

Breezy Point City Council
January 16, 2024 – 5:00 pm
City Council Workshop Minutes

A workshop of the Breezy Point City Council began at 5:00pm. Councilmembers present were Rebecca Ball, Steve Jensen, Michael Moroni, Brad Scott, and Mayor Angel Zierden. Staff present included City Administrator David Chanski, Assistant City Administrator Daniel Eick, and Public Works Supervisor Joe Zierden. The purpose of the workshop was to receive the final report for the 2023 Organizational Assessment from Mr. Sheldon Cohen of Resource Management Associates.

Following an introduction by City Administrator Chanski, Mr. Cohen outlined how the assessment was conducted and then provided a detailed walkthrough of his observations and recommendations.

During his introduction, Mr. Cohen discussed that, for the purpose of the assessment, efficiency was defined as “the City’s application of resources – human, financial, physical or information – to achieve a specified goal or objective,” and effectiveness was defined as “the quality of the delivery of services.” Additionally, he listed 7 characteristic of Breezy Point the provided context for the assessment:

- Small, rural city of 2,813 with the population density of 240 persons per square mile.
- Relatively high rate of population growth: 3%/year.
- Vacation/destination city: 3x summer population.
- No distinctive natural or human-made features or risks.
- Full-service municipality.
- Intergovernmental relationships.
- Option B statutory council-manager city.

Following his introduction, Mr. Cohen presented his findings and recommendations for each of the following areas of operation:

- Policy and Administration
- Financial Management
- Public Works
- Police
- Fire
- Planning & Zoning
- Human Resources
- IT and Systems

Mr. Cohen also provided summaries on staffing, services, the organization as a whole, facilities, and financial considerations as well as a brief discussion on implementation.

While the full assessment listed 53 total recommendations, Mr. Cohen concluded with his recommended top 11 priorities driven by risk and impact. There were:

- 1) Resolve City Hall decision.
- 2) Procure and implement new ERP.
- 3) Revise chart of accounts.
- 4) Implement purchase-order-based encumbrance accounting.
- 5) Police summer staffing.
- 6) New Public Works garage.
- 7) Committing a percentage of the annual budget for roadway funding.
- 8) Implement Capital Improvement Program (CIP).
- 9) Revise Personnel Policy.
- 10) Robust City Council minutes.

Following Mr. Cohen's presentation, multiple members of the Council thanked Mr. Cohen for his work, the City Council had a short period of discussion. Councilmember Jensen asked City Administrator Chanski about the replacement status of the 2003 fire engine stationed in Breezy Point in the Fire District's new CIP. Administrator Chanski stated that it is the next engine scheduled to be replaced.

Councilmember Moroni stated that he is excited to see where the City goes with the ERP and CRM recommendations, and Councilmember Ball said that the items listed from staff were very helpful.

Mayor Zierden asked what staff's thoughts on the assessment were, and Administrator Chanski said that he saw the assessment as very helpful. It helped solidify some things that staff already knew but also shined the spotlight on things staff weren't as aware of or emphasized that some items should be a higher priority than where staff had them.

Mayor Zierden also stated that she thought it important that the City figure out ways to effectively communicate about the assessment and why the recommendations from it are important, and Councilmember Jensen mentioned that he believes executive summaries are an important piece to communication. City Administrator Chanski stated that a project page for the organizational assessment has already been created and the full report and executive summary were published on the project page as well as a social media post made in December. He encouraged the City Council not to post the priorities from Mr. Cohen until the City Council has the opportunity to work with staff on priorities as they may differ from Mr. Cohen's recommendations.

The workshop was adjourned at 6:01pm.

David Chanski, City Administrator/Clerk