

Breezy Point City Council

September 2, 2025 – 6:30 pm

Meeting minutes

Call To Order

Mayor Roggenkamp called the Breezy Point City Council regular meeting to order on Tuesday, September 2, 2025 at 6:30 PM.

Pledge Of Allegiance

The Pledge of Allegiance was recited.

Roll Call

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

Open Forum

No one came forward to speak, and the open forum was closed.

Consent Agenda

- Claims Totaling \$605,726.66-Checks 140482-140543 and eChecks 3969e-3997e;
- City Council Meeting Minutes August 4, 2025;
- Approve Pay Application #2 to Larson Excavating Contractors, Inc. of \$88,050.74 for County Road 11 sanitary sewer extension;
- Declare Police Department 2018 Ford Explorer Vehicle as Surplus and Authorize Sale of Property;
- Res. 17-25 Accept Sign Donation to Parks and Recreation Department;
- Res. 18-25 Approve Donations to Pelican Woods Cemetery;
- Res. 20-25 Supporting and Authorizing the Application for Sourcewell Community Match Funding for Public Safety Grant Submittal;
- Res.21-25 Supporting and Authorizing the Application for Sourcewell Community Match Funding for Public Works Grant Submittal;

Mayor Roggenkamp presented the consent agenda items and asked for any questions or comments from the council. Hearing none, a motion was made to approve the consent agenda as read.

Council member Jensen moved to approve the consent agenda as read, seconded by Council member Moroni. The motion carried 3-0.

Approve HyTec Pay Application #11

Administrator Polsfuss recommended approving the pay application for the city hall facility reconstruction. There were no questions from the council.

Council member Moroni moved to approve the HyTec payment application number 11 of \$127,074.22, seconded by Council member Jensen. The motion carried 3-0.

Approve Parks and Recreation Master Plan Proposal by Widseth

Joe Zierden, Public Works Supervisor, presented the results of the Park and Recreation Committee's scoring of seven responses for the master plan proposal. Widseth had the top score of 4.78. The financial impact would be \$25,000 for the master plan, with possible additional costs up to \$5,000 for surveying if required. The timeline for completion was estimated to be 6-7 months, starting next year.

Council member Jensen expressed happiness about moving forward with the plan, stating it was an important aspect for the city's vision regarding parks and recreation.

Council member Jensen moved to approve the park and recreation master plan proposal by Widseth, seconded by Council member Moroni. The motion carried 3-0.

Buschmann Road Project Funding Discussion

Administrator Polsfuss provided an update on the Buschmann Road construction project, which began planning and engineering in December 2022. The city has invested approximately \$950,000 in planning, engineering, and land acquisition costs, with about \$3,100,000 remaining to complete the project. The finance committee recommended issuing a 15-year general obligation bond, with an annual payment of \$305,000.

Council members expressed support for moving forward with the project, citing its long-overdue nature and the need for improved infrastructure. They agreed that the 15-year bond was the best way to proceed.

Council member Jensen moved to approve moving forward with the Buschmann Road funding project with a 15-year bond and to follow the tentative project timeline as presented by the administrator. Council member Moroni seconded. The motion carried 3-0.

After the vote, Dave Peterson, supervisor of Ideal Township, congratulated the council on moving forward with the project and provided an update on the township's portion of the road work.

Zoning Code Revision Discussion

Administrator Polsfuss presented an update on the zoning code revision project, which was initiated in early 2023 but placed on hold at the end of 2024. The council discussed whether to continue with the update as planned, reallocate funds, or remove the project funding.

Jerry Bohnsack, Planning and Zoning Administrator, provided insights on the current city code and suggested that the comprehensive plan should be updated before revising the zoning code. He also mentioned that there might not be a clear understanding of what issues need to be addressed in the current code.

Mayor Roggenkamp explained the three different options of financial impact. Council members explained to newer staff the reasons why the process was started for zoning code rewrite. Decided to delay selecting options until after the finance committee meets towards the end of the month to discuss the matter further in the context of the overall budget.

2026 Preliminary Budget Presentation and Discussion

Administrator Polsfuss presented the 2026 preliminary budget, explaining the tax levy process and key drivers for the budget. The proposed changes result in a 10.41 percent preliminary levy increase. The presentation included a breakdown of how the increase would support various city services and the impact on property taxes for residents.

Resolution 19-2025 - Approve 2026 Preliminary Tax Levy and Set Date for Public Comment

Council member Moroni moved to approve Resolution Number 19-2025 to approve the 2026 preliminary tax levy as presented by the administrator and set the date for public comment on December 1, 2025, at 6:30 PM. Council member Jensen seconded. The motion carried 3-0.

Council member Jensen encouraged residents to provide feedback on the budget and tax levy, emphasizing the importance of community input in the decision-making process.

City Hall Update

Administrator Polsfuss reported that paving and striping of the entire parking lot was completed about two weeks ago. The demolition of the old city hall portion has been completed, and remodeling has begun. The next city council meeting is expected to be held in the new chambers.

Administrative Assistant Position Update

Administrator Polsfuss provided an update on the administrative assistant position. They received 62 applications, which were scored and evaluated. Six candidates were selected for interviews, which will be completed this week. A conditional offer of employment is expected to be extended by early next week, with final approval anticipated at the October council meeting.

Financial Software Implementation Update

Janette Rust reported that the implementation of the new financial software approved in December's council meeting is set to begin in about two weeks. The sewer billing module is scheduled to go live at the beginning of October, providing residents with a new, user-friendly payment platform. The implementation of other modules is expected to be completed by the beginning of December.

Planning and Zoning Commission Upcoming Agenda

Jerry Bohnsack informed the council about upcoming planning commission hearings scheduled for September 16th. The agenda includes a variance application for a house on Ossawinnamakee and proposed changes to some facilities at the resort, including the rerouting of holes 8 and 9 on the Whitebirch Golf Course.

Adjourn

Council member Jensen moved to adjourn the meeting, seconded by Council member Moroni. The motion carried 3-0.

The meeting was adjourned at 7:22 PM.

Submitted by: Deb Runksmeier
Deputy City Clerk