

# **Breezy Point City Council October 6, 2025 – 6:30 pm Meeting minutes**

## **Call to Order**

Mayor Roggenkamp called the regular City Council meeting to order at 6:30 PM on Monday, October 6, 2025.

The Pledge of Allegiance was recited by all present.

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

## **Consent Agenda**

Mayor Roggenkamp read the items on the consent agenda. Council member Scott requested to remove item I (Resolution No. 23-2025 Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations) and place it on the regular agenda as item 6.J.

- Claims Totaling \$460,880.36 - Checks 140544-140636 and eChecks 3998e-4022e;
- City Council Meeting Minutes September 2, 2025;
- Approve Employment for Kathleen Nelson as Administrative Assistant;
- Approve Change Order No. 1 for CR-11 Sanitary Sewer Extension Project;
- Approve Pay Application #3 for CR-11 Sanitary Sewer Extension;
- Approve LG214 Gambling License for Breezy Point Skate Club The North Star located at 30898 Ranchette Drive Breezy Point, MN 56472.
- Approve Purchase of Repair Gate Valve for sewer pond;
- Resolution 22-2025 Approving 2025 Budget Amendment;

*Council member Moroni moved to approve the consent agenda as amended, seconded by Council member Jensen. The motion carried unanimously 5-0.*

Open Forum was opened for public comments by Mayor Roggenkamp. No members of the public came forward to address the council. The open forum was closed.

**Approve Pay Application #12 for City Hall Project**

Administrator Polsfuss presented Pay Application #12 for the City Hall facility project in the amount of \$80,332.02. She recommended approving the pay application as presented.

Council member Scott inquired about anticipated additional pay requests. Administrator Polsfuss stated that there should be just one more to finalize, likely at the November meeting or possibly at the December meeting.

*Council member Jensen moved to approve Pay Application #12 for the City Hall Project at \$80,332.02. seconded by Council member Moroni. The motion carried 4-1, Scott Opposed.*

## **Resolution 24-2025 Request to Rezone one Portion of Outlot A. Whitebirch 7th Addition from R-4 to RC Resort Commercial and Rezone portion of Outlot B Whitebirch 7th Addition from RC to R4**

City Planner Jerry Bohnsack introduced the item, stating that the planning commission held public hearings on this request in September. David Landecker, representing Whitebirch Inc., provided an overview of the rezoning request.

Landecker explained that the rezoning was necessary to allow for changes to golf holes 8 and 9. He clarified that there were no plans to develop the property that would be reclassified as R-4, and the request was to maintain continuity of zoning classifications.

Council member Jensen expressed that he had toured the property and his concerns about the wood buffer and potential outbuildings were addressed by Mr. Landecker.

Bohnsack noted that the planning commission recommended approval of the rezoning request and that a super majority (at least 4 votes) would be required for approval.

*Council member Jensen moved to approve Resolution No. 24-2025 for the rezoning request, seconded by Council member Moroni. The motion carried 5-0.*

## **Resolution 25-2025 Approve Request to Vacate Utility and Drainage Easement within Outlot C Whitebirch 7th Addition**

Planner Bohnsack explained that this request was related to the previous rezoning item. He stated that the planning commission held a public hearing and recommended approval of the vacation of the utility and drainage easement.

*Council member Scott moved to approve Resolution 25-2025, seconded by Council member Ball. The motion carried 5-0.*

## **Resolution 26-2025 Approve Subdivision Application Whitebirch Inc.**

Mr. Bohnsack explained that this subdivision application was related to the previous two items. He stated that the proposed subdivision would reflect the actual zoning lines for R-4 and RC. He clarified that any future development would require re-subdivision into lots and blocks.

*Council member Moroni moved to approve Resolution No. 26-2025 for the subdivision application from Whitebirch Inc., seconded by Council member Jensen. The motion carried 5-0.*

## **Special Assessment Policy**

Administrator Polsfuss presented two options for revising the special assessment policy as discussed by the finance committee. Option 1 included a special benefit appraisal, while Option 2 included a percentage split with a cap.

The council discussed the pros and cons of each option, with consideration given to equity for taxpayers, compliance with state law, and the ability to budget for future projects. Kevin Kruger from WSB Engineering provided additional insight on how special benefit analyses could be incorporated into either option.

After extensive discussion, the council reached a consensus to pursue Option 2 with the inclusion of a special benefit analysis component.

*Council member Moroni moved to direct staff to draft a special assessment policy based on Option 2 with the inclusion of a special benefit analysis component, seconded by Council member Jensen. The motion carried 5-0.*

## **Resolution 27-2025 Ordering Preparation of Feasibility Report for 2026 Street Improvement Project (CP-02)**

Nick from WSB presented the resolution, explaining that it was a requirement of Minnesota Statutes Chapter 429 to specially assess a project.

Council member Scott advocated for early communication with affected property owners. The council discussed the timing and content of such communications, considering the need to balance informing residents with avoiding premature questions.

*Council member Moroni moved to approve Resolution No. 27-2025 ordering preparation of the feasibility report for the 2026 Street Improvement Project (CP-02), with the addition of sending out general information to affected landowners, seconded by Council member Jensen. The motion carried 5-0.*

## **Approve Engineering Contract for Feasibility Report for 2026 Street Improvement Project (CP-02)**

Nick Peterson from Widseth Engineering presented the proposal for the engineering contract, outlining the scope of work from site visits to the improvement hearing.

*Council member Jensen moved to approve the engineering contract for the feasibility report for the 2026 Street Improvement Project (CP-02), seconded by Council member Moroni. The motion carried 5-0.*

## Resolution 28-2025 Approve Plans and Specifications and Authorize Ad for Bid for 2026 Buschmann Road Project (CP-01)

Kevin Krueger from WSB presented the resolution, explaining that it would authorize them to advertise for bids. He outlined the timeline for advertising and bid opening.

*Council member Jensen moved to approve Resolution No. 28-2025 to approve plans and specifications and authorize ad for bid for the 2026 Bushman Road Project (CP-01), seconded by Council member Moroni. The motion carried 4-1, Scott Opposed.*

## Resolution 29-2025 Call for Public Hearing on Preliminary Issuance of Bonds to be held November 3, 2025

Administrator Polsfuss explained that this resolution was part of the bond issuance process required under Minnesota state statute. She noted that the bond advisor would be present at the November 3rd meeting to answer public questions.

*Council member Moroni moved to approve Resolution No. 29-2025 to call for a public hearing on the preliminary issuance of bonds to be held November 3, 2025, seconded by Council member Jensen. The motion carried 4-1, Scott Opposed.*

## Resolution 23-2025 Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations

Council member Scott, who had requested this item be moved from the consent agenda, stated that his questions had been answered during the course of the meeting. He clarified that this resolution was to get ahead of costs being incurred for 2026 road improvements, stating that the city may issue a reimbursement bond.

*Council member Moroni moved to approve Resolution No. 23-2025 establishing procedures relating to compliance with reimbursement bond regulations, seconded by Council member Jensen. The motion carried 5-0.*

## City Hall Event

Administrator Polsfuss announced that the city would be hosting a ribbon-cutting and open house event to celebrate the completion of the new city hall on November 3rd at 5:30 PM. She encouraged all council members to attend and invited the community to come and see the new facility.

## Zoning Code Update

Administrator Polsfuss reported that the finance committee had discussed alternatives to the previously budgeted \$85,000 zoning code update project. They determined that the funds would be better spent on two smaller projects for under \$10,000 and replenishing capital reserves. This change would lower the levy to just under 9%. The final decision would be part of the budget approval in December.

## Public Works Update

Public Works Supervisor Joe Zierden reported on improvements being made in the park between the playground and community gardens, including removing unsightly trees, thinning brush, and seeding grass. He also mentioned plans for shore stabilization work on Shoreview Lane in late October or early November.

## Adjourn

*Council member Moroni moved to adjourn the meeting, seconded by Council member Jensen. The motion carried unanimously.*

The meeting was adjourned at 7:45 PM.

Submitted by: Deb Runksmeier  
Deputy City Clerk

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Signature

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Date