

Breezy Point City Council

April 6, 2026 – 6:30 pm

Regular Meeting Minutes

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

The Pledge of Allegiance was recited by all present.

Administrator Polsfuss conducted the roll call. Council members Steve Jensen, Todd Roggenkamp, Michael Moroni, and Rebecca Ball were present. Brad Scott was absent. Staff present included Administrator Allie Polsfuss, Police Chief Brian Sandell, Deputy City Clerk Deb Runksmeier, Public Works Supervisor Joe Zierden, and Nick Peterson with Widseth Engineering.

Open Forum

Mayor Roggenkamp opened the forum, but no one came forward to speak.

Consent Agenda

- Approve City Council Meeting Minutes From March 2, 2026
- Approve List of Claims Totaling \$88,388.64; Checks 140985-141053 and eChecks 4105
- Approve Appointment of Rhonda Swanson as Cemetery Commissioner
- Approve Rescheduling May 4, 2026 City Council Meeting to April 30, 2026
- Approve Scheduling Joint Planning Commission Meeting for June 9, 2026 At 5:00 p.m.
- Approve Preliminary Plat for Eagle View Storage
- Resolution No. 13-2026 Approve Budgeted Transfers For 2025
- Resolution No. 14-2026 Ratifying Prior Actions Regarding Bidding Process For 2026 Street Improvement Project
- Resolution No. 18-2026 Accept \$50.00 Donation for Pelican Woods Cemetery

Mayor Roggenkamp read through all consent agenda items and asked if there were any comments from council. Hearing none, he requested a motion to approve the consent agenda.

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

Personnel Committee Recommendations

Administrator Polsfuss explained that during the strategic planning session staff and council identified organizational structure adjustments as a priority. The personnel committee met to discuss long-term sustainable changes needed in administration and public works

departments. Polsfuss noted they consulted with David John and Associates to gather data, evaluate existing structure and pay, and propose alternatives for organizational improvement. The personnel committee met to review various alternatives and discuss proposed changes in depth.

The personnel committee recommended retitling the city administrator clerk treasurer to city administrator, retitling public works supervisor to public works director, reclassifying finance specialist to finance director with pay structure placement, reclassifying deputy city clerk office manager to city clerk with pay structure placement, and reclassifying assistant public work supervisor to public work supervisor with pay structure placement. The total budget impact for 2026 was approximately \$10,000, with pay adjustments implemented by the first pay period following approval.

Motion: Council member Moroni moved to approve the personnel committee recommendations for administration and public works starting April 19, 2026. Council member Jensen seconded. Motion carried 4-0.

Resolution No. 15-2026 Order Reassessment and Public Hearing On The Proposed Reassessment for 2025 Edgewater Circle Project

Administrator Polis explained that at the January 5, 2026 council meeting, the council directed staff to proceed with the reassessment process on the 2025 Edgewater Circle project completed last summer. It was determined that the city cannot assess the total \$10,000 to the association itself as a single entity, so the city would initiate a reassessment process to assess the 13 individual owners pursuant to state statute.

The first step was approving the resolution to call for a hearing. This reassessment did not alter the overall approved assessment amount in total or per property owner - the change was administrative in nature. The hearing was proposed to be scheduled on April 30.

Motion: Council member Jensen moved to approve Resolution 15-2026 approving reassessment and public hearing for 2025 Edgewater Circle Project. Council member Moroni seconded. Motion carried 4-0.

Resolution No. 16 Declaring Cost to Be Assessed, Ordering Preparation of Proposed Assessment, and Calling for the Hearing On The Proposed Assessments For The 2026 Street Improvement Project

Nick Peterson of Widseth Engineering reported that they held the bid opening for the 2026 Street Improvements Project on April 2. They received 4 competitive bids with all necessary documents. The lowest bid was from Ideal Construction out of Staples at \$354,000, which was significantly below their engineer's estimate of \$433,000.

Due to the project timeline and the city's previous decision to wait until the end of the assessment period to award the project in case of appeals, they would take action on awarding the contract at the June council meeting. The assessment hearing would be held on April 30 following this resolution.

Motion: Council member Ball moved to approve Resolution 16-2026 declaring cost and ordering preparation of proposed assessment and call for hearing of proposed assessment for the 2026 Streets Improvement Project. Council member Jensen seconded. Motion carried 4-0.

Resolution 17-2026 Accepting Local Road Improvement Program Grant For The Buschmann Road Reconstruction Project

Administrator Polis announced that the city had received the LRIP grant for up to \$1,500,000 for the Bushman Road project. The resolution would formally accept the grant and authorize necessary parties to act on behalf of the council to ensure proper processes were followed. She thanked their representatives at state and county level for supporting the project, along with 11 other letters of support from neighboring organizations, cities, and schools.

Staff would begin conversations with the finance committee about proceeding with bonding and funding.

Mayor Roggenkamp expressed tremendous excitement about receiving the grant and publicly thanked everyone who supported them and all others who worked behind the scenes. He emphasized this was a tremendous win for the city that would make a huge difference in their bonding and debt situation.

Motion: Council member Ball moved to approve Resolution 17-2026 to accept Local Road Improvement Program Grant of the Buschmann Road Reconstruction. Council member Jensen seconded. Motion carried 4-0.

Shoreview Lane Maintenance Recommendation

Nick Peterson of Widseth Engineering reported that he met with city staff at Shoreview Lane in the second year since riprap was installed. The first year showed no damage, but last winter's very low water levels before ice-up likely contributed to movement they were seeing. The movement was likely not finished due to remaining frost in the ground and ice still on the lake.

Peterson recommended waiting 30 days from March 30 to reassess when all ice was gone and frost was out. If nothing changed, they recommended regrading and pushing things back down. He noted all private shorelines in the area took significant beating this year, which didn't happen the previous year, suggesting it was a more active ice year. The utilities and roadway remained mostly protected, indicating the riprap did its job.

Tax Increment Financing Educational Presentation

Todd Hagen from Ehlers and Associates provided a comprehensive educational presentation on Tax Increment Financing (TIF) via remote connection. He emphasized this was educational to help the council understand basic TIF concepts in case applications came their way.

Hagen explained that economic development through TIF could create jobs, grow tax base, provide diversification, help with redevelopment, preserve neighborhoods, develop infrastructure, improve housing availability, clean up pollution, and enhance quality of life.

TIF was necessary to help developers achieve market-based return on investment when site conditions, market limitations, or public financing gaps existed. It captured increased property tax revenues from new development within a geographical area for a defined time period, requiring only city approval while automatically including county and school districts.

He detailed how TIF works by capturing the difference between base property value and new developed value, redirecting that increment to developers for a period before terminating the district as soon as possible. The system was revenue neutral since base value taxes continued flowing to all taxing jurisdictions.

Hagen explained the calculation process, the "but for" test requirement, and different district types including redevelopment (26 years), renewal and renovation, housing (26 years), and economic development (9 years). Each had different requirements and limitations.

He outlined the process for creating TIF districts, including application collection, pro forma review, gap analysis, term sheet drafting, development agreement creation, public hearings, and ongoing administration. The most common assistance method was "pay-as-you-go" with minimal city risk.

State Of The City Address-Mayor

Mayor Roggenkamp announced plans to hold a State of the City address in June, potentially in an open house format in the council chambers. This would allow him to present the state of the city to the public, discussing what they had been doing, current projects, and future direction. Staff would be available for constituents to interact with about specific topics like public works or parks and recreation. This would differ from a town hall meeting but provide similar opportunities for public engagement with city leadership and staff.

Administrator Polsfuss updated the council on the planning and zoning administrator position and will follow up to the personnel committee and council after interviews.

Adjourn

*Motion: Council member Moroni moved to adjourn. Council member Jensen seconded.
Motion carried 4-0.*

The meeting was adjourned at 7:36 PM.

Submitted by: Deb Runksmeier
Deputy City Clerk