids For The 2026 Buschmann Road Project

Administrator Polsfuss explained that due to state aid plan review requirements and timing, staff recommended approving the resolution contingent upon state approval to avoid delays. The state review process might be completed before the next council meeting, and this would allow immediate bidding without requiring a special meeting. WSB Engineering hopes to submit final plans to MNDOT the following week, targeting mid-May for bid advertisement.

Motion: Council member Ball moved to approve the resolution. Council member Jensen seconded. Motion carried 4-0, with Scott abstaining.

Authorize Widseth To Complete Shoreview Shoulder And Riprap Maintenance Plan

Public Works Director Joe Zierden explained that winter ice damage occurred to the riprap, though less extensive than previous years. The city's mini excavator lacks sufficient reach for repairs. He met with DNR representatives who confirmed that yearly winter damage repairs can be completed without permits if done within a year. The DNR also requested that live stakes be replanted and given time to establish. The authorization would allow development of specifications for obtaining comparable bids.

Council member Scott asked about the likelihood of recurring damage. Joe explained that ice pushing occurs during winters with warm spells followed by cold snaps, typically every 5-7 years, making it difficult to predict. Council member Jensen noted similar extensive damage throughout Shoreview Lane after 15 years without issues.

Motion: Council member Moroni moved to authorize Widseth to complete the plan. Council member Scott seconded. Motion carried 5-0.

State Of The City Address

Mayor Roggenkamp announced that after discussion with the administrator, they were targeting June 18th for the State of the City address. The date was chosen to ensure more summer residents would be present to attend. He noted that the date wasn't set in stone and would keep the council informed of any changes.

First Quarter Financial Report

Finance Director Janette Rust presented Quarter One highlights, noting general fund revenues at 1.2% of budget due to property tax timing (79% of revenues come from July and December collections). General fund expenditures were at 21.3%, which was on track. Net position showed a negative \$862,306, which was expected given property tax collection timing. Overall expenditures across all funds were at 19.4% of budget, on track for Quarter One.

Administrator Polsfuss informed the council that a food truck was operating at 6799 County Road 11, which is zoned urban reserve. Mobile food trucks are only permitted in

commercially zoned districts under current code. Based on legal counsel advice, staff planned to notify the owner of the code violation. She wanted to alert the council before proceeding. .

Council member Scott inquired about urban reserve zoning and whether there were options to allow the food truck given its proximity to commercial areas and the school. Administrator Polsfuss stated she was not well versed in the urban reserve zoning regulations. She mentioned that the owner had been invited to a planning commission meeting but did not attend.

Council member Ball read the urban reserve zoning definition, which focuses on future urban development with low-density residential and agricultural uses, and doesn't align with commercial activities.

Updates

Administrator Polsfuss provided updates on personnel committee interviews for the planning and zoning administrator position, noting that the position had been reposted with more active recruitment after the initial round of interviews.

She also clarified the special assessment deferral process for an earlier question, explaining it's a state statutory process handled by the county with city approval through resolution.

Mayor Roggenkamp provided updates from various committees including upcoming finance committee meetings and recent fire board discussions covering rebranding efforts, funding formula revisions, and long-term planning for a larger regional fire district.

Council member Ball mentioned the fire board's donation of an unused ambulance to Lakes Area Heroes and ongoing review of officer job descriptions.

Council member Jensen reported on streets committee plans to identify 2027 road projects with an approximate \$400,000 budget.

Cemetery commission updates included delayed memorial pavers project, columbarium sales, and planned landscape updates around the gazebo and waterfall.

Council reminded attendees about Aviation Day occurring that weekend and noted the library's open house from 10 AM to 2 PM.

Adjourn

*Motion: Council member Moroni moved to adjourn. Council member Scott seconded.
Motion carried 5-0. Meeting adjourned at 7:40 PM.*

Submitted by: Deb Runksmeier
City Clerk