

Special City Council Meeting

Meeting Minutes

September 14, 2026, 6:30 PM

The Mayor called the Special City Council Meeting to order on Monday, September 14, 2026 at 6:30 PM.

The Pledge of Allegiance was recited by all present.

Administrator Polsfuss conducted the roll call. Council members Rebecca Ball, Steve Jensen, Todd Roggenkamp, and Michael Moroni were present. Brad Scott was absent. Staff present included Administrator Allie Polsfuss, Zoning Administrator Anthony Moberg, Police Chief Brian Sandell, Finance Director Janette Rust, Public Works Director Joe Zierden, and Nick Peterson with Widseth Engineering.

Lifesaving Awards- Sergeant Garcia and Officer Rustad

Chief Sandell introduced the special presentations, noting that two separate lifesaving awards would be presented — one to Paramedic Sergeant Garcia and one to EMT Officer Rustad.

Sergeant Garcia also informed the council that he has been invited to present a case study at the Minnesota Medical Directors Conference. He explained the presentation would cover how the department transitioned from operating under North Memorial Health to a standalone part-time advanced life support EMS, and would compare their municipal model to a state-run "chase car" pilot program.

Open Forum

The Mayor opened the floor for Open Forum three times. Hearing no speakers, Open Forum was closed.

Consent Agenda

Mayor Roggenkamp read all items on the consent agenda into the record. No changes were requested by the council.

- Approve City Council Meeting Minutes from August 3, 2026
- Approve Claims Totaling \$363,537.36; Checks 141335-141391 and eChecks 4142-4151
- Approve Promotion of Nick Salvevold from Police Officer to Police Officer/EMT
- Approve Promotion of Marshall Garbe from Police Officer to Police Officer/EMT
- Approve Law Enforcement Wellness Visit Program
- Approve Part-Time Public Works Position
- Approve Conditional Offer for Owen Dabill Effective September 15, 2026
- Approve Pay Application #2 for 2026 Street Improvement Project
- Authorize the Breezy Point Police Department to seek Sourcewell Grants

- Resolution No. 46-2026 Supporting and Authorizing Application for Sourcewell Impact Funding
- Resolution No 47-2026 Accepting Butterfly Release Event Donations

A motion to approve the Consent Agenda as read was made by Council Member Moroni and seconded by Council Member Jensen. The motion carried 4-0.

Public Hearing

Consider Resolution No. 48-2026 Approving Second Modification to Redevelopment Plan

Planning and Zoning Administrator Anthony Moberg presented the item, which had been recommended for approval by the Planning Commission. He explained the resolution would allow Breezy Point to join the Housing Redevelopment Authority (HRA) to purchase approximately five tax-forfeited lots, which could then be sold to a developer at a reduced cost for single-family home development, returning the parcels to the tax rolls. He noted that John Schumer from the Housing Redevelopment Authority was available for questions.

The Mayor opened the public hearing three times. Hearing no speakers, the public hearing was closed. The Mayor praised Anthony's thorough and detailed preparation of the materials. He also noted the broader benefit of potentially getting parcels back on the tax rolls and creating housing opportunities in the community.

A motion to approve Resolution No. 48-2026 of Modification to Redevelopment Plan Proposed by Housing and Redevelopment Authority of Crow Wing County was made by Council Member Jensen and seconded by Council Member Moroni. The motion carried 4-0.

2027 Street Improvement Project Proposal

Public Works Director Joe Zierden presented the results of the road committee's spring road assessment, explaining that all roads were driven and scored. He reported that Thrane Drive received the highest priority score and was being recommended as the proposed 2027 street improvement project. He noted that Thrane Road is a collector road shared with Pelican Township, with an estimated cost of \$355,000 for a like-for-like replacement. He added that minor ditching improvements on the hill section were being considered but were not expected to raise costs dramatically.

Council Member Moroni asked whether the \$355,000 estimate reflected the full cost burden to the city or whether a cost-sharing agreement with Pelican Township could reduce that figure. Zierden confirmed the estimate reflected a straight replacement and that cost-sharing through the joint agreement could bring it down. Council Member Moroni both clarified that the motion was only giving staff direction to proceed and did not obligate the city to anything, as design and bids would still follow. The Mayor supported moving forward and referenced ongoing conversations with Pelican Township regarding the shared road.

A motion to direct staff to move forward with Thrane Road as the proposed 2027 Street Improvement Project was made by Council Member Jensen and seconded by Council Member Moroni. The motion carried 4-0.

Approve Shared Road Services Agreement with Pelican Township

City Administrator Polsfuss provided an overview, explaining that the city and Pelican Township had been operating under a 1977 annexation agreement with vague language around capital improvement cost sharing for shared roads. She noted that in June, the Mayor, Public Works Director Zierden, Township Supervisor Radke, herself, and their respective legal counsels met to develop a new agreement. The new shared road services agreement establishes a proportional cost-sharing model for capital improvements and clearly defines maintenance responsibilities in writing, though actual maintenance practices would not change. She confirmed Pelican Township had already approved the agreement at their most recent board meeting.

The Mayor noted that while the two parties were initially far apart in their discussions, they had reached a solid agreement that improved mutual understanding. He reflected that updating a 1977 agreement to reflect current language and realities was an important step, particularly as the city looks ahead to shared road improvements like Thrane Drive.

A motion to approve the Shared Road Services Agreement with Pelican Township was made by Council Member Ball and seconded by Council Member Jensen. The motion carried 4-0.

Approve Commercial Building Lease with Tremolo Communications

City Administrator Polsfuss explained that Tremolo Communications had approached the city in July about leasing the building located behind the ball fields for telecommunications operations. She noted the space had previously been leased to Charter Communications from 2012 to 2023. Staff had worked with Tremolo to finalize terms, including an annual rent of \$12,000 with the lease commencing January 1, 2027. The agreement also outlined tenant and city responsibilities as recommended by the city's legal counsel.

The Mayor noted the lease terms appeared straightforward and expressed that it was good to be generating revenue from the building again after roughly three years of vacancy.

A motion to approve the Commercial Building Lease with Tremolo Communications was made by Council Member Moroni and seconded by Council Member Jensen. The motion carried 4-0.

Award Construction Bid for 2026 Buschmann Road Street Improvement Project to Kern & Tabery, Inc.

City Administrator Polsfuss reported that the Buschmann Road project was advertised for bids from August 19th through September 10th, with four bids received. The lowest bid was submitted by Kern & Tabery, Inc. at \$3,420,581.98, which was slightly below the engineer's estimate. She noted that Crow Wing County had decided to reject the bid alternate for their portion involving turn lane improvements on County Road 11, but that this decision did not

affect the city's portion of the project. She indicated a pre-construction meeting would be held in the coming weeks, and that project funding action was anticipated in October.

A motion to award the construction bid for the 2026 Buschmann Road Street Improvement Project to Kern & Tabery, Inc. was made by Council Member Moroni _ and seconded by Council Member Ball. The motion carried 4-0.

Approve WSB Proposal for Construction Administration for Buschmann Road Street Improvement Project

City Administrator Polsfuss presented WSB's proposal for construction administration services, which included project management, construction observation, surveying, public engagement, and material testing. She noted WSB anticipated approximately 1,200 hours of construction observation over an estimated 20-week construction period, with a total cost of \$350,000, of which approximately \$50,000 was allocated for ideal township services. She confirmed the estimate was consistent with WSB's prior year figure and typical costs for road project administration. She also noted she had confirmed with Kevin Kruger that he would be managing the construction administration and serving as the primary contact for residents, which both she and Director Zierden felt comfortable with.

The Mayor expressed satisfaction that Kevin would be leading the project, noting it was exactly what he would have wanted. Council Member Jensen agreed, calling the bid competitive and expressing confidence in Kevin's management.

A motion to approve the WSB Proposal for Construction Administration for the Buschmann Road Street Improvement Project was made by Council Member Moroni and seconded by Council Member Jensen. The motion carried 4-0.

Resolution No. 49-2027 Adopting the 2027 Preliminary Budget

City Administrator Polsfuss walked the council through the 2027 preliminary budget presentation. She explained the city's budget is comprised of five funds: the General Fund, EDA Fund, Cemetery Fund, Debt Service Fund, and Revolving Capital Fund. She noted that since the August preview, minor adjustments — primarily due to increased health premiums — had led to an approximate \$6,000 increase.

The General Fund was summarized at approximately \$3,101,194 . The EDA Fund was proposed to remain the same as 2026 with no levy impact. The Cemetery Fund included a proposed \$6,000 transfer to the General Fund for administrative time. The Capital Fund included budgeting for half of a plow truck (with the remaining half in 2028), \$70,000 for a skid steer and trailer, \$450,000 for road improvement projects, a police heart monitor (with a grant application pending), a squad car purchase, and a transfer for the master park plan, totaling \$855,000.

The overall preliminary levy increase came to 7.95%, slightly up from 7.79% presented in August, with the increase attributed to the health premium adjustments. She noted that if the pending grant for the heart monitor was received, the levy could decrease or be reallocated. The estimated local tax rate was 37.9%, compared to a regional average of 44.76%, which she said placed the city in a good position relative to comparable communities.

Council Member Jensen, speaking as a finance committee member, acknowledged the difficulty of the process, noting that rising costs in wages, health care, and capital expenditures make it challenging to keep the levy within a reasonable range. The Mayor agreed and highlighted the importance of building a long-range financial plan as discussed in the strategic plan. City Administrator Polsfuss provided an update, noting the city had received a \$15,000 Sourcewell grant for third-party services related to the long-range financial plan, with an RFQ sent to four firms and responses due by end of week, with a recommendation anticipated for October.

A motion to approve Resolution No. 49-2027 Adopting the 2027 Preliminary Budget was made by Council Member Jensen and seconded by Council Member Ball. The motion carried 4-0.

Request to Reschedule November City Council Meeting

City Administrator Polsfuss requested that the council consider rescheduling the November meeting from November 2nd to November 9th. She explained that the change would allow staff time to prepare the polling location ahead of the November 3rd election early morning setup and that state law requires canvassing of election results between November 6th and November 13th, making November 9th a practical date to avoid scheduling a separate special meeting.

A motion to reschedule the November City Council Meeting from November 2nd to November 9th was made by Council Member Moroni and seconded by Council Member Jensen. The motion carried 4-0.

Departmental Updates

Finance Department July Cash and Investments Reports

Police Department Offense Summary Report

Personnel Committee members noted items had been covered in the packet. The Fire Board update covered a recent special meeting focused on rebranding, where four patch design options were reviewed and a vote was taken, with the selected design featuring a loon and sunset imagery. The Mayor noted plans to unveil the rebranding during Fire Awareness Week in October. No Streets Committee meetings had been held. The Cemetery Commission had met at the cemetery to review plans for the new waterfall, which Public Works staff were credited with executing well. The Planning and Zoning update covered two applications: a variance and CUP on Wren Drive for a two-story garage with a living unit, approved with conditions limiting it from being used as a separate dwelling or rental; and a request to place a preserve sign on their property. The Parks and Recreation committee update covered their most recent committee meeting.

Adjourn

A motion to adjourn was made by Council Member Ball and seconded by Council Member Moroni. The motion carried. The meeting was adjourned at 7:17 PM.