

Breezy Point City Council

August 4, 2025 - 6:30 pm

Meeting Minutes

CALL TO ORDER

PLEDGE OF ALLEGIANCE

All present rose for the Pledge of Allegiance.

ROLL CALL

Roll call was conducted. 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.

PRESENTATIONS

Life Saving Award

Chief Sandell spoke of the medical emergency where Paramedic Sergeant Joe Garcia assisted on July 13, 2025. The Mayor presented the life-saving award to Sergeant Garcia on behalf of the staff, Council, and City of Breezy Point for his actions.

Parks and Recreation Committee Update

Chair Gail Arne provided an update on the Parks and Recreation Committee activities including reviewing proposals for the City Parks Master Plan. Plan to have a recommendation to present to council at September meeting.

OPEN FORUM

Kathy Parsons of 9212 Edgewater Circle addressed the Council in appreciation of the paramedic program.

No other residents addressed the Council during Open Forum.

CONSENT AGENDA

Mayor requested to pull Item 6.I. (Appointment of Cemetery Commissioner) from the Consent Agenda and move it to Business Items as Item 7.F.

- City Council Meeting Minutes July 7, 2025;
- Claims Totaling \$811,119.31-Checks 140404-140480 and eChecks 4940e-3968e;
- Res. 11-25 Accept Donation for Pelican Woods Cemetery;
- Res. 12-25 Accept Donation from Widseth for Pelican Woods Cemetery;
- Res. 13-25 Accept Donation for Cemetery Bench;
- Res.14-25 Accept Donations for Breezy Point Police Department;

- Res. 15-25 Accept Donation from Pelican Square and Breezy Point Resort for Supplies for Night to Unite;
- Res 16-25 Declare Surplus of Furniture and Equipment and Authorize Disposal or Sale;
- Approve Final Pay Application to Gladden Construction of \$6,190.98 for Shoreview Lane Construction Project;
- Review Body Camera Audit Report;
- Approve Pay Application #1 to Larson Excavating Contractors, Inc. of \$23,858.97 for County Road 11 sanitary sewer extension.

Motion by Council Member Moroni to approve the Consent Agenda as amended. Second by Council Member Jensen. Motion carried 4-0

BUSINESS ITEMS

Approve Hytec Pay Application #10

Motion by Council Member Moroni to approve the HyTec payment application number 10 of \$222,151.61 for City Hall Renovation project. Second by Council Member Jensen. Motion carried 3-1, Scott Opposed.

Special Assessment Policy Discussion

Administrator Polsfuss explained that as the city begins to implement its street Capital Improvement Plan (CIP) for needed repairs, it's important to have a policy in place to properly assess residents and appropriately budget for the future. At the July City Council meeting, staff was directed to review the financing portion of the current policy and include language for a special benefit appraisal assessment method.

Polsfuss recommended that the Council wait to make a formal decision until reviewing the preliminary budget, which would include a more in-depth discussion about the street CIP and other levy impacts. She noted that funding the street CIP is a significant decision that would benefit from being considered within the context of the full budget for financial planning purposes.

Council Member Scott indicated that having an assessment policy based on an actual appraisal of typical benefiting properties makes sense, noting that the city is obligated under assessment statute not to assess more than the benefit and amount of value added to the property. He expressed preference for doing sample appraisals on projects to get a true sense of the actual benefit and value.

Council Member Moroni agreed with Council Member Scott, stating that they need to make the process as equitable as possible for taxpayers while giving the city the ability to budget. He noted that the current policy was outdated and expressed concern about funding for the street CIP, adding that blacktopping gravel roads would be financially challenging.

The Mayor commented that the city should consider eventually incorporating costs fully into the levy due to the city's residential composition. He suggested this as a long-range planning consideration after the road CIP is established.

The Council agreed to revisit the matter after the preliminary budget is set in September, following the Finance Committee's meeting with staff.

Authorize Administrative Assistant Position

Administrator Polsfuss explained information from the Personnel Committee meeting in discussing the organizational structure of the administration department. To improve efficiency and enhance services to residents, the Personnel Committee recommended authorizing an Administrative Assistant position.

Motion by Council Member Moroni to authorize the Administrative Assistant position and direct staff to begin the hiring process. Second by Council Member Jensen. Motion carried 4-0.

Approve Agreement with Jerry Bohnsack for Planning and Zoning Administrative Services

Polsfuss explained that Jerry Bohnsack has served as Interim City Administrator since September 2024. He has expressed willingness to continue on with part-time basis as Planning and Zoning Administrator and assist her with transition into the City Administrator role. If approved, the city would retain Bohnsack on a part-time basis while working toward filling the position permanently, hopefully by summer 2026, to allow for overlap during the transition.

Motion by Council Member Jensen to approve contract with Jerry Bohnsack for Planning and Zoning services. Second by Council Member Moroni. Motion carried 4-0.

Authorize Extending Wage Increase for Deputy City Clerk/Office Manager and Finance Specialist

Polsfuss explained that in late 2024, the City Council approved a \$5 wage increase for both the Deputy City Clerk and Finance Specialist to compensate them for additional duties required while the Assistant City Administrator, Planning and Zoning Administrator, and City Administrator positions were vacant. The Personnel Committee recommended that this increase be extended for up to six months after the Administrative Assistant has been onboarded.

Motion by Council Member Moroni to authorize extending the wage increase for the Deputy City Clerk and Finance Specialist. Second by Council Member Jensen. Motion carried 4-0.

Approve Appointment of Robin Jensen as Cemetery Commissioner

The Mayor explained the vacancy on the Cemetery Commission. The position is a 3-year term and was advertised to the public for applications. Mayor Roggenkamp recommended appointing Robbin Jensen to serve on the Cemetery Commission.

Motion by Council Member Moroni to approve the appointment of Robin Jensen to serve on the Cemetery Commission. Second by Council Member Scott. Motion carried 3-0, Councilmember Jensen Abstained from the vote.

DEPARTMENTAL REPORTS

City Hall Update

Administrator Polsfuss reported that staff moved into the new city hall on July 18th and is fully operational from the new offices. Construction crews have completed the demolition of the old city hall facility and are beginning renovations. It's anticipated that the October City Council meeting will be held in the new chambers if everything remains on schedule. Planning a ribbon-cutting ceremony after everything is completed.

Shoreview Lane Shoreline Update

Public Works Supervisor Joe Zierden reported on plans for 500 live stakes, noting that he couldn't estimate how many could be acquired from the neighboring shoreline that is fully wooded. After inspection, mostly willows are greening, and there are many willows present. He explained that they wouldn't totally remove vegetation but would be selective. Live staking is more of a fall activity, and he hasn't been able to locate any live stakes during summer months, so the project could extend into October.

Zierden described plans to rope off the area until vegetation establishes next year and included a map of the approximate area to be roped off. He estimated the project would take about half a day for four workers, with costs expected to be below what was planned and fitting within the operating budget.

Councilmember Moroni asked about Common Curtains as a source for live stakes, and Zierden confirmed that availability is seasonal.

Public Safety Updates

The Police Chief provided a brief update, mentioning that Night to Unite would be held the following evening (August 5th) from 6:00 to 8:00 PM. The Mayor encouraged everyone to attend, noting it was a great event that builds community.

The Mayor also provided an update on the Fire District, reporting that two new trucks had been approved and were in process, with one utility truck already delivered and in service. The Fire District received a donation and plan to purchase new ice rescue equipment. Contract prices for 2026 were approved, with Breezy Point's total being \$314,018.25, an increase from \$301,039.74 in 2025. The Mayor noted that property values are a determining factor in the calculations, and Breezy Point's values are higher than other contract entities. He mentioned that funding mechanisms might need to be revisited in the future.

ADJOURN

Motion by Council Member Scott to adjourn the meeting. Second by Council Member Jensen. Motion carried 4-0

The meeting was adjourned at 7:08 pm.

Deb Runksmeier
Deputy City Clerk