



PERSONNEL COMMITTEE MEETING

AGENDA ITEM

Prepared By: <i>Allie Polsfuss, City Administrator</i>	Meeting Date: <i>3/02/2026</i>	Item Name: <i>Planning and Zoning Administrator</i>
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BACKGROUND

Jerry Bohnsack has served the City of Breezy Point for approximately 15 years. He was originally hired in a part-time capacity and remained in that role until 2023. In 2023, the City Council approved the creation of a full-time Planning and Zoning Administrator position, which was filled by Peter Gansen in 2024. Mr. Gansen remained in the position for approximately one year.

In the fall of 2024, Jerry returned to the City in an Interim Administrator role and transitioned back into a part-time Planning and Zoning Administrator position in mid-2025. Jerry has since informed staff that 2026 will likely be his final year with the City.

OVERVIEW

The personnel committee met to review options and discuss the Planning and Zoning Administrator position. After discussion the personnel committee recommends that the full-time position is advertised with the hope of hiring in the summer.

Attachment A includes the current Planning and Zoning Administrator job description with suggested revisions as recommended by the personnel committee.

Spring is typically the most effective time to advertise for a job opening. The Personnel Committee recommends the following timeline:

- **March:** Advertise the full-time Planning and Zoning Administrator position
- **April/May:** Conduct interviews with qualified applicants
- **May/June:** Extend an offer to the selected candidate
- **July/August:** Employee start date
- **Fall:** New employee works alongside Jerry for training and transition
- **Fall-Winter:** Jerry gradually transitions out of the role and is available on an as-needed consulting basis

If the City does not receive qualified applicants through this process, the Personnel Committee will meet to discuss alternative viable options.

Staff will keep the personnel committee and Council updated on the hiring process.

FINANCIAL IMPACT

The position's 2026 salary range is \$87,989-\$114,815.

STAFF RECOMMENDATION

Approve the revisions to the job description and authorize advertisement of the Planning and Zoning position.