

## REGULAR COUNCIL MEETING – AGENDA #6

If due to a disability, you need auxiliary aids or services during a City Council Meeting, please provide the City with 72 hours' notice by calling 763-493-8141 or faxing 763-493-8391.

***Our Vision: Brooklyn Park, a thriving community inspiring pride where opportunities exist for all.***

### ***Our Brooklyn Park 2025 Goals:***

***• A united and welcoming community, strengthened by our diversity • Beautiful spaces and quality infrastructure make Brooklyn Park a unique destination • A balanced economic environment that empowers businesses and people to thrive • People of all ages have what they need to feel healthy and safe • Partnerships that increase racial and economic equity empower residents and neighborhoods to prosper • Effective and engaging government recognized as a leader***

## **I. ORGANIZATIONAL BUSINESS**

### **1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE**

**2. PUBLIC COMMENT AND RESPONSE 7:00 p.m.** Provides an opportunity for the public to address the Council on items which are not on the agenda. Public Comment will be limited to 15 minutes (*if no one is in attendance for Public Comment, the regular meeting may begin*), and it may not be used to make personal attacks, to air personality grievances, to make political endorsements or for political campaign purposes. Individuals should limit their comments to three minutes. Council Members will not enter into a dialogue with citizens. Questions from the Council will be for clarification only. Public Comment will not be used as a time for problem solving or reacting to the comments made, but rather for hearing the citizen for informational purposes only.

#### **2A. RESPONSE TO PRIOR PUBLIC COMMENT**

#### **2B. PUBLIC COMMENT**

**3A. APPROVAL OF AGENDA** (Items specifically identified may be removed from Consent or added elsewhere on the agenda by request of any Council Member.)

### **3B. PUBLIC PRESENTATIONS/PROCLAMATIONS/RECEIPT OF GENERAL COMMUNICATIONS**

**3B.1** Becoming an Age-Friendly Brooklyn Park Report Presentation

**A.** BECOMING AN AGE-FRIENDLY BROOKLYN PARK RECOMMENDATIONS REPORT

**3B.2** Charter Commission Annual Report and Work Plan Presentation

**A.** 2018 CHARTER COMMISSION ANNUAL REPORT

**B.** WORK PLAN

**3B.3** Interview Applicants for Commissions

**A.** ATTENDANCE SHEET

**B.** BUDGET ADVISORY COMMISSION VOTING PACKET

**C.** COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION VOTING PACKET

**D.** HUMAN RIGHTS COMMISSION VOTING PACKET

**E.** PLANNING COMMISSION VOTING PACKET

**F.** RECREATION AND PARKS ADVISORY COMMISSION VOTING PACKET

## **II. STATUTORY BUSINESS AND/OR POLICY IMPLEMENTATION**

**4. CONSENT** (All items listed under Consent, unless removed from Consent in agenda item 3A, shall be approved by one council motion.) Consent Agenda consists of items delegated to city management or a commission but requires council action by State law, City Charter or city code. These items must conform to a council approved policy, plan, capital improvement project, ordinance or contract. In addition, meeting minutes shall be included.

**4.1** Award Contract for Northern Trail Park Playground Equipment Installation

**A.** RESOLUTION

**B.** PROPOSAL, NORTHERN TRAIL PARK INSTALLATION

- 4.2 Letters of Credit/Bond Releases, Escrow/Cash Bond Releases
- 4.3 Accept Bids and Award Contract for 2019 Watermain Rehabilitation, CIP 3001-19A
  - A. RESOLUTION
  - B. LOCATION MAP
- 4.4 Accept Bids and Award Contract for 2019 Municipal State Aid (MSA) Mill and Overlay, CIP 4002-19
  - A. RESOLUTION
  - B. LOCATION MAP
- 4.5 Adopt the Hennepin County Multi-Jurisdictional All-Hazard Mitigation Plan
  - A. RESOLUTION
  - B. PLAN SUMMARY
- 4.6 Set Local Board of Appeal and Equalization Date and Time for April 8, 2019 at 7:00 p.m.
- 4.7 SECOND READING of an Ordinance Amending Chapter 114 Food Establishments
  - A. ORDINANCE
- 4.8 Approval of Minutes
  - A. CITY COUNCIL MEETING MINUTES, FEBRUARY 12, 2018
  - B. CITY COUNCIL MEETING MINUTES, FEBRUARY 26, 2018
  - C. CITY COUNCIL WORK SESSION MINUTES, MARCH 5, 2018
  - D. CITY COUNCIL SPECIAL MEETING MINUTES, NOVEMBER 26, 2018
  - E. CITY COUNCIL MEETING MINUTES, JANUARY 14, 2019
- 4.9 Approve the Issuance of a Lawful Gambling Premises Permit for Edinburgh USA Pro Am Foundation at 3 Deep Restaurant Holdings Inc dba Broadway Bar & Pizza, 8525 Edinburgh Center Drive North, Brooklyn Park
  - A. RESOLUTION
- 4.10 Approve Healthy Tree Grant for Cities Agreement with Hennepin County
  - A. RESOLUTION
  - B. PROFESSIONAL SERVICES AGREEMENT

**The following items relate to the City Council's long-range policy-making responsibilities and are handled individually for appropriate debate and deliberation. (Those persons wishing to speak to any of the items listed in this section should fill out a speaker's form and give it to the City Clerk. Staff will present each item, following in which audience input is invited. Discussion will then be closed to the public and directed to the council table for action.)**

## **5. PUBLIC HEARINGS**

None

## **6. LAND USE ACTIONS**

- 6.1 Fleet Farm – Conditional Use Permit #19-101 for Outdoor Sales and Display at 8400 Lakeland Avenue North
  - A. RESOLUTION
  - B. LOCATION MAP
  - C. PLANNING AND ZONING INFORMATION
  - D. PHOTOS
  - E. PLANNING COMMISSION MINUTES
  - F. LETTER FROM THE APPLICANT
  - G. PLANS
- 6.2 FIRST READING – Park Brooklyn, LLC – Preliminary Plat; Rezoning from Single-Family Residential (R3) to Office Park District (B1); and Conditional Use Permit for a New Charter School at 6648, 6656, 6700, and 6716 West Broadway
  - A. REZONING ORDINANCE
  - B. LOCATION MAP
  - C. PLANNING AND ZONING INFORMATION
  - D. PLANNING COMMISSION MINUTES
  - E. LETTER FROM RESIDENT
  - F. MEMO FROM CITY TRANSPORTATION ENGINEER
  - G. PLANS
- 6.3 FIRST READING – Transfer of Park Property to Three Rivers Park District
  - A. ORDINANCE
  - B. LOCATION MAP

**7. GENERAL ACTION ITEMS**

- 7.1** Appointments to the METRO Blue Line LRT Extension Business Advisory Committee (BAC) and Community Advisory Committee (CAC)
- 7.2** Approve Final Allocation of Fiscal Year (FY) 2019 Community Development Block Grant (CDBG) Program Funds
  - A.** RESOLUTION
  - B.** CONSOLIDATED PLAN STRATEGIES AND GOALS 2015 – 2019
  - C.** CDBG LOW-MOD AREA MAP
- 7.3** Amend Brooklyn Park Mixed-Income Housing Policy to Apply to All Projects Located in Transit-Oriented Development (TOD) Areas
  - A.** RESOLUTION
  - B.** PROPOSED AMENDMENT TO MIXED-INCOME HOUSING POLICY
  - C.** NOVEMBER 27, 2017, ORIGINAL MIXED-INCOME HOUSING POLICY STAFF REPORT
- 7.4** Accept Feasibility Report and Order Public Hearing for Highway 169/101<sup>st</sup> Avenue Interchange Project, CIP 4042-19
  - A.** RESOLUTION
  - B.** FEASIBILITY REPORT

**III. DISCUSSION – These items will be discussion items but the City Council may act upon them during the course of the meeting.**

**8. DISCUSSION ITEMS**

None

**IV. VERBAL REPORTS AND ANNOUNCEMENTS**

**9A. COUNCIL MEMBER REPORTS AND ANNOUNCEMENTS**

**9B. CITY MANAGER REPORTS AND ANNOUNCEMENTS**

**V. ADJOURNMENT**

Since we do not have time to discuss every point presented, it may seem that decisions are preconceived. However, background information is provided for the City Council on each agenda item in advance from city staff and appointed commissions, and decisions are based on this information and past experiences. If you are aware of information that has not been discussed, please raise your hand to be recognized. Please speak from the podium. Comments that are pertinent are appreciated. Items requiring excessive time may be continued to another meeting.

# City of Brooklyn Park

## Request for Council Action

<b>Agenda Item:</b>	3B.1	<b>Meeting Date:</b>	February 25, 2019
<b>Agenda Section:</b>	Public Presentations/ Proclamations/Receipt of General Communications	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jody Yungers, Director Recreation and Parks
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Jay Stroebel, City Manager; Lydia Morken, Consultant
<b>Item:</b>	Becoming an Age-Friendly Brooklyn Park Report Presentation		

### City Manager's Proposed Action:

Present the Becoming an Age-Friendly Brooklyn Park report recommendations.

### Overview:

Consultant, Lydia Morken, has been working with the City in assessing its current sense of readiness in "Becoming an Age-Friendly Community." Age-friendly cities are places that support and value older residents, recognize their enormous social and economic contributions to the community, and enable them to live with independence and dignity.

Lydia will present the recommendations within the report that have been developed based on findings from a three-fold engagement process undertaken over the course of 2018. This work builds on the work of the resident-led Task Force on Aging in 2014-2015 and the *Brooklyn Park 2025* community planning effort conducted in 2016.

Age-Friendly Brooklyn Park looked both outward into the community and inward to city department-operational practices to uncover:

- What is working well, and where does more need to be done?
- What is important to residents?
- Where do City staff see opportunities to be more systematically inclusive of older adult concerns?

The report includes a set of recommendations for how the City can take formal and strategic steps to become a more age-friendly community.

### Primary Issues/Alternatives to Consider:

A representative from the Recreation and Parks Advisory Commission, Community Long-range Improvement Commission, and Aging Task Force will present comments on the draft report and recommendations.

### Budgetary/Fiscal Issues:

The Becoming an Age-Friendly Brooklyn Park Recommendations Report work is currently being funded through dollars refunded back to the City from Northwest Hennepin Human Services.

### Attachments:

3B.1A BECOMING AN AGE-FRIENDLY BROOKLYN PARK RECOMMENDATIONS REPORT





# Becoming an Age-Friendly Brooklyn Park

## Recommendations Report February 2019

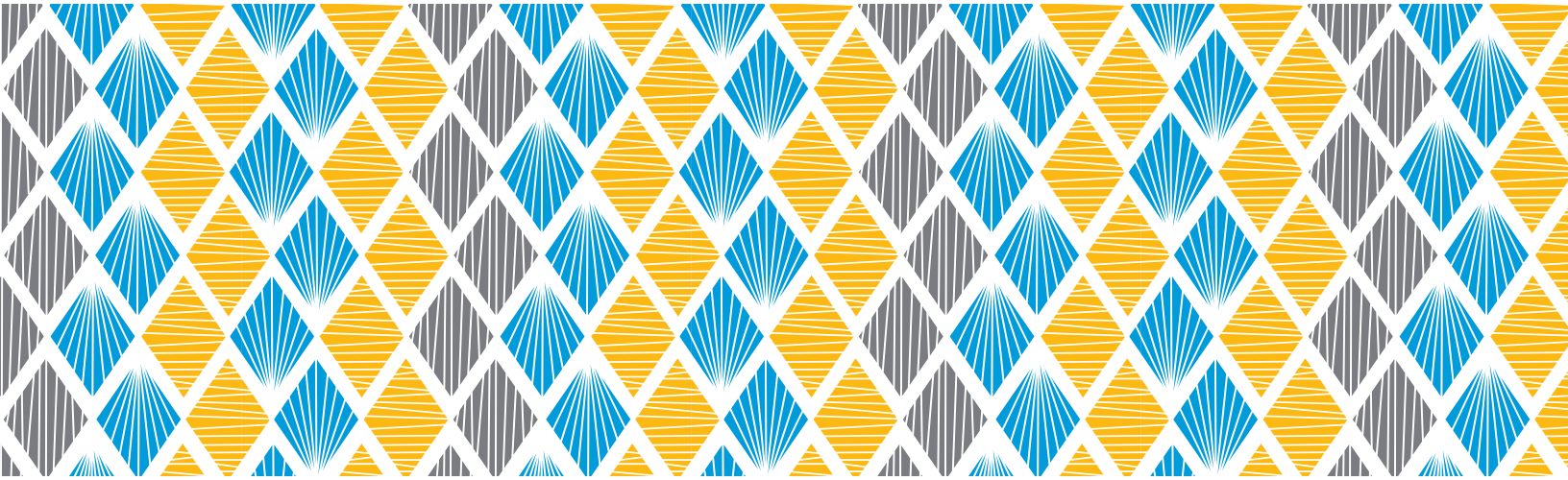


# DRAFT

Brooklyn Park 

# Becoming an Age-Friendly Brooklyn Park

## Recommendations Report



Prepared for the City of Brooklyn Park by Lydia Morken Consulting

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## Executive Summary

This report presents a case for making Brooklyn Park an age-friendly city and includes a set of recommendations for how the City can take formal and strategic steps to do so. Age-friendly cities are places that support and value older residents, recognize their enormous social and economic contributions to the community, and enable them to live with independence and dignity. More cities are undertaking this work in response to the aging population, but it is also about the fact that older adults, like everyone else, have a right to be able to participate in city life. Yet they are often excluded by default.

Age-Friendly Brooklyn Park builds on earlier City efforts: *Brooklyn Park 2025*, the City-led community planning effort conducted in 2016, and the work of the resident-led Task Force on Aging from 2014-15. Both highlight the fact that supporting and planning for older residents is a top community priority.

This recommendations report digs deeper into opportunities around more meaningful inclusion of older adults. It was developed based on findings from a two-fold engagement process undertaken over the course of 2018.

Age-Friendly Brooklyn Park looked both outward to the community and inward to City department operational practices to uncover baseline age-friendliness on both fronts. It sought answers to questions such as:

- What is working well, and where does more need to be done?
- What is important to residents?
- Where do City staff see opportunities to be more systematically inclusive of older adult concerns?

Importantly, the effort also aimed to capture voices from Brooklyn Park's older low-income residents, residents of color, and immigrants and refugees, whose input had not been specifically sought by local government before.

Below is a summary of select recommendations that emerged from this process. (Find more detail in the full report.) They are organized into four age-friendly domain areas similar to those used by the Task Force on Aging and based on the World Health Organization's Age-Friendly Cities program: Community and Civic Participation; Housing; Public Spaces and Transportation; and Community and Support Services. An additional section addresses policies and practices specific to City departments. Some are straightforward and could be accomplished quickly, while others are broader in scope and have longer time horizons.

This is an exciting opportunity for the City and community members to think about how together we can fulfill the potential of the aging population.

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# Summary: Recommendations for an Age-Friendly Brooklyn Park

## 1) Community & Civic Participation

- a) Bring information to people where they gather.
- b) Better utilize community organizations that can pass on information.
- c) Reach out to new senior housing residents who have relocated and know little about Brooklyn Park.
- d) Add an element of City support or partnership to an existing event in a community of color, immigrants, or refugees. The City can support rather than lead efforts to serve these diverse communities.

## 2) Public Spaces and Transportation

- a) Conduct a brief transportation audit as a means of better understanding current services and to highlight gaps and needs across various modes. Consider whether a circulator shuttle or other service would be appropriate to consider.
- b) Assess intersections known to be dangerous to pedestrians and develop a plan for safety improvements. Senior housing buildings are near problematic thoroughfares and intersections—such as Zane Avenue and Brooklyn Boulevard.

## 3) Housing

- a) Conduct a housing audit to assess current and planned housing stock, senior housing communities, current and anticipated need for affordable housing, etc. This information would help the City better understand its present circumstances and position it to create a more effective plan for appropriate and affordable housing options for older residents going forward.
- b) Develop an affordable housing plan related to older residents.

## 4) Community and Health Services

- a) Create a class on how to use local delivery services.
- b) Partner with/utilize existing organizations to better reach and support immigrant communities.
- c) Bring mini-versions of the annual resource fair to specific ethnic or cultural communities.
- d) Engage the business community in age-friendly business efforts through BP Business Forward, which has already expressed its interest in the work.

## Inside City Government

### **Administration:**

- 1) Consider pursuing a regional approach to age-friendly efforts. Maple Grove, Osseo and Hennepin County are all engaged in this work and opportunities may exist to collaborate on transportation, communication, and other areas.
- 2) Incorporate age-friendly training into staff training and new employee on-boarding.
- 3) Improve accessibility of City Hall. The front entrance is a long walk to where residents must go to pay bills or conduct other business.
- 4) Better address translation and interpretation needs that affect many older immigrants.
- 5) Develop a broader and more cohesive volunteer strategy.
- 6) Formalize practices for public meetings and similar events that ensure all attendees can hear and participate. E.g., require that all presenters and speakers—including attendees who comment or ask questions—use a microphone.
- 7) Consider age-friendly employment practices such as phased retirement, flexible schedules, and specific accommodations for working caregivers.

# Summary: Recommendations for an Age-Friendly Brooklyn Park

## **Communication:**

- 1) Be deliberate about messaging and communications related to older adults to ensure that negative stereotypes are not being perpetuated.
- 2) Ensure that City publications and the new website use age-friendly design practices in terms of font style and size, color contrast, etc.

## **Community Development:**

- 1) Develop a housing strategy for older residents that goes beyond “senior housing.”
- 2) Use Age-Friendly Brooklyn Park to help operationalize existing age-friendly aspects of the comprehensive plan, such as residential universal design.
- 3) Develop educational materials urging landlords to incorporate universal design features into routine building upgrades.
- 4) Engage the business community in age-friendly business efforts through BP Business Forward, which has already expressed its interest in the work.

## **Operations and Maintenance**

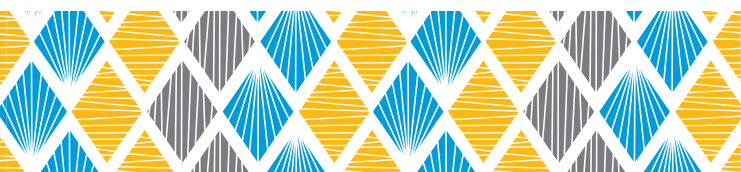
- 1) Invest in additional benches, lighting, and trail maintenance in key locations identified through Age-Friendly Brooklyn Park outreach and additional older resident input.

## **Police & Fire Departments**

- 1) Consider an emerging model that involves embedding a social worker into the City’s emergency response teams. The dual benefits of this approach include better serving residents and freeing up police and fire resources to respond to real emergencies in a busy city by reducing the volume of repeated and unnecessary 9-1-1 calls.

## **Recreation and Parks:**

- 1) Establish a policy to formalize giving space priority at the CAC to Senior Adult classes. This will help prevent the issue of those classes being cancelled when their rooms are rented for other events.
- 2) Increase older adult engagement in park bond reinvestment projects. The passing of the park bond referendum presents a well-timed opportunity to conduct older adult-specific engagement in major City projects.
- 3) Consider reduced-cost programming for low-income residents to allow their participation in Recreation and Parks programming.
- 4) Inclusion: Address the question of how people with physical limitations and/or cognitive decline can be accommodated in Recreation and Parks programming.



# Introduction

In 2018 the City of Brooklyn Park dug deeper than it had before into learning about needs and opportunities related to its older residents. Like many other places, its population is aging. More than 20 percent of the city's population was 55 or older in 2016, up from 12.5 percent in 2000.<sup>1</sup>

The health and wellbeing of older adults also emerged as a priority through *Brooklyn Park 2025*, a 2016 community planning process, reinforcing the work's importance for the community. A resident-led Task Force on Aging laid additional groundwork in 2014 and 2015, developing recommendations for how the City could better support older residents. (See Appendix E.)

This report is the culmination of the past year's work to better understand what older residents in Brooklyn Park want and need, and to help the City determine how best to respond to the findings. It is set in the framework of age-friendly cities. This rapidly spreading movement takes a community-wide approach to more deliberately including all ages to ensure that we can remain engaged and independent as long as possible as we grow older.

The report discusses the need for and value of age-friendly cities, and what was learned (and how) about older residents. It lingers on the findings from the city's older low-income residents and residents of color, including immigrants and refugees, as this is the City's first concerted effort of this degree to specifically explore the experiences of older adults in the many multicultural groups that reside in Brooklyn Park.

It closes with recommendations concerning how the City might choose to proceed given the needs and opportunities identified over the course of this process. This is primarily a strategy-level report to help the City understand the needs and determine how to approach this work in terms of time, funding, staff and other resources. It includes recommendations but is not an action plan laying out concrete steps and timelines to address specific issues. Instead it is an important step toward that stage.

## What is an age-friendly community?

In an age-friendly community, policies, services and structures related to the physical and social environment are designed to support and enable older people to "age actively" – that is, to live in security, enjoy good health and continue to participate fully in society.

Age-friendly service providers, public officials, community leaders, faith leaders and business people:

- Recognize the great diversity among older persons,
- Promote their inclusion and contribution in all areas of community life,
- Respect their decisions and lifestyle choices, and
- Anticipate and respond flexibly to aging-related needs and preferences.

— World Health Organization

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<sup>1</sup> This report does not use a single age threshold to define the start of older age. It can be useful to break down the data in various ways to illustrate different things.

## Age-Friendly: Important for All

Population aging is pushing cities and other municipalities to confront certain realities. Most are moved to act by simple demographics, and the numbers are indeed compelling. The absolute number of older adults is growing, and so is the proportion.

- In the United States, in 1900 only one in 25 people was 65 years old or older. By 2030, one in 5 people will be 65-plus, and many places already approach or exceed that figure, including Hennepin County and the State of Minnesota.
- In Minnesota, more people will turn 65 in this decade than in the past four decades combined. In 1960, 38 percent of the population was 18 or younger and 10 percent was 65 or older. By 2030, those groups will each comprise about 21 percent of population.

- In Brooklyn Park, 10.2 percent of residents were 65-plus in 2017, up from 7.6 percent in 2010. (See more in Table 1.)

However, wise and truly inclusive communities know it is more fundamental than a demographic shift. People of all ages deserve to be deliberately included in a city's plans, projects, and policies, and cities benefit from enabling their residents to live with independence and dignity. The changing demographics simply highlight the fact that most governments have failed to adequately do so.

Some researchers frame this as a “right to the city” issue: all residents have rights to participate in decision-making regarding their physical environment and access to resources. This pertains especially to older adults, as our “zones of activity” tend to shrink as we age, making our immediate environments and resources even more important.

**TABLE 1: Percent of Area Residents Aged 60+**

Municipality	2010 Residents Aged 60+	2017: Residents Aged 60+	Brooklyn Park’s proportion of older residents is less than its neighbors’ (Maple Grove, Osseo, and Brooklyn Center) and the county and State as a whole, and slightly more than that of Minneapolis. But the numbers are on track to rise, and 14.6 percent of the City’s approximately 80,000 residents aged 60+ amounts to more than 11,600 people—not insignificant.
Brooklyn Park	11.6	15.4	
Brooklyn Center	16.8	16.3	
Maple Grove	11.1	18.7	
Minneapolis	11.9	13.9	
Osseo	32.4	35.1	
Hennepin County	15.7	18.7	
State of Minnesota	17.5	20.7	
Sources: US Census Bureau 2006-2010 American Community Survey 5-Year Estimates and 2013-2017 ACS 5-Year Estimates			

<sup>2</sup> Purcell, M. 2003. Citizenship and the right to the global city: Reimagining the capitalist world order. *International Journal of Urban and Regional Research* 27(3): 564–590.



## Age-Friendly: Important for All

Yet cities and counties simply weren't planned with current lifespans in mind, and we continue to plan for and include older adults only minimally and usually with an outdated, ageist paradigm. While operating within the realm of "senior" is critical—senior housing, senior centers, senior services, etc.—age-friendly communities are much broader than this.

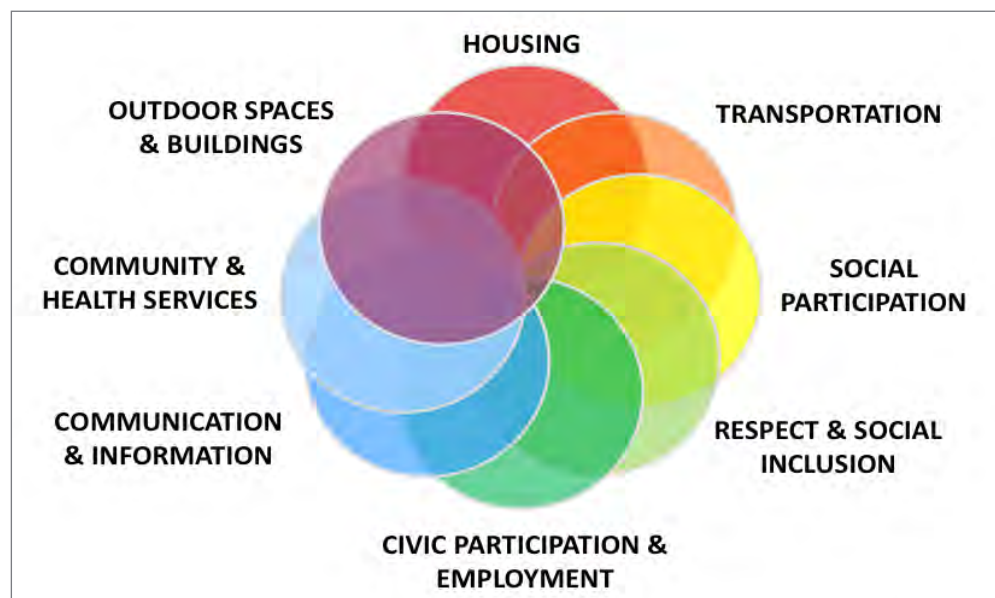
Instead of marginalizing older adults, we should recognize their value and help fulfill the potential of aging. After all, most of us will one day be a part of this group.

The World Health Organization (WHO) is the global leader of age-friendly cities work. It created the Global Network of Age-Friendly Cities and Communities around 2006, a program that provides a framework to guide member cities through steps to become better places for older people to live.

This work is spreading quickly, with more than 300 network members in the U.S., where it is now operated by AARP, and more than 700 worldwide. Many cities and counties are pursuing similar and substantial work outside of WHO's program, but the numbers are a helpful indicator of the interest in and uptake of this work. While Brooklyn Park has not (yet) joined the age-friendly network, it uses the program's framework as a guide. (See Appendix F for more on joining the network.)

The WHO/AARP program is organized into eight domains of livability, which identify key aspects of community life that should be explored and addressed through an age-friendly lens. Age-Friendly Brooklyn Park is using the below domains (Figure 1) to guide its work.

**FIGURE 1: World Health Organization/AARP Domains of Livability**



The WHO/AARP program is organized into eight domains of livability, which identify key aspects of community life that should be explored and addressed through an age-friendly lens.

<sup>3</sup> United Nations Department of Economic and Social Affairs. *Madrid Plan of Action for Ageing*, 2002.

# Attitude Adjustment: The Fundamentals

Engrained biases against aging can prevent us from effectively addressing the issues related to this inevitable phenomenon.

Whether or not we realize it, most of us carry negative views of aging, including our own aging, and this has real implications for our health, well-being, and even how long we live. People want to distance themselves from the idea of “old” because we tend to associate it only with loss, decline, and feeling invisible, devalued, and “other-ed.”

Our society and systems tend to support and perpetuate these negative views, doing us all a disservice. What if our communities were planned and funded in a manner that allowed us to move more seamlessly into older age, without having to give up the ability to get around, remain socially connected, and live independent lives as long as possible? Our dread of older age may be replaced with a sense of optimism and possibility. Not to mention that cities could reap the economic and social benefits of a more fully engaged and independent populace.

Raising awareness of these biases and working to shake them loose are important aspects of age-friendly communities because they truly do have concrete implications. Below are some key points and facts that must underlie this work.

- Older residents are as fundamentally important as all other community members who have a right to move around and take part in city life. In most places older adults are eventually excluded or discriminated against by default when they cease to drive or lose independence in other ways.
- Older adults significantly contribute to the local economy. The term “longevity economy” was coined for this reason. Older people:
  - Hold the majority of consumer purchasing power
  - Are a valuable and growing segment of the workforce
  - Play critical roles as caregivers to spouses, partners, grandchildren and others
  - Volunteer at high rates
  - Make significant philanthropic and charitable contributions.
- “Seniors” are often lumped into one broad category, which can span up to five decades. Older adults are not a single monolithic group and should not be regarded as such. Whether you believe that older adulthood begins at 50, 65, or 70, each decade presents different stages of life, opportunities, and needs. The experience of aging is universal, but as we reach older age we become more diverse. There is no such thing as a typical 75-year-old. The physical and cognitive capacities of older people vary greatly, unlike those of most 40-year-olds, for example.
- Age is part of diversity and inclusion. Brooklyn Park has worked hard to engage and include its racially, ethnically, culturally, economically, and otherwise diverse residents, and it must explicitly include older residents in this regard.
- Gender, earlier life experiences, and culture determine how people age. This is especially important in a city like Brooklyn Park where residents have widely divergent life experiences due to ethnicity, race, culture, immigration status, and income level.

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<sup>4</sup>World Health Organization. <http://www.who.int/ageing/features/faq-ageism/en/>

<sup>5</sup>American Society on Aging. *Generations*, Fall 2015.

## Aging in the Suburbs

Suburban populations are aging faster than those in cities.<sup>7</sup> The Minneapolis/Saint Paul region's five all-suburban counties will see their 65-plus populations more than double—and in Carver County, quadruple—in the next 30 years.<sup>8,9</sup>

Boomers raised their children in the suburbs and are staying put as they reach older adulthood.

Yet aging in suburbia poses challenges. As has been said, suburbs were designed to move cars, not people, and there are few other ways to get around. Low density and automobile-centric development made public transit impractical, expensive, and a low priority. Most of the suburban housing is single-family homes, often multi-level, with a yard to keep, and set apart from stores and services. Commercial areas have vast parking lots that are unfriendly to people on foot or bicycle, even if shops are relatively near each other.



Unlike pre-World War II eras, few people today walk to work, the store, or school. We've designed our suburban communities in a way that discourages physical activity and minimizes social interaction that was once part of everyday life. Today our daily routines rely almost completely on personal vehicles, which puts non-drivers of all ages in a particular difficult position.

This model doesn't work for most of us as we get older, yet more than half of the country's 75 million baby boomers live in suburbs.<sup>10</sup> And it's not just about accommodating boomers; many people are already old, and younger generations, of course, eventually will age, too. The shift to an older demographic will not be a temporary one as people continue to live longer and birth rates remain low.

More suburbs are working to retrofit themselves to respond to changing demographic trends. Fewer households have school-age children, more households have single occupants, and both boomers and millennials state preferences for walkable and mixed-use communities.<sup>11, 12</sup>

It takes time and resources to change or create new housing and transportation, and age-friendliness isn't about infrastructure alone.

The shift to an older demographic will not be a temporary one as people continue to live longer and birth rates remain low.

<sup>6</sup> World Health Organization, Active Ageing Policy. 2002.

<sup>7</sup> Frey, William. January 2003. Center on Urban and Metropolitan Policy, The Brookings Institution. "Boomers and Seniors in the Suburbs: Aging Patterns in Census 2000."

<sup>8</sup> Minnesota State Demographic Center. County population projections by age and sex. March 2017.

<sup>10</sup> Bergal, Jenni. "Can car-centric suburbs adjust to aging baby boomers?" June 20, 2016. Pew Charitable Trusts.

<sup>11</sup> US Census Bureau. 2016 Current Population Survey Annual Social and Economic Supplement.

<sup>12</sup> American Planning Association. Investing in Place for Economic Growth and Competitiveness: Two generations' view on the future of communities: millennials, boomers, and new directions for planning and economic development. 2014.

# The Role of Community

“Aging well” doesn’t happen only at the individual level. The term can imply that how we age is a function of factors all within our control—our choices and lifestyles. In fact, many variables and the interaction of those variables determine our health and well-being as we grow older.

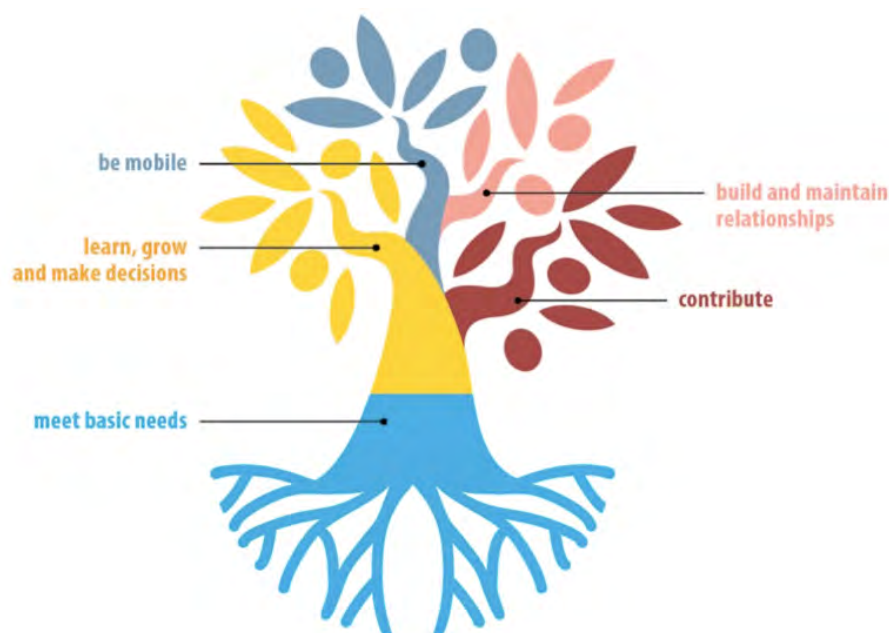
The World Health Organization defines healthy aging as “the process of developing and maintaining the functional ability that enables well-being in older age.” Why functional ability? Because healthy aging is not just about our physical and mental—or intrinsic—capacity, but also about how well we can function in our environment given that capacity.

Figure 2 illustrates what WHO identifies as the five domains of functional ability: meet basic needs; be mobile; build and maintain relationships; learn, grow and make decisions; and contribute. Similar to the eight domains of livability that shape age-friendly communities (see page 9), the domains of functional ability are closely interconnected.

“These abilities are essential to enable older people to do the things that they value. Together they enable older people to age safely in a place that is right for them, to continue to develop personally, to be included and to contribute to their communities while retaining their autonomy and health.” –World Report on Ageing and Health, World Health Organization, 2015

We all want to be autonomous, connected to others, and able to enjoy life—that doesn’t change with age. Local governments and communities play a significant role in shaping how we experience older age.

Aging in community is an evolution of aging in place. In fact, the American Planning Association has developed a policy guide around this concept. Going far beyond simply being able to remain in one’s own home, which can be a lonely and isolating endeavor, aging in community refers to “building vital communities that engage people of all ages and abilities in a shared, ongoing effort to advance the common good.”<sup>13</sup>



The aging population will impact society and government in a myriad of complex ways, many of which are beyond the scope of Age-Friendly Brooklyn Park. But local and regional initiatives are critical to responding to the needs and opportunities tied to more of us being and becoming older adults. Important work is possible and necessary at the community level, which also informs, supports, and reinforces broader efforts.

<sup>13</sup> Thomas and Blanchard. 2009. “Moving Beyond Place: Aging in Community.” *Generations: Journal of the American Society on Aging*.



## Age-Friendly in Context: A Profile of Brooklyn Park

Brooklyn Park, Minnesota is a vibrant suburb northwest of Minneapolis in Hennepin County. Situated on the west bank of the Mississippi River, it is the state's sixth largest city, with a population of 80,800 people. It is also the 11<sup>th</sup> fastest growing city in Minnesota.

Once a traditionally Midwestern and mostly white suburb, the city's trademark over the past two decades has become its remarkable racial and cultural diversity. Brooklyn Park's present demographics reflect where the state of Minnesota's will be in 2040. Fifty-four percent of residents are people of color, 22 percent are foreign-born, and more than a quarter speaks a language other than English at home. It is home to large Asian (namely Hmong, Vietnamese, and Lao) and African (especially from Liberia, Kenya, Nigeria, and Ethiopia) populations, as well as many Hispanic/Latinx and African-American residents.

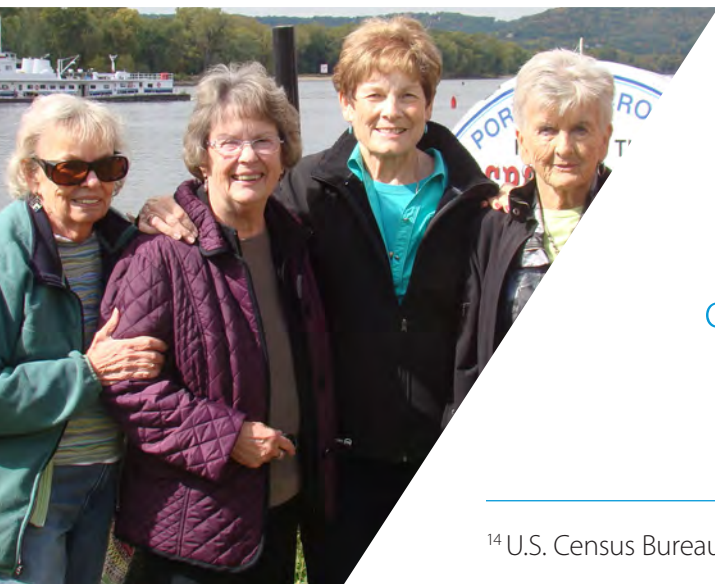
For this reason, the City has invested significant time and resources into community engagement to help ensure all residents feel welcome and included.

Brooklyn Park is unique in that it developed progressively, with homes in the south constructed largely in the 1960s and newer housing that spread north in later decades, with new developments still being constructed

in the northwestern neighborhoods. There is a \$90,557 difference in median household income between the highest and lowest median income census tracts. Therefore, as in other places with such income inequality, there are disparities in outcomes related to housing, employment, education and health.

This racial, ethnic, and socioeconomic diversity provides a fascinating but complex context for Brooklyn Park's age-friendly work. Residents' experiences of growing older vary widely. We all become more diverse as we age, experiencing change or decline at different ages and rates. The demographic diversity in Brooklyn Park heightens this reality, and this will become increasingly true over time. Younger cohorts are more racially and ethnically diverse than older ones, though this will change as those younger generations grow older. In Minnesota, for example, people of color comprise only four percent of those aged 85 or older but 31 percent of children five and under.<sup>14</sup>

Perhaps for this reason Brooklyn Park is collectively younger than its neighbors, the county, and state as a whole. But its overall older adult population is growing, too, and will continue to do so.



Perhaps for this reason Brooklyn Park is collectively younger than its neighbors, the county, and state as a whole. But its overall older adult population is growing, too, and will continue to do so.

<sup>14</sup> U.S. Census Bureau, 2015, via the Minnesota State Demographer's Office.

# The City's Foundation for Age-Friendly Work

Brooklyn Park's city government has a strong foundation for this work in terms of organizational culture and active support for the community's older adults. Leaders already invest in the growth and evolution of the city as an organization, establishing a culture of continuous improvement and actively seeking ways to function at a higher level in service to residents. The following information and observations support the notion that the City as an organization is prepared to undertake a new way of thinking and operating. It also presents some of the key ways it has invested in its older residents to date.

- The City led a year-long community planning process called **Brooklyn Park 2025**, which used extensive resident input to develop six overarching goals (see page 21) in support of the its mission to be "a thriving community inspiring pride where opportunities exist for all." *Brooklyn Park 2025* demonstrates the City's commitment to better understanding and acting on residents' desires, concerns, and priorities for a better community.
- The Community Long-Range Improvement Commission (CLIC) was the sponsoring Commission within the City that guided the **Task Force on Aging**, which developed a substantial foundation for age-friendly work in 2014 and 2015. Its recommendations (summarized at right) reinforce much of what was learned through

this year's Age-Friendly Brooklyn Park efforts. They are organized into priority areas similar to the WHO domains of livability. Read more about the Task Force's conclusions in Appendix E.

- Brooklyn Park has developed a reputation for having an **exceptional senior center**, housed within the Community Activity Center (CAC). The

Recreation and Parks' Senior Adult programs are incredibly valued by and meaningful to participants and highly regarded by professionals in the community. This is due to the welcoming and caring culture established by key staff, popular classes, and the sense of community and lasting bonds that form between participants. One fitness instructor with extensive training

## Brooklyn Park's Task Force on Aging's Recommendations (2015)



# The City's Foundation for Age-Friendly Work

and education has helped many participants reduce chronic pain issues through a musculoskeletal approach. Other classes, such as watercolor painting, were also noted as having had profound impacts on participants.

- **The Dynamic Aging Resource Fair** is an important annual event that draws more than 350 attendees and 50 vendors, providing valuable opportunities for older adults and their families to learn about resources that are available within the community and to connect with key businesses and organizations. It includes quality speakers and workshops on a variety of topics, all free to the public. This event also provides an important chance for the City to share information with and gather input from older residents, most of which are in a “sharing and learning mode” at the event and ready to engage.
- City staff have a **learning mindset**, and the culture of continuous improvement encourages **ongoing professional development** opportunities—such as education sessions on various topics, access to consultants who share knowledge and expertise, and cross-departmental trainings. These include department-specific topics and cross-department topics—including age-friendliness—that help the City function as a single enterprise focused on the same goals and how to achieve them.
- Key leaders use **strategic approaches** to apply various lenses to the breadth of its work. Similar to age-friendly, race and equity lenses are being used to strengthen the City’s work in those realms across the board. The City also created a position in the City Manager’s office charged with ensuring that the City’s strategic initiatives—such as Age-Friendly Brooklyn Park—make sense and align with larger goals and activities.
- The City established a **Community Engagement division**, now with a staff of three, to more effectively engage the city’s increasingly diverse population in plans and projects. The City also has an internal racial equity initiative through which staff is trained in intercultural competence and how to apply a racial equity lens to policies, procedures and programs.
- Staff in key departments bring a **high-touch approach to service** to residents. Those extra efforts are especially important to older residents.
- Residents and professionals during the engagement process complimented the City’s **exemplary police and fire departments**, noting that they are well-trained, progressive, professional, and respectful.



City staff have a learning mindset, and the culture of continuous improvement encourages ongoing professional development opportunities—such as education sessions on various topics, access to consultants who share knowledge and expertise, and cross-departmental trainings.

## Brooklyn Park 2025: Strong Alignment with Age-Friendly

The following six goals were identified through *Brooklyn Park 2025*, each with several guiding strategies to support them. Many of these guiding strategies align with age-friendly goals, findings related to the age-friendly community engagement, or recommendations that emerged from the age-friendly process so far. Those strategies, all original parts of *BP 2025*, are noted below each goal. This further reinforces that age-friendly efforts are a natural part and extension of priorities already identified by the community, and that working to advance *BP 2025* goals will simultaneously support age-friendliness.

### **1) A united and welcoming community, strengthened by our diversity**

- Our community's activities, events and services are inclusive, multi-cultural, and accessible.
- We have places and spaces for diverse communities to gather.
- Residents of every age contribute to our community.

### **2) Beautiful spaces and quality infrastructure make Brooklyn Park a unique destination**

- Modern transportation options (drive, ride, walk, bike) connect people to education, jobs, and recreation.
- Quality recreation and park amenities inspire activity for all ages and interests.
- People of all ages and backgrounds enjoy financial stability.

This further reinforces that age-friendly efforts are a natural part and extension of priorities already identified by the community, and that working to advance *BP 2025* goals will simultaneously support age-friendliness.

### **3) A balanced economic environment that empowers businesses and people to thrive.**

- Aging adults have services and amenities to thrive and age in place.
- Everyone has access to quality healthy food options.
- People have access to quality medical and emergency care.

### **4) People of all ages have what they need to feel healthy and safe.**

- The community provides necessary supports and services for community members to overcome life challenges such as hunger, mental illness, and homelessness.

### **5) Partnerships that increase racial and economic equity empower residents and neighborhoods to prosper.**

- The community provides necessary supports and services for community members to overcome life challenges such as hunger, mental illness, and homelessness.

### **6) Effective and engaging government recognized as a leader.**

- The City provides quality services at a reasonable cost.
- Elected officials, commissions, and city staff reflect the diversity of the community and are culturally competent.
- City information is clear, accessible, and delivered in ways that meet the community's needs.



## On the Horizon: Regional Collaboration?

Future opportunities for a regional-level approach may exist. Maple Grove and Osseo, two immediate neighbors of Brooklyn Park, are pursuing similar age-friendly work. Maple Grove joined the WHO/AARP Global Network for Age-Friendly Cities and Communities in 2016; it launched and began implementing its three-year action plan in mid-2018. Osseo has been working with Hennepin County Public Health (HCPH) on a more “8 80” approach, which holds that if you build a city that works for an 8-year-old and an 80-year-old, it will be a great city for all.

Brooklyn Park could explore with these cities and others, perhaps in conjunction with Hennepin County, which has helped fund Osseo’s work and recently hired its first healthy aging coordinator, possible avenues of coordination and/or shared resources. This type of partnership would be new terrain but could ultimately save costs for all cities and acknowledges the reality that residents regularly traverse municipal boundaries for shopping, services, and recreation. It could also encourage support from state and federal government by demonstrating city and county commitment to and leadership around age-friendly efforts at a significant scale.

### Potential avenues to explore:

**Transportation:** Several Twin Cities’ suburbs (including West St. Paul, Edina, White Bear Lake, and others) have launched circulator bus services aimed mostly at older residents. The shuttles run regular routes to key retail and other destinations, usually operating one day a week and charging only a small fare. Many Brooklyn Park residents raised the idea of creating a similar local service to address the issue of transportation as crucial to social connection and autonomy and as a means to staying active and contributing to the local economy. Because these types of services have been recently created and tested in the region, good models and experienced partners exist, though developing a municipally collaborative service would require some additional effort.

**Communication and Information:** Another issue frequently raised by residents was the need for a central information resource on issues related to aging. This could include health and medical needs, city services and programs, senior housing, public library information, county health and social services, transportation, recreation, and more. Existing services like Senior Linkage Line can be confusing and usually require callers to navigate through automated menus and wait on hold before speaking to a person. An information hub concentrated on resources and services in Brooklyn Park, Maple Grove, and Osseo—or perhaps northwest Hennepin County at large—could help residents easily find information about local or nearby services. This type of resource hub would involve partnership with relevant agencies and likely necessitate a dedicated part-time staff person. (The Northwest Hennepin Human Services Council, a Joint Powers Agreement of several area cities that included Brooklyn Park, formerly filled this role to some degree but was dissolved in early 2017.)

**Economic development and local business:** Local businesses are a very important part of community life. Regardless of our age and stage of life, we all need food, services, recreation, medication, and many household items. Businesses can work to understand and accommodate older customers’ needs concerning products, services, and physical design. Collectively, older adults wield enormous purchasing power, which should be additional motivation for businesses to actively cater to this growing group. The concept also includes local businesses as being age-friendly employers: how can they attract and support older workers?

Osseo created an age-friendly business guide, and Maple Grove is developing an age-friendly business program. In Brooklyn Park, BP Business Forward, a City-staffed initiative of local business owners, has stated interest in pursuing this work, and there may be value in exploring whether a regional approach to this topic holds possibility.

## Methodology

This recommendations report was developed based on findings from a two-fold engagement process undertaken over the course of 2018. The process built on earlier work inside the City: *Brooklyn Park 2025*, the City-led community planning effort conducted in 2017, and the work of the resident-led Task Force on Aging from 2014-15.

Through *Brooklyn Park 2025* the community identified six goals, and the needs and well-being of older residents are woven throughout several of those goals and strategies. However, City leaders felt they needed to explore older adult needs more specifically. The Task Force on Aging, an effort of the Community Long-Range Improvement Commission, produced a set of recommendations, but it did not have the capacity to conduct more extensive engagement that would reflect varying needs of the city's diverse communities. Age-Friendly Brooklyn Park sought to capture those voices as well as to dig deeper into older adult concerns and opportunities community-wide.

This work involved looking both outward into the community and inward to city government to uncover baseline age-friendliness on both fronts.

- What is working well, and where does more need to be done?
- What is important to residents?
- Where do City staff see opportunities to be more systematically inclusive of older adult concerns?

### Coordination with Hennepin County

It so happened that Brooklyn Park's Recreation and Park's Department Program, in partnership with Hennepin County Public Health, was undertaking a related project around the same time that Age-Friendly Brooklyn Park was getting under way. This partnership's focus was more targeted: gather input from older residents (50+) in Brooklyn Park related to needs, desires, gaps, challenges and barriers to accessing and/or participating in the City's Recreation and Parks Adult & Senior Adult programs. There was a specific focus on Brooklyn Park's low-income residents and/or residents of color, many but not all being immigrants or refugees.

This work included leading five focus groups for its project, and Age-Friendly Brooklyn Park participated in those sessions to gather insights for this report. The two projects were coordinated as needed throughout. While the Recreation and Parks Senior Program's report was written independently, the conclusions are consistent with those in this report. (See page 41 for more information about the conclusions; see Appendix G for the report.)

This work involved looking both outward into the community and inward to city government to uncover baseline age-friendliness on both fronts.



# Methodology

## External Engagement

The external community engagement for Age-Friendly Brooklyn Park involved 1) city residents, and 2) key community stakeholders, primarily professionals across various sectors whose work touches older adults.

### **City Residents**

Age-Friendly Brooklyn Park followed the World Health Organization's principle of hearing directly from residents, understanding that the lived experiences of older adults are the core of the work. In Brooklyn Park this meant connecting with a cross-section of residents who reflect the community's ethnic and racial diversity. Ten focus groups and listening sessions were held, including five led by HCPH. This also included a presentation and discussion at a Brooklyn Park Community Assembly (regularly held forums for residents to learn about and discuss important community issues) and an interactive table at the Dynamic Aging Resource Fair, where input was gathered from many of the 350 attendees at that event. A handful of individual or small-group interviews with residents were also conducted. (See Appendix B for more details about resident engagement activities.)

### **Key Stakeholders/Community Partners**

It was also critical to hear from professionals who work with older adults in various capacities to capture their perspectives and expertise. Meetings or interviews were held with 21 organizations and agencies across a range of sectors—including healthcare, senior housing communities, nonprofit service organizations, community education, churches and more. (See Appendix C for more details about stakeholder engagement activities.)

## Internal Engagement

### **City Departments and Key Staff**

Brooklyn Park also wanted to conduct a self-assessment of its own work as a local government to uncover opportunities to better serve and support older residents. The consultant presented to and led an interactive discussion with a large group of cross-departmental manager-level staff, and later met with small groups from individual departments. Both were opportunities to learn more about what staff observe and recommend from their varying roles and perspectives. (See Appendices A and C for more details about City department engagement activities.)

In Brooklyn Park this meant connecting with a cross-section of residents who reflect the community's ethnic and racial diversity.



## Findings: Resident and Key Stakeholder Engagement

This section presents what was learned through many conversations with residents, key stakeholders, and professionals from different sectors whose work relates to the lives of older adults.

As previously noted, resident experiences vary widely in some regards. Defining factors tend to be race or ethnicity and socioeconomic status. These findings and subsequent discussion provide greater detail about the city's older low-income residents, residents of color, and immigrants and refugees due to associated complexities and the fact that there has been less exploration by government entities of their needs and circumstances. This summary reflects themes and notable responses; it is not exhaustive. Full results from any engagement session or interview are available upon request.

While the findings are roughly organized according to the WHO/AARP livability domains, keep in mind that all are interconnected. Improvements in one domain are likely to stimulate changes in another. For example, more transportation options will help address social isolation.

The findings are critical but not equivalent to a list of immediate action items for the City. Using this recommendations report, the City and community partners will develop a plan of action that identifies priorities, timelines, and resources.

*(Note that some of the findings also function as recommendations; those have been pulled out and are included in the later Recommendations section.)*

### Outdoor Spaces & Buildings

- People want walkability.
- They appreciate the trail system, but trails designed for use by both cyclists and pedestrians can feel treacherous and unsafe for walking.
- Residents enjoy trails but often must drive to reach them.
- The availability of benches—or lack thereof—can determine whether older adults use trails. (Some are currently lacking near SummerCrest Condominiums.)
- Certain streets/intersections were noted as dangerous for pedestrians, e.g., Zane Avenue and Brooklyn Boulevard. And in fact, two separate pedestrian fatalities—both older residents—occurred on Brooklyn Boulevard near Zane Avenue in fall 2018.

### Housing

- Affordable senior housing is a fundamental issue. This came from residents and professionals alike. If more senior housing is constructed, it must be affordable. There is also a shortage of affordable rental housing.
- Many homeowners (mostly white) are concerned about being priced out of the community when trying to downsize to one-level homes/townhomes. New homes, even if smaller, cost more than their current homes and are unaffordable.

**“My split-level house won’t age with me.”**

– Resident



**“When you’re in the apartment and lock the door, you’re safe. But coming in and out, [you] don’t feel safe.”**

– Resident



## Findings: Resident and Key Stakeholder Engagement

- Property taxes can get high for older residents on fixed incomes. As the housing market and other factors beyond their control change, taxes can increase significantly even if no improvements have been made to the property.
- Some lower-income residents of apartment buildings have basic safety concerns. Leaving their apartment or the building can expose them to unsafe situations. This can perpetuate greater isolation.
- Older immigrants can be put in vulnerable positions concerning housing. They may be reluctant to complain to a landlord for fear of eviction, may not know their rights, and may not have an advocate to help them navigate such situations.

### Transportation

- Transportation is likely the most significant and unifying challenge for older residents.
- Most non-drivers depend on friends and family to provide rides. Older adults may rely on adult children for transportation, but many of those children work and are available on a limited basis or only on weekends. Some residents described missing medical appointments or rescheduling surgeries because of their family's inability to give rides at needed times.
- A small percentage of residents use Metro Mobility, which requires a doctor's certification to ride. While it can be time-consuming and inconvenient, they still value it greatly because it provides a safe and affordable option.
- While most residents don't use public transit—in this case, the bus—some older Liberians take it regularly, and a handful of others rely on it. Of those who do not ride, reasons given include:
  - Play critical roles as caregivers to spouses, partners, grandchildren and others
  - No need for it because they drive
  - Don't know how to use the system
  - Safety concerns
  - Bus routes don't go to desired locations
  - Accessibility—concerns about being able to safely board and exit the bus without assistance
  - Fear of the unknown
- Many residents support the Bottineau light rail coming into the city and said they would ride it, though some said education on how to ride would be important. Those who drive also expressed concern about the need for convenient parking around the stations.
- A small number of residents, generally younger-older ones who still drive, have used ridesharing services like Uber and Lyft on occasion. For others there are concerns about cost, trust, and the ability of drivers to help riders in need of

**"Let us participate in the economy."**

– *Tradition senior housing resident on the need for transportation services*



**"I think of not being able to drive and it scares me to death."**

– *Recreation & Parks Senior Adult Program participant*



**"Over time we have seen many of our neighbors stop driving, and that tends to isolate people. And then once they're isolated, the downhill spiral begins."**

– *Homeowners' association resident*

## Findings: Resident and Key Stakeholder Engagement

extra assistance. So, while those services do provide important transportation options that allow spontaneity and autonomy, they are not being well utilized at this point for various reasons.

- Immigrants are most likely to walk as a means of transportation. This is mostly out of necessity, as they often do not have vehicles or licenses to drive.
- Many suggested the idea of a regular circulator shuttle service that would travel to grocery stores, pharmacies, restaurants, and other key destinations.
- Residents of senior housing tend to learn from each other about transportation options beyond driving a personal vehicle. Someone suggested a service that would help prepare people to transition to non-driving.
- Some senior housing communities have busses or vans, but the service is limited and does not allow for spontaneity.
- Some residents travel on scooters year-round as weather and sidewalk conditions allow. This provides an important means of getting around but can be treacherous in the winter.
- Some older immigrants may not drive or get licensed to drive because of concerns related to their immigration status. Many of these residents do or are willing to ride public transportation and would greatly benefit from additional options.

### Civic Engagement & Employment

- Volunteering:
  - People would like a readily available, comprehensive source of local volunteer opportunity listings.
  - Others expressed the desire for more meaningful volunteer opportunities within the city—to help immigrants, school kids, the libraries, etc. in Brooklyn Park.
  - There is also desire for more sporadic opportunities rather than regular ongoing commitments.
  - Older adults are important to Recreation and Parks and other City departments as sources of volunteers and seasonal employees.
- Community groups and service clubs like the Brooklyn Park Lions contribute immensely through extensive volunteering throughout the community as well as by providing a source of purposeful social connection and support for its members. Membership in such organizations—Kiwanis and Rotary are other examples—is waning nationally, but these groups have served as important sources of social capital for years.

**“It is hard to connect people to resources. You need that person-to-person help, and that’s what people want.”**

*– Senior Housing Administrator*



# Findings: Resident and Key Stakeholder Engagement

## Communication & Information

- Communication is a complicated issue. People find, seek, and disregard information in their own ways.
- Numerous people noted a lack of easy-to-find information on topics related to aging and requested an information clearinghouse or resource hub. Existing services like the Senior Linkage Line can be confusing and overwhelming.
- Many residents, primarily white ones, value City publications and report reading them regularly—such as *Park Pages* (City newsletter), *Get Up & Go* (Recreation and Parks activity brochure), and *Adults on the Move* (Recreation and Parks Adult and Senior Adult brochure). Residents of color and immigrants were less likely to read these publications. Some aren't able to read English, some find the amount of information too overwhelming, and some are simply



disconnected from the world of City/CAC programming and don't consider the information applicable or of interest to them. Some suggested a more summarized flyer targeting older residents.

- Reaching older residents across the city's ethnic and multicultural communities can be especially difficult. For example, no one at the Lao focus group had heard about or attended the recent annual Tater Daze event, despite widespread marketing. However, they did attend the Brooklyn Park Lions Club smelt fry and said they learned about the event from posters around the city.
- Spanish-speaking residents said the lack of Spanish language marketing or informational materials feels exclusionary. Even though they know they can attend events or participate in certain activities, they still feel like guests and not truly part of it. Some of this is tied to immigration status or concerns.
- New residents of senior housing communities need more information about the city and local resources. Many move from out of town and are unfamiliar with the community but would like to become more connected.
- Some requested a class on how to use local delivery services. Who offers what and how do you use it?

**"The more isolated you are the more vulnerable you are. That's known in the neighborhood."**

– Resident



# Findings: Resident and Key Stakeholder Engagement

## Social Participation

- We heard from residents themselves as well as from others who work with them that social isolation and loneliness are real and pervasive issues.
- Lack of transportation underlies a good deal of social isolation.
- Living in senior housing can provide important social connections and sense of community for some.
- Identifying isolated older people in the community can be a challenge (though there are some individuals who prefer to be isolated).
- Preventing isolation and loneliness by providing opportunities for social connection earlier is helpful.
- Isolation leads to greater vulnerability and a host of other issues.
- Social isolation exists within immigrant communities as well. Even older immigrants who live with extended family can be isolated from their friends and peers. Family support is critical but does not replace peer connection.
- Senior Adult Programs at the CAC are profoundly important to many participants as a forum for forming and building close friendships and supportive relationships. Many even remarked on the lack of Friday fitness classes in summer months because even the loss of one day a week is missed.

**"I love this community center. It is extraordinarily important. It is so easy to become isolated. I have grown as a person because your door was open."**

*– CAC Senior Adult Program participant*





## Findings: Resident and Key Stakeholder Engagement

### Community & Health Services

- Caregiving takes a toll on an increasing number of residents. When asked about the mental health of older patients, one healthcare provider noted that it is caregivers who need the most support in assuring their own emotional and physical well-being.
- There is a need for broader understanding of and engagement with dementia.
- Grocery and pharmacy delivery services provide a lifeline to people who cannot easily get out. Hy-Vee and Walgreens were noted.
- Access to fresh and healthy food is an issue.
- There is a desire for more sit-down restaurants and less fast food.
- People would like more activities for grandparents and grandkids.
- Many residents—especially immigrants—are not aware of available resources, such as reserving rooms for free at City Hall or the library. Language differences also make it difficult for them to use the reservation systems.
- Many older immigrants from Liberia and Sierra Leone have limited health literacy, which contributes to high rates of hypertension, diabetes, high cholesterol, heart disease and stroke.
- One healthcare provider said that available resources don't really fit the community's older low-income residents of color, many of who are immigrants or refugees.
- Residents of SummerCrest Condominiums noted the City's thorough and well-trained fire department, and the mindful and respectful police department. Key stakeholders from the National Alliance on Mental Illness (NAMI) and Hennepin Health Care noted Brooklyn Park's progressive, well-trained and helpful police department.
- Some businesses that may not typically considered notable are valuable to some older residents. It is important to remember that people use business and services in ways that work for their circumstances, and that those choices are not always obvious or predictable. The list should not be considered exhaustive but was developed based on what was learned from residents and others involved in this effort.
  - ALDI is favored by older residents of Creekside Gables and Brooks Landing (affordable senior housing buildings) because they are able to walk to it and prices are low.
  - Convenience stores: Small markets like Kwik Trip, which sells fresh foods, and Speedy (formerly SuperAmerica) can become important sources of food and small necessities because of their proximity to some older residents' homes and the ease of going in and out of a smaller-scale business.
  - Wal-Mart is a preferred shopping destination due its low prices.
- Numerous Southeast Asian residents noted Dragon Star Supermarket (including its farmers market) and Sun Foods as important to them.
- The City's Farmers Market in Zane Sports Park is also valued by Southeast Asian and other residents.

Many residents—especially immigrants—are not aware of available resources, such as reserving rooms for free at City Hall or the library. Language differences also make it difficult for them to use the reservation systems.

## Key Observations from Immigrant Communities

This section supplements the above findings by presenting some observations specific to the experiences of aging residents across varying cultural communities. They are, of course, to some extent generalizations, but were definite themes that ran through the course of the engagement for Age-Friendly Brooklyn Park.

### Language is a barrier.

Many older immigrants do not speak or read English well enough to feel comfortable participating in existing community activities. They often aren't aware of community events and services in the first place for various reasons—including but not limited to language—but, moreover, attending English-based events is not appealing. Language has the power to make you feel seen, known, appreciated, and understood.

### Integration is not a priority.

Generally, older immigrants expressed—sometimes via their family members—little interest in joining existing classes or programs. In addition to language, noted above, there are cultural differences. Hmong residents, for example, stated the need for purpose in their activities.

It is important to be learning or contributing. Activities just for fun, like Bingo, are of no interest. Further, fitness classes may include physical movements considered inappropriate in more conservative cultures. Even in cases where residents across cultural communities expressed interest in the same topics—such as learning to sew or use a computer—they prefer to do so within their own group.

But this sentiment extends beyond programs and activities. In general, older immigrants prefer to remain within their cultural communities. Connecting with the broader community for its own sake holds little value. While Brooklyn Park has one of the most active National Night Out events in the country, for instance, one Hmong focus group participant pointed to that event as the type that does not resonate with the Hmong community, particularly elders. They don't connect with the purpose.

In some cases, such as with many West African elders, residents continue to deal with trauma related to immigration and to live with significant daily stress due to health issues, food insecurity, financial concerns, and the ongoing demands of navigating a culture that may still be unfamiliar.

For older adults it is often even more important to connect with peers with common language, shared history, and a sense of familiarity and comfort. Integrating into the broader community was not a priority for multicultural residents, who preferred to stick to their own cultural groups. (In fact, white residents were the only ones to raise and encourage the idea of greater mixing of racial and ethnic groups.) Of course, this may change over time in immigrant communities as younger generations who were raised in the U.S. grow older.

### “Alone Together”

Social isolation is common among older people from all backgrounds, but refugees and immigrants can experience it uniquely. Many live with their children and grandchildren but seldom leave the house or connect with friends in person. The care and support provided by family is critical, but people of all ages need connection with their peers, perhaps even more so for refugees and immigrants with difficult histories that continue to affect them. Providing or facilitating opportunities for social connection among isolated immigrants and elders would be of great value to them as well as to their families.

## CASE STUDY: Fitness Class Pilot for Older Liberians

Following an Age-Friendly Brooklyn Park listening session with a group of Liberian elders, the City created a pilot fitness program for this community that ran between April and December 2018. Lessons from the pilot may help the City as it considers how to more effectively engage older residents of various ethnicities.

The listening session, held in partnership with the Organization of Liberians in Minnesota (OLM), involved mostly refugees who came to Minnesota due to civil war in Liberia. They have lived in Brooklyn Park anywhere from three years to two decades. Most had no formal education, and American English is their second language.

Although no participants had taken part in classes or programs at the Community Activity Center (CAC), many expressed interest in fitness or walking programs, among other things. Yet transportation challenges, cost, language barriers, and a general lack of interest in joining CAC classes meant existing programs weren't an option.

As a result, the City arranged to pilot a Walk With Ease class onsite at OLM, a known and trusted organization in Brooklyn Park's Liberian community. Walk With Ease is a program of The Arthritis Foundation and is regularly held at the CAC. The class was offered free of charge and taught by a highly trained and experienced instructor who teaches at the CAC and is a white woman native to Minnesota.

Between April and December 2018, the instructor taught Walk With Ease once a week at OLM to 10-12 participants—all but a few from Brooklyn Park—although participation decreased over time. The program duration was not pre-determined, and participants were not asked to commit to a nine-month session. (The City's Recreation and Parks fitness classes typically run on about three-month sessions.) Transportation and lunch were provided by OLM and/or participants. The class involved walking outdoors and inside and various other exercises provided by the instructor based on participants' interests and abilities.

### Successes:

- Participants appreciated that the City came to them at a familiar and trusted location instead of asking them to travel to somewhere new or different, and they were more likely to participate as a result.
- Offering the class for free made it possible for people to participate in something that would typically be out of reach for them to access.
- A trusting and affectionate relationship formed between the instructor and participants, and participants appreciated the instructor's willingness to be flexible according to what they felt they were able to do on a given day.
- Participants engaged in movement and exercise for an hour each week when they otherwise would likely have just been sitting. They were also given exercise "homework," which, if completed, would increase their daily physical activity.
- The instructor's experience with biomechanics allowed her to help participants with immediate issues, such as knee pain while getting up from a chair, and participants greatly valued that type of help.



## CASE STUDY: Fitness Class Pilot for Older Liberians

### Challenges:

- Language differences made it hard to communicate details of physical movements and caused the instructor some concern about preventing injury. Nuances can be lost between Liberian English and American English.
- It was not uncommon to start late, end early, or have short-notice class cancellations. Cultural concepts of time and schedules did not always align.



### Lessons:

- Success might look different for such a program. The City would need to rethink and define its desired outcomes at the start.
- Such a class requires an experienced and culturally competent instructor who can be flexible moment to moment and improvise as needed based on participants' needs, abilities, and interests.
- Holding the class every other week, instead of weekly, may be preferable for participants.
- A supportive and responsive partner organization is needed to help recruit participants, help with logistics, troubleshoot as needed, and generally serve as a trusted intermediary between the cultural group and city government.
- The City generally cannot afford to offer classes at no cost. Funding or budgets would need to be adjusted to accommodate participants who are unable to pay.
- There can be culturally driven misperceptions or lack of understanding about the availability of City funds to offer such programs. Additional education and communication on this topic could help.
- More time than usual may be needed to plan and teach a similar class in the future as City staff learn and evolve their processes and expectations to work across diverse cultures. Building relationships alone will take time in some cases.

A trusting and affectionate relationship formed between the instructor and participants, and participants appreciated the instructor's willingness to be flexible according to what they felt they were able to do on a given day.



## FINDINGS: City Departments

Age-friendliness should permeate organization-wide. It involves all departments and staff at every level, though people often think of “seniors” in a more limited way.

The City engages with residents in many different capacities. Frontline staff such as members of the Police and Fire departments help residents in their homes every day, and front desk staff assist people visiting City Hall and the CAC. Others develop budgets and create plans, policies, and projects. Age-friendliness pertains to them all.

This section includes key observations and informal recommendations made by staff—or developed based on discussions with them—during meetings between June and October 2018. While important insights and information were shared at these meetings, a true action plan would require additional meetings and input, as well as engagement from community partners, to set priorities and determine strategies and timelines.

The following reflects a general assessment of each group or department based on input of staff that attended the meetings. Note that while the meetings were very productive, not all key staff were able to attend, and the information below should not be considered exhaustive. More details from meetings with each department can be found in Appendices A and D.

*Note: Recommendations specific to each department can be found on page 34.*

Age-friendliness should permeate organization-wide. It involves all departments and staff at every level, though people often think of “seniors” in a more limited way.

### Administration and Finance (Public-facing staff)

This group included staff that perform a wide range of functions and interface with the public related to budget, community engagement, human resources, residential appraisals, utility billing, communications, and guest services via the front desk at City Hall. Several staff members were quite attuned to specific issues concerning older residents, especially those who had worked at the City for many years and observed shifts over time, due to an increasing number of older residents as well as changes in their attitudes, engagement, and expectations tied to generational shifts.

General readiness seemed to vary given that this discussion spanned a cross-section of departments that perform a variety of functions. Some had knowledgeable suggestions for improvements based on their experience and observations, while others were considering the issue for the first time.

### Community Development

Community development touches a range of critical areas related to age-friendliness—planning for land use, housing, and transit; environmental and public health; building inspections and rental properties; and more. Because of the scope and importance of their work, additional meetings would need to be held, ideally with subsets of staff, to develop specific recommendations for this department.

Overall readiness appears to vary. This is a large department with many facets important to age-friendliness. Additional education or training for some would be helpful to increase understanding and better position staff to uncover opportunities for where older adults’ concerns could be integrated into their work. There is willingness and curiosity that with additional support and structure could translate into meaningful changes.

## FINDINGS: City Departments

Here especially there would be both short-term and long-term approaches. For example, a short-term effort could be developing educational materials urging landlords to incorporate universal design features into routine building upgrades. A long-term effort could be developing a housing strategy for older residents that goes beyond senior housing buildings.

Because so much planning happens in this department, it is also a critical place for building age-friendly considerations into practices for City projects large and small. For example, one suggestion raised at the meeting was to make the incoming Bottineau Line light rail project age-friendly. This represents a great (and rare) opportunity on several fronts: ensure that older residents can easily use this important new infrastructure into which so much is being invested; gain experience and education for staff on how to make public transit maximally inclusive; and provide age-friendly leadership with other levels of government involved in the project.

While the light rail represents a special opportunity, more standard and routine projects are equally important as they, too, have direct impact on residents' lives and reflect the City's values and priorities on an ongoing basis.

### Operations & Maintenance

Operations and Maintenance is a unified, well-organized department that is strongly positioned to take on age-friendly efforts. With an established ethos of high-touch customer service, Operations and Maintenance is attuned and responsive to older residents' needs. Because of the nature of its work and its existing department-wide culture of providing high-level service, there are fewer systems-level recommendations for this department, but a few items are noted in the recommendations section.

### *Worth noting:*

One of the most distinctive things about this department is that it manages a unique relationship between the City and homeowner associations (HOAs) that greatly benefits HOA residents, many of whom are older adults. Instead of hiring and paying a contractor directly, an HOA can tag onto an existing City project—such as a street improvement—and pay the City instead. This saves HOA residents a good deal of money, although it does involve extra staff hours to plan and oversee the HOA dimension of these shared projects. As many HOA residents are older adults, this arrangement, which predates any formal age-friendliness efforts, is a good example of how a city can adopt a system-level approach to an aspect of its work and benefit a great number of older residents over time.

### Police and Fire Departments

Leadership from the Police and Fire departments is primed to act to advance age-friendliness in their departments. All clearly identified and concurred about priority needs and gaps—namely, an inability to provide follow-up to residents after emergency calls that would connect them with appropriate resources and prevent future unnecessary calls. With older adults this usually means calls from people who have fallen, need assistance related to a chronic health condition, or simply need some human connection. The number of calls received and amount of time spent at the city's many group homes—a significant number of which house older adults—was also noted.

Department leaders hold visions for systems-level change that would bring more strategic and effective responses to what they see as the true issues that need to be addressed.

## FINDINGS: City Departments

### Recreation & Parks Department

Recreation and Parks holds possibility on several fronts but requires more exploration. Readiness seems to vary given the spectrum of roles and different levels of familiarity with the topic. Additional education and discussion would help some staff better understand how their roles connect with age-friendliness and where opportunity lies to integrate older adults.

This department plays a major and very visible role with older adults through its popular Adult and Senior Adult Programs—including numerous fitness classes, book and cards clubs, knitting groups, educational classes, trips, special events, and more. Recreation and Parks dedicates a full-time staff person to Senior Adult (50+) programming, and the department is well known for its varied and well-run programs that cater to older adults across a spectrum of programs and services for all ages, interests, and ability levels.

Less obvious but also very important is the fact that older residents are highly valued seasonal employees of the Recreation and Parks Department, and many older adults take advantage of Edinburgh USA, a public golf course owned and operated by the City of Brooklyn Park. Older residents also serve as volunteers in various capacities through Recreation and Parks, including at Historic Eidem Farm and for Senior Adult Programs.

Some youth-focused parks programming indirectly relates to older residents due to the fact that many grandparents provide regular care for grandchildren who are involved in the Recreation and Parks programs. Particularly through Recreation on the Go, which brings programming to youth on-site at apartment buildings and complexes (among other locations), there may be opportunities to connect with and support the grandparents who also are present because they serve as full- or part-time caregivers to the children who participate. Those residents may also benefit from Recreation and Parks programming but may be unlikely to otherwise seek it out.

### *Community Activity Center (CAC) Customer Services and Maintenance Team*

Many staff at the CAC have been in their roles a long time and have had the opportunity to observe changes over the years—related to the culture of aging as well as changes to the CAC facility itself.

The CAC front desk often functions like a concierge service. People ask all manner of questions—from simple information about a trip to recommendations for which class suits them best. There is a strong element of customer service involved in these roles, including maintenance staff, who themselves frequently interact with residents and program participants. Staff at all levels seem to strive for high-level customer service and work to “get a yes” for people as much as possible.

While the CAC’s front desk and lobby areas need improvement in their physical design and accessibility, staff are attentive and welcoming and provide a positive first point of contact for participants, which can be especially important for some older adults who make a point of stopping to visit on their way into the building.

Because they deal with older residents very frequently, overall readiness to undertake age-friendly work is quite high.

These are all important facets of Recreation and Parks’ interface with older adults, yet they are all largely disconnected at present. A more unified strategy, framed by age-friendliness, would be helpful.



# RECOMMENDATIONS

**The recommendations are organized into three categories:**

**1) Recommendations by Age-Friendly Domain**

**2) Integration into City Government, including:**

- Department-specific recommendations
- Recommendations for how to better serve and support older low-income residents and residents of color, including immigrants and refugees.

**3) Beyond City Hall: Partnering to lead change in the broader community.**

## Recommendations by Age-Friendly Domain

The following set of recommendations is organized according to the four priority areas identified by Brooklyn Park's Task Force on Aging in 2015 and slightly modified here. Many are pulled from earlier sections of the report and are compiled here for easy reference. Some represent general tactics the City could employ to advance age-friendliness, and some could be translated to an action plan by adding partners, timelines, progress indicators, etc.

These should be considered a starting point; recommendations on topics like housing and transportation, especially, would need more in-depth analysis and input from City departments and community partners who have more intimate knowledge of current issues and efforts and the local and regional landscape in their respective areas.

### 1) Community Information and Participation

a) **Create a central information resource** for a range of topics related to aging and community services and programs. Subsections of this hub could target key ethnic or cultural groups. This could also include information about current volunteer opportunities, or that could be a separate effort. Dedicated staff, or perhaps a volunteer coordinator, would be

needed to keep this current and useful and ideally to be available to speak or meet with people who have questions.

b) **Bring information to people where they gather.**

Finding residents at their familiar and trusted locations will likely be an effective way to supplement existing communication tactics. It would require more staff time, but that in-person outreach will also help cultivate connection to the City.

c) **Partner with community organizations to pass on information.**

Organizations like CEAP, for example, could help disseminate information through its channels, such as Meals on Wheels, and the Lao Assistance Center of Minnesota could help reach Lao residents of Brooklyn Park. This may involve developing new partnerships—or new facets of existing partnerships—of which funding would be an appropriate part.

d) **Better address translation and interpretation needs in the City.**

Older immigrants rely on their family members to take care of bill payment, phone calls, transportation, and many other things—in part because of the language barrier. As the City considers its Inclusion Plan, developing a process and plan for interpretive services will be important.



## RECOMMENDATIONS

e) **Reach out to new senior housing residents.** Many residents of senior housing buildings have relocated from other cities or states and know little about Brooklyn Park. It is easy for them to remain somewhat disconnected from the local community as many needs are often met within the facility, even for those still relatively independent. The City could work with senior housing administrators to:

- i. Develop materials from the City that would be included in new residents' welcome packets. They could include a city profile, information about elected officials, Recreation & Parks adult programs, a city map, etc.
- ii. Organize guided tours of the city to acquaint new residents with their new home and show them where key destinations are located. In addition to making new residents feel valued and included, this could also encourage them to patronize local businesses rather than leaving the community for shopping and other outings, and be a chance to inform them of volunteer opportunities within the City.

f) **Add an element of City support or partnership to an existing event in a community of color, immigrants, or refugees.** The City can support rather than lead efforts to serve these diverse communities.

### 2) Public Spaces & Transportation

- a) **Conduct a brief transportation audit** as a means of better understanding current services and modes of transit in Brooklyn Park and to highlight gaps and needs across various modes. Include exploration of a municipally collaborative approach.
- b) **Use findings from the audit to determine whether a circulator shuttle or other service would be appropriate to consider.**  
The audit could also help make the case for the need.

c) **Assess intersections known to be dangerous to pedestrians** and develop a plan for safety improvements. Senior housing buildings are near problematic thoroughfares and intersections—such as Zane Avenue and Brooklyn Boulevard—and older residents frequently cross those streets on foot. Hennepin County's Public Health and Public Works departments worked with Creekside Gables to improve safety at Zane Avenue and Brooklyn Boulevard intersection, which resulted in a new crosswalk sign.

Additional safety improvements in this area would be beneficial, partnering with the County as needed.

d) **Add benches for resting** at key locations along trails.

e) **Adapt current venues or provide space** for what cultural communities have said is important to them—e.g., Hmong residents would like running water and basic kitchen facilities at local park shelters.

### 3) Housing

- a) **Conduct a housing audit** to assess current and planned housing stock, senior housing communities, current and anticipated need for affordable housing, etc. This information would help the City better understand its present circumstances and position it to create a more effective plan for appropriate and affordable housing options for older residents going forward.
- b) **Develop an affordable housing plan related to older residents.**
- c) **Consider how partnerships with senior housing communities** could mutually benefit residents and the City. For example, classes could be held on-site at facilities where space allows, administrators could help share information with residents; or facilities could partner in a future transportation service program.

# RECOMMENDATIONS

## 4) Community and Support Services

- a) **Create a class on how to use local delivery services.** Who offers what and how do you use it? This could also be a way to engage the business community.
- b) **Partner with/utilize existing organizations**—such as the Liberian Health Initiative and Sierra Leone Nurses Association—to better reach immigrant communities.
- c) **Bring mini-versions of the resource fair to specific ethnic or cultural communities.** This would help reach residents who would benefit from the resources but would not attend the larger resource fair held annually at the CAC.
- d) **Develop or support more activities aimed at grandparents and grandchildren.** The growing number of grandparents who spend time caring for grandchildren is creating greater need for such programs. This could include adapting Recreation and Parks' Recreation on the Go program for older adults, either separately or in conjunction with youth.

## Integration into City Government

This portion of the recommendations deals with how exactly the City could embed age-friendliness into its own inner workings. The recommendations are not, for the most part, mutually exclusive.

### ***The City should work to ensure that:***

- There is broad-based awareness and understanding of the work among City employees.
- It develops an action plan that is included as part of its annual work plan.
- There are known, understood, and routinely followed procedures for integrating age-friendly considerations into the work of each department.

- The City's interface with older adults is not limited—in perception or reality—to Recreation & Parks Older Adult programs, although this remains a critical dimension of the work.

## Department-Specific Recommendations

These recommendations were developed as a result of meetings with—and in some cases specifically suggested by—key staff in various departments. They are a strong basis for this work but should not be considered the final word. Additional discussion would be needed in all departments to identify and vet additional strategies and priorities. For more context see assessment on page 29 and Appendix A.

### ***Administration Department***

- 1) **On-boarding:** Add age-friendly training to onboarding for all new employees. This could include written materials as well as discussion of age-friendliness with designated staff (to include conceptual framework, how it is operationalized across the City, how it would apply to the given employee's role/department, etc.).
- 2) **Staff trainings:** Perception and understanding of aging should be addressed as a critical foundation of this work.
  - a. Frameworks Institute's "Reframing Aging" offers social science-based toolkits and presentations that address appropriate language and communications to use when promoting positive aging and related policies. This would help dismantle ageist beliefs we all carry and be important to establishing an informed organizational culture.
  - b. Dementia Friends or other dementia education training improves understanding of, compassion toward, and respect for people with dementia and their caregivers. Such trainings are around one hour in length and available from various trainers in the area. All staff could

## RECOMMENDATIONS

benefit from this work, especially those who regularly interact with the public.

### 3) **Improve physical spaces in City Hall** to

accommodate residents with mobility limitations. Handicapped parking is close to the front door, but the front door is far from the area inside where people must go to pay bills or conduct other business.

- Some residents have requested that wheelchairs be made available for in-building use, but liability concerns have been reported as an impediment. Revisit this possibility as a potentially simple way to help accommodate people with mobility challenges.
- The DMV counters have one wheelchair accessible counter, but the walk-up counters do not allow for walkers or similar devices.

### 4) **Better address translation and interpretation needs.**

Older immigrants rely on their family members to take care of bill payment, phone calls, transportation, and many other things—in part because of the language barrier. (Note: this issue will be addressed as part of other City efforts related to inclusion and the Americans with Disabilities Act (ADA).)

### 5) **Formalize practices for public meetings and similar events that ensure all attendees can hear and participate.**

- a. Audio: Require that all presenters and speakers—including attendees who comment or ask questions—use a microphone to ensure that everyone present can hear what is being said.
- b. Visual: Ensure that City presentations use large, sans-serif fonts to improve readability by attendees with poorer vision.

### 6) **Be an age-friendly employer.**

- a. Explore the possibility of arrangements such as phased retirement, flexible schedules, or similar programs that allow a more gradual transition from full-time work to retirement. These programs could also benefit the City by preventing abrupt loss of institutional knowledge that many older workers carry with them.
- b. Ensure employees know that Family Medical Leave Act (FMLA) policies include paid time off for caregiving of aging family members. And, as the number of working caregivers is increasing, consider going above and beyond FMLA by expanding such policies to allow for accommodations such as flexible schedules, paid or unpaid time off specifically for caregiving, HR staff trained in eldercare resources, and ensuring a workplace culture supportive of caregiving. In addition to more satisfied and productive employees, recent research also shows that employers get a positive return on investment on such policies.<sup>1</sup>

- 7) **Educate residents about assessments:** Provide additional information on and/or hold community meetings to educate property owners about the process used to appraise homes to determine property tax increases. Some find it confusing and frustrating to receive a property tax increase following an appraisal, even if they haven't made any improvements to their homes.

- 8) **Volunteerism: Develop a broader and more cohesive volunteer strategy** to evaluate the nature and effectiveness of the current approach and determine where needs and opportunities exist. Meaningful and well-organized volunteer opportunities are mutually

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<sup>1</sup> AARP and ReACT. "Determining the Return on Investment: Supportive Policies for Employee Caregivers." (2016).

## RECOMMENDATIONS

beneficial for the City and residents, but the City must be realistic about the fact that managing volunteers is a time-consuming and delicate business that must be done well in order to attract and retain volunteers. Older adults already provide a great deal of volunteer capital to the City, but the work could be made more effective with a more thoughtful and strategic approach. (Note: While this recommendation is currently noted under Administration, the City will want to determine exactly how this should be approached and whether key departments, such as Community Engagement and Recreation and Parks, should develop their own strategies or whether it should be City-wide.)

- 9) Overall, formalize the application of an **age-friendly lens to all routine upgrades** made across the City—to buildings, intersections, parks, etc.
- 10) Consider pursuing a **regional approach** to age-friendly work. Maple Grove, Osseo, and Hennepin County have been working on age-friendly initiatives in various ways, and opportunities may exist to collaborate around transportation, communication, economic development, and/or other areas.

### Communication

- 1) **Be deliberate about messaging and communications.** Develop key messages and communications for this work in keeping with research-based language and framing recommendations that promote updated thinking and don't perpetuate ageist stereotypes. Key staff could be trained for this (at no cost).

Recommended resource: FrameWorks Institute's Reframing Aging project

- 2) Ensure that **City publications and online information sources/publications use age-friendly practices** in terms of font style and size, color contrast, etc.

- 3) **Ensure new City website is designed using age-friendly practices.** As the City develops and prepares to launch a new website, it should adhere to best practices for age-friendly website design, which are readily available online. (This is separate from accessible web design).

### Community Development Department

- 1) **Hold additional meetings with staff**, or subsets of staff according to their functions, to uncover more opportunities to integrate inclusion of older residents into planning and processes.
- 2) Develop a **housing plan for older adults** that addresses different types of senior housing buildings; single-level townhomes, condominiums and similar units; the size and design of new single-family homes; and home modifications that could help older adults live at home longer.
- 3) **Use Age-Friendly Brooklyn Park to help operationalize existing age-friendly aspects of the Comprehensive Plan**, such as residential universal design, life-cycle housing, and affordability. Age-Friendly Brooklyn Park could be used as a driver and a resource to help this department accomplish goals it has already set out.
- 4) Integrate age-friendly design elements in the incoming **Bottineau light rail project**. Ensure that older residents can easily use this important new infrastructure into which so much is being invested, particularly given the shortage of transportation options.
- 5) **Develop educational materials** urging landlords to incorporate universal design features into routine building upgrades.

## RECOMMENDATIONS

### 6) **Engage the business community.** BP Business

Forward, an initiative led by local business owners and staffed by the City, would be a ready vehicle for leading age-friendly business efforts. This group works to ensure a strong business climate in Brooklyn Park and serves as an organized voice of the business community. Its Advisory Board actively supports the City's age-friendly work and is interested in spearheading efforts to make age-friendly local businesses part of that effort. This could include:

- Educating local businesses on age-friendly practices, both general and industry-specific
- Developing age-friendly standards which, when met, could result in a certification
- Creating marketing strategies that help promote local businesses as age-friendly

### **Operations & Maintenance Department**

#### 1) **Invest in additional benches, lighting, and trail maintenance** in key places determined through Age-Friendly Brooklyn Park outreach and additional older resident input. (Note: the Park Bond Reinvestment Plan should help support such efforts.)

Trails in good repair with adequate seating and lighting can determine whether an older resident is able to take advantage of trails that the City and County have invested a great deal in creating. Residents from SummerCrest, for example, noted that although they have trails near their building, a lack of benches means that some residents are unable to use them.

#### 2) **Continue to deliver the high-level service** that helps define this department. If additional resources are needed to uphold this service, they should be provided.

### **Police & Fire Departments**

#### 1) **Consider an emerging model that involves embedding a social worker into the City's emergency response teams.** The dual benefits of this approach include better serving residents and freeing up police and fire resources to respond to real emergencies in a busy city by reducing the volume of unnecessary 9-1-1 calls.

As mentioned earlier in the report, residents and professionals alike throughout the engagement process praised Brooklyn Park's police and fire departments for being well-trained, progressive, and respectful. The City should take fuller advantage of the department leaders' readiness to bring more meaningful assistance to residents who need help.

A promising model that some cities have adopted is embedding a social worker in their emergency response teams. In fact, Brooklyn Park will soon launch such a program, joining other cities like Saint Paul and Rochester in testing this approach. All three cities are focusing on mental health.

The social worker fills a critical gap by being able to connect residents with the resources they need, thereby providing long-term solutions in addition to simply resolving the immediate issue that triggered the emergency call. This not only benefits residents by connecting them to the appropriate services, but also relieves demand on City resources by reducing the number of unnecessary or preventable 9-1-1 calls.

Brooklyn Park is partnering with Hennepin County to launch and fund the effort. In Saint Paul, a nonprofit called People Incorporated, the Twin Cities' largest provider of mental health services, is paying for the social worker's position. In Rochester, the city is funding the position itself, being convinced of its value after a four-month pilot period.



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The City should consider taking a similar approach to address additional issues that face its Police, Fire, and Community Development departments. An embedded social worker with a broader focus could help older residents who call frequently for lift assist after taking a fall, for medical situations related to chronic health conditions, and even to assuage loneliness. While City Council may be reluctant to take on what historically has been the county's domain, Hennepin County caseworkers are overloaded and unable to attend to more than the most urgent cases.

Environmental health staff from Brooklyn Park's Community Development department articulated the same need: the ability to provide follow-up for residents with complex issues that can't be addressed in a single visit.

The current default approach involves City staff responding to repeated preventable 9-1-1 calls to address problems they can't solve. This serves neither staff nor residents well.

### **Recreation & Parks Department**

- 1) **Establish a policy that formalizes space priority for Senior Adult classes.** This would address the issue of those classes being cancelled in favor of space rentals for other events and demonstrate that the City recognizes and values the classes' importance to participants. Establishing a dedicated space could also be explored.
- 2) **Increase older adult engagement in Park Bond Reinvestment Plan projects.**
  - a) Brooklyn Park voters passed a \$26 million park and natural resource bond referendum in November 2018. The City will soon begin work to implement this multi-faceted project, which presents a well-timed opportunity to conduct older adult-specific engagement in major City projects. Older residents' input and ideas are needed not only related to expanding the senior center, but also on improvements to the trail system, park reinvestments, and new ball- and other athletic fields. (Many grandparents attend grandchildren's sporting events!) A well-conceived engagement plan should be created to meaningfully capture the input of older residents for facilities that will directly impact them.
  - b) **Consider reduced-cost programming or scholarships for low-income residents to allow their participation in Recreation & Parks programming.** Budgets and funding would need to be structured accordingly.
  - c) **Inclusion: Address the question of how people with physical limitations and/or cognitive decline can be accommodated in Recreation & Parks programming.** As it stands, an individual who needs special assistance cannot safely participate in most BP Recreation and Parks standard programming, as current staffing does not allow for providing that assistance while also overseeing the other participants and activity. However, this situation can and does arise.



Currently, Recreation and Parks does offer adaptive

## RECOMMENDATIONS

recreation and inclusion services to accommodate people with varying physical and cognitive abilities. The City is aware of the need to more directly confront the issue of serving older residents with limited mobility and dementia.

- a) **Create an inclusion policy** (if none exists) and ensure it includes people with mobility challenges and those living with dementia.
- b) **Develop a plan** for how Recreation & Parks can put this into practice in its programs. Among other questions, address the following: What kind of staffing would be required? What kind of training would they need? How would participants who need extra assistance be identified? Are specific programs offered for people with dementia (and their caregivers) or mobility challenges, or would accommodations be added to existing classes or events to allow them to safely participate?
- c) When an **Inclusion Specialist** is hired, utilize that person to flesh out these strategies and policies.

### **RECOMMENDATIONS: How to better serve and support older low-income residents and residents of color, including immigrants and refugees**

Community engagement efforts conducted among some of the city's various racial and ethnic groups were important and revealing. This was the first time that an effort targeting the experience of low-income residents and older residents of color—many of whom were immigrants or refugees—had been undertaken. Yet it became clear during that process these initial learnings are only a starting point. Deeper digging is needed to uncover enough about the needs and desires of various groups in order to really begin to respond effectively.

### ***However, a few general lessons emerged:***

This work will take time. Plan accordingly. In addition to seeking input from older residents of color and low-income residents for Age-Friendly Brooklyn Park over the course of 2018, Recreation & Parks also ramped up efforts to bring City programming and events to various cultural groups during this period. They included a series of fitness classes for older Liberians (see case study on page 31 for more details) as well as one-time events at Brooks Landing, an affordable senior high-rise with many black residents, and Eden Park Apartments, a market-rate apartment complex with many Hispanic/Latinx residents.

The experiences of planning and holding these activities, as well as the focus groups, provide “food for thought” concerning how to approach engaging multicultural communities. Considerably more time and effort than staff were used to were required to connect with appropriate contacts, get responses, gather participants, etc. There are likely various reasons for this and it is not objectively problematic, but it does mean that staff may need more time than is typically allocated to do this work. The experience is common enough that it should be factored in to planning and apportioning resources. This may change over time as relationships and routines are developed, but at present there is often more than meets the eye when it comes to engaging the city's various cultural groups.

Historically, most local government systems, processes, and organizational culture have been developed by and for white residents. As the population diversifies, the City of Brooklyn Park is working to become a more informed and culturally competent institution that both understands and can effectively respond to residents' needs and desires. This is and will continue to be a process during which City leaders and staff will both unlearn and relearn ways of engaging with and responding to its changing populace.

## RECOMMENDATIONS

**Don't create; facilitate.** Residents drew an important distinction. In some cases, they don't want, need, or expect the City to provide them with specific services, programs, or activities. Many needs are already met within the cultural community, so the City's role could be approached as one that complements or strengthens what's already happening inside the communities. For example:

- Add an element of City support or partnership to an existing event in a cultural community.
- Consider adapting current venues or providing spaces for what cultural communities have said is important to them. For example, catering policies at the CAC have required using one of three approved caterers. This has been a barrier for cultural groups who consider food a centerpiece of family gatherings and would otherwise like to rent space at the CAC for special events. Among residents specifically mentioned wanting park shelters with kitchen facilities; they currently leave the city to gather at venues in other communities. (Note: Since this input was gathered, the City has moved to change its catering policy, and park shelters with kitchen facilities may be constructed with funding from the park bond referendum approved by residents in November 2018.)

Better support and utilize partner organizations. Community organizations created by and for members of various cultural communities are vital links to better understanding and supporting diverse older residents. These organizations serve as bridges between residents and the City and the community at large and provide firsthand knowledge of needs and challenges. Partnership opportunities exist with larger more established organizations like CEAP; smaller and newer efforts like the Liberian Health Initiative; and several others.

**Bring it to the people.** The CAC is beloved by current participants, but many older residents who would benefit from its programs don't attend for a range of reasons including transportation, language, culture, and cost, among others.

### **Programs**

The concept behind Recreation & Parks' successful Recreation on the Go program for youth could be adapted to bring older residents quality programming at sites that they prefer, such as senior housing communities, churches, or community partner organizations. Each class or activity would be developed collaboratively with a partner organization and residents. There also may be opportunity to engage grandparents of grandchildren who participate in Recreation on the Go.

### **Resource Fair**

Mini-versions of the annual resource fair could be brought offsite to expand its reach. Working harder to broaden attendance at the existing resource fair is likely not the answer for immigrants who have language and cultural differences or other residents with no connection to the CAC. Instead, mini-resource fairs could be organized for specific cultural communities and held at familiar and convenient locations with resources and services customized to each group. Again, all content would be planned jointly with representatives from that community to ensure the resources and services are relevant and that residents are brought in to the effort.

(These efforts should be approached with the knowledge that organizing events with multicultural groups can require more staff time and effort, as discussed above.)

## RECOMMENDATIONS

**Make translation official.** Given the role of language as a major barrier to communication, participation, and inclusion, a recommendation was made to formalize and deepen how the City approaches translation. It is possible to provide impromptu translation services, but a translator could be more effective if s/he were acquainted with the context of whatever work was being discussed and understood the City's goals. This could be pursued in tandem with related efforts to further engage older residents from the city's varied cultural communities and could be brought in under broader inclusion efforts.

### *Hennepin County: On the Same Page*

As noted in the Methodology section, the City's Recreation and Parks Senior Adult Programs and Hennepin County Public Health conducted a related and complementary effort over the course of 2018 while the City of Brooklyn Park undertook engagement for Age-Friendly Brooklyn Park. (See Methodology for more detail.) The resulting report, while developed independently from this one, reached many of the same conclusions concerning what was learned about older residents of color, low-income residents, and immigrant and refugee communities.

Notably, both reports conclude that:

- Transportation and communication are priority concerns that cut across all backgrounds, cultural groups, and income levels.
- The City's role can be facilitative in supporting older residents of color and from immigrant and refugee groups. It need not always lead the charge.
- Programs should be brought into the community at trusted locations where people already gather.
- Partnering with community organizations can help reach multicultural residents with important information about programs, services, and events.

- Consider offering reduced-cost Recreation and Parks programming for low-income participants.
- More conversation is needed to build relationships, understand needs, and determine the best ways to move forward.

This overlap reinforces the takeaways from both reports and can help guide both the City and County as they determine strategies and next steps for more effectively engaging residents of varying cultures, ethnicities, and income levels.

### **Beyond City Hall**

A true age-friendly community requires action, commitment, and intellectual contributions from many community partners beyond local government. As City leaders consider how to advance age-friendliness in areas beyond its direct purview, they can opt for several approaches.

### *Strategic Partnerships: We Don't Do This Alone*

Key organizations in Brooklyn Park provide critical services to many older residents, each offering its own expertise. More established partnerships with other community organizations, which may in some cases include funding, could be important to reaching various cultural communities with information about events and services. These partnerships could also help the City learn about needs and opportunities within various ethnic communities.

## RECOMMENDATIONS

The organizations listed below would be valuable partners in helping the City connect with and support older immigrants, refugees, and residents of color.

- **ACER (African Career, Education, and Resource Inc.)** is based in Brooklyn Park and supports, advocates for, and empowers African immigrants in north and northwest suburbs of Minneapolis. It could help the City understand and communicate with older Africans and their families in the community.
- **CAPI USA** is an immigrant-led nonprofit focused on helping the state's newest immigrants and refugees and could be an important link to those groups in Brooklyn Park.
- **Lao Association of Minnesota** is based in Minneapolis but serves many Lao residents of Brooklyn Park. It organized a group of Lao residents of Brooklyn Park to participate in a focus group related to Age-Friendly Brooklyn Park (see page 18 for more information). They could help the City better understand the needs of Lao elders, a culture distinct from Hmong, and connect older Lao residents to information and services.
- **Liberian Health Initiative** and **Sierra Leone Nurses Association:** These organizations are providing critical services to elders in the Liberian and Sierra Leonean communities by addressing social isolation and health literacy. Both organizations were begun out of passion for the work and have grown into small but significant organizations. Leaders bring firsthand knowledge of the culture and language and can effectively connect elders with health education and resources and opportunities to socialize with their peers. They are also important conduits of information to the City concerning the reality of elders' needs in their respective communities.

- **Organization for Liberians of Minnesota (OLM)** is an important organization in Brooklyn Park's Liberian community. It already provides some elder services and partnered with the City to pilot a fitness class to a group of older Liberian immigrants during 2018. The City has partnered with OLM in other ways, including a presentation from OLM to City staff related to the City's racial equity work.

These additional partners would also be important or helpful in becoming an age-friendly community more broadly. The list is not exhaustive.

- **Community Emergency Assistance Programs (CEAP)** is a critical service provider in the community. This forward-thinking organization is well equipped to do more on several fronts—including basic services, nutrition, and transportation—given more resources.
- **Community Education** is offered through the four school districts that cover Brooklyn Park. A partnership is currently being explored through Recreation and Parks and Anoka-Hennepin Community Education to share resources and coordinate planning.
- **Hennepin County Public Health; Hennepin County Active Living**  
Hennepin County could provide technical or potentially financial assistance in some age-friendly efforts. It recently hired a healthy aging coordinator within the Public Health Department to help advance this type of work throughout the county, and Active Living could support the City's work to increase opportunities for greater walkability and health equity.



## RECOMMENDATIONS

### ***Convene and Facilitate***

One proven model for achieving large-scale change is collective action, on which much has been written, but in short involves a group of people or organizations working together toward a common goal that cannot be accomplished individually.

Many organizations expressed interest in participating in this work, yet most lack the time, resources, or expertise needed to initiate and lead an effort. The City, though it has its own time and resource constraints, is well-positioned to convene partners and facilitate work. It has laid the groundwork for this role by investing considerable resources into Age-Friendly Brooklyn Park, and it can take advantage of momentum built and relationships developed during work to date.

The City would optimally hire a consultant due to the time and expertise necessary to launch such an effort. The City

would function as the “backbone” organization, meaning it would serve as the convener and project manager. It would also involve recruiting community partners, by getting them to come to the table and committing to actively participating in a process to achieve change a new scale in a new way, together.

To keep the project at a targeted and more manageable scope, it could involve one issue within the realm of age-friendly—such as housing, communication, or establishing greater connections between organizations that serve older adults to create a pipeline of information flow and referrals. It could also be a way to approach the possibility of a municipally collaborative transportation service.

This would likely be a multi-year effort to help develop and implement community-wide strategies involving multiple partners.

## Possible Approaches

This section lays out broad strategies for tackling work in the first few years.

### OPTION A

#### Phase 1:

##### 1) Determine the *structure* of the first year's work: who will lead, and how will the work be formalized across the City?

- To advance the work to a meaningful level with real outcomes, someone must be officially charged with doing so. To this end, the City should continue its work with its age-friendly consultant. The work generally happens on two levels: higher-level strategy and project management. The consultant could lead strategy and implementation (in partnership with key staff when relevant), while staff could lead project management, especially with internal work. (Given recent staffing changes, the team may need to determine what arrangement would work best.)
- In addition to these day-to-day leads, an internal team should meet regularly to track and guide the work. This could be a continuation of the current team or an expansion thereof.

**2) Develop an *action plan* to determine strategies for moving the work forward.** The plan could span 2-3 years and include work both inside city government as well as out in the community. It would include or reflect recommendations from this report but differ in that specific goals and action items would be created, and each action item would be tied to partners, a timeline and indicators for progress. The plan could be organized by the Task Force on Aging's four priority areas, or a variation on those domains, and written by the consultant.

#### • **City Government:**

- Building on this report, the consultant could take City department work to the next level by conducting further work with staff to educate, identify opportunities, set priorities, formalize strategies, and establish timelines for internal integration of age-friendliness.

#### • **Community:**

- Use community engagement findings and this report as a basis for creating an action plan.
- Community partners should play a role in developing the action plan and would need to be engaged accordingly. Partners could be identified by City staff and the consultant.
- Partners must also help implement the plan. Their role in that stage should be addressed at this point, too, by getting their buy-in and commitment. Ideally a community-based age-friendly team or several smaller teams focused on specific domains would be developed as part of this process to help create the plan and prepare to implement it.

#### • **Consultant role:**

In addition to work with City departments, the consultant could help lead the work on various fronts, most importantly engaging community partners and writing the action plan. This should also include staying connected to Hennepin County's work in the age-friendly arena as they invest more resources in this work and identifying opportunities for partnership with the County as well as individual cities related to a possible regional approach.

## Possible Approaches

- 3) Quick Wins!** Based on this report, identify a few quick wins, get them done, and spread the word. This will help demonstrate the City's commitment, build excitement, and help balance out the longer-term horizons of much of the other work. Some candidates for "quick wins" are:
- Establish a policy that formalizes space priority for Senior Adult classes.
  - Reach out to new residents at senior housing communities with a tour of the city. (A tour was conducted with Tradition residents in October; St Therese also expressed interest in this and could be an early partner.)
  - Add benches in needed locations along trails near SummerCrest Condominiums.
  - Organize a community engagement session with older immigrants related to the park bond. (No one in our Lao focus group, for example, had heard about the aquatic facility proposal but all were supportive of the idea.)

### Phase 2:

- 1) Implement action plan.** The nature of implementation will be determined by the structures set up and partners engaged during Phase I.
- a. City government:** Departments will be doing internal work related to embedding age-friendliness into their own areas and engaged in the external aspects of the plan where it makes sense.
  - b. Community:** Ideally, representatives from partner organizations will be actively engaged in implementing the plan they helped to develop.
  - c. Consultant:** The consultant could continue to guide the work at this stage, though Phase I would also inform that role. It may include the following: ongoing work with City departments; leading or supporting implementation of action plan items; working with community partners engaged in the effort.

- 2) Create a progress report after year one** to evaluate and share updates with the community and stakeholders.

- 3) Reevaluate the structure of the work and adjust** according to City resources, successes and challenges to date, and partner engagement.

- 4) Determine the long-term structure of the work in terms of staff and work routines.** Formalize the approach and commitment with a written document describing how age-friendly considerations have been incorporated in the City's ongoing work.

### Costs:

- Many recommendations from this report can be implemented at little to no cost beyond staff time. Specific projects, if pursued, could carry price tags—such as installing additional benches along trails.
- Consultant costs would vary depending on the scope of the work undertaken but could range from \$15,000 to \$30,000 for Phase I and \$15,000-\$25,000 for Phase II. This is a rough estimate.

## Possible Approaches

### OPTION B

This would be a scaled-back version of Option 1 in that Phase 1 would focus strictly on implementing recommendations related to embedding age-friendliness in City government (although that work would also, of course, involve and benefit residents). Only in Phase 2 would the City begin active engagement of community partners to create and implement a broader action plan. One advantage would be cost savings due to work being spread out. Another might be having fewer moving pieces at once.

Costs: This range would be less, closer to \$8,000 to \$15,000 in Phase I and \$15,000 to \$25,000 in Phase II.

### Possible Funding Sources

The below list provides some potential sources of funding for various aspects of Age-Friendly Brooklyn Park. These could be applied to either Option A or B above. While the City would need to continue to invest its own resources, funding through these or similar channels would make additional or expanded work possible as well as help legitimize and energize the initiative by having been chosen to receive competitive grant funds.

#### 1) Bush Foundation Community Innovation Grants

are awarded in amounts between \$10,000 and \$200,000. They fund initiatives that identify a need and work to create a solution, ideally engaging the community and working collaboratively with partners along the way. There are no deadlines.

#### 2) AARP Livability Community Challenge Grants

are quick-action grants. The entire process—from application to implementation to reporting—lasts about nine months. Grants range from several hundred to several thousand dollars. They support quick changes that lead to long-term improvement in four key areas: transportation and mobility; creating vibrant public places; availability of housing; and other community improvements. The 2019 process opens on February 20, with more information available soon thereafter.

#### 3) Allina Neighborhood Connection grants

support communities in building social connections, among the same group of adults, through healthy eating and physical activity. They must include at least six events for the same group of people, with priority given to people more likely to experience health inequities. The application period runs from November 2018 to February 14, 2019 and will likely be similar next year.

#### 4) State of Minnesota SHIP grants

(through Hennepin County). Statewide Health Improvement Partnership (SHIP) grants fund several areas each year, such as Active Living, Healthy Eating, Tobacco Prevention and Control, and others. Most relevant to Age-Friendly Brooklyn Park would be efforts related to dementia. Brooklyn Park could also work with the County to advance the idea of a regional-level age-friendly effort, particularly related to the possibility forming of a regional Age-Friendly Community Leadership Team (CLT).

## APPENDICES: Appendix A

### *Notes from City Department Meetings*

#### APPENDIX A: Notes from City Department Meetings

The following section summarizes notes from meetings between the initiative's age-friendly consultant and key staff from several departments. They are intended to provide a sense of issues, concerns, opportunities, and questions related to age-friendliness from the perspective of these staff, and to share what helped inform recommendations concerning City departments earlier in the report. The notes are summaries and not exhaustive. See Appendix A for more detail about meeting attendees and dates.

#### Administration and Finance (Public-facing staff)

##### • Physical design/infrastructure:

- Physical spaces in City Hall should be improved to accommodate residents with mobility challenges who need to conduct business at City Hall. Handicapped parking is near the front door, but the front door is far from the ultimate destination inside the building.
- a. Residents have requested wheelchair availability in the building to help them travel this distance, but it is apparently not permitted due to liability concerns.
- b. Counter setups at the motor vehicle service desk are not conducive to people with walkers. There is one ADA compliant station to accommodate wheelchairs.

##### • Customer service:

- There is a need to be able to step up customer service to assist older residents requesting additional services; they advocate for themselves more than they used to.
- Some older residents seek general help almost like concierge services. Staff get requests to help arrange rides through Uber or similar or to track down various pieces of information, such as the address for and directions to the nearest Social Security office.
- Finance is considering creating budget briefs for residents to provide more easily understandable information about how the city is spending taxpayers' money. This would benefit all residents, including older ones.

##### • Utilities:

- Older residents have trouble getting to their basements to check their water meters. The City sends out personnel free of charge to help.
- People want many options for paying their utility bills: in-person, over the phone, through the City's website, and through apps. There are a wide range of preferences and expectations, driven in part by age.
- Utility rate increases are problematic for older adults on fixed incomes.

##### • Human Resources:

- Not all job applicants have computer skills needed to apply for jobs, yet that is the only way to apply. Support systems are available over the phone and in-person, but sometimes HR staff will simply create and complete a simple application for someone for a straightforward seasonal position to simplify the process and as a service to the resident.
- People dislike forced use of technology. They want to be able to reserve a room over the phone, but that service is no longer available. Staff get asked to find workarounds for using technology. "Can't you just...?"



## APPENDICES: Appendix A

### *Notes from City Department Meetings*

#### • **Assessing:**

- Older residents on fixed incomes can find it confusing and frustrating to receive a property tax increase. Even if they haven't made any improvements, their home can increase in value. The Assessing Department has recently started leaving information for people not home during appraisals, but more could be done to help communicate on this issue to resident homeowners, especially older ones.

#### • **Inclusion/Language:**

- Older immigrants rely on their family members to take care of bill payments, phone calls, and other business that may involve the City—in part because of the language barrier. There are translation needs for many residents.

### **Community Development**

#### • **Housing:**

- There is a gap in senior affordable housing.
- The city needs lifecycle housing.
- There are few multi-unit options, though apartments are viewed negatively.
- Universal design:
  - Community Development does trainings for landlords related to keeping things up to code. This could be an opportunity to include recommendations promoting age-friendly and/or universal design features. It could be part of an inspection report as a recommendation, not an actual code issue. For example, what kind of doorknobs are being used? Accessible hardware comes up on commercial buildings but not yet on residential ones. The City could engage people in how these codes affect them.

- Residential universal design is a recommendation in the comp plan, but there are no details. The City could help educate developers or contractors about why it is important.

- Transit: What would age-friendliness look like for LRT? The City should consider this.
- Environmental and public health staff observe a strong need to provide more resources to residents who need help. "We need tools to connect people to. Who can we tell people to call?"

#### • **Staff Training/Engagement:**

- The City/Community Development could use more attention to staff training and behavior. For example, it would help to make microphone use in public meetings mandatory to ensure that hearing impaired attendees can hear. This has been an issue in the past.
- Would it be possible for staff to help residents on staff time? Perhaps 8-16 hours per year could be dedicated to volunteering in that way. This could be brought before Council.

### **Fire and Police Departments**

- Overall themes from department leaders:
  - They believe they have an opportunity to be more strategic instead of just reactive and response-driven
  - They would like to shift to a community risk reduction approach and away from public education.
- The Police Department sees its role in age-friendliness as being able to make appropriate referrals to older people who need assistance.
  - An easy majority of fire department calls are medical and preventable. Many calls from older adults are related to lift assist, chronic illness, or simply loneliness. Responders can deal with the immediate situation but have very little capacity to connect residents to resources that would help them address

## APPENDICES: Appendix A

### *Notes from City Department Meetings*

the root problem (and prevent additional 9-1-1 calls). On an emergency call, responders don't have anywhere to refer or send people who need further help. Residents are sometimes brought to the hospital for lack of a more fitting next step.

- o The City has a regular referral program with North Memorial's Community Paramedic program, which can be used with residents who have made emergency calls more than twice. This program is effective in dealing with people who need additional help.
- o Many police departments are embedding social workers or mental health specialists in the department/on response teams, and that person takes charge of the follow up. While this is typically the county's domain, Adult Protection Services through Hennepin County can often do what is needed in terms of case management due to their own resource constraints.
- Council may not realize the degree to which group homes, of which there are many in Brooklyn Park, drain police resources. Minimal licensing requirements can mean that some homes are operated poorly, and police are at these places all the time. They estimate that about half of the city's group homes house older adults with cognitive or medical issues.
- Has the City come up with policies to allow city employees time deal with aging parents? This is needed and would be valued.

#### **Operations & Maintenance Department**

- Older property owners need help with snow shoveling/removal, and there are few community resources to help them. (Staff will sometimes go out and clear snow themselves!)
- This department has heavy contact with the public. They answer calls all day (two full-time staff answer phones) and are also out in people's homes and yards.

- Since 2003 they offer a unique arrangement with homeowner associations (HOAs) to the benefit of residents, many of whom are older. HOAs sometimes get to tag onto existing projects, such as a street improvement, and they greatly appreciate that because it is much cheaper than hiring their own contractors directly. (It does cost the City in terms of staff time.)
- They believe it is important to be able to be a resource for people, but "high-touch services stretch us."
- There are opportunities related to trails, such as wayfinding, benches, and lighting, but these cost money.

#### **Recreation & Parks Department**

- People in seasonal positions are increasingly older adults, and they are highly valued employees. City staff appreciate their attention to detail and their maturity that allows them to deal with a range of situations that might arise.
- There is the question of a volunteer coordinator, but this is delicate business given the way volunteering is currently structured throughout city departments right now. Volunteering can be tricky business. People seem to think a volunteer coordinator could be housed in Community Engagement, but there is not consensus on the issue.
- There may be opportunities to use Recreation on the Go aimed at children to engage older adults who are grandparents and frequently care for grandchildren. Rec on the Go can help build trust through whole families, not just kids. There may be opportunities to be more active right on site at places such as Huntington Apartments.
- Integration and Inclusion Services: What does this look like for older adults? The department needs to address this question.

## **APPENDICES: Appendix A**

### *Notes from City Department Meetings*

#### **CAC Front Desk and Maintenance Staff**

- The front desk almost functions like a concierge service, fielding requests and questions on a wide variety of issues.
- There is definite growth in number of older people using the CAC.
- There is a strong customer service dimension to this work.
- Staff try hard to “get a yes” for people or at least move in that direction.
- Participants are required to check in at the front desk for their classes. The City purposely does it that way because they value the personal contact with people.
- Brooklyn Park offers a lot compared to other community centers, and the staff are a big part of what make it special.

## APPENDICES: Appendix B

### Resident Engagement Details

#### APPENDIX B: Resident Engagement Details

TYPE OF ENGAGEMENT	PRIMARY DEMOGRAPHIC	EVENT/PARTNER ORGANIZATION	DATE
Listening session (about 20 people)	Liberian	Organization for Liberians of MN	3/28/18
Table at Dynamic Aging Resource Fair with interactive engagement	Primarily white, many were Senior Adult program participants	City: Recreation & Parks	4/11/18
Focus group—range of ages (10 people)	SE Asian, mostly Hmong and Lao	City: organized by Community Engagement and CM Susan Pha	4/24/18
Presentation and group discussion	Variety	City: Community Assembly event	4/26/18
Listening session/open house	Senior Adult program participants, primarily white	City: Recreation & Parks	4/30/18
Listening session/open house	Senior Adult program participants, primarily white	City: Recreation & Parks	5/10/18
Focus group with Meals on Wheels volunteer drivers through CEAP (9 people)	White	CEAP	5/11/18
Interview with two individuals (Pat)	Black	N/A	6/18/18
Focus group in partnership with Hennepin County Public Health (about 13)	Lao	Lao Assistance Center of MN	7/19/18
Focus group (10 people)	White senior housing residents	Tradition (rental senior housing)	8/1/18
Focus group (10-15 people)	Black senior housing residents (most not Liberian or other W African immigrants)	Brooks Landing (rental senior housing)	9/11/18
Focus group (8-10 people) in partnership with Hennepin County Public Health	Hispanic/Latinx residents of varying ages	Eden Park Apartments	9/18/18
Focus group (8 people)	White	SummerCrest Condominiums	10/9/18

## APPENDICES: Appendix C

### Key Stakeholder Engagement

#### APPENDIX C: Key Stakeholder Engagement

NAME	ORGANIZATION	SECTOR	DATE
Kay King	Older Adults Program Coordinator and Community Educator, NAMI MN	Mental health	4/3/18
Clare Brumback	Executive Director, CEAP	Nonprofit/social services	4/3/18
Brad Kerschner	Director of Programs, CEAP	Nonprofit/social services	4/3/18
Lyla Pagels	Coordinator, Faith Community Nurse Program, Mercy Hospital/Allina	Healthcare	5/8/18
Noella Fath-Cutter	Adult Learning Coordinator, Anoka-Hennepin Community Ed	Community Education	5/17/18
Anne-Marie Bartlett	Quality in Living Specialist, Saint Therese at Oxbow Lake	Senior housing	6/8/18
Mary Synsteliën	Member of parish council, St Alphonsus Catholic Church	Faith community	6/13/18
Sunny Chanthanouvong (and other LACM staff)	Executive Director, Lao Assistance Center of MN	Non-profit/immigrant services	6/25/18
Arthur Biah	President & CEO, Liberian Health Initiative; Special Investigator/ Nurse Evaluator, MN Department of Health	Non-profit/immigrant health services	6/30/18
Renee Cardarelle	Associate Executive Director, Lao Assistance Center of MN	Non-profit/social services	7/8/18
Kumba Kanu	Founder, Sierra Leone Nurses Association; Certified Nurse Practitioner, Park Nicollet	Non-profit/immigrant health services	7/20/18
Emily O'Connor	Coordinating Librarian, Adult Services, Hennepin County Library	Library	7/20/18
Melissa Henderson	Marketing and Enrichment Coordinator, Osseo Area Schools	Community Education	7/23/18
Brenda Kennelly	Clinic Manager, Brooklyn Park, Hennepin Healthcare	Healthcare	7/24/18
Emilia Jackson	Community Health Worker, Brooklyn Park, Hennepin Healthcare	Healthcare	7/24/18
Paula	Community Health Worker, Brooklyn Park, Hennepin Healthcare	Healthcare	7/24/18
Candice Bartelle	Admissions Representative, North Hennepin Community College	Education	7/29/18
Jennifer Olson	Director of Community Relations, Tradition	Senior housing	8/1/18
Zenobia Carson	Office Administrator & Event Planner, Creekside Gables	Senior housing	8/8/18
Beth Lelonek	Director of Sales and Marketing, Waterford Living	Senior housing	9/17/18
Mary Rooney	Director of Community Relations, Waterford Living	Senior housing	9/17/18
Paul Metzler	Executive Director, Saint Therese at Oxbow Lake	Senior housing	9/24/18
Diane Dickmeyer	Robbinsdale Area Schools	Community Education	10/3/18
Advisory Board	BP Business Forward	Business association	11/9/18
Kylie Ryan	Registered dietician, Hy-Vee	Retail/grocer	12/4/2018
Brooklyn Park Lions Club	Community/Lions members	Community group	11/5/18



## APPENDICES: Appendix D

### City Department Engagement

#### APPENDIX D: City Department Engagement

EVENT / GROUP / DEPARTMENT	DATE
<b>Kickoff Meeting</b> – cross-departmental: Kaela Dickens, Kathy Fraser (CLIC), Cory Funk, Gretchen Garman (Hennepin County Public Health), Gina Magstadt, Todd Seitz, Josie Shardlow, Jay Stroebel, Jody Yungers, Dan Zelazny	2/15/18
<b>Community Long-range Improvement Commission (CLIC) meeting</b>	7/12/18
<b>Manager-level staff meeting</b> (large group, cross-departmental)	6/19/18
<b>Joint Commissions and Council meeting</b>	8/6/18
<b>Rec and Parks:</b> Don Berry, Eve Burlingame, Pat Busch, Greg Hoag, Jen Gillard, Pat Milton, Steve Gulenchyn, Michelle Margo, Pam McBride, Marc Ofsthun, Mark Palm, Brad Tullberg, Jody Yungers	8/7/18
<b>Community Development:</b> Bruce Bloxham, Kim Berggren, Erik Hanson, Keith Jullie, Jason Newby, Al Peterson, Gail Trenholm	8/10/18
<b>Police and Fire departments:</b> John Cunningham, Craig Enevoldsen, Jeff St. Martin, Todd Seitz	8/14/18
<b>Operations and Maintenance:</b> Dan Ruiz, Steve Nauer, Greg Hoag, Jon Watson	10/17/18
<b>CAC Front Desk and Maintenance Staff:</b> Pam Neuman, Mike Oravez, Mark Palm, Wayne Roehrich, Randi Schmidt	10/25/18
<b>Administration and Finance:</b> Jeanette Boit-Kania, Claudia Diggs, Chris Kuecker, Janis Lajon, Xp Lee, Linda Mozis, Josie Shardlow, Xai Vue, Joe Wulfing	10/29/18

## APPENDICES: Appendix E

### Task Force on Aging Recommendations

#### APPENDIX E: Task Force on Aging Recommendations

An effort of the Community Long-Range Improvement Commission (CLIC)<sup>14</sup>, the citizen-led Task Force on Aging developed the following conclusions and recommendations to the City of Brooklyn Park in 2015. The Task Force's work is an important foundation for the current age-friendly efforts and is referenced earlier in this report.

##### **Becoming an Age-Friendly City** **August 2015**

The Task Force on Aging was charged by the CLIC (Citizens Long-Range Improvement Committee ) to review issues, assess resources, identify gaps and offer to assist the city when addressing the changing and aging demographics within Brooklyn Park.

Four themes kept resurfacing throughout the study:

1. It is difficult to define who is "senior." The Task Force defined seniors as persons over 50 years of age. The terms seniors, aging and 50+ are used intermittently throughout this report.
2. Many communities have already accomplished similar studies, developed policies and programs addressing the aging population in their areas. The Task Force utilized existing data and tools to help us locally.
3. Brooklyn Park has many good things going for seniors yet the areas needing improvement will require long term commitment and vision. Services need to be able to adapt with the diverse cultures and needs of seniors. Existing services such as those available through the Senior Center, Parks and Rec, and CAC will need to expand or enhance their capacity as this population increases.
4. The Task Force adopted the philosophy that when a community enhances and respects the lives of its youth and seniors the lives of all other age groups are more enhanced and respected.

The Task Force feels that a best practice way for Brooklyn Park to address concerns for seniors is to use the vision, tools and policies that already exist with the Age Friendly City initiative. By adopting these best practices, the lives of all age groups in Brooklyn Park will be enhanced and respected.

An Age Friendly City initiative is a comprehensive effort to prepare the world's urban centers for an increasingly older adult population. Age friendly cities optimize opportunities for health, participation, and security in order to enhance quality of life as people grow older.

The City of Brooklyn Park does currently have many strengths, as outlined below:

##### **Community and Civic Participation**

- Many opportunities for involvement through volunteer groups, city commissions/committees and Recreation and Parks Department
- Community Cafes hosting by city on important or trending issues
- Community Engagement Initiative
- City website, Get Up and Go brochure and Park Pages provided information on current activities and volunteer opportunities
- Nextdoor.com the Neighborhood Initiative, and National Night Out offer community building opportunities and connections

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<sup>16</sup>CLIC has since been renamed the Community Long-range Improvement Commission.

## APPENDICES: Appendix E

### Task Force on Aging Recommendations

#### Housing

- City offers a variety of housing options in independent living, assisted living and subsidized housing.
- Range of housing prices and types are available, however limited in supply.

#### Public Spaces and Transportation

- Many existing parks in the city park system, as well as Three Rivers Parks
- New library to open in 2016
- Existing Senior Center, CAC, and Recreation and Parks Department
- Some transportation options in Metro Mobility, local bus system and taxi

#### Health and Social Services

- Hennepin County Service Center is on the border of Brooklyn Park
- City currently has medical clinics within city limits that offer general/basic medical care
- Four hospitals near the City of Brooklyn Park
- Recreation and Parks/CAC offer a fitness center
- Many of the existing private health clubs within the city offer senior fitness options
- Community offers some free meal services

The committee is making recommendations to the city to ensure effective planning for the dramatic demographic changes that are happening within the senior community.

#### The initiatives of an Age-Friendly City address:

- Transportation
- Outdoor spaces and building
- Community support and health services
- Communication and information
- Civic participation and employment
- Respect and social inclusion
- Social participation
- Housing
- Healthcare

#### Goals of an Age-Friendly City:

- Empower individuals as they age to live independently and vibrantly.
- Support communities as they foster quality of life and community connectedness in a manner that meets the wide-ranging needs and preferences of older individuals and their families.
- Ensure that city planning and city funded programs are responsive to the needs and preferences of older residents and are designed to support their lifestyles and choices.

The Task Force identified that many established services and resources are available for Brooklyn Park's aging population to utilize or participate in. The Task Force did identify three major areas for improvement where gaps currently have a negative impact on the lives of our 50+ population:

1. Seniors of all ages have limited awareness of their resources and have an extremely difficult time understanding, navigating and accessing departments, services and their policies.
2. Existing and new development needs to implement more age friendly standards when trying to accommodate growing needs and desires of the changing and aging population.
3. Seniors have great difficulty accessing transportation when it becomes desirable for them to reduce dependence on their automobiles.

## APPENDICES: Appendix E

### Task Force on Aging Recommendations

#### The Task Force is recommending the following:

##### **1. Appoint a staff member and an advisory group to ensure a commitment to the citizens in regard to communication, programming, resource development and accessibility.**

Ensure the group is reflective of our culturally diverse community. A City appointed staff member with the support of the advisory group would manage the vision and goals of the Age Friendly initiative on an on-going basis. This position would be a point of contact to:

- Conduct on-going community assessment to determine age friendliness and cultural responsiveness.
- Ensure coordination of existing and new services with the community. This would include transportation, housing, health, recreation, volunteerism and social services.
- Identify opportunities in future programs or development to include age friendly initiatives (i.e. transportation options, healthcare services, design elements, business development, housing types, and recreational programs).

##### **2. Establish a resource center (HUB).**

This would be a one stop shop resource for ease in disseminating information.

##### **3. Review all housing and business development and redevelopment for opportunities to be age friendly.**

Future development/redevelopment planning is critical. City and staff need to be keenly aware of how future development will impact the residents. This is an opportunity for them to build into the new and redevelopment projects age friendly initiatives. This will be most important when reviewing upcoming transportation initiatives and future housing, healthcare and business development.

##### **4. Address lack of and/or difficulty accessing transportation options for the short term as well as plan for the long term.**

Lack of convenient, accessible and affordable transportation is a key issue facing the city today. While the possibility of the LRT coming through Brooklyn Park is on the horizon there is a direct need for immediate increased transportation options such as more frequent buses, more convenient routes, and alternative forms of transportation in cabs and ride sharing.

The 50+ population is a vibrant, talented, engaged demographic. The Task Force reviewed and suggested goals and recommendations in the following areas:

- Community and Civic Participation
- Housing
- Public Space and Transportation
- Health and Social Services

This is an approach used by the Age Friendly Initiative and is outlined in the attached power point. This information can be used as a guide and resource for the proposed Advisory Committee or identified staff to understand and address the needs and desires of the changing and aging population of Brooklyn Park.

In addition to the PowerPoint presentation, attached is a checklist for essential features in an age friendly city. City staff, the planning commission and developers should review the checklist to ensure whenever possible key features are being incorporated into all future development and redevelopment as appropriate.

## APPENDICES: Appendix F

### WHO/AARP Age-Friendly Network

#### APPENDIX F: WHO/AARP Age-Friendly Network: To join or not to join?

As a result of the Task Force on Aging's work, CLIC recommended that the City of Brooklyn Park become a certified age-friendly city by 2020. This referred to the WHO/AARP Global Network of Age-Friendly Cities and Communities. To clarify, there is only membership in the network; there is no certification or designation of age-friendliness (a common misperception). A city that joins the network commits to a process and to be accountable for taking steps and demonstrating work through that process.

Joining the network involves the following steps over the course of five years:

Step 1: Complete an application and provide a mayoral letter of commitment.

Step 2: Conduct a community assessment of older adult needs.

Step 3: Create a three-year action plan.

Step 4: Implement the plan and evaluate progress.

Step 5: Refine as needed and continue the work. (Ongoing work makes this a cycle of continuous improvement.)

Brooklyn Park has already completed Step 2, which is significant, and would be poised to begin Step 3 of creating an action plan.

As the City decides whether to make this commitment, here are some considerations:

##### **Benefits:**

- Network membership can lend legitimacy or cachet to the work and officially put Brooklyn Park on the map of age-friendly communities. It could also help recruit community partners to participate, although cities can demonstrate their commitment and seriousness in other ways.
- There is no financial commitment involved in joining. Cities can undertake this work as they are able, and in many places' grassroots teams of community members and organizations lead the work. While cities do often invest some funds in the work—which certainly makes more possible—part of the idea is that many changes or improvements can be made at low cost.

##### **Possible drawbacks:**

- Committing to the process attaches set timelines and deliverables to the work. This structure can help keeping the work focused and moving and ensure that a thorough process is being followed. Some communities and initiative leaders find this beneficial or even necessary. However, if a city's work has enough substance, momentum, and leadership commitment already, the network structure and requirements may not be needed to drive the effort and can become another aspect of the work that needs to be managed. Many communities are doing this type of work—and doing it well—without joining the network.

##### **Additional points:**

- There is no funding support tied to membership. AARP offers occasional grant opportunities for such work, but any community is eligible to apply for and be awarded grant funding, not only network members.
- Resources on age-friendly communities through WHO and AARP are available to any community, not only network members.



## **APPENDIX G**

### **Voice from the City's Diverse Senior Population: A Report on Brooklyn Park's Recreation and Parks Adult & Senior Adult Programs**

**CITY OF BROOKLYN PARK'S RECREATION AND PARKS  
ADULT & SENIOR ADULT PROGRAMS**

**VOICES FROM THE CITY'S DIVERSE SENIOR POPULATION**  
*A PROJECT WITH HENNEPIN COUNTY PUBLIC HEALTH*



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## INTRODUCTION

In 2017, Brooklyn Park's Park and Recreation Adult & Senior Adult Programs began a partnership with Hennepin County Public Health (HCPH) through a Statewide Health Improvement Partnership (SHIP), Minnesota Department of Health (MDH) contract. Through collaboration with local public health and city and community-led improvements, SHIP is working to create healthier communities across Minnesota by expanding opportunities for active living, healthy eating and tobacco-free living.

The goal of this partnership was to gather input from the 50+ community in Brooklyn Park on their needs, desires, gaps, challenges and barriers to accessing and/or participating in physical activity opportunities through Brooklyn Park's Recreation and Parks Adult & Senior Adult Programs. There was a specific focus on Brooklyn Park's diverse racial and ethnic populations.

Located in the suburban northwest outer ring of Hennepin County, the City of Brooklyn Park is a diverse community with populations of color being 54% of the population.<sup>17</sup> The 50+ community makes up almost one third, or 27% of the city's population.<sup>18</sup>

Below is physical activity and social connectedness data from Hennepin County's 2014 Survey of the Health of All the Population and Environment (SHAPE) results for the Northwest outer ring suburbs 50+ population.

SHAPE is a series of surveys collecting information on the health of residents in Hennepin County and the factors that affect their health across a broad range of topics. It is administered every four years and helps in understanding how healthy residents are, examine differences in health among different communities, and understand how social factors such as income, education, and employment affect health.

Knowing that zip code and social factors are indicators of population's health, it is important to consider this data while examining the health of the 50+ population in Brooklyn Park, with a close look at residents' physical activity and social connectedness.

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<sup>17</sup> Metropolitan Council, Community Profiles. Population by Race and Ethnicity in Brooklyn Park. ACS 2012-2016. Available at [https://stats.metc.state.mn.us/profile/detail.aspx?c=R11000#POP\\_RACE\\_ETH](https://stats.metc.state.mn.us/profile/detail.aspx?c=R11000#POP_RACE_ETH). (Accessed 11/7/18).

<sup>18</sup> Metropolitan Council, Community Profiles. Population by Age and Gender in Brooklyn Park. ACS 2012-2016. Available at [https://stats.metc.state.mn.us/profile/detail.aspx?c=R11000#POP\\_AGE\\_GENDER](https://stats.metc.state.mn.us/profile/detail.aspx?c=R11000#POP_AGE_GENDER). (Accessed 11/7/18).

*Physical activity among residents 50 and older\**

	# of participants that responded Yes	Percentage that responded Yes
<i>Any leisure time physical activity</i>	432	86%
<i>Sufficiently active, moderate/vigorous</i>	387	79%

*Social Connectedness\**

***How often are you involved in school, community, or neighborhood activities?***

	Among 50-64		Among 65 and older	
	# of participants	Percentage	# of participants	Percentage
<i>Weekly</i>	75	27%	71	33%
<i>Monthly</i>	33	11%	25	11%
<i>Several times a year</i>	67	27%	34	14%
<i>About once a year</i>	39	12%	31	12%
<i>Less often than yearly</i>	23	6%	22	9%
<i>Never</i>	54	17%	52	21%

***How often do you get together or talk with friends or neighbors?***

	Among 50-64		Among 65 and older	
	# of participants	Percentage	# of participants	Percentage
<i>Daily</i>	104	33%	109	46%
<i>Weekly</i>	128	44%	90	40%
<i>Monthly</i>	32	12%	11	3%
<i>Less often than monthly</i>	25	10%	24	10%
<i>Never</i>	2	1%	2	0.4%

***People in this neighborhood are willing to help one another.***

	Among 50-64		Among 65 and older	
	# of participants	Percentage	# of participants	Percentage
<i>Strongly agree</i>	137	52%	110	48%
<i>Somewhat agree</i>	126	40%	112	48%
<i>Somewhat disagree</i>	22	7%	11	4%
<i>Strongly disagree</i>	5	1%	3	1%

*\*Includes: Brooklyn Park, Champlin, Corcoran, Dayton, Hanover, Hassan Township, Maple Grove, Medicine Lake, Osseo, Plymouth, Rogers*

## OVERVIEW OF FOCUS GROUPS

Below are the locations where focus groups were held in Brooklyn Park, as well as a complete overview of the focus group participants, results from participant survey questions, highlights of focus groups' key findings, recommendations, and a summary of key findings from the focus groups and listening sessions.

<b>Focus Group Sites</b>	<b>Date of Focus Group</b>	<b>Race/Ethnicity of Participants</b>	<b># of Participants</b>
<i>Creekside Gables Apartments</i>	5/23/18	African American (1), Hispanic (1)	2
<i>Lao Assistance Center of MN (LACM)</i>	7/19/18	Laotian (15)	15
<i>Organization of Liberians in MN (OLM)</i>	7/18/18	Liberian (9)	9
<i>Brook's Landing Apartments</i>	9/11/18	African American (8), Liberian (2), Indian & Nigerian (1), White (1)	12
<i>Eden Park Apartments</i>	9/18/18	Hispanic/Latinx (7), Black or African American (1)	8

- Number of participants who completed the survey: 46
  - Female participants: 34 or 74%
  - Male participants: 12 or 26%
- Age range: 40-86
  - Average age: 64
- City of residence: 91% of participants live in Brooklyn Park
- Range of years living in Brooklyn Park: 1.5-26 years
  - Average length of time living in Brooklyn Park: 12 years



## FOCUS GROUP PARTICIPANT SURVEY QUESTIONS

### Physical Activity

<i>In an average week, how many days do you walk or engage in other physical activity?</i>	<b># of Participants</b>	<b>Percentage</b>
<i>0 days per week</i>	4	9%
<i>1-2 days per week</i>	5	11%
<i>3-4 days per week</i>	10	22%
<i>5-6 days per week</i>	8	17%
<i>7 days per week</i>	19	41%

### Social Connectedness

<i>How often do you feel isolated from others?</i>	<b># of Participants</b>	<b>Percentage</b>
<i>Hardly ever</i>	22	48%
<i>Some of the time</i>	19	41%
<i>Often</i>	4	9%
<i>Never</i>	1	2%

<i>How often do you get the social and emotional support you need?</i>	<b># of Participants</b>	<b>Percentage</b>
<i>Always</i>	19	41%
<i>Usually</i>	5	11%
<i>Sometimes</i>	18	39%
<i>Rarely</i>	0	0%
<i>Never</i>	4	9%

<i>How often do you get together or talk with friends or neighbors?</i>	<b># of Participants</b>	<b>Percentage</b>
<i>Daily</i>	26	57%
<i>Weekly</i>	15	33%
<i>Monthly</i>	1	2%
<i>Less often than monthly</i>	3	7%
<i>Never</i>	1	2%

## HIGHLIGHTS FROM THE FOCUS GROUPS AND LISTENING SESSIONS

Notes: For detailed results from each individual focus group, please see Appendix A: Summary of Key Findings from the Focus Groups and Listening Session, starting on page 11.

### *Activities:*

- Aging looks different for people of different ages. What a 50-year-old is interested in and able to do might be similar or different from a 70-year-old.
- Being an active, older adult is a combination of being physically and socially active, maintaining independence and being connected to one's cultural and faith activities.
- The majority of participants are not aware of Brooklyn Park's Park & Recreation Adult & Senior Adult Programs or the Get Up & Go magazine.
  - Participants who are aware of the magazine either cannot read it because English is not their first language or are overwhelmed by it and discard it.
- Activities participants wished the City of Brooklyn Park would offer include: walking; swimming; Zumba/dance; English classes; computer classes; cooking and baking classes; CPR classes; volunteer opportunities; and crocheting, knitting, sewing, embroidering classes.
  - Participants want activities that include the whole family and that are held at their apartment, cultural organization they are members of and/or neighborhood based.

### *Social participation:*

- Socializing and connecting through one's place of faith (church or temple) is important.
- Participants who are members of an organization such as LACM or OLM rely on these groups for their social connectivity and learning about what is going on in their immediate community and the city.
- More than one focus group expressed a need for a community gathering space in Brooklyn Park in order to host culturally relevant activities and/or events, as well as to just gather and socialize.
  - The community gathering space needs to be a trusted, multi-generational place.
  - Participants are not aware of community gathering spaces already available in Brooklyn Park or how to use/reserve those spaces.

### *Access:*

- All participants expressed that transportation is the number one barrier for participating in activities.
- The majority of participants from all cultural groups are dependent on their family and friends for transportation.
- Some participants walk or use their scooters to move around their neighborhood but that is often dependent on their health status, distance of activity and weather.

- A minority of participants use Metro Transit. Laotian seniors were less likely to use Metro Transit than any of the other participants groups.
- Challenges the participants experience in accessing activities include: cost, not understanding how to register and participate due to language differences, the location/distance of the activity, providing weekday childcare for grandchildren and the activities are not family-focused.

*Communication and awareness:*

- Participants, who are members of an organization such as LACM or OLM, learn about activities through word-of-mouth, phone calls, text alerts and the organizations' staff.
- Participants want to learn about activities through senior friendly flyers that can be shared through their place of faith, apartment building, and community leaders.

*What will improve the quality of life for the aging in Brooklyn Park?*

- Convenient, reliable transportation.
- Communication about activities is available in their language, as well as make sure the activities have staff and/or volunteers who can speak their language.

*Additional information:*

- The Minnesota Laotian interpretation of 'senior' is different from the Western interpretation. They do not identify with '50+'. An 'elder' is considered a first-generation immigrant who might be as young as 40 years old but is more connected to the Laotian culture and language.
- Elder isolation in the Lao community is a big issue. Adult daycare centers are becoming more common, but they are private, therefore expensive and you must have qualified insurance to cover the participant.
- Lao elders are aging in place with their adult children and their children's families. They experience mental health issues that stem from depression, their children not being successful, future finances, and trauma from immigration.
- Throughout all the cultural groups, there are residents who, daily, do not leave their apartment or apartment building and are very isolated.
- Many seniors rely on their adult children and grandchildren to help them understand, participate in and access neighborhood and city activities.
- When planning for inclusivity in activities, there is not a one-size fits all approach to including the diverse senior populations in Brooklyn Park.

## RECOMMENDATIONS FROM FOCUS GROUP RESULTS

1. **Continued conversation and exploration.** Build off the relationships that have been developed through this project with the Lao, African-born, African-American and Hispanic/Latinx communities. Develop a 2019 plan to:
  - Share this report with the four cultural communities and community partners.
  - Explore further unanswered questions and/or next step ideas.
2. **Adult & Senior Adult Programming.** Take programming out into the neighborhoods.
  - Facilitate programs that different cultural groups are interested in and that the whole family can participate in.
  - Provide opportunities outside of physical activities. Opportunities where seniors can connect socially, as well as provide a learning/educational opportunity.
  - Hold programs at apartment buildings, trusted community gathering spaces, parks, etc.
3. **Transportation.** Explore further the transportation barriers seniors in Brooklyn Park experience.
  - Look at all modes of transportation – Metro Transit, walking, biking, using scooters, shared rides, etc.
  - Consider cost, accessibility, language of information, reliability, etc.
  - Provide educational opportunities on how to use the various modes of transportation to move around Brooklyn Park, accessing activities and services specific to the diverse senior populations.
  - Partner with local community-based organizations, cultural organizations, places of faith, etc. to identify possible solutions.
4. **Cultural expertise.** The city does not have to be the expert. The city can also play a facilitative role.
  - Provide physical space and opportunities in neighborhoods and the city where cultural groups can gather and hold activities and/or events.
5. **Marketing and communication.** Research and develop new communication tools and channels to reach the diverse senior populations in Brooklyn Park.
  - Always keep in mind age, language, reading ability, and where residents reside.
  - Utilize current groups to help communicate, such as established cultural organizations, places of faith, CEAP/Meals on Wheels, clinics, etc.
  - Consider culturally specific social media, radio, TV or newspaper as communication options.

## ADDITIONAL RECOMMENDATIONS

1. **Adult & Senior Adult Program budget.** Consider budgetary options and opportunities to provide free and/or reduced cost programming for disparate populations who cannot participate due to financial constraints.
2. **Resource Fair.** Host an annual resource fair intended for the diverse senior cultural groups in Brooklyn Park.
  - Organize a planning committee with leaders and volunteers from each of the cultural groups to identify the resources, classes, and activities that would form the resource fair.
3. **Health-in-All Policies approach.** As the City of Brooklyn Park considers its broader age-friendly strategy, including how that will be reflected in city policy and implemented, participate in a Health-in-All-Policies presentation and resources from Hennepin County Public Health.
4. **Measurement and evaluation.** Develop goals and tools to assess, measure and evaluate the impact and reach of any improvements or changes that are made.
  - Identify and include qualitative measures, such as participant impact stories and photos.



## **APPENDIX A: SUMMARY OF KEY FINDINGS FROM THE FOCUS GROUPS & LISTENING SESSIONS**

### **Creekside Gables Apartments**

#### *Activities:*

- Aging looks different for different people of different ages. What a 50-year-old is interested in and able to do might be similar or different from a 70-year-old.
- Activities of interest: quilting, crocheting, using computers, vegetable canning, field trips, apartment activities
- Activities they wished the City of Brooklyn Park would offer: walks to nearby parks, sit and relax in

#### *Social participation:*

- Participants mentioned that when they are identifying places for their family to gather, they look outside the City of Brooklyn Park.
- Stay connected through their job.

#### *Access:*

- Transportation is the number one barrier for participating in activities.
- Roads and intersections are busy and unsafe for seniors.

#### *Communication and awareness:*

- Participants want to learn about activities/opportunities in Brooklyn Park through flyers and their apartment's monthly resident calendar.

#### *What will improve the quality of life for the aging in Brooklyn Park?*

- When asked where they see themselves in 5-10 years, neither participant indicated they see themselves living in Brooklyn Park.
- Participants expressed concerns about not being able to stay busy or engaged, leaving their home.
- Participants also express concerns about feeling unsafe and observing crime near the shopping plaza on Brooklyn Boulevard (that includes Aldi, Family Dollar, a pizza restaurant and other establishments).
- Participants value services offered through the Community Emergency Assistance Program (CEAP).

### **Lao Assistance Center of Minnesota (LACM)**

#### *Activities:*

- Physical activities: men play tennis (at Noble Sports Park, Park Center High School, and Central Park); golf; kawtwara; perform traditional dances at the Temple, Festival of

Nations, and LACM events; exercise at LA Fitness; walk and bike outdoors in the summer; exercise inside during winter.

- Other activities: women enjoy socializing (talking and sharing), fishing, gardening, going to Temple, volunteering at Lao Advance, picnicking by lakes or backyard
- Everyone grocery shops at the farmers market on Zane and 92nd, as well as Dragon Star and Sun Food. The Zane farmers market is bigger, and they like it better.
- Activities they wished the City of Brooklyn Park would offer: walking, Tai Chi, swimming programs, Lao water aerobics

#### *Social participation:*

- Participants connect with family and friends via email, Facebook, letters, in person conversations, phone calls and through being involved at LACM.
- On separate occasions, the director of LACM and a participant expressed a need for a community gathering space in Brooklyn Park to hold culturally relevant activities/events and to just gather and socialize.
  - Space needs to be a trusted place for people to gather and multi-generational
  - Seniors do not know how to reserve rooms via the library or city hall.

#### *Access:*

- Many participants receive rides from family members.
- If the activity/event/appointment is close, they walk.
- Some drive or call for a car service.
- No one takes bus or taxis because they do not understand how to catch the bus or how to read the schedule. If they understood, they would go. There was an interest in participating in a Metro Transit class.
- Challenges for participating in activities/events: money/no job, taking care of grandkids, language barriers, and location/distance.

#### *Communication and awareness:*

- Awareness of Brooklyn Park's Park & Recreation Adult & Senior Adult Programs: most participants said they have no awareness of this department or programs. Some do see the Get Up and Go magazine but discard it away because they cannot read it.
- Participants communicate through Facebook, word-of-mouth, phone calls, staff from LACM – one-on-one and via alert texts (but they do not text back and forth, just receive the texts).

#### *What will improve the quality of life for the aging in Brooklyn Park?*

- More security – more patrols near Brooklyn Boulevard, behind Bowlero.
- Gym or exercise space, swimming pool and classes.
- Lao language classes, especially for the youth.

- Participants enjoy going to LACM to learn about resources, programming and volunteering.
- They would like to be able to go to the Temple and fundraising parties and festivals more easily. The Temple is also a place where elders can receive information/learn what is happening in Brooklyn Park.

*Additional information:*

- The Minnesota Laotian interpretation of 'senior' is different from the Western interpretation. They do not identify with '50+'. 'Elder' is considered first generation immigrants who might be as young as 40 years old but are more tied to the Lao language and culture.
- Elder isolation in the Lao community is a big issue. There is adult day care, but it is private, and you have to qualify for it.
- Elders are aging in place with their adult children and their children's families.
- They have mental health issues that stem from depression, children not being successful, future finances, trauma from immigration.
- Core services are missing them.
- Middle-aged Lao people also experience stress. Many are immigrants and caring for their elderly parents with no support.

**Organization of Liberians in Minnesota (OLM)**

*Activities:*

- Being an active adult means: moving around, jogging, going to church, not being dependent on anybody, swimming, Walk With Ease class, visiting with their sister, walking their grandson to the park.
- Other activities: sewing, jogging, walking to the library.
- Activities they wished the City of Brooklyn Park would offer: small gym at Brook's Landing with an instructor providing classes, social activities such as cooking and baking classes' senior yoga, movie nights, singing together, English classes, knitting and sewing, organized field trip to the Mall of America.

*Social participation:*

- Residents want to connect and socialize in a non-living environment.

*Access:*

- Residents move around by city bus, their church provides bus services to and from church only, walk to the library for using the computer.

- Do not feel transportation is reliable. Metro Mobility does not bring them to places they want to go to. In general, they know how the city bus system works.
- Mentioned that there are many people who live in different places and want to socialize but are limited by transportation.
- Stressed that their number one challenge for participating in any type of activity is transportation.

*Communication and awareness:*

- Awareness of Brooklyn Park's Park & Recreation Adult & Senior Adult Programs: nobody was aware of programs except for the Walk With Ease program that Brooklyn Park's Park and Recreation, Department Adult & Senior Adult Programs is piloting with OLM.
- Learn about Brooklyn Park activities/events through church, friends, their community leaders, television, computer at the library.
- Participants would like to learn about Brooklyn Park activities/events through their leaders, newspapers/Star Tribune, younger community members (for elders who cannot read), and OLM.

*What will improve the quality of life for the aging in Brooklyn Park?*

- More computer knowledge, social activities, having a representative from the Liberian community at the Hennepin County Northwest Human Service Center, and accessible and affordable housing.

*Additional information:*

This additional information was learned from another listening session with OLM in May 2018 -

- Activities participants are interested in: cooking classes; learning how to knit, sew, embroidery; basic computer classes; read, write and speak American English.
- Transportation: some participants walk, most received rides from family and friends.
- What would improve their quality of life in Brooklyn Park? Better transportation - more buses, more convenient bus stops.

**Brook's Landing Apartments**

*Activities:*

- Being an active adult means: independence, being alive, being able to get things done, your part of civic community, moving around, jogging, going to church, not just sitting at home.
- Physical activities: fishing, making coffee for the community room, cooking and cleaning in the kitchen.
- Other activities: socializing with neighbors and friends, bingo, crocheting, playing cards, going to adult daycare. As a grandfather, go to the school for grandkids activities.

- Awareness of Brooklyn Park's Park & Recreation Adult & Senior Adult Programs: nobody was aware
- Activities they wished the City of Brooklyn Park would offer: how to use a computer, cooking and baking classes, physical activity instructor for seniors, sewing activities. Participants also expressed they would like these activities offered in their apartment building.

*Social participation:*

- Participants expressed that a big part of how they identify with their cultural community is through their church.

*Access:*

- Transportation is a barrier because it is not reliable, especially in the winter. Not everyone has access to Metro Mobility and public transportation is not a solution for most elderly people. Some participants do ride the local bus.
- Participants shared that some residents in the building use scooters and they even go to activities or run errands using their scooter when the weather is nice. Some participants walk. People would like a shuttle for Walmart, Cub, Walgreens, etc.

*Communication and awareness:*

- Participants learn about activities through flyers and booklets. Some do see the Get Up and Go magazine, but it is too much information, they do not read, throw away it away.
- Participants want senior friendly flyers. They do look at notices. See some updates on their building's community bulletin board.
- There is limited use of social media.

*Additional information:*

- Participants shared that most elderly residents do not often leave the apartment building. They hang out with friends and neighbors all day. Participants want more activities that are organized.

**Eden Park Apartments**

*Activities:*

- Being an active adult: gardening (Eden Park garden), having [community] space to go to and talk (many participants agreed), cooking classes, attending English classes (many participants agreed), helping in their neighborhood, volunteering.
- Physical activities: walking to and around the park, gardening, weight lifting. Participating in activities with a group were liked more, noting the importance of socializing.



- Other activities: church, volunteering, caring for grandchildren. Many [households] rely on one car per family and the person who works uses the car. Participants shared that many people from their community hold 2-3 jobs. Older adults depend on their kids to drive them places.
- Awareness of Brooklyn Park's Park & Recreation Adult & Senior Adult Programs: four participants said they have seen the catalog but do not understand it or what is in it because they do not speak English.
- Activities they wished the City of Brooklyn Park would offer: walking with a group, Zumba, dance, knitting and embroidering, CPR class, cooking classes, English classes, volunteer opportunities. Participants want activities that connect parents with kids, family activities.

*Social participation:*

- Activities: going to church, social activities, volunteering in their neighborhood.
- What do you need to be able to be connected socially in Brooklyn Park? Transportation, soccer games for men (comment by one male participant).

*Access:*

- Participants get to activities by bus, walking, depend on their children, their husband drives them.
- Challenges they have participating in activities: they depend on their daughter to go out (said one of the oldest participants), not speaking English is a barrier, cost, transportation, not knowing what is available, need activities for the whole family/neighborhood to socialize and connect.

*Communication and awareness:*

- Participants shared that they do not know what is happening in the city or where to find information.
- They want to learn about activities through a flyer, word-of-mouth, text message and invitation in Spanish. The activity or event needs to have staff/volunteers who speak Spanish.

*What will improve the quality of life for the aging in Brooklyn Park?*

- Decreasing barriers, such as language and transportation. Send invitations in Spanish. If information about city activities/events is in English, participants think it is only for the "Anglo" community.

*Additional information:*

This additional information was learned from an interview with a Latina staff member at Zanewood Teen Center. She was asked to provide her perspective on seniors in her Hispanic/Latinx community.

- Most grandparents do not work and are taken care of by their children and family.
- Grandchildren often translate conversations and written documents for their parents and grandparents.
- The staff member did not know about the concept of a retirement home. She thinks this is a cultural thing and would not place her parents or grandparents in a retirement home.
- Seniors socialize among family; family gatherings are at parks, near water.
- Immigrant families tend to live more collectively than individually.
- Seniors move around the community through their children or grandchildren driving them, walking or the entire family uses Metro Transit.
- Seniors grocery shop with the family, not individually.
- The best way to communicate city activities or events is through senior friendly flyers.





City of Brooklyn Park  
5200 85th Ave., N.  
Brooklyn Park, MN 55443  
763-424-8000  
[www.brooklynpark.org](http://www.brooklynpark.org)

February 13, 2019 9:03 PM

# City of Brooklyn Park

## Request for Council Action

<b>Agenda Item:</b>	3B.2	<b>Meeting Date:</b>	February 25, 2019
<b>Agenda Section:</b>	Public Presentations/ Proclamations/Receipt of General Communications	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Devin Montero, City Clerk
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Scott Simmons, Charter Commission Chair
<b>Item:</b>	Charter Commission Annual Report and Work Plan Presentation		

### City Manager's Proposed Action:

No action required.

### Overview:

Charter Commission Chair Scott Simmons will present the 2018 Charter Commission Annual Report and Work Plan.

**Primary Issues/Alternatives to Consider:** N/A

**Budgetary/Fiscal Issues:** N/A

### Attachments:

3B.2A 2018 CHARTER COMMISSION ANNUAL REPORT  
3B.2B WORK PLAN

## BROOKLYN PARK CHARTER COMMISSION 2018 Annual Report

### MEETINGS

- The Charter Commission held 7 monthly meetings in 2018.
- The March meeting was not held due to a lack of a quorum.
- The June, July and August meetings were cancelled.
- The Charter Commission held one Special Meeting on **January 8, 2018** to attend the City Council Work Session.
- Chair Scott Simmons gave the Charter Commission orientation to the new Commissioners.

### CHARTER ACTION ITEMS IN 2018

#### CHARTER CHAPTER 9, SECTION 9.04, CITIZEN LONG-RANGE IMPROVEMENT COMMITTEE

On **January 8, 2018**, the Commissioners held discussions on an additional amendment to the Charter Chapter 9, Section 9.04 relating to word "citizen." This was part of the previous recommendations in December 2017 on the overall changes to change the name from the "Citizen Long-range Improvement Committee" to Community Long-range Improvement Commission in Section 9.04.

A motion was made and approved to accept the additional change from "citizen-based" to "community-based" of the following provision:

*~~Committee~~ Commission study shall not be limited to proposed improvements, but shall exercise investigative functions, soliciting and taking inventory of community needs as necessary to perform and the duties whereby community ~~citizen-~~ initiated requests for improvements are heard and considered.*

On **February 26, 2018**, Chair Simmons presented the recommendations to amend Charter Section 9.04 relating to the Citizen Long-range Improvement Committee at the public hearing and the First Reading of the ordinance.

On **March 26, 2018**, the second reading of the ordinance was held and was unanimously approved by the City Council.

#### AN ORDINANCE AMENDING CHARTER CHAPTER 9, SECTION 9.04 OF THE HOME RULE CITY CHARTER

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The City of Brooklyn Park does ordain:

**Section 1. Chapter 9, Section 9.04 of the City Charter is amended as follows:**



**SECTION 9.04 CITIZEN COMMUNITY LONG-RANGE IMPROVEMENT COMMITTEE COMMISSION.**

A. ORGANIZATION. There shall be a Citizen Community Long-Range Improvement Committee Commission which shall consist of fifteen (15) members appointed by the Mayor with the approval of the City Council and up to two (2) non-voting city staff members recommended by the City Manager. The Mayor may appoint one additional non-voting youth liaison. Of the fifteen (15) members, a minimum of three (3) shall be from each district at all times. The Mayor shall also appoint a member of the City Council as liaison to the Committee Commission who shall not be considered a member of the Committee Commission. The Committee Commission shall select its own officers, establish procedural rules and conduct as many meetings as necessary to perform its duties. The Committee Commission shall be able to establish any subcommittees deemed necessary from time to time in order to more effectively perform its duties. The Committee Commission may appoint a task force(s) as they deem necessary to facilitate investigations and research for the Committee Commission. These task force members serve in an advisory capacity only to the Committee Commission. Citizen Community Long-Range Improvement Committee Commission members may be members of a task force(s) as deemed necessary.

B. TERM OF OFFICE - VACANCIES. The Mayor shall appoint the Committee Commission with the approval of the City Council with the following staggered terms of office from Brooklyn Park residents who have applied for Committee Commission appointment. Five (5) members shall be appointed to serve one (1) year, five (5) members shall be appointed to serve (2) years, and five (5) members shall be appointed to serve three (3) years. Thereafter, five (5) members shall be appointed annually to serve three (3) year terms as terms of previous appointees expire. Terms of members shall expire on April 1st of the last year of their appointed terms. Any vacancy shall be filled by the Mayor with the approval of the Council within ninety (90) days for the remainder of the unexpired term of the vacated seat. Appointments to the Committee Commission replacing members whose terms are expiring shall be made by the Mayor with the approval of the City Council by May 1st of each year.

C. DUTIES. The Committee Commission shall study all improvements consistent with the present and future needs and requirements of the City where improvements are defined as items that involve future development or redevelopment or that constitute significant budgetary changes proposed for future fiscal years. Committee Commission study shall not be limited to proposed improvements, but shall exercise investigative functions, soliciting and taking inventory of community needs as necessary to perform the duties whereby community citizen-initiated requests for improvements are heard and considered. The Committee Commission shall serve in an advisory capacity to the Council, and may also advise other committees, commissions, and task forces where their studies or projects involve long-range improvements. The Committee Commission shall establish priority ratings of improvements, taking into consideration the following factors:

1. Public reaction as determined from informal public meetings or surveys.
2. Desired development direction for the City.
3. Proper usage of public monies and/or collected fees.
4. Any other factors necessary or helpful in determining improvements for the City. The Committee Commission shall submit reports on projects it has studied to the City Council as well as other committees deemed appropriate. In addition to such reports, the Committee Commission shall prepare and submit an Annual Long-Range Improvement Plan to the City Council by July 1 each year for consideration for the following year's budget. The recommendations of this Committee Commission to the City Council shall be advisory. The Committee Commission shall receive the full cooperation and support of all City officials (elected and non-elected) in the performance of their duties and preparation of their reports.

D. CONTENTS OF REPORTS. The Committee Community Long-Range report shall include the following, if applicable:

1. A concise summary of the report.
2. A list of all improvements which were considered by the Committee Commission with appropriate supporting information concerning the need for such improvements.
3. A priority rating for each listed improvement.
4. An advisory opinion on any significant changes to the Capital Improvement Plan and Capital Equipment

- Plan (CIP/CEP).
5. General impact of the improvements in terms of community development.
  6. Any matter about which the City Council has requested information.

E. RESPONSE BY COUNCIL. A written review by the City Council of the Long-Range Improvement Report shall be returned to the ~~Committee~~ Commission within sixty (60) days after the submission of the report.

### **CITY COUNCIL COMPENSATION**

On **March 14, 2018**, the City Manager sent the Charter Commission a letter asking the Commission to consider reviewing the Council's salary and provide a recommendation on whether the Council's compensation should be adjusted.

The Charter Commission held two meetings in **April 11** and **May 9, 2018** to discuss the Council's salary. The Charter Commissioners reviewed information from statutory and Charter cities relating to:

- Mayor and Council Member Salaries
- Mayor and Council Member Benefits
- History of all Brooklyn Park Mayor and Salary adjustments
- Population size
- Size of the Councils
- When City Council meetings were held
- Liaison appointments to various commissions and committees and their meeting times
- Mayor and Council Member job descriptions
- Ward and District representations
- Charter or City Code language regarding a triggering mechanism for salary reviews
- District 279 Osseo and Anoka 11 School Board salary and meeting commitments

Based on the discussions and information, the Charter Commission voted and recommended the following to the City Council and City Manager that:

- A 2% salary adjustment for 2019 and a 2% salary adjustment 2020 for the Mayor and Council Members
- The Council act on the adjustment prior to November
- The City Manager review the salaries every two years and put a review provision in the city code under Section 30.01, Salary of Mayor and Council Members

The First Reading of the ordinance was held on **June 26, 2018** and the Second Reading of the ordinance was held on **July 9, 2018**, and passed by the City Council.

ORDINANCE #2018-

ORDINANCE AMENDING CITY CODE SECTION 30.01  
MAYOR AND COUNCIL MEMBER SALARIES

~~Text with strikeouts is proposed for deletion.~~

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The City of Brooklyn Park does ordain:

Section 1. Section 30.01 of the City Code is amended to read as follows:

**§ 30.01 SALARY OF MAYOR AND COUNCIL MEMBERS.**

(A) The monthly salary of each Council member shall be ~~\$895~~ 950 per month until January 1, ~~2007~~ 2019, at which time it shall be ~~\$922~~ 969 per month until January 1, ~~2008~~ 2020, at which time it shall be ~~\$950~~ 988 per month, and the monthly salary for the Mayor shall be ~~\$1343~~ 1425 per month until January 1, ~~2007~~ 2019, at which time it shall be ~~\$1383~~ 1454 per month until January 1, ~~2008~~ 2020, at which time it shall be ~~\$1425~~ 1483 per month.

(B) The salary schedule referred to in division (A) of this section is established on the basis that the offices of Mayor and Council member in this city are part-time positions. The Mayor and/or Council members are sometimes required to attend municipal functions or to take time from their regular employment to perform services beneficial to the city. Additional compensation is paid to the Mayor or Council members in those cases subject to the following conditions:

(1) The activity and number of days for which a Council member is to be engaged must be approved by the City Council prior to member's participation.

(2) The Mayor and Council member will be paid \$50 per day as supplemental compensation for each day approved and for which the member is in attendance at the approved activity.

C. The City Manager shall biennially prepare a compensation report that contains an analysis of the compensation paid to elected officials of Minneapolis-St. Paul Area Metropolitan cities similar to the City of Brooklyn Park. The report shall be provided to the City Council for review.

## **CHARTER PROVISIONS AND ISSUES DISCUSSED IN 2018**

### **Publication Requirements in the City Charter:**

On **October 10, 2018**, the Commissioners held discussions on various provisions of the City Charter regarding the publication requirements in the newspaper and proposing the requirement also be posted to the City's website to ensure the Charter was compatible with current technology. The Commissioners suggested changes to the following Sections: 2.04, 3.07, 3.11, 4.02, 4.03, 4.04, 7.06, 8.04, 8.06, 8.12, 12.03, 14.01. The Commissioners also suggested adding a provision to Chapter 14 relating to information being posted on the city's website:

### **14.XX WEBSITE**

In addition to any other publication requirements, information regarding public notices, ordinances, bid solicitation and other city matters required by law shall also be posted on the city's website.

*\*NOTE: The suggested changes will be voted on by the Commissioners after the complete review of the City Charter.*

### **Review of City Charter Chapters:**

On **November 11, 2018**, the Commissioners began their review of City Charter Chapters 1 through 3 to

ensure the Charter was compatible with current technologies. The Commissioners suggested changes to the following Sections: 2.04 and 3.07.

On **December 12, 2018**, the Commissioners reviewed of the City Charter Chapters 4 through 6. The Commissioners suggested changes to the following Sections: 4.01, 4.02, 4.06, 4.07, 5.06; 5.03, 6.03, 6.04, 6.05, 6.07, 6.12, 6.13.

The Commissioners also suggested adding a provision to Chapter 4, relating to Write-In candidates:

#### SECTION 4.10 WRITE-IN CANDIDATES

A candidate for any city office who wants write-in votes for the candidate to be counted must file a written request with the filling officer for the office sought no later than the seventh (7th) day by 5 p.m. before the primary, general or special municipal election. The city clerk shall provide the form to make the request.

*\*NOTE: The suggested changes will be voted on by the Commissioners after the complete review of the City Charter.*

#### Park Bond Referendum:

On **January 8, 2018**, the Commissioners attended the City Council Work Session for the Park Bond Presentation related to the community survey, costs and the ballot question for the November election.

On **February 14, 2018**, the Commissioners held discussions on the Park Bond Referendum related to the financing of the Park Plan, surveying the community on the size of the bond and the scope of the project.

On **September 12, 2018**, the Commissioners held discussion on the Park Bond Referendum related to the City Council approving the ballot question for the November General election.

#### Chapter 2, Section 2.04 Review of Population Data:

On **May 9, 2018**, the Redistricting Subcommittee provided an update on the population data of the three Council Districts. The discussions were held on the deviations being below the 5% limit and the 2020 Census providing precise numbers to consider redistricting.

#### Minneapolis 2017 Election Presentation:

On **February 14, 2018**, Minneapolis City Clerk Casey Carl gave a presentation on the Minneapolis 2017 election using Ranked Choice Voting (RCV). He provided an Overview, Historical Trends, RCV in 2009, 2013 RCV Ordinance Amendments, RCV in 2013, RCP Process Improvements, 2013 Tabulation Process, 2013 RCV Feedback, 2017 RCV Ordinance Amendments, RCV in 2017, 2017 Tabulation Process, 2017 RCV Feedback and 2017 RCV Lessons Learned.


**Chapter 9, Section 9.04, Community Long-range Improvement Commission:**

On **April 11, 2018**, the Commissioners held discussions on a joint meeting with CLIC relating to their duties per Section 9.04. The Charter Commissioner stated the CLIC Chair indicated they would take the first step in reviewing their duties and provide a recommendation to the Charter Commission on any proposed changes.

**OTHER**

- In **June**, Mary Ann Bishman and John Hultquist met all statutory requirements and were reappointed as duly qualified members of the Brooklyn Park Charter Commission by Chief Judge of District Court Ivy Bernhardson.
- In **August**, Barbara Bor and Sharon Arbeiter met all statutory requirements and were appointed as duly qualified members of the Brooklyn Park Charter Commission by Chief Judge of District Court Ivy Bernhardson. In **December 2018**, Sharon Arbeiter resigned.
- At the **February 26, 2018**, City Council meeting Chair Scott Simmons gave the Annual Verbal Charter Commission report.
- Commissioners were invited to attend the Annual Joint Goal Setting meeting with City Council during the Special City Council meeting on **August 6, 2018**.

Respectfully submitted,



Scott Simmons  
Brooklyn Park Charter Commission Chair

cc: Mayor & Council Members  
Jay Stroebel, City Manager  
Jim Thomson, City Attorney

Devin Montero, City Clerk  
Chief Judge Ivy Bernhardson  
Charter Commission Members

# Work Plan | CHARTER COMMISSION (CC)

January-February

Time Frame CC Meeting	Project or Task(s)	BP2025	Purpose (see next page for info)	Outcome (fill in after completed)
Oct/Nov/Dec 2018 Feb 2019	Periodic Review of City Charter Chapters related to contemporary usage and electronic compatibility.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input checked="" type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	Began review of Chapters 1-3 October 10 and November 14 with proposed changes; Reviewed 4-6 December Reviewed Chapters 7-11 February 13
March 2019	Review Chapter 2, Section 2.04 regarding deviation percentages between districts.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input checked="" type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	Note: The next City Manager Population Report is March 2019. Updated population data provided May 9, 2018.
March 2019	Joint meeting with CLIC and discuss Section 9.04C;	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	Note: On January 10, 2019 CLIC had discussion on Charter Section 9.04C; Add to Charter Agenda in March
Oct 10, 2018 Nov 15, 2018 Dec 2018	Review Official Newspaper Requirements; and "City Website"	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Report/Comment <input checked="" type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	Reviewed Sections related to Official Newspaper requirements and added city website; Added Section 14.02 Website.
August 5, 2019	Attend Joint Council/Commission meeting	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6	<input type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input checked="" type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
FEB14, 2018	-Discussion on Bonding Related to Park Projects/Charter Chapter 9 -Bonding Threshold Requirement	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	Note: Discussions held on Feb 14, 2018 and April 11, 2018. No action taken.
TBD	Review Non-Planning ordinance changes not affecting land use that affect city laws and City Charter	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input type="checkbox"/> Commission <input checked="" type="checkbox"/> Council <input type="checkbox"/> City Manager	Note: From the Governance Task Force Recommendation.
TBD	Ranked Choice Voting Discussion	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	Discussed at January 2019 meeting. A future agenda item.
TBD	Discussion of Council Member meeting attendance	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	



## Work Plan | CHARTER COMMISSION (CC)

January-February

TBD	Review City Council and part time city employment	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
TBD	Review Legislative Changes	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
TBD	Donation of Surplus City Equipment to a Nonprofit Organization Policy (Notify Charter Commission when the item will come to the Council)	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	Note: Presentation by Director Ruiz on Feb 8, 2017. No action taken but notify CC when it is presented to the Council.

# Work Plan | CHARTER COMMISSION (CC)

January-February

JAN 8, 2018	Invite Rec and Parks Director Yungers for presentation on the Park Bond	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 6	<input type="checkbox"/> Report/Comment Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	Note: Chair Called Special Meeting on 1/8/18 to attend Special Council Work Session presentation on the Park Bond [COMPLETED]
FEB14, 2018	Ranked Choice Voting; Invite Minneapolis Election Officials regarding recent elections; Jan/Feb	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	Note: Minneapolis City Clerk Casey presented on Feb 14, 2018. [COMPLETED]
MAR 14, 2018	Review Commission Improvement Recommendations regarding CLIC	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 6	<input type="checkbox"/> Report/Comment Initiated by: <input type="checkbox"/> Commission <input checked="" type="checkbox"/> Council <input checked="" type="checkbox"/> City Manager	Note: Voted and accepted recommendation to change CLIC to "Community Long-range Improvement Commission" on Dec 13, 2017; Also to keep the youth Liaison in CLIC. Public Hearing and First Reading scheduled for February 26, 2018; Second Reading adopted 3/26/18. Will be effective 7/4/18. [COMPLETED]
APR 4, 2018	Attend Commission Orientation (for all Commissioners)	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 6	<input type="checkbox"/> Report/Comment Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input checked="" type="checkbox"/> City Manager	Note: Orientation held April 4, 2018. Commissioners who did not attend received new Commission Notebooks [COMPLETED]
AUG 6, 2018	Attend Joint Council/Commission meeting	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 6	<input type="checkbox"/> Report/Comment Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	Joint Council Commission Meeting Held August 6, 2018. Attachments provided to members not in attendance. [COMPLETE]
<u>May 9, 2018</u>	MN Assembly Presentation to the Council on March 12; Review	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	Items related to the Charter: 3. Six Districts; 5. Review of the Existing Initiative and Referendum Process; 7. Make the Mayor a Full-time position. Information provided by Josie Shardlow, CEI at the May 9 Meeting; [COMPLETED]
April 11, 2018 May 9, 2018	Council Compensation	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input type="checkbox"/> 4 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Report/Comment Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input checked="" type="checkbox"/> City Manager	Discussions held April 11, 2018; May 9, 2018; Charter Presented Recommendations at June 25, 2018 Council Meeting and First Reading approved. The

## Work Plan | CHARTER COMMISSION (CC)

January-February

						second read of the ordinance was adopted July 9, 2018 <b>[COMPLETED]</b>
January , 2019	Invite City's new Website Team Leader for presentation to the Charter Commission	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input type="checkbox"/> 4 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Report/Comment Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input checked="" type="checkbox"/> City Manager	<input checked="" type="checkbox"/> Recommend <input type="checkbox"/> Act	Regarding Official Newspaper publications on the website; Communications Manager Hepola attended January meeting. <b>[COMPLETED]</b>

1: United Community

2: Beautiful Places

3: Thriving Economy

4: Healthy & Safe People

5: Increased Equity

6: Effective & Engaging Gov't

# City of Brooklyn Park

## Request for Council Action

<b>Agenda Item:</b>	3B.3	<b>Meeting Date:</b>	February 25, 2019
<b>Agenda Section:</b>	Public Presentations/ Proclamations/Receipt of General Communications	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Marlene Kryder, Program Assistant
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	6	<b>Presented By:</b>	Mayor Jeffrey Lunde
<b>Item:</b>	Interview Applicants for Commissions		

### City Manager's Proposed Action:

Interview applicants to fill current and upcoming openings on commissions.

### Overview:

The City has advertised to fill openings on the Budget Advisory Commission, Community Long-range Improvement Commission, Human Rights Commission, Planning Commission and the Recreation and Parks Advisory Commission. The appointments are to fill current vacancies and/or upcoming openings due to terms ending April 1, 2019. Applicants have been contacted; an attendance sheet is attached.

Per Resolution #2018-20, there are now district requirements on all of the city commissions. The City Council will make the appointments taking into consideration the representation required by each commission. An applicant who represents outside of his/her residing district and is seeking reappointment to a commission is eligible for reappointment to the same seat even if other individuals who reside in the appropriate district apply for the seat.

The following openings exist (all are for three-year terms to expire April 1, 2022 unless indicated otherwise):

### **Budget Advisory Commission – Four openings** (one appointment will be for the balance of a term [BOT])

- City At-large – replacing Mark Paynter
- East – reappointing or replacing Sandra Stearn
- West – reappointing or replacing Eric Pone
- City At-large – replacing Tanya Simons (see note regarding district on voting form)

### **Community Long-range Improvement Commission (CLIC) – Five openings**

*(Per Section 9.04 of our City Charter, the Mayor appoints to this Committee with the approval of the City Council.)*

- City At-large (2) – reappointing or replacing Yordanos Kiflu-Martin and Trelawny Grant (Trelawny Grant's first choice is the Budget Advisory Commission)
- East District (1) – reappointing or replacing Sheila Iteghete
- Central District (1) – reappointing or replacing Kathy Fraser
- West District (1) – reappointing or replacing Doneva Carter

### **Human Rights Commission – Two openings**

- Central (1) – replacing Mary Pargo (see note regarding district on voting form)
- East District (1) – replacing Ty Vang

**Planning Commission – Three openings**

City At-large (1) – re-appointing or replacing Marshall Morton-Spears  
East District (1) – re-appointing or replacing Carol Vosberg  
Central District (1) – re-appointing or replacing Michael Kisch

**Recreation and Parks Advisory Commission – Four openings**

City At-large (2) – replacing Kim Carpenter and Rafito Thomas  
Central District (1) – reappointing or replacing Cindi Matthew  
West District (1) – reappointing or replacing Dwain Erickson

I wish to make Council aware of City Code Section 30.39 which states, “Notwithstanding any provisions of this Code to the contrary, if there are no applicants for an appointment to a board or commission residing in the district from which the appointment is required to be made, an applicant residing in any district of the city may be appointed to such board or commission.” (Ord. 2000-932, passed 9-11-00.)

In the packet are voting forms to indicate your choices. At the end of the meeting, please pass your voting forms to Mayor Lunde with your choices indicated. He will consolidate the votes to determine who will be appointed to the commissions. The appointments will be made during the March 11, 2019 Council meeting.

**Primary Issues/Alternatives to Consider:** N/A

**Budgetary/Fiscal Issues:** N/A

**Attachments:**

3B.3A ATTENDANCE SHEET  
3B.3B BUDGET ADVISORY COMMISSION VOTING PACKET  
3B.3C COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION VOTING PACKET  
3B.3D HUMAN RIGHTS COMMISSION VOTING PACKET  
3B.3E PLANNING COMMISSION VOTING PACKET  
3B.3F RECREATION AND PARKS ADVISORY COMMISSION VOTING PACKET

**Brooklyn Park City Boards and Commissions Interviews - Commission Applicant Attendance**  
**Monday, February 25, 2019 7:00 p.m.**

***Interviews are grouped by First Choice Commission Selection***

<b>Applicant's Name (Alpha order)</b>	<b>Confirmed Attendance</b>	<b>First Choice</b>	<b>Second Choice</b>	<b>Third Choice</b>	<b>Residing District</b>
<b>BUDGET ADVISORY COMMISSION 4 openings (1 City At-large; 1 East; 1 West; 1 City At-large – Balance of a term)</b>					
Adeniji, Akeem	Yes	Budget	Rec and Parks	Planning	Central
Aganmwonyi, Oduwa	Yes	Budget	Charter	Planning	East
Cooper, Nuwoe	Yes	Budget	Rec and Parks	Planning	West
Grant, Trelawny*	Yes	Budget	CLIC	Charter	East
Kollie, Henason	Yes	Budget	Charter	Planning	West
Pone, Eric (reappointment)	Yes	Budget	Planning	CLIC	West
Riesgraf, Kim	Yes	Budget	CLIC	Charter	Central
Stearn, Sandra (reappointment)	Yes	Budget	--	--	East

\*Trelawny Grant currently serves on the Community Long-range Improvement Commission (term expires 4/1/19); her first choice is to serve on the Budget Advisory Commission, second choice is reappointment on the CLIC. She does not wish to serve on two commissions.

**COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION 5 openings (2 City At-large; 1 East; 1 Central; 1 West)**

Carter, Doneva (reappointment)	Yes	CLIC	--	--	West
Fraser, Kathy (reappointment)	Yes	CLIC	Planning	Human Rights	Central
Iteghete, Sheila (reappointment)	Yes	CLIC	CLIC	Human Rights	East
Kiflu-Martin, Yordanos (reappointment)	Yes	CLIC	Human Rights	--	West
Meuers, Amy	Yes	CLIC	Human Rights	Shingle Creek	Central

**HUMAN RIGHTS COMMISSION 2 openings (1 Central; 1 East)**

Avina, Oscar	Yes	Human Rights	--	--	West
Bashel, Susan	Yes	Human Rights	Planning	Budget	East
Brooks, Thomas	Cannot attend	Human Rights	Planning	CLIC	West
Carpenter, Kimberly	Yes	Human Rights	West Mississippi	NWSCCC	East
Crim, Ruthann	Yes	Human Rights	--	--	East
Goyah, Sizi	Yes	Human Rights	Rec and Parks	West Mississippi	West
Kai, Courage	Yes	Human Rights	Planning	Rec and Parks	West
Mokua-Ondicho, Eric	Yes	Human Rights	CLIC	--	Central
Nampala, Zadok	Yes	Human Rights	--	--	East
Odhiambo, Evans	Yes	Human Rights	Charter	Planning	East



Shevlin-Woodcock, Cindy	Yes	Human Rights	Rec and Parks	CLIC	Central
Thao, Lisa	Yes	Human Rights	CLIC	--	East
Thomas, Rafito**	Yes	Human Rights	--	--	East
Walton, Kate	Yes	Human Rights	Rec and Parks	Planning	East
Xiong, Christopher	Yes	Human Rights	Budget	Planning	Central
Zieba, Katie	Yes	Human Rights	Rec and Parks	Charter	Central

\*\*Rafito Thomas currently serves on the Recreation and Parks Advisory Commission. He would like to serve on the Human Rights Commission.

#### **PLANNING COMMISSION 3 openings (1 City At-large; 1 Central; 1 East)**

Eriksen, Christian***	Yes	Planning	--	--	Central
Gardner, Dave	Cannot attend	Planning	CLIC	--	Central
Kisch, Michael (reappointment)	Yes	Planning	--	--	Central
Morton-Spears, Marshall (reappointment)	Yes	Planning	Human Rights	Rec and Parks	Central
Vosberg, Carol (reappointment)	Cannot attend	Planning	--	--	East
Williams, Virginia	Yes	Planning	NWSCC	CLIC	Central

\*\*\*Christian Eriksen currently serves on the Human Rights Commission; his first choice is to serve on the Planning Commission.

#### **RECREATION AND PARKS ADVISORY COMMISSION 4 openings (2 City At-large; 1 Central; 1 West)**

Arandi, Fred	Yes	Rec and Parks	Planning	Human Rights	West
Erickson, Dwain (reappointment)	Yes	Rec and Parks	West Mississippi	Shingle Creek	West
Groeber, Colleen	Yes	Rec and Parks	Planning	Budget	Central
Horn, Douglas	Yes	Rec and Parks	Planning	West Mississippi	Central
Killen, Francis	Yes	Rec and Parks	Human Rights	--	Central
Matthew, Cindi (reappointment)	Yes	Rec and Parks	CLIC	--	Central

**BUDGET ADVISORY COMMISSION (BAC)**

Monday, February 25, 2019

**COUNCIL MEMBER:** \_\_\_\_\_

Voting Form to submit to the Mayor

**BUDGET ADVISORY COMMISSION** 4 openings (1 City At-large; 1 East; 1 West; 1 City At-large Balance of a term)  
 Reappointing or replacing Sandra Stearn and Eric Pone; replacing Mark Paynter and Tanya Simons

**Commission Applicants**

	Residing District	Confirmed Attendance	Council Appointment Choice – BAC
<b>BAC applicants - Listed as 1<sup>st</sup> Choice</b>			<p><b>City At-large</b>            _____ (term ending 4/1/2022)            (replacing Mark Paynter)</p> <p><b>East District</b>            _____ (term ending 4/1/2022)            (reappointing or replacing Sandra Stearn)</p> <p><b>West District</b>            _____ (term ending 4/1/2022)            (reappointing or replacing Eric Pone)</p> <p><b>City At-large</b>            _____ (balance of term ending 4/1/2020)            (replacing Tanya Simons/Nancy Omondi's City At-large appt. – see note below)</p> <p><i>Note: Nancy Omondi was appointed to represent the City At-large; she resides in the Central District. Changing the balance of Nancy Omondi's term (expires 4/1/2020) to replace Tanya Simons in her residing Central District (also expires 4/1/2020) creates the City At-large opening.</i></p>
Adeniji, Akeem	Central	Yes	
Aganmwonyi, Oduwa	East	Yes	
Cooper, Nuwoe	West	Yes	
Grant, Trelawny*	East	Yes	
Kollie, Henason	West	Yes	
Pone, Eric (reappointment)	West	Yes	
Riesgraf, Kim	Central	Yes	
Stearn, Sandra (reappointment)	East	Yes	
<b>Listed as 2<sup>nd</sup> Choice</b>			
Xiong, Christopher	Central	Yes	<p>District Requirements for entire commission (9):            3 City At-large; 2 East; 2 Central; 2 West</p> <p>City Code Section 30.39 states, "Notwithstanding any provisions of this Code to the contrary, if there are no applicants for an appointment to a board or commission residing in the district from which the appointment is required to be made, an applicant residing in any district of the city may be appointed to such board or commission."</p>
<b>Listed as 3<sup>rd</sup> Choice</b>			
Bashel, Susan	East	Yes	
Groebner, Colleen	Central	Yes	

\*Trelawny Grant currently serves on the CLIC (term expires 4/1/19). Her preference is to serve on the Budget Advisory Commission and she wants to serve on one commission only.

**Note: This ballot is public information per Minnesota Government Data Practices Act.**

# BUDGET ADVISORY COMMISSION

## Public Directory – 2019

The Budget Advisory Commission, established by Ordinance on March 17, 2003, is an on-going citizen-led commission established for the purpose of reviewing past budgets, long-term plans, resident survey data, and recommending budgetary options to the Council. The commission is comprised of nine voting members. All members serve staggered three-year terms. Meetings are held at 7 p.m. at City Hall the 4<sup>th</sup> Tuesday of the month. (No meetings in July and December.)

Name/Address	Phone	Appointment History	Term Ends
<b>Murphy, Kathryn</b> 4155 Foxglove Avenue N Brooklyn Park, MN 55443 <b>Residing District: East</b> <b>Representing: East</b>	763-445-2645	<b>Date Appointed:</b> May 22, 2017 <b>Replacing:</b> Imran Qureshi	April 1, 2020
<b>Omondi, Nancy</b> 10507 Welcome Dr N Brooklyn Park, MN 55443 <b>Residing District: Central</b> <b>Representing: City At-large</b>	612-209-2001	<b>Date Appointed:</b> Mar. 12, 2018 <b>Replacing:</b> Jesse Winkler	April 1, 2020
<b>Paynter, Mark</b> 4709 76 <sup>th</sup> Avenue N Brooklyn Park, MN 55443 <b>Residing District: Central</b> <b>Representing: City At-large</b>	763-503-7153	<b>Date Appointed:</b> May 20, 2013 <b>Replacing:</b> Rex Caywood <b>Date Reappointed:</b> May 23, 2016	April 1, 2019 ←
<b>Pone, Eric</b> 6325 Quebec Avenue N Brooklyn Park, MN 55428 <b>Residing District: West</b> <b>Representing: West</b>	763-971-0114	<b>Date Appointed:</b> May 23, 2016 <b>Replacing:</b> Robert O'Keefe	April 1, 2019 ←
		<b>Date Appointed:</b> <b>Replacing:</b> Tanya Simons	April 1, 2020 ←
<b>Residing District:</b> <b>Representing: Central</b>			
<b>Stearn, Sandra</b> 1312 79 <sup>th</sup> Avenue N Brooklyn Park, MN 55444 <b>Residing District: East</b> <b>Representing: East</b>	612-388-2866	<b>Date Appointed:</b> Mar. 12, 2018 <b>Replacing:</b> Jacki Girtz	April 1, 2019 ←

*Arrows indicate terms ending and vacancies*

<b>Name/Address</b>	<b>Phone</b>	<b>Appointment History</b>	<b>Term Ends</b>
<b>Vue, Mena Xiong*</b> 4629 Impatiens Court N Brooklyn Park, MN 55443 <b>Residing District: Central</b> <b>Representing: West</b>	763-843-8867	<b>Date Appointed:</b> May 14, 2018 <b>Replacing:</b> Julia Gordon	April 1, 2021
<b>Wako, Teshite</b> 5712 102 <sup>nd</sup> Ave N Brooklyn Park, MN 55443 <b>Residing District: Central</b> <b>Representing: Central</b>	651-208-1376	<b>Date Appointed:</b> Mar. 14, 2016 <b>Replacing:</b> Sean Beattie <b>Date Reappointed:</b> May 14, 2018	April 1, 2021
<b>Winston, Hollies</b> 9327 Nantwick Lane Brooklyn Park, MN 55443 <b>Residing District: Central</b> <b>Representing: City At-large</b>	651-274-4555	<b>Date Appointed:</b> May 26, 2015 <b>Replacing:</b> Debra Englund <b>Date Reappointed:</b> May 14, 2018	April 1, 2021

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\*Indicates commissioner is representing district outside of residing district

**Wynfred Russell, Council Liaison**  
6309 84<sup>th</sup> Court N  
Brooklyn Park, MN 55445  
ph 612-283-1859  
vm 763-315-8442  
[wynfred.russell@brooklynpark.org](mailto:wynfred.russell@brooklynpark.org)

**LaTonia Green, Staff Liaison**  
5200 85th Avenue N  
Brooklyn Park, MN 55443  
w 763-493-8150  
[latonia.green@brooklynpark.org](mailto:latonia.green@brooklynpark.org)

**COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION (CLIC)**

Monday, February 25, 2019

COUNCIL MEMBER: \_\_\_\_\_

Voting Form to submit to the Mayor

**COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION** 5 Openings (2 City At-large; 1 East; 1 Central District; 1 West District)

City At-large – Reappointing or replacing Trelawny Grant and Yordanos Kiflu-Martin

East District – Reappointing or replacing Sheila Iteghete

Central District – Reappointing or replacing Kathy Fraser

West District – Reappointing or replacing Doneva Carter

**Commission Applicants**

	Residing District	Confirmed Attendance	Council Appointment Choices – CLIC
<b>CLIC applicants - Listed as 1<sup>st</sup> Choice</b>			<b>City At-large</b> _____ (reappointing or replacing Trelawny Grant*)  <b>City At-large</b> _____ (reappointing or replacing Yordanos Kiflu-Martin)  <b>East District</b> _____ (reappointing or replacing Sheila Iteghete)  <b>Central District</b> _____ (reappointing or replacing Kathy Fraser)  <b>West District</b> _____ (reappointing or replacing Doneva Carter)
Carter, Doneva (reappointment)	West	Yes	
Fraser, Kathy (reappointment)	Central	Yes	
Iteghete, Sheila (reappointment)	East	Yes	
Kiflu-Martin, Yordanos	West	Yes	
Meuers, Amy	Central	Yes	
<b>Listed as 2<sup>nd</sup> Choice</b>			
Grant, Trelawny*	East	Yes	
Riesgraf, Kim	Central	Yes	
Mokua-Ondicho, Eric	Central	Yes	
Thao, Lisa	East	Yes	
Gardner, Dave	Central	Cannot attend	
Matthew, Cindi**	Central	Yes	
<b>Listed as 3<sup>rd</sup> Choice</b>			District Requirements (15 members): 6 City At-large; 3 East; 3 Central; 3 West City Code Section 30.39 states, "Notwithstanding any provisions of this Code to the contrary, if there are no applicants for an appointment to a board or commission residing in the district from which the appointment is required to be made, an applicant residing in any district of the city may be appointed to such board or commission."
Pone, Eric***	West	Yes	
Brooks, Thomas	West	Cannot attend	
Shevlin-Woodcock, Cindy	Central	Yes	
Williams, Virginia	Central	Yes	

\*Trelawny is currently on the CLIC (term expires 4/1/19); her preference is to serve on the Budget Advisory Commission and on only one commission.

\*\*Cindi Matthew currently serves on the RPAC and has applied for reappointment to the RPAC.

\*\*\* Eric Pone currently serves on the BAC and has applied for reappointment to the BAC.

**Note: This ballot is public information per Minnesota Government Data Practices Act.**

# COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION (CLIC) *Arrows indicate terms ending*

## Public Directory – 2019

The Community Long-range Improvement Commission (CLIC) studies all improvements concerning the present and future needs and requirements of the City where public funds and/or collected fees are or will be involved. The CLIC is comprised of 15 citizens, a staff liaison and a Council liaison. Term length is three years. Members are limited to two full consecutive terms per Resolution #2018-20. Meetings are held on the 2nd Thursday of the month at 7:00 p.m. at City Hall.

Name/Address	Phone	Appointment History	Term Ends
<b>Carter, Doneva</b> 6332 84 <sup>th</sup> Court N Brooklyn Park, MN 55445 <b>Residing District: West</b> <b>Representing: West</b>	763-286-0704	<b>Date Appointed:</b> Dec. 16, 2013 <b>Replacing:</b> Celia Thomas <b>Date Reappointed:</b> Mar. 14, 2016	April 1, 2019 ←
<b>Dettmann, Sarah</b> 7809 Noid Drive Brooklyn Park, MN 55428 <b>Residing District: West</b> <b>Representing: At-large</b>	612-598-5926	<b>Date Appointed:</b> Mar. 20, 2017 <b>Replacing:</b> Rebecca Dougherty	April 1, 2020
<b>Fraser, Kathy</b> 7209 92 <sup>nd</sup> Trail N Brooklyn Park, MN 55445 <b>Residing District: Central</b> <b>Representing: Central</b>	763-566-4279	<b>Date Appointed:</b> Mar. 14, 2016 <b>Replacing:</b> Alida Abdullah	April 1, 2019 ←
<b>Funk, Cory</b> 9313 Newton Avenue N Brooklyn Park, MN 55444 <b>Residing District: East</b> <b>Representing: East</b>	763-493-2703	<b>Date Appointed:</b> Dec. 16, 2013 <b>Replacing:</b> Andrew Reinhardt <b>Date Reappointed:</b> Dec. 16, 2013 <b>Date Reappointed:</b> Mar. 20, 2017	April 1, 2020
<b>Gbeizon-Bornor, Etta</b> 5733 80 <sup>th</sup> Avenue N Brooklyn Park, MN 55443 <b>Residing District: Central</b> <b>Representing: At-large</b>	763-777-2154	<b>Date Appointed:</b> Aug. 28, 2017 <b>Replacing:</b> Oduwa Aganmwonyi <b>Date Reappointed:</b> Mar. 13, 2018	April 1, 2021
<b>Grant, Trelawny</b> 7873 Penn Avenue N Brooklyn Park, MN 55444 <b>Residing District: East</b> <b>Representing: At-large</b>	763-200-1086	<b>Date Appointed:</b> Nov. 26, 2018 <b>Replacing:</b> Elizabeth Moua	April 1, 2019 ←
<b>Hayes, Tom</b> 9721 Oliver Avenue N Brooklyn Park, MN 55444 <b>Residing District: East</b> <b>District: East</b>	763-315-2987	<b>Date Appointed:</b> Aug. 28, 2017 <b>Replacing:</b> Noya Woodrich <b>Date Reappointed:</b> Mar. 13, 2018	April 1, 2021



<b>Name/Address</b>	<b>Phone</b>	<b>Appointment History</b>	<i>Arrows indicate terms ending</i>
<b>Heinzel, Heidi</b> 10032 Hampshire Terrace N Brooklyn Park, MN 55445 <b>Residing District: Central</b> <b>Representing: Central</b>	763-688-3016	<b>Date Appointed:</b> Dec. 1, 2014 <b>Replacing:</b> Syed Husain <b>Date Reappointed:</b> Mar. 20, 2017	April 1, 2020
<b>Hodge, Devale</b> 8221 Riverview Lane, Apt. 47 Brooklyn Park, MN 55444 <b>Residing District: East</b> <b>Representing: At-large</b>	763-438-3121	<b>Date Appointed:</b> Aug. 27, 2018 <b>Replacing:</b> Christopher Herbers	April 1, 2021
<b>Iteghete, Sheila</b> 8017 Brandywine Parkway Brooklyn Park, MN 55444 <b>Residing District: East</b> <b>Representing: East</b>	763-447-9126	<b>Date Appointed:</b> Mar. 12, 2018 <b>Replacing:</b> Ray Klotz	April 1, 2019 ←
<b>Kiflu-Martin, Yordanos</b> 7325 75 <sup>th</sup> Avenue N Brooklyn Park, MN 55428 <b>Residing District: West</b> <b>Representing: At-large</b>	651-442-1153	<b>Date Appointed:</b> Aug. 27, 2018 <b>Replacing:</b> Kathy Fraser	April 1, 2019 ←
<b>Meyers, Erik</b> 9001 66 <sup>th</sup> Avenue N Brooklyn Park, MN 55428 <b>Residing District: West</b> <b>Representing: West</b>	612-844-1129	<b>Date Appointed:</b> Mar. 12, 2018 <b>Replacing:</b> Albert Smith	April 1, 2021
<b>Sell, Laura</b> 10341 Yates Dr Brooklyn Park, MN 55443 <b>Residing District: Central</b> <b>Representing: Central</b>	763-425-1562	<b>Date Appointed:</b> Nov. 26, 2018 <b>Replacing:</b> Scott Smeaton	April 1, 2021
<b>Turner, Robin</b> 9012 Dunbar Knoll Ct N Brooklyn Park, MN 55443 <b>Residing District: East</b> <b>Representing: At-large</b>	763-267-8453	<b>Date Appointed:</b> Aug. 28, 2017 <b>Replacing:</b> Kaade Wallace	April 1, 2020
<b>Wallace, Kaade</b> 8559 Maplebrook Pkwy Brooklyn Park, MN 55445 <b>Residing District: West</b> <b>Representing: West</b>	763-315-1016	<b>Date Appointed:</b> Mar. 20, 2017 <b>Replacing:</b> Robin Turner	April 1, 2020
<b>Terry Parks, Council Liaison</b> 622 73 <sup>rd</sup> Way Brooklyn Park, MN 55444 vm 763-493-8097 763-561-4371 terry.parks@brooklynpark.org		<b>Jesse Struve, Staff Liaison</b> 5200 85th Avenue N Brooklyn Park, MN 55443 w 763-493-8114 jesse.struve@brooklynpark.org	

## HUMAN RIGHTS COMMISSION (HRC)

Monday, February 25, 2019

COUNCIL MEMBER: \_\_\_\_\_

Voting Form to submit to the Mayor

HUMAN RIGHTS COMMISSION 2 Openings (1 Central; 1 East)  
Replacing Mary Pargo and Ty Vang

**Commission Applicants**

	Residing District	Confirmed Attendance	Council Appointment Choice – HRC
<b>HRC applicants - Listed as 1<sup>st</sup> Choice</b>			<b>2 appointments</b>  <b>Central</b> _____ (replacing Mary Pargo/[Aja King Central Dist. Appt])  <b>East</b> _____ (replacing Ty Vang)  <i>Note: Aja King was appointed to represent the Central District on Jan. 7, 2019; she resides in the West District. Ms. King’s April 2019 – April 2022 appointment will change to fill the City At-large opening (replacing Mary Pargo) creating the Central District opening.</i>
Avina, Oscar	West	Yes	
Bashel, Susan	East	Yes	
Brooks, Thomas	West	Cannot attend	
Carpenter, Kimberly*	East	Yes	
Crim, Ruthann	East	Yes	
Goyah, Sizi	West	Yes	
Kai, Courage	West	Yes	
Mokua-Ondicho, Eric	Central	Yes	
Nampala, Zadok	East	Yes	
Odhiambo, Evans	East	Yes	
Shevlin-Woodcock, Cindy	Central	Yes	
Thao, Lisa	East	Yes	
Thomas, Rafito**	East	Yes	
Walton, Kate	East	Yes	
Xiong, Christopher	Central	Yes	
Zieba, Katie	Central	Yes	
<b>Listed as 2<sup>nd</sup> Choice</b>			District Requirements for entire commission (9): 3 City At-large; 2 East; 2 Central; 2 West City Code Section 30.39 states, “Notwithstanding any provisions of this Code to the contrary, if there are no applicants for an appointment to a board or commission residing in the district from which the appointment is required to be made, an applicant residing in any district of the city may be appointed to such board or commission.”
Kiflu-Martin, Yordanos***	West	Yes	
Meuers, Amy	Central	Yes	
Morton-Spears, Marshall****	Central	Yes	
Killen, Francis	Central	Yes	
<b>Listed as 3<sup>rd</sup> Choice</b>			
Fraser, Kathy*****	Central	Yes	
Iteghete, Sheila*****	East	Yes	
Arandi, Fred	West	Yes	

\*Kimberly Carpenter currently serves on the RPAC. In April 2019 she will have reached maximum term limit.

\*\*Thomas Rafito currently serves on the RPAC (term expires 4/1/19). He would now like to serve on the HRC.

\*\*\*Yordanos Kiflu-Martin currently serves on the CLIC and has applied for reappointment on the CLIC.

\*\*\*\*Marshall Morton-Spears currently serves on the Planning Commission and has applied for reappointment on the Planning Commission.

\*\*\*\*\*Kathy Fraser currently serves on the CLIC and has applied for reappointment on the CLIC.

\*\*\*\*\*Sheila Iteghete currently serves on the CLIC and has applied for reappointment on the CLIC.

***Note: This ballot is public information per Minnesota Government Data Practices Act.***

# HUMAN RIGHTS COMMISSION

## Public Directory - 2019

Ordinance #1993-726 was adopted by the City Council on July 12, 1993, adding Section 290 to the City Code establishing a Human Relations Commission. Ordinance #2007-1078, effective November 25, 2007, changed the name to the Human Rights Commission. The Commission was established for the purpose of securing for all residents equal opportunity in employment, housing, public accommodations, public services, education, and full participation in the affairs of the city by assisting the Minnesota Department of Human Rights in implementing state laws against discrimination and by advising the City Council in long-range programs to ensure human service needs are met. The Commission is comprised of nine residents, one staff liaison and one Council liaison. Term length is three years. Members are limited to two full consecutive terms per Resolution #2018-20. Meetings are held the 3rd Thursday of every month at 6:00 p.m. at City Hall.

Name/Address	Phone	Appointment History	Term Ends
<b>Dawano, Edao*</b> 9177 Nevada Avenue N Brooklyn Park, MN 55445 <b>Residing District:</b> Central <b>Representing:</b> West	612-990-0414	<b>Date Appointed:</b> Mar. 20, 2017 <b>Replacing:</b> Jean Maierhofer	April 1, 2020
<b>Eriksen, Christian</b> 4501 78 <sup>th</sup> Avenue N Brooklyn Park, MN 55443 <b>Residing District:</b> Central <b>Representing:</b> At-large	773-610-4742	<b>Date Appointed:</b> Mar. 20, 2017 <b>Replacing:</b> Kendra Kuhlmann	April 1, 2020
<b>Hostetler, John Mark</b> 6272 Yukon Avenue N Brooklyn Park, MN 55428 <b>Residing District:</b> West <b>Representing:</b> West	763-232-6242	<b>Date Appointed:</b> Mar. 13, 2018 <b>Replacing:</b> Michael Fowler	April 1, 2021
<b>Hussain, Nausheena</b> 9136 West River Road Brooklyn Park, MN 55444 <b>Residing District:</b> East <b>Representing:</b> East	763-315-4775	<b>Date Appointed:</b> Aug. 27, 2018 <b>Replacing:</b> Jacqueline Coleman	April 1, 2020
<b>King, Aja*</b> 6312 Welcome Avenue N Brooklyn Park, MN 55429 <b>Residing District:</b> West <b>Representing:</b> Central	205-451-7955	<b>Date Appointed:</b> Jan. 7, 2019 <b>Replacing:</b> Mary Pargo	April 1, 2019

*Aja King was appointed on Jan. 7, 2019 to fill the balance of a term and a 3-year term to expire April 1, 2022.*

Name/Address	Phone	Appointment History	Term Ends
<b>Lewis, Deborah</b> 10715 Regent Avenue N Brooklyn Park, MN 55443 <b>Residing District:</b> Central <b>Representing:</b> Central	612-668-2333	<b>Date Appointed:</b> Nov 26, 2018 <b>Replacing:</b> John Warren	April 1, 2021
<b>Pargo, Mary</b> 1604 84 <sup>th</sup> Ct N Brooklyn Park, MN 55444 <b>Residing District:</b> East <b>Representing:</b> City At-large	763-496-1489	<b>Date Appointed:</b> Aug. 27, 2018 <b>Replacing:</b> Linda Freeman	April 1, 2019 ←
<b>Vang, Ty</b> 1500 79 <sup>th</sup> Avenue N Brooklyn Park, MN 55444 <b>Residing District:</b> East <b>Representing:</b> East	612-242-0817	<b>Date Appointed:</b> Mar. 14, 2016 <b>Replacing:</b> Reva Chamblis	April 1, 2019 ←
<b>Volltrauer, Scott</b> 7757 Newton Avenue N Brooklyn Park, MN 55444 <b>Residing District:</b> East <b>Representing:</b> City At-large	612-564-5766	<b>Date Appointed:</b> Mar. 12, 2018 <b>Replacing:</b> Edmond Gray <b>Date Reappointed:</b> Mar. 12, 2018	April 1, 2021

\*Indicates commissioner is representing district outside of residing district

**Mark Mata, Council Liaison**  
10520 Major Avenue N  
Brooklyn Park, MN 55443  
ph 612-366-1538  
[mark.mata@brooklynpark.org](mailto:mark.mata@brooklynpark.org)

**Wokie Freeman-Gbogba, Staff Liaison**  
5200 85th Avenue N  
Brooklyn Park, MN 55443  
w 763-493-8005  
[wokie.freeman@brooklynpark.org](mailto:wokie.freeman@brooklynpark.org)

## PLANNING COMMISSION

Monday, February 25, 2019

COUNCIL MEMBER: \_\_\_\_\_

Voting Form to submit to the Mayor

PLANNING COMMISSION 3 Openings (1 City At-large; 1 East; 1 Central)

Reappointing or replacing Michal Kisch, Marshall Morton-Spears and Carol Vosberg

**Commission Applicants**

	Residing District	Confirmed Attendance	Council Appointment Choice – Planning Commission	
<b>Planning applicants - Listed as 1<sup>st</sup> Choice</b>			<b>3 appointments</b>  <b>City At-large</b> _____ (reappointing or replacing Marshall Morton-Spears)  <b>East</b> _____ (reappointing or replacing Carol Vosberg)  <b>Central</b> _____ (reappointing or replacing Michael Kisch)	
Erickson, Christian*	Central	Yes		
Gardner, Dave	Central	Cannot attend		
Kisch, Michael (reappointment)	Central	Yes		
Morton-Spears, Marshall (reappointment)	Central	Yes		
Vosberg, Carol (reappointment)	East	Cannot attend		
Williams, Virginia	Central	Yes		
<b>Listed as 2<sup>nd</sup> Choice</b>				
Pone, Eric**	West	Yes		
Fraser, Kathy***	Central	Yes		
Bashel, Susan	East	Yes		
Brooks, Thomas	West	Cannot attend		
Kai, Courage	West	Yes		
Arandi, Fred	West	Yes		
Groebner, Colleen	Central	Yes		
Horn, Douglas	Central	Yes		
<b>Listed as 3<sup>rd</sup> Choice</b>				
Adeniji, Akeem	Central	Yes		District Requirements for entire commission (9): 3 City At-large; 2 East; 2 Central; 2 West City Code Section 30.39 states, "Notwithstanding any provisions of this Code to the contrary, if there are no applicants for an appointment to a board or commission residing in the district from which the appointment is required to be made, an applicant residing in any district of the city may be appointed to such board or Commission.
Aganmwonyi, Oduwa	East	Yes		
Cooper, Nuwoe	West	Yes		
Odhiambo, Evans	East	Yes		
Kollie, Henason	West	Yes		
Odhiambo, Evans	East	Yes		
Walton, Kate	East	Yes		
Xiong, Christopher	Central	Yes		

\*Christian Erickson currently serves on the Human Rights Commission (term expires 4/1/20).

\*\*Eric Pone currently serves on the Budget Advisory Commission and has applied for reappointment on the BAC.

\*\*\*Kathy Fraser currently serves on the CLIC and has applied for reappointment on the CLIC.

Rev 022119

**Note: This ballot is public information per Minnesota Government Data Practices Act.**

# PLANNING COMMISSION

## Public Directory – 2019

The Planning Commission is instrumental in determining both current development and future land use patterns. The Planning Commission acts as an advisory body to the City Council and holds public hearings on a wide variety of development issues, including Zoning, Platting, Conditional Use Permits and Variances. In addition, the Planning Commission develops long-range plans to guide the physical development of the community through a comprehensive planning process. The commission is comprised of nine voting members. Term length is three years. Members are limited to two full consecutive terms per Resolution #2018-20. Meetings are held the 2nd and 4th Wednesday of each month at 7:00 p.m. at City Hall.

Name/Address	Phone	Appointment History	Term Ends
<b>Hanson, Amy*</b> 6732 Douglas Drive N Brooklyn Park, MN 55429 <b>Residing District:</b> West <b>Representing:</b> East	763-350-1510	<b>Date Appointed:</b> Mar. 3, 2014 <b>Replacing:</b> George Lessard <b>Date Reappointed:</b> Mar. 20, 2017	April 1, 2020
<b>Herbers, Christopher*</b> 9663 Linden Lane N Brooklyn Park, MN 55443 <b>Residing District:</b> East <b>Representing:</b> Central	763-657-0401	<b>Date Appointed:</b> Apr. 23, 2018 <b>Replacing:</b> Jon Fletcher	April 1, 2021
<b>Husain, Syed</b> 6206 106 <sup>th</sup> Avenue N Brooklyn Park, MN 55443 <b>Residing District:</b> Central <b>Representing:</b> At-large	507-313-3023	<b>Date Appointed:</b> Mar. 20, 2017 <b>Replacing:</b> Sarah Stuewe	April 1, 2020
<b>Kiekow, John</b> 6401 Neddersen Circle Brooklyn Park, MN 55445 <b>Residing District:</b> Central <b>Representing:</b> At-large	763-493-2571	<b>Date Appointed:</b> Mar. 12, 2018 <b>Replacing:</b> James Jackson	April 1, 2021
<b>Kisch, Michael</b> 7413 Oxbow Creek Circle N Brooklyn Park, MN 55445 <b>Residing District:</b> Central <b>Representing:</b> Central	763-442-3658	<b>Date Appointed:</b> Nov. 9, 2015 <b>Replacing:</b> Matthew Trapp <b>Date Reappointed:</b> Mar. 14, 2016	April 1, 2019 ←



Name/Address	Phone	Appointment History	Term Ends
<b>Mersereau, Michelle</b> 6414 84 <sup>th</sup> Ct N Brooklyn Park, MN 55445 <b>Residing District: West</b> <b>Representing: West</b>	651-335-0278	<b>Date Appointed:</b> Mar. 20, 2017 <b>Replacing:</b> Tonja West-Hafner	April 1, 2020
<b>Mohamed, Hassanen</b> 6589 Douglas Dr N Brooklyn Park, MN 55429 <b>Residing District: West</b> <b>Representing: West</b>	763-537-0238	<b>Date Appointed:</b> Mar. 12, 2018 <b>Replacing:</b> Steven Schmidt	April 1, 2021
<b>Morton-Spears, Marshall</b> 6209 104 <sup>th</sup> Circle N Brooklyn Park, MN 55443 <b>Residing District: Central</b> <b>Representing: At-large</b>	763-315-5006	<b>Date Appointed:</b> Feb. 2, 2015 <b>Replacing:</b> Wynfred Russell <b>Date Reappointed:</b> Mar. 14, 2016	April 1, 2019 ←
<b>Vosberg, Carol</b> 8816 Inverness Terrace Brooklyn Park, MN 55443 <b>Residing District: East</b> <b>Representing: East</b>	612-240-1132	<b>Date Appointed:</b> Mar. 14, 2016 <b>Replacing:</b> Jeffrey Cupka	April 1, 2019 ←

\*Indicates commissioner is representing district outside of residing district

**Tonja West-Hafner, Council Liaison**  
10045 Hampshire Terrace N  
Brooklyn Park, MN 55445  
vm 763-493-8372  
ph 612-807-4135  
tonja.west-hafner@brooklynpark.org

**Cindy Sherman, Staff Liaison**  
5200 85th Avenue North  
Brooklyn Park, MN 55443  
763-493-8051  
cindy.sherman@brooklynpark.org

## RECREATION AND PARKS ADVISORY COMMISSION

Monday, February 25, 2019

COUNCIL MEMBER: \_\_\_\_\_

Voting Form to submit to the Mayor

RECREATION AND PARKS ADVISORY COMMISSION 4 Openings (2 City At-large; 1 Central; 1 West) Reappointing or replacing Dwain Erickson and Cindi Matthew; replacing Rafito Thomas and Kimberly Carpenter			
<b>Commission Applicants</b>			
	<b>Residing District</b>	<b>Confirmed Attendance</b>	<b>Council Appointment Choice – RPAC</b>
<b>RPAC applicants - Listed as 1<sup>st</sup> Choice</b>			<p align="center"><b>4 appointments</b></p> <p><b>At-large</b> _____ (replacing Kimberly Carpenter)</p> <p><b>At-large</b> _____ (replacing Rafito Thomas)</p> <p><b>Central</b> _____ (reappointing or replacing Cindi Matthew)</p> <p><b>West</b> _____ (reappointing or replacing Dwain Erickson)</p>
Arandi, Fred	West	Yes	
Erickson, Dwain (reappointment)	West	Yes	
Groebner, Colleen	Central	Yes	
Horn, Douglas	Central	Yes	
Killen, Francis	Central	Yes	
Matthew, Cindi (reappointment)	Central	Yes	
<b>Listed as 2<sup>nd</sup> Choice</b>			
Adeniji, Akeem	Central	Yes	
Cooper, Nuwoe	West	Yes	
Goyah, Sizi	West	Yes	
Shevlin-Woodcock, Cindy	Central	Yes	
Walton, Kate	East	Yes	
Zieba, Katie	Central	Yes	
<b>Listed as 3<sup>rd</sup> Choice</b>			
Kai, Courage	West	Yes	
Morton-Spears, Marshall*	Central	Yes	
			<p align="center">District Requirements for entire commission (12): 6 City At-large; 2 East; 2 Central; 2 West</p> <hr/> <p align="center">City Code Section 30.39 states, "Notwithstanding any provisions of this Code to the contrary, if there are no applicants for an appointment to a board or commission applicant residing in any district of the city may be appointed to such board or commission."</p>

\*Marshall Morton-Spears currently serves on the Planning Commission and has applied for reappointment to the Planning Commission.

**Note: This ballot is public information per Minnesota Government Data Practices Act.**

# RECREATION AND PARKS ADVISORY COMMISSION

## Public Directory – 2019

The Recreation and Parks Advisory Commission studies issues relative to public parks and recreation. The commission is comprised of twelve voting members (six representing the city at-large, and two members from each of the three districts) and a liaison from each of the areas: City Council, City Staff, and Planning Commission. Term length is three years. Members are limited to two full consecutive terms per Resolution #2018-20. Meetings are held the 3rd Wednesday of every month at 6:30 p.m. at the Community Activity Center.

Name/Address	Phone	Appointment History	Term Ends
<b>Carpenter, Kimberly</b> 7651 Aldrich Circle N Brooklyn Park, MN 55444 <b>Residing District:</b> East <b>Representing:</b> At-large	612-919-4226	<b>Date Appointed:</b> Mar. 4, 2013 <b>Replacing:</b> Cindi Matthew <b>Date Reappointed:</b> Mar. 14, 2016	April 1, 2019 ←
<b>Dillenburg, Monica</b> 4740 Oxborough Ct N Brooklyn Park, MN 55443 <b>Residing District:</b> Central <b>Representing:</b> Central	612-876-6185	<b>Date Appointed:</b> Jul. 27, 2015 <b>Replacing:</b> Julie Dukowitz <b>Date Reappointed:</b> Mar. 20, 2017	April 1, 2020
<b>Erickson, Dwain</b> 8025 82 <sup>nd</sup> Avenue N Brooklyn Park, MN 55445 <b>Residing District:</b> West <b>Representing:</b> West	763-331-3844	<b>Date Appointed:</b> Mar. 12, 2018 <b>Replacing:</b> Kimberly Carpenter	April 1, 2019 ←
<b>Everson, Deborah</b> 8030 Mississippi Lane Brooklyn Park, MN 55444 <b>Residing District:</b> East <b>Representing:</b> At-large	612-870-7507	<b>Date Appointed:</b> Mar. 20, 2017 <b>Replacing:</b> Mindy Frost	April 1, 2020
<b>Hayat, Aslam Tajim</b> 6483 102 <sup>nd</sup> Avenue N Brooklyn Park, MN 55445 <b>Residing District:</b> Central <b>Representing:</b> At-large	608-738-1392	<b>Date Appointed:</b> Jul. 10, 2017 <b>Replacing:</b> Mayata White <b>Date Reappointed:</b> Mar. 12, 2018	April 1, 2021
<b>Matthew, Cindi</b> 9206 Brunswick Ave N Brooklyn Park, MN 55443 <b>Residing District:</b> Central <b>Representing:</b> Central	763-232-9368	<b>Date Appointed:</b> Mar. 14, 2016 <b>Replacing:</b> Kimberly Carpenter	April 1, 2019 ←

Arrows indicate terms ending

Name/Address	Phone	Appointment History	Term Ends
<b>Nolen, Mark</b> 8609 Tessman Court N Brooklyn Park, MN 55445 <b>Residing District: Central</b> <b>Representing: At-large</b>	612-298-8283	<b>Date Appointed:</b> May 9, 2016 <b>Replacing:</b> James Williams <b>Date Reappointed:</b> Mar. 12, 2018	April 1, 2021
<b>Peterson, Eric</b> 2816 79 <sup>th</sup> Avenue N Brooklyn Park, MN 55444 <b>District: East</b> <b>Representing: East</b>	763-607-3059	<b>Date Appointed:</b> Mar. 12, 2018 <b>Replacing:</b> Mark Hanna	April 1, 2021
<b>Sandberg, Christy</b> 7326 Willow Lane Brooklyn Park, MN 55444 <b>Residing District: East</b> <b>Representing: East</b>	850-212-0243	<b>Date Appointed:</b> Mar. 20, 2017 <b>Replacing:</b> Adedoja Jinadu	April 1, 2020
<b>Thomas, Rafito</b> 3220 98 <sup>th</sup> Circle N Brooklyn Park, MN 55443 <b>Residing District: East</b> <b>Representing: At-large</b>	612-814-1786	<b>Appointed:</b> Aug. 27, 2018 <b>Replacing:</b> ThaoMee Xiong	April 1, 2019 ←
<b>Vang, Lang</b> 900 73 <sup>rd</sup> Way N Brooklyn Park, MN 55444 <b>Residing District: East</b> <b>Representing: At-large</b>	651-260-5019	<b>Date Appointed:</b> Mar. 20, 2017 <b>Replacing:</b> Michelle Mersereau	April 1, 2020
<b>Wilson, Jane</b> 8517 78 <sup>th</sup> Avenue N Brooklyn Park, MN 55445 <b>Residing District: West</b> <b>Representing: West</b>	612-708-2436	<b>Date Appointed:</b> Dec. 7, 2015 <b>Replacing:</b> Charles Miller <b>Date Reappointed:</b> Mar. 12, 2018	April 1, 2021

\*Indicates commissioner is representing district outside of residing district

Susan Pha, Council Liaison  
8301 Sumter Avenue N  
Brooklyn Park, MN 55445  
651-252-9080  
vm 763-315-8496  
susan.pha@brooklynpark.org

Jody Yungers, Staff Liaison  
5600 85th Avenue N  
Brooklyn Park, MN 55443  
w 763-493-8337  
jody.yungers@brooklynpark.org

Carol Vosberg, Planning Commission Liaison  
8816 Inverness Terrace  
Brooklyn Park, MN 55443  
612-240-1132

# City of Brooklyn Park

## Request for Council Action

<b>Agenda Item:</b>	4.1	<b>Meeting Date:</b>	February 25, 2019
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Operations and Maintenance, Recreation and Parks
<b>Resolution:</b>	X	<b>Prepared By:</b>	Greg Hoag, Park and Building Maintenance Manager
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Brad Tullberg, Parks and Facilities Manager
<b>Item:</b>	Award Contract for Northern Trail Park Playground Equipment Installation		

### City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2019-\_\_\_\_ TO AUTHORIZE THE MAYOR AND CITY MANAGER TO ENTER INTO A CONTRACT WITH MINNESOTA/WISCONSIN PLAYGROUND, FOR THE INSTALLATION OF THE PLAYGROUND EQUIPMENT AT NORTHERN TRAIL PARK FOR A TOTAL COST OF \$44,133.05.

### Overview:

The playground replacement program is part of the 2019-2023 CIP and 2019 Budget for \$275,000 and has been included in previous CIPs. This is an annual project to keep our playground structures compliant with current safety standards.

In October 2018, City Council approved the purchase of new playground equipment for Northern Trail Park utilizing a grant program through Game Time a playground manufacturer. Installation was not included in the approved 2018 purchase due to the late season purchase. Minnesota/ Wisconsin Playgrounds, who is our local representative for Game Time equipment, has provided the City with a quote for installation of the new playground equipment.

### Primary Issues/Alternatives to Consider:

Operations and Maintenance and Recreation and Parks staff recommend approval of the project as presented.

### Budgetary/Fiscal Issues:

This project is included in the 2019-2023 CIP as item #2001 and the 2019 budget as New World project #200118; funding source is Heritage Infrastructure Fund \$275,000. The cost for installation of the playground equipment is \$44,133.05 which can be accommodated in the 2019 budget.

### Attachments:

- 4.1A RESOLUTION
- 4.1B PROPOSAL, NORTHERN TRAIL PARK INSTALLATION

RESOLUTION #2019-

RESOLUTION TO AUTHORIZE THE MAYOR AND CITY MANAGER TO ENTER INTO A CONTRACT  
WITH MINNESOTA/WISCONSIN PLAYGROUND FOR THE INSTALLATION OF THE PLAYGROUND  
EQUIPMENT AT NORTHERN TRAIL PARK FOR A COST OF \$44,133.05

WHEREAS, the City has playground structures near the end of their useful life because of new safety standards and irreplaceable parts; and

WHEREAS, the 2019-2023 Capital Improvement Plan project #2001 identifies \$275,000 for playground replacement out of the Heritage Infrastructure Fund in 2019; and

WHEREAS, in October 2018, City Council authorized the purchase of new playground equipment at Northern Trail Park; and

WHEREAS, installation of the new the playground equipment was delayed to 2019 due to the late season purchase; and

WHEREAS, Minnesota/Wisconsin Playground, the local supplier of Game Time playground equipment, has provided a quote of \$44,133.05 for the installation of the playground equipment; and

WHEREAS, Minnesota/Wisconsin Playground was also able to use the U.S. Communities Government Purchasing Alliance to additionally reduce the cost of the playground equipment.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to authorize the project for installation of the playground equipment at Northern Trail Park and authorize the Mayor and City Manager to enter into a contract with Minnesota/Wisconsin Playground for a cost of \$44,133.05.



Minnesota / Wisconsin Playground  
 5101 Highway 55, Suite 6000  
 Golden Valley, Minnesota 55422  
 Ph. 800-622-5425 | 763-546-7787  
 Fax 763-546-5050 | harlan@mnwisplay.com

QUOTE  
 #23643

01/23/2019

### Northern Trail Park D9448H1

City of Brooklyn Park  
 Attn: Brad Tullberg  
 8300 Noble Ave. N.  
 Brooklyn Park, MN 55443  
 Phone: 763-493-8344  
 Fax: 763-493-8391  
 Link to email in contact notes

Ship To Zip: 55443

Qty	Part #	Description	List \$	Selling \$	Ext. Selling \$
1	INSTALL	GameTime - Lump Sum - Installation of equipment as shown per plan drawings. - <i>Includes swing</i>	\$18,178.00	\$18,178.00	\$18,178.00
2	161290	GameTime - Geo-Textile 2250 Sqft Roll	\$659.00	\$638.00	\$1,276.00
7	161292	GameTime - Wear Mat 44"x48"	\$231.00	\$233.00	\$1,631.00
1	EWf-12W	Fibar Systems - Lump Sum - Engineered Wood Fiber at a 12" depth for area as shown per plan drawing - <i>Supply and install</i>	\$7,368.00	\$7,368.00	\$7,368.00
1	PIP CONCRETE PAD	Lump Sum - Concrete base for PIP at a 4" depth with beveled edges as shown per plan drawing.	\$4,646.00	\$4,646.00	\$4,646.00
1	PIP	SCS - Lump Sum - PIP synthetic surface - 50% BLUE and 50% black, aromatic binder, quantity as shown per plan drawing. - <i>Price includes: Security Waste disposal</i>	\$7,502.00	\$7,502.00	\$7,502.00
1	6197	GameTime - Backhoe Digger - <i>Color Atlantic - [Basic: (MT) Metallic]</i>	\$964.00	\$964.00	\$964.00
1	6198	GameTime - Backhoe Digger, Accessible - <i>Color Atlantic - [Basic: (MT) Metallic]</i>	\$979.00	\$979.00	\$979.00
1	INSTALL	GameTime - Assemble 2 Backhoe Diggers (based on already being on site)	\$360.00	\$360.00	\$360.00
				SubTotal:	\$42,904.00
				Freight:	\$1,229.05
				<b>Total Amount:</b>	<b>\$44,133.05</b>

This quotation is subject to current Minnesota/Wisconsin Playground policies as well as the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to Minnesota/Wisconsin Playground.

This quotation is subject to policies in the current Gametime Park and Playground catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to Gametime, c/o Minnesota/Wisconsin Playground.

Pricing: f.o.b. factory, firm for 30 days from date of quotation. A tax-exempt certificate is needed at time of order entry for all orders whether from tax-supported government agencies or not. Sales tax, if applicable, will be added at time of invoice unless a tax exempt certificate is provided at time of order entry.





## Northern Trail Park D9448H1

Pricing: f.o.b. factory, firm for 30 days from date of quotation. A tax-exempt certificate is needed at time of order entry for all orders whether from tax-supported government agencies or not. Sales tax, if applicable, will be added at time of invoice unless a tax exempt certificate is provided at time of order entry.

Payment terms: payment in full, net 30 days subject to approval by GameTime Credit Manager. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Freight charges: Prepaid & added

Project Scope:

~ INCLUSIONS ~

- ~ One mobilization
- ~ Public utility locates only
- ~ Supply of equipment as outlined on quote # \_\_\_\_\_
- ~ Marking and digging of footings holes to accept direct embedment supports as needed
- ~ Unpacking of play equipment
- ~ Assembly of play equipment
- ~ Concrete for footings as needed
- ~ Pouring of concrete for footings
- ~ Engineered wood fiber (EWF) surfacing
- ~ Spreading of EWF
- ~ Standard insurance offerings
- ~ Standard warranty offerings
- ~ Standard industry accepted labor wages
- EXCLUSIONS -
- Clear access path up to and into play area for installation equipment (minimum of 8-foot wide, includes but not limited to gates, walkways, driveways, etc.)
- Staging area for materials and installation equipment, trailers, etc.
- Unobstructed space for maneuvering installation equipment as well as performing work
- Private utility locates such as, but not limited to, irrigation, fiber optics, private lighting, etc.
- Accepting, unloading and storage of order(s)/shipment(s) prior to installation
- Sitework of any kind such as, but not limited to, grading (play area to have max slope of 1%), site restoration, drainage, etc.
- Removal of existing play equipment, border, safety surfacing, etc.
- Backfill and compaction of backfill after removal of existing items (for footing holes as an example) that leave voids in area (marking and digging of new footing holes based on workable site)
- Digging in compacted sub-surfaces, rock, hard pan, tree roots, unstable soil conditions, etc.
- Restoration of compacted sub-surfaces for playground surfacings such as, but not limited to, poured-in-place rubber, rubber tiles, artificial turf, etc.
- Digging/maneuvering in sand, pea gravel, mud, etc.
- Offsite removal of spoils from footing holes (can be stockpiled near play area for owner/owner's representative removal or spread within play area)
- Disposal of packing material (can be deposited in owner/owner's representative onsite dumpster or stockpiled for removal by others)
- Border to help contain safety surfacing
- Removal of temporary braces, caution/construction tape, etc. (Can be removed and disposed of after concrete has cured.)
- Bonding of any type
- Permits of any kind
- Prevailing, Davis Bacon, Union, or similar, wages

Please note, installation is based on site conditions that have been conveyed to our organization by the owner/owner's representative and ideal conditions existing for a timely completion of your project as quoted. Unless addressed prior to the installation quote being issued or specifically mentioned herein, any issues that arise that impede the progress/completion of your project as quoted will result in additional charges.



Minnesota / Wisconsin Playground  
5101 Highway 55, Suite 6000  
Golden Valley, Minnesota 55422  
Ph. 800-622-5425 | 763-546-7787  
Fax 763-546-5050 | harlan@mnwiplay.com

QUOTE  
#23643

01/23/2019

**Northern Trail Park D9448H1**

**Acceptance of quotation:**

Accepted By (printed): \_\_\_\_\_

P.O. No: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Accepted By (printed): \_\_\_\_\_

P.O. No: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

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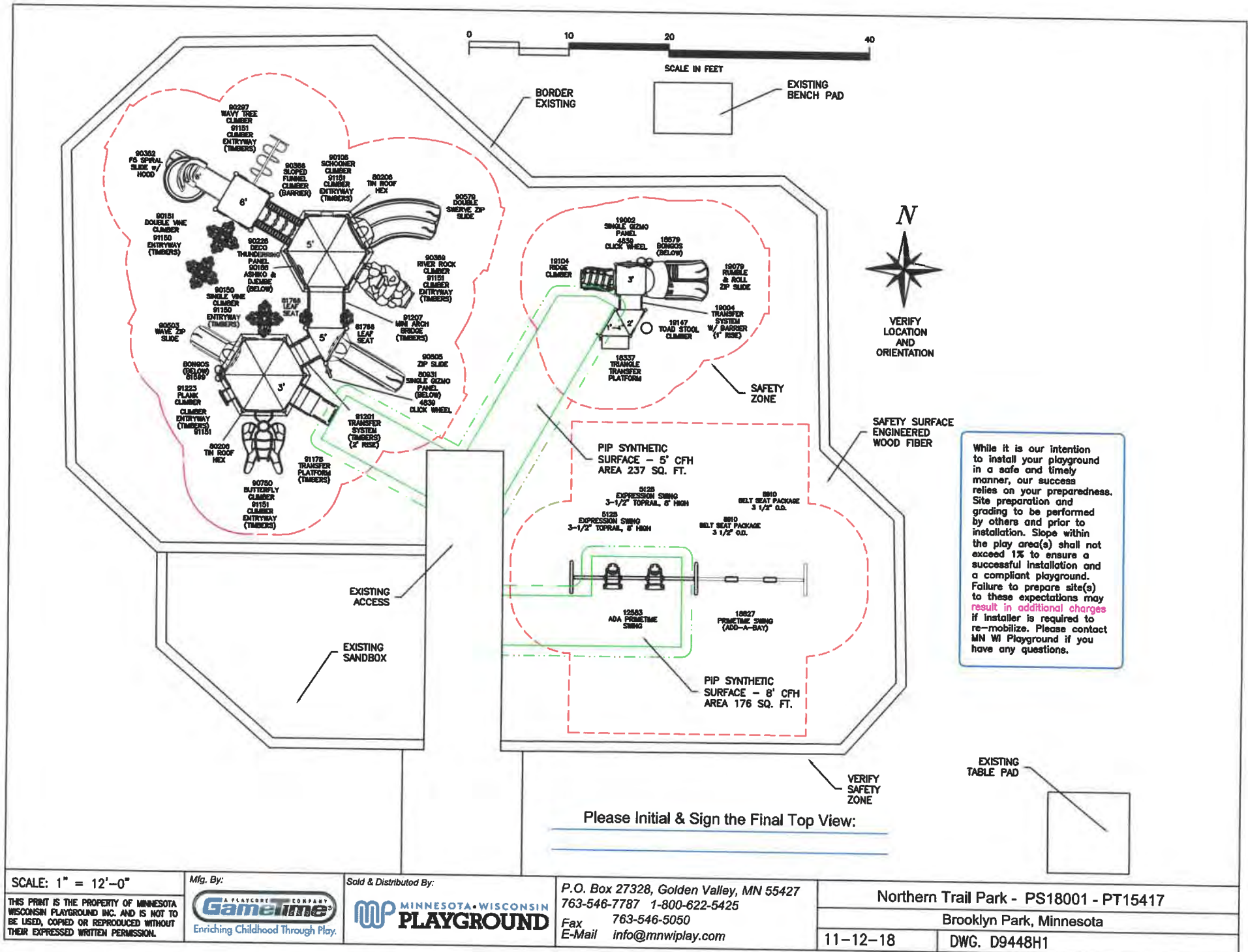
Purchase Amount: **\$44,133.05**











# City of Brooklyn Park

## Request for Council Action

<b>Agenda Item:</b>	4.2	<b>Meeting Date:</b>	February 25, 2019
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Community Development
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	JoAnn Millette, Development Specialist
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Cindy Sherman, Planning Director
<b>Item:</b>	Letters of Credit/Bond Releases, Escrow/Cash Bond Releases		

### City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO REDUCE THE CASH BOND BY \$202,300 AND REDUCE THE ENGINEERING ESCROW \$4,000 FOR COMPLETION PROGRESS OF THE "FREDDY'S FROZEN CUSTARD & STEAKBURGERS" PROJECT #18-001 LOCATED AT 9909 XENIA AVE N FOR INNERCORE RESTAURANT HOLDINGS LLC.

The City will continue to hold a cash bond in the amount of \$3,000 and an engineering escrow in the amount of approximately \$1,700 until landscaping can be inspected and approved in the spring.

**Primary Issues/Alternatives to Consider:** N/A

**Budgetary/Fiscal Issues:** N/A

**Attachments:** N/A

# City of Brooklyn Park

## Request for Council Action

<b>Agenda Item:</b>	4.3	<b>Meeting Date:</b>	February 25, 2019
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Operations and Maintenance Engineering Services Division
<b>Resolution:</b>	X	<b>Prepared By:</b>	Craig Runnakko, P.E. Construction Engineer
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Jesse Struve, P.E. City Engineer
<b>Item:</b>	Accept Bids and Award Contract for 2019 Watermain Rehabilitation, CIP 3001-19A		

### City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2019-\_\_\_\_ ACCEPTING BIDS AND AWARDING CONTRACT IN THE AMOUNT OF \$443,775.00 TO DAVE PERKINS CONTRACTING, INC. OF NOWTHEN, MINNESOTA FOR 2019 WATERMAIN REHABILITATION, CIP 3001-19A.

### Overview:

Project No. 3001-19A is a watermain rehabilitation project that will replace 57 gate valves, rebolt 5 gate valves, remove 9 unnecessary gate valves of various sizes in Maintenance District #1 and on Zane Avenue North prior to Hennepin County's mill and overlay this summer. The watermain valves in this area were originally installed in the 1960s and are nearing the end of their useful life. This maintenance activity will extend the life of the system.

Bids were opened on February 19, 2019 with five bids received. Bids ranged from \$443,775.00 to a high of \$599,321.50. Dave Perkins Contracting, Inc. has worked for the City of Brooklyn Park most recently as a prime contractor on CIP 3001-16. City staff recommends the City Council award the contract to Dave Perkins Contracting, Inc.

**Primary Issues/Alternatives to Consider:** N/A

### Budgetary/Fiscal Issues:

The project is included in the adopted 2019-2023 Capital Improvement Plan (CIP) for a scheduled 2019 completion as project CIP No. 3001-19A with an estimated cost of \$500,000.00. In accordance with City policies, the City is proposing to pay for the project with Water Utility Funds.

### Attachments:

- 4.3A RESOLUTION
- 4.3B LOCATION MAP

RESOLUTION #2019-

RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT  
TO DAVE PERKINS CONTRACTING, INC. FOR 2019 WATERMAIN REHABILITATION, CIP 3001-19A

WHEREAS, the City Engineer has prepared plans and specifications for the following improvements to wit:

CIP 3001-19A: Watermain Rehabilitation Project in Maintenance District #1 and on Zane Avenue North which will replace 57 gate valves, rebolt 5 gate valves and remove 9 unnecessary gate valves.

Bids were received, opened and tabulated according to law and the following bids were received complying with the advertisement:

BIDDER	TOTAL AMOUNT OF BID
DAVE PERKINS CONTRACTING, INC.	\$443,775.00
NEW LOOK CONTRACTING, INC.	\$445,960.00
G.F. JEDLICKI, INC.	\$492,295.00
METRO UTILITIES, INC.	\$590,245.00
NORTHDAL CONSTRUCTION COMPANY, INC.	\$599,321.50
Engineer's Estimate	\$444,945.00

and

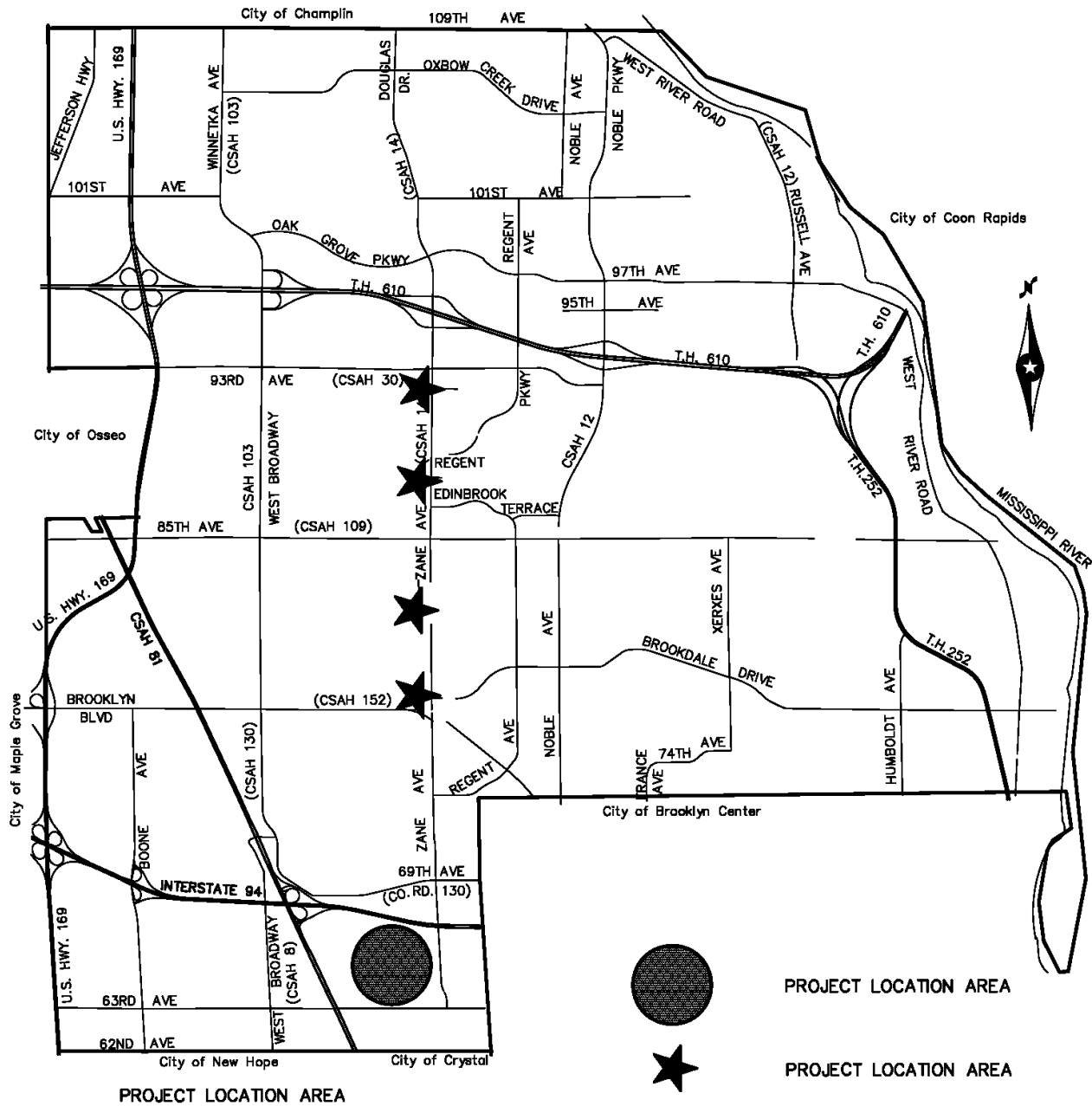
WHEREAS, the City Manager recommends award of contract to Dave Perkins Contracting, Inc. of Nowthen, MN as the lowest responsible bidder.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park.

1. The Mayor and Manager are hereby authorized and directed to enter into a contract with Dave Perkins Contracting, Inc. of Nowthen, MN in the name of the City of Brooklyn Park for the improvements aforesaid according to the plans and specifications thereof approved by the Council and on file in the office of the Clerk.



# LOCATION MAP CIP 3001-19A



**Brooklyn Park**

# City of Brooklyn Park

## Request for Council Action

<b>Agenda Item:</b>	4.4	<b>Meeting Date:</b>	February 25, 2019
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Operations and Maintenance Engineering Services Division
<b>Resolution:</b>	X		Craig Runnakko, P.E. Construction Engineer
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Jesse Struve, P.E. City Engineer
<b>Item:</b>	Accept Bids and Award Contract for 2019 Municipal State Aid (MSA) Mill and Overlay, CIP 4002-19		

### City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2019-\_\_\_\_\_, ACCEPTING BIDS AND AWARDING CONTRACT IN THE AMOUNT OF \$559,171.54 TO NORTH VALLEY, INC. OF NOWTHEN, MINNESOTA FOR 2019 MUNICIPAL STATE AID (MSA) MILL AND OVERLAY, CIP 4002-19.

### Overview:

Project No. 4002-19 is a rehabilitation project (bituminous mill and overlay) along 63<sup>rd</sup> Avenue North between Georgia/Forest Avenue North and Vera Cruz Lane North. The project will include some curb and gutter replacement, pedestrian curb ramp upgrades (to meet current ADA standards), sidewalk repairs, water system, and storm sewer rehabilitation. The road layout will be reestablished to its current configuration, which includes bike lanes and center turn lane. 63<sup>rd</sup> Avenue is part of the city's municipal state aid (MSA) system.

Bids were opened on February 19, 2019 with eight bids received. Bids ranged from \$542,265.45 to a high of \$687,055.99. Asphalt Surface Technologies Corporation provided a non-responsive bid by failing to include a unit price for one of the bid items; therefore, their total bid was rejected per City Standard Specification IB-4 and IB-8 which specifies that bids must be made for each and every item shown on the Proposal Form. The lowest responsible bidder is North Valley, Inc. in the amount of \$559,171.54. They have been a prime contractor and subcontractor on numerous city and private projects within the City of Brooklyn Park, most recently on CIP 4007-17. The 2019-2023 Capital Improvement Plan includes \$816,000.00 for the overlay project.

**Primary Issues/Alternatives to Consider:** N/A

### Budgetary/Fiscal Issues:

The project is included in the adopted 2019-2023 Capital Improvement Plan (CIP) for a scheduled 2019 completion as project CIP No. 4002-19 with an estimated cost of \$816,000.00. In accordance with City policies, the City is proposing to pay for the project with MSA funds, Water Utility Funds and Storm Sewer Utility Funds.

### Attachments:

- 4.4A RESOLUTION
- 4.4B LOCATION MAP

RESOLUTION #2019-

RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT  
TO NORTH VALLEY, INC. OF NOWTHEN, MINNESOTA  
FOR 2019 MUNICIPAL STATE AID (MSA) MILL AND OVERLAY, CIP 4002-19

WHEREAS, the City Engineer has prepared plans and specifications for the following improvements to wit:

CIP 4002-19: Mill and Overlays on 63<sup>rd</sup> Avenue between Georgia/Forest Avenue North and Vera Cruz Lane. The project will include curb and gutter replacement, pedestrian curb ramp upgrades (to meet current ADA standards), sidewalk connections, water system and storm sewer rehabilitation, and bituminous mill and overlay; and

WHEREAS, pursuant to paragraphs IB-4 and IB-8 of the Instructions to Bidder, the apparent low bid by Asphalt Surface Technologies Corporation ("ASTECH") must be rejected as being non-responsive because no bid amount was included in Item 17 and because several unit price line item extension amounts were miscalculated, which would have increased the bid amount by \$18,036.60; and

Bids were received, opened and tabulated according to law and the following bids were received complying with the advertisement:

<u>BIDDER</u>	<u>TOTAL AMOUNT OF BID</u>
<del>ASPHALT SURFACE TECHNOLOGIES CORPORATION</del>	<del>\$542,265.45</del>
NORTH VALLEY, INC.	\$559,171.54
VALLEY PAVING, INC.	\$568,883.96
GMH ASPHALT CORPORATION	\$604,660.11
OMANN CONTRACTING COMPANIES	\$619,496.27
HARDRIVES INC.	\$628,511.11
NORTHWEST ASPHALT, INC.	\$634,839.76
PARK CONSTRUCTION COMPANY	\$687,055.99
 Engineer's Estimate	 \$505,100.00

and;

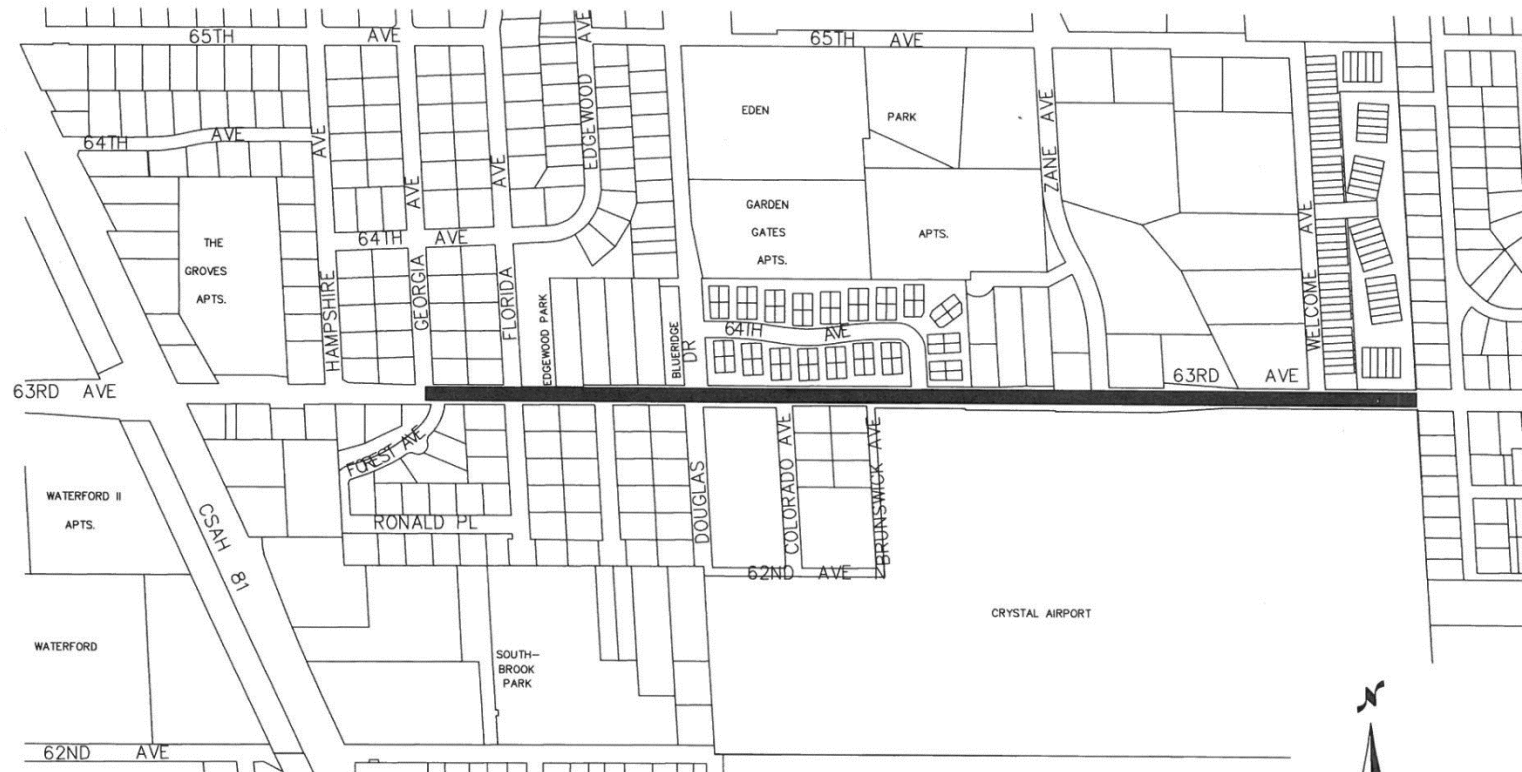
WHEREAS, the City Manager recommends award of contract to North Valley, Inc. of Nowthen, MN as the lowest responsible bidder.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park.

1. Asphalt Surface Technologies Corporation apparent low bid is rejected as non-responsive.
2. The Mayor and Manager are hereby authorized and directed to enter into a contract with North Valley, Inc. of Nowthen, MN in the name of the City of Brooklyn Park for the improvements aforesaid according to the plans and specifications thereof approved by the Council and on file in the office of the Clerk.

# LOCATION MAP

## CIP 4002-19



**PROJECT AREA**

**Brooklyn Park**



# City of Brooklyn Park

## Request for Council Action

<b>Agenda Item:</b>	4.5	<b>Meeting Date:</b>	February 25, 2019		
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Fire		
<b>Resolution:</b>	X				
<b>Ordinance:</b>	N/A			<b>Prepared By:</b>	T. John Cunningham, Fire Chief
<b>Attachments:</b>	2			<b>Presented By:</b>	T. John Cunningham, Fire Chief
<b>Item:</b>	Adopt the Hennepin County Multi-Jurisdictional All-Hazard Mitigation Plan				

### City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2019-\_\_\_\_\_ TO ADOPT THE HENNEPIN COUNTY MULTI-JURISDICTIONAL ALL-HAZARD MITIGATION PLAN.

### Overview:

Hennepin County, in cooperation with the individual jurisdictions within the County, has completed a comprehensive multi-jurisdictional all-hazards mitigation plan. A copy of the full three-volume, 752-page plan is on file with the city's emergency management director.

Attached is a copy of the plan's table of contents, introduction, and an overview of the planning methodology from Volume 1 of the plan. A redacted version of the full plan is available online at:

<https://www.hennepin.us/residents/emergencies/emergency-management>

The final step in the adoption/approval process is for each jurisdiction to pass a resolution adopting the plan. It is the recommendation of the Emergency Management Director that Council approve and adopt the plan.

**Primary Issues/Alternatives to Consider:** N/A

### Budgetary/Fiscal Issues:

Hennepin County is the local authority under this multi-jurisdictional effort. Adopting this plan ensures that the City is eligible for qualified disaster recovery funds. There is not a budgetary impact associated with this action. Ongoing efforts by the City to mitigate risk is included in department specific budgets and/or covered in the Emergency Preparedness budget.

### Attachments:

- 4.5A RESOLUTION
- 4.5B PLAN SUMMARY

RESOLUTION #2019-

RESOLUTION TO ADOPT THE  
HENNEPIN COUNTY MULTI-JURISDICTIONAL ALL-HAZARD MITIGATION PLAN

WHEREAS, the City of Brooklyn Park has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000; and

WHEREAS, the Act establishes a framework for the development of a multi-jurisdictional County Hazard Mitigation Plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

WHEREAS, the Hennepin County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, the Hennepin County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the Hennepin County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Hennepin County will maintain public participation and coordination; and

WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, the Hennepin County All-Hazard Mitigation Plan will make the County and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

WHEREAS, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Brooklyn Park supports the hazard mitigation planning effort and wishes to adopt the Hennepin County Multi-Jurisdictional All-Hazard Mitigation Plan.



**2018 HENNEPIN COUNTY  
MULTI-JURISDICTIONAL  
HAZARD MITIGATION PLAN**

**VOLUME 1  
Background and County Profile(R)**

01 February 2018



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2018 Hennepin County All-Jurisdiction Hazard Mitigation Plan  
Volume 1- Background and County Profile

**HENNEPIN COUNTY EMERGENCY MANAGEMENT**

1600 Prairie Drive, Medina, Minnesota 55304

February 1, 2018

On behalf of Hennepin County Emergency Management (HCEM), we are pleased to present the 2018 Hennepin County Multi-Jurisdictional Hazard Mitigation Plan.

The purpose of this plan is to identify the Counties major hazards, assess the vulnerability, and to reduce risk using a variety of data and best practice measures to implement mitigation projects. The plan identifies goals and recommended actions and initiatives for each jurisdiction within this county to reduce and/prevent injury and damage from hazardous events. The intent of the Plan is to provide unified guidance for ensuring coordination of recovery-related hazard mitigation efforts following a major emergency/disaster, and to implement an on-going comprehensive county hazard mitigation strategy intended to reduce the impact of loss of life and property due to effects of natural hazards.

Through continued collaboration with each jurisdiction by providing staff expertise, support, training and education opportunities, Hennepin County Emergency Management will continue to increase its resiliency to the effects of natural hazards.

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<b>SECTION 1</b>	<b>INTRODUCTION</b>
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Across the United States, natural and manmade disasters have led to increasing levels of death, injury, property damage, and interruption of business and government services. The impact on families and individuals can be immense and damages to businesses can result in regional economic consequences. The time, money and effort to respond to and recover from these disasters divert public resources and attention from other important programs and problems.

Hennepin County is vulnerable to a variety of potential hazards. With three Presidential Disaster Declarations since 2010, Hennepin County recognizes the consequences of disasters and the need to reduce the impacts of natural and manmade hazards.

The elected and appointed officials of the County also know that with careful selection, mitigation actions in the form of projects and programs can become long-term, cost effective means for reducing the impact of natural and manmade hazards.

The 2018 *Hennepin County Multi-Jurisdictional Hazard Mitigation Plan (HMP) for Hennepin County, Minnesota* (the Plan), was prepared with input from the Mitigation Planning Steering Committee, the Mitigation Planning Team, county residents, responsible officials, Hennepin County Emergency Management (HCEM), and in accordance with Federal Emergency Management Agency (FEMA).

The process to develop the Plan included over a year of coordination with representatives from all of the jurisdictions in the region. The Plan will guide the County toward greater disaster resistance in harmony with the character and needs of the community.

This section of the Plan includes an overview of the Plan, a discussion of the Plan's purpose and authority, and a description of the 45 incorporated cities and the Fort Snelling unincorporated portion of the County.

### **1.1. PLAN DESCRIPTION AND REQUIREMENTS**

Federal legislation has historically provided funding for disaster relief, recovery, and some hazard mitigation planning. The Disaster Mitigation Act of 2000 (DMA 2000) is the latest legislation to improve this planning process (Public Law 106-390). The new legislation reinforces the importance of mitigation planning and emphasizes planning for disasters before they occur. As such, DMA 2000 establishes a pre-disaster hazard mitigation program and requirements for the national post-disaster Hazard Mitigation Grant Program (HMGP).

Section 322 of DMA 2000 specifically addresses mitigation planning at the state and local levels. It identifies requirements that allow HMGP funds to be used for planning activities, and increases the amount of HMGP funds available to states that have developed a comprehensive, enhanced mitigation plan prior to a disaster. States and communities must have an approved mitigation plan in place prior to receiving post-disaster HMGP funds. Local and tribal mitigation plans must demonstrate that their proposed mitigation measures are based on a sound planning process that accounts for the risk to and

the capabilities of the individual communities. State governments have certain responsibilities for implementing Section 322, including:

- Preparing and submitting a standard or enhanced state mitigation plan;
- Reviewing and updating the state mitigation plan every three years;
- Providing technical assistance and training to local governments to assist them in applying for HMGP grants and in developing local mitigation plans; and
- Reviewing and approving local plans if the state is designated a managing state and has an approved enhanced plan.

DMA 2000 is intended to facilitate cooperation between state and local authorities, prompting them to work together. It encourages and rewards local and state pre-disaster planning and promotes sustainability as a strategy for disaster resistance. This enhanced planning network is intended to enable local and state governments to articulate accurate needs for mitigation, resulting in faster allocation of funding and more effective risk reduction projects.

FEMA prepared an Interim Final Rule (IFR), published in the Federal Register on February 26, 2002 (44 CFR Parts 201 and 206), which establishes planning and funding criteria for states and local communities. The Plan has been prepared to meet Homeland Security Emergency Management (HSEM) and FEMA requirements thus making the County eligible for funding and technical assistance from state and federal hazard mitigation programs.

<b>SECTION 2</b>	<b>PLAN PURPOSE, AUTHORITY AND ADOPTION</b>
------------------	---

### **2.1. AUTHORITY**

This updated plan complies with all requirements set forth by HSEM and the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Section 104 of the Disaster Mitigation of 2000. In addition, it complies with all of FEMA's Final Rule 44 CFR Part 201, which outlines criteria for approval of mitigation plans.

### **2.2. SCOPE**

This plan identifies natural hazards that pose a threat to the county, including incorporated and unincorporated areas, and provides a plan of action for mitigating these hazards. The Plan evaluates and ranks the major natural and human caused hazards affecting Hennepin County as determined by frequency of event, economic impact, deaths and injuries. The Plan assesses hazard risk, reviews current state and local hazard mitigation capabilities, develops mitigation strategies and identifies partner agency and other interagency working group's actions to address mitigation needs. The Plan, as agreed upon by all participating jurisdictions, assists in collaborating local mitigation plans or projects. Mitigation recommendations are based on input from various federal, state, and local agencies and research in using best practices. The Plan identifies existing resources and may be used as a tool to assist communities to succeed in their mitigation efforts. This is accomplished by establishing countywide mitigation strategies, providing technical resources through state, county and local agency staff expertise and support, providing financial assistance through various programs, training and education and other agency initiatives.

### **2.3. PURPOSE**

FEMA defines Hazard Mitigation as any sustained action taken to reduce or eliminate long-term risk to people and property from natural hazards such as flooding, storms, high winds, wildfires, earthquakes, etc. Mitigation efforts undertaken by communities will help to minimize damages to buildings and infrastructure, such as water supplies, sewers, and utility transmission lines, as well as natural, cultural and historic resources.

The objective of the HMP is to rationalize the process of determining appropriate mitigation actions in protecting citizens, critical facilities, infrastructure, private property and the surrounding environment from natural and manmade hazards. This objective can be achieved by identifying potential hazards in the county and establishing procedures that will mitigate the effects of the hazards. This plan provides a framework for planning against hazards in the county. The plan can be used as a foundation for local mitigation plans and partnerships in the county.

### **2.4. ADOPTION**

In 2010, the incorporated cities and Hennepin County formed an agreement which established the unification in the development of writing the plan. The Hennepin County Board of Commissioners and City Councils from each participating municipality were required to adopt the plan prior to its submittal to HSEM and FEMA for final approval.

The Plan is intended to serve many purposes, including:

- *Enhance Public Awareness and Understanding* – to help residents of the County better understand the natural and manmade hazards that threaten public health, safety, and welfare; economic vitality; and the operational capability of important institutions;
- *Create a Decision Tool for Management* – to provide information that managers and leaders of local government, business and industry, community associations, and other key institutions and organizations need to take action to address vulnerabilities to future disasters;
- *Promote compliance with State and Federal Program Requirements*- to ensure the Hennepin County and its incorporated cities can take full advantage of state and federal grant programs, policies, and regulations that encourage or mandate that local governments develop comprehensive hazard mitigation plans.
- *Enhance Local Policies for Hazard Mitigation Capability*- to provide the policy basis for mitigation actions that should be promulgated by participating jurisdictions to create a more disaster resistant future;
- *Provide Inter-Jurisdictional Coordination of Mitigation-Related Programming*- to ensure that proposals for mitigation initiatives are reviewed and coordinated among the participating jurisdictions within the county; and
- *Achieve Regulatory Compliance*- To qualify for certain forms of federal aid for pre and post disaster funding, local jurisdictions must comply with the federal DMA 2000 and its implementing regulations (44CFR Section 201.6). DMA 2000 intends for hazard mitigation plans to remain relevant and current. Therefore, it requires that state hazard mitigation plans are updated every three years and local plans, including Hennepin County's every five years. This means that the HMP for Hennepin County uses a "five-year planning horizon". It is designed to carry the County through a five year term, after which its objectives, goals, and assumptions will be reviewed with revisions being submitted to the County Board for adoption and approval.

<b>SECTION 3</b>	<b>PLANNING PROCESS</b>
------------------	-------------------------

This section provides an overview of the planning process used to update the 2018 Hennepin County HMP. It includes who was involved in preparing the plan, how the public and stakeholders were involved, and the review and incorporation of existing plans and studies.

### **3.1. Why Prepare This Plan – The Big Picture**

Hazard mitigation is defined as a way to reduce or alleviate the loss of life, personal injury, and property damage that can result from a disaster through long and short-term strategies. It involves strategies such as planning, policy changes, programs, projects, and other activities that can mitigate the impacts of hazards. The responsibility for hazard mitigation lies with many, including private property owners; business and industry; and local, state, and federal government.

Potential types of hazard mitigation measures include the following:

- Structural hazard control or protection projects
- Retrofitting of facilities
- Acquisition and relocation of structures
- Development of mitigation standards, regulations, policies, and programs
- Public awareness and education programs
- Development or improvement of warning systems

The benefits of hazard mitigation include the following:

- Saving lives, protecting the health of the public, and reducing injuries
- Preventing or reducing property damage
- Reducing economic losses
- Minimizing social dislocation and stress
- Reducing agricultural losses
- Maintaining critical facilities in functioning order
- Protecting infrastructure from damage
- Protecting mental health
- Reducing legal liability of government and public officials

The Disaster Mitigation Act (DMA) of 2000 (Public Law 106-390) required state and local governments to develop hazard mitigation plans as a condition for federal disaster grant assistance. Prior to 2000, Federal disaster funding focused on disaster relief and recovery with limited funding for hazard mitigation planning. The DMA increased the emphasis on planning for disasters before they occur.

The DMA encourages state and local authorities to work together on pre-disaster planning, and it promote sustainability for disaster resistance. “Sustainable hazard mitigation” includes the sound management of natural resources and the recognition that hazards and mitigation must be understood in the largest possible social and economic context. The enhanced planning network called for by the DMA helps local

government's articulate accurate needs for mitigation, resulting in faster allocation of funding and more cost-effective risk reduction projects.

### **3.2. Hennepin County's Response to the DMA**

In 2005, Hennepin County Emergency Management (HCEM) and municipalities agreed to work together to establish a framework for hazard mitigation planning that would meet the local mitigation planning requirements of Title 44 of the Code of Federal Regulations (CFR 44). The result was a HMP that included Hennepin County Departments, municipalities and special jurisdictions. The plan provided local governments with the tools to complete individual mitigation actions, as well as completing a vulnerability assessment to meet their needs, while pooling resources and eliminating redundant planning activities.

### **3.3. Purpose for Planning**

HCEM and its planning partners have a long-standing tradition of proactive planning and program implementation that is enhanced by the development of a hazard mitigation plan. Elements and strategies in this plan were selected because they met a program requirement and because they best meet the needs of the planning partners and their citizens. This hazard mitigation plan identifies resources, information, and strategies for reducing risk from natural hazards. It will help guide and coordinate mitigation activities throughout Hennepin County. The plan was developed to meet the following objectives:

- Meet or exceed requirements of the DMA.
- Enable all planning partners to continue using federal grant funding to reduce risk through mitigation.
- Meet the needs of each planning partner as well as state and federal requirements.
- Create a risk assessment that focuses on Hennepin County hazards of concern.
- Create a single planning document that integrates all planning partners into a framework that supports partnerships within the County, and puts all partners on the same planning cycle for future updates.
- Create an approach for local governments in the County not included in the previous plan to gain DMA compliance.
- Meet the planning requirements of FEMA's Community Rating System (CRS), allowing planning partners that participate in the CRS program to maintain or enhance their CRS classifications.
- Coordinate existing plans and programs so that high-priority initiatives and projects to mitigate possible disaster impacts are funded and implemented.

### **3.4. Who Will Benefit from this Plan**

All citizens and businesses of Hennepin County are the ultimate beneficiaries of this HMP. The plan reduces risk for those who live in, work in, and visit the County. It provides a viable planning framework for all foreseeable natural hazards that may impact the County. Participation in development of the plan by key stakeholders in the County helped ensure that outcomes will be mutually beneficial. The resources and background information in the plan are applicable countywide, and the plan's goals and

recommendations can lay groundwork for the development and implementation of local mitigation activities and partnerships.

### 3.5. Plan Update – The Planning Process

Hennepin County Emergency Management was the lead agency in preparing the HMP for the county and jurisdictions within. The plan revision process lasted approximately two years and ten months beginning in February 2015. Forty-two municipalities, one university, five school districts, three special districts and three cities that share adjacent counties were considered in this plan. County Departments are covered under the 2018 Hennepin County HMP. The planning process used to develop this Plan is as follows:

- A. A Steering Committee was created to draft the plan. The Steering Committee consisted of three Hennepin County Emergency Management staff and a member of the City of Minneapolis’s Office of Emergency Management. The Steering Committee determined the priority of tasks and began collaborating on tasks and regulations using the existing plan, reviewing various county plans, and using FEMA’s Local Mitigation Planning Handbook.
- B. The Steering Committee met four times throughout 2015 and became the overall “Authors” of the plan. Meeting minutes of the meetings can be found in Appendix?
- C. A Mitigation Planning Team was created in early June of 2015, with representatives made up of various emergency management disciplines across Hennepin County. The Planning Team met three times in 2015, focusing primarily on the following two Plan sections: Risk Assessment and Plan Maintenance (Implementation into Existing Plans). A listing of the Planning Team can be found in Chapter 3. Meeting dates and minutes can be found in Appendix?
- D. Hennepin County continued with the Hazard Mitigation Plan “Combination Model” for their planning process. Using this model, Hennepin County’s four Area Planning Groups: Minneapolis Group, Lake Minnetonka Regional Planning Group, North Suburban Regional Planning Group and South Planning Group appointed one Representative to serve on the Hennepin County Mitigation Planning Team and act on behalf of their planning group. This model assisted some of the smaller municipalities that did not have the resources to participate in the overall planning team process but were required to adopt the plan.
- E. Public Participation was established using both social media and through media press releases from the Hennepin County Communications Division.

**TABLE 3.5A** below is a summary of the 2018 HMP Update Process:

**TABLE 3.5A**

Task	Date	Action
<b>Task 1:</b> <i>Documentation of the Planning Process</i>	Jan 2015	A review of the 2010 Hennepin County HMP was conducted by HCEM. It was determined that the plan would be revised so that it was consistent and aligned with information using FEMA standard format. All



		meetings were documented and included in this revision (detailed below in <b>TABLE 3-6A</b> )
<b>Task 2:</b> <i>Build the Planning Team</i>	Jan 2015	A new mitigation planning team was formed to reflect county, jurisdiction and partner organization interests. Only one member of the 2010 planning team was involved in this update. In addition, the HCEM created a steering team to help ensure a smooth transition of knowledge.
<b>Task 3:</b> <i>Create an Outreach Strategy</i>	Jan 2015	The county engaged the public and its stakeholders through surveys and a local public meeting. Stakeholder meetings were also held. Public and stakeholder involvement is described below.
<b>Task 4:</b> <i>Review Community Capabilities</i>	2016-2017	Capabilities were assessed from open source information, local agency updates and resource list compiling
<b>Task 5:</b> <i>Risk Assessment</i>	2016-2017	The risk assessment was updated to include new hazard occurrences, as well as data collection through Hennepin County's Regional Emergency Management Reference Collection and a detailed vulnerability assessment.
<b>Task 6:</b> <i>Mitigation Strategies</i>	2015-2018	Each participating jurisdiction submitted mitigation strategies, including goals, mitigation objectives and actions.
<b>Task 7:</b> <i>Plan Maintenance Procedure</i>	2015	Procedures from the 2010 plan and various other plans were reviewed and selected for this plan.
<b>Task 8:</b> <i>Review and Adopt the Plan</i>	Feb 2018	A draft of the plan was reviewed by the planning team and made available to the public via the county website. The plan will be sent to HSEM/FEMA for adoption in the winter of 2018.
<b>Task 9:</b> <i>Final Plan Delivery</i>	Mar- Apr 2018	Hennepin County Emergency Management will deliver final copies of the plan to the County, local jurisdictions, and partner organizations

### 3.6. Plan Organizational Changes

Several organizational changes were made to the plan document. **TABLE 3.6A** below highlights key changes.

**TABLE 3.6A**

2010 Plan	2018 Plan
<b>Section 1: Introduction</b> <ul style="list-style-type: none"> <li>• Scope</li> <li>• Authority</li> <li>• Funding</li> <li>• Purpose</li> <li>• Community Profile</li> </ul>	<b><u>Volume 1- Background and County Profile</u></b> <b>Section 1:</b> Introduction <b>Section 2:</b> Plan Purpose, Authority and Adoption <b>Section 3:</b> Planning Process <b>Section 4:</b> County Profile <b>Section 5:</b> Community Capability Assessment

	<b>Section 6:</b> Hazard Mitigation Plan Maintenance <b>Section 7:</b> Appendix
<b>Section 2: The Planning Process</b> <ul style="list-style-type: none"> <li>Planning Team</li> <li>Participation</li> <li>Public Involvement</li> </ul>	<b>Volume 2- Hazard Inventory</b> <b>Section 1:</b> Hazard Categories and Inclusions <b>Section 2:</b> Disaster Declaration History and Recent Trends <b>Section 3:</b> Climate Adaptation Considerations <b>Section 4:</b> Comprehensive Natural Hazard Assessment Profiles <b>Section 5:</b> Human Caused Technical/Industrial Hazard Assessment <b>Section 6:</b> Human Caused Adversarial Hazard Assessment <b>Section 7:</b> Mass Evacuee and Immigration Movement <b>Section 8:</b> Vulnerability Assessment <b>Section 9:</b> Cultural Resources Inventory <b>Section 10:</b> *Critical Infrastructure Key Resources (CIKR) <b>*REDACTED</b>
<b>Section 3: Risk Assessment</b> <ul style="list-style-type: none"> <li>Assessment Process</li> <li>Hazard Profiles</li> </ul>	
<b>Section 4: Vulnerability Assessment</b> <ul style="list-style-type: none"> <li>Assessment</li> <li>Assets</li> <li>Capabilities</li> </ul>	
<b>Section 5: Mitigation Strategies</b> <ul style="list-style-type: none"> <li>Goals</li> <li>Actions</li> <li>Jurisdiction Strategies listings</li> </ul>	<b>Volume 3- Community and Mitigation Strategies</b> <b>Section 1:</b> Mitigation Strategies, Goals and Objectives <b>Section 2:</b> Mitigation Action Plan <b>Section 3:</b> Mitigation Plans <b>Section 4:</b> Minnesota Mitigation Crosswalk <b>Section 5:</b> Acronyms and Abbreviations <b>Section 6:</b> Glossary <b>Section 7:</b> Appendix
<b>Section 6: Plan Maintenance</b> <ul style="list-style-type: none"> <li>Monitoring</li> <li>Evaluation</li> <li>Updates</li> </ul>	
<b>Section 7: Plan Review Crosswalk</b>	
Appendices	

### 3.7. Why Update

44 CFR stipulates that hazard mitigation plans must present a schedule for monitoring, evaluating, and updating the plan. This provides an opportunity to reevaluate recommendations, monitor the impacts of actions that have been accomplished and determine if there is a need to change the focus of mitigation strategies. A jurisdiction covered by a plan that has expired is not able to pursue elements of federal funding under the Robert T. Stafford Act for which a current hazard mitigation plan is a prerequisite.

### 3.8. The Updated Plan – What is Different

Although this is technically an update to the 2010 plan, there have been significant changes to the risk assessment as well as the overall number of participating agencies involved in the planning process. So, while this plan is an update for many of the planning partners, it is also the initial plan for others. Therefore, it was important to establish a planning process that was consistent for all partners. The updated plan differs from the initial plan in a variety of ways:

- The Risk Assessment has been revised to reflect a significant amount of new hazards as well as updating the current hazards with data collected through the Hennepin County Regional Reference Collection.

- The vulnerability assessment does not use HAZUS-MH to estimate losses. Municipalities and County Departments bore the responsibility to identify critical infrastructure as well as estimate losses of each individual infrastructure identified.
- The update created an opportunity for the County and planning partners to engage citizens directly through social media and survey's in a coordinated approach to gage their perception of risk and support of the concept of risk reduction through mitigation.
- The plan identifies mitigation objectives in additions to the actions and goals of the previous plan. The identified actions meet multiple objectives that are measurable, so that each planning partner can measure the effectiveness of their mitigation actions.
- The risk assessment has been prepared to better support future grant applications by providing risk and vulnerability information that will directly support the measurement of "cost-effectiveness" required under FEMA mitigation grant programs.

Given the extent of changes in this update, reviewers should consider this to be a new plan. When relevant, the update discusses correlations with the initial plan, especially when data or information is being carried over to the update.

### **3.9. Summary of Previous Planning Efforts**

HCEM developed its first HMP in 2005, which was led by then named Hennepin County Emergency Preparedness. A Local Mitigation Planning Team was created and served as the planning team. The plan included three generalized goals:

1. Protect life and Property
  - a. Execute activities that assist in protecting lives by making homes, businesses, infrastructure, critical facilities, and other property more resistant to losses from hazards.
  - b. Improve hazard assessment information to make recommendations for new and for existing developments in areas vulnerable to hazards.
2. Public Awareness
  - a. Increase public awareness of the risks associated with hazards in the county.
  - b. Provide information on tools, partnerships, opportunities, and funding resources to assist in implementing mitigation activities.
3. Partnerships and Implementation
  - a. Strengthen communication and coordinate participation among and within public agencies, citizens, nonprofit organizations, business, and industry to gain a vested interest in implementation.
  - b. Encourage leadership within public and private sector organizations to prioritize and implement local, county, and regional hazard mitigation activities.

In 2010, HCEM re-wrote the plan for the update due to several changes in the County's risk assessment as well as new technology (HAZUS-MH) to estimate losses to critical infrastructure. A Steering Committee

was made up of HCEM personnel as well as the City of Minneapolis's then Emergency Preparedness Department.

### **3.10. Organization of the Plan**

The 2018 version of the plan has undergone significant changes from the 2010 version. Updates were made using best practices using a variety of nationwide county plans, as well as utilizing FEMA planning materials and resources that include hazard mitigation strategies. The plan was also reorganized to increase readability. However, some content from the previous version was included. The HMP consists of three components, each are broken down in the following volumes:

#### **Volume 1: Background and County Profile (124 pages)**

- Section 1:** Introduction
- Section 2:** Plan Purpose, Authority and Adoption
- Section 3:** Planning Process
- Section 4:** County Profile
- Section 5:** Community Capability Assessment
- Section 6:** Hazard Mitigation Plan Maintenance
- Section 7:** Appendix

#### **Volume 2: Hazard Inventory (313 pages)**

- Section 1:** Hazard Categories and Inclusions
- Section 2:** Disaster Declaration History and Recent Trends
- Section 3:** Climate Adaptation Considerations
- Section 4:** Comprehensive Natural Hazard Assessment Profiles
- Section 5:** Human Caused Technical/Industrial Hazard Assessment
- Section 6:** Human Caused Adversarial Hazard Assessment
- Section 7:** Mass Evacuee and Immigration Movement
- Section 8:** Vulnerability Assessment
- Section 9:** Cultural Resources Inventory
- Section 10:** Critical Infrastructure Key Resources (CIKR) **\*\*REDACTED\*\***

#### **Volume 3: Community and Mitigation Strategies (360 Pages)**

- Section 1:** Mitigation Strategies, Goals and Objectives
- Section 2:** Mitigation Action Plan
- Section 3:** Mitigation Plans
- Section 4:** Minnesota Mitigation Crosswalk
- Section 5:** Acronyms and Abbreviations
- Section 6:** Glossary
- Section 7:** Appendix

### **3.11. Planning Objectives**

To develop the Hennepin County HMP update, the County followed a process that had the following primary objectives:

- Establish a Steering Committee
- Form a Mitigation Planning Team
- Coordinate with other agencies
- Reviewing existing programs
- Develop a new Risk Assessment
- Engage the Public

### **3.12. Establish a Steering Committee**

Hazard mitigation planning enhances collaboration and support among diverse parties whose interest can be affected by hazard losses. Stakeholders can create partnerships that pool resources to achieve a common vision for the community. A Steering Committee was formed to oversee all phases of the plan update. The members of this committee included three staff members of Hennepin County Emergency Management and one staff member from The City of Minneapolis's Office of Emergency Management. Several meetings took place in 2015 Steering Committee meeting minutes are provided in **Section 7: Appendix 1-page 65**

### **3.13. Form a Mitigation Planning Team**

To assist with the development and implantation of the plan update, the Steering Committee formed a Mitigation Planning Team consisting of 21 members. HCEM's Plans & Systems Integration Coordinator assumed the role of the lead planner, leading the group through the three Planning Meetings as well as coordinating data associated with the tasks of the Planning Team. The Planning Team members that made up the team include:

- Larry Brown – Shorewood Public Works
- James Van Eyll – Long Lake Fire (Lakes Area Planning Group Representative)
- Rodger Coppa – St. Louis Park Fire (South Area Planning Group Representative)
- Mike Meehan – Crystal Police Department (North Area Planning Group Representative)
- Laurie Burns –City of Minneapolis Planning Group Representative
- Tiffany Shaufler – Minnehaha Watershed District
- Krysta Reuter – University of Minnesota Emergency Management
- Jeff Goldy – Hopkins Public Schools
- Maureen Mullen – Rockford Area Schools
- Nycole Fry – Minnesota Division of Homeland Security & Emergency Management
- Todd Krause – National Weather Service
- Steve Berg, Wright County Emergency Management
- Kristi Rollwagen, Metropolitan Airports commission
- James Fallon – United States Geological Survey
- Warren Fonog – Hennepin County Geographic Information Systems

- Mike Rudolph, Wright-Hennepin Electric Cooperative Electric Association
- Jeff Shaw – Hennepin County Public Health
- Jay Baldwin, Hennepin County Transportation
- Jason Ohotto – Minneapolis Parks
- Jennifer Ringhold – Minneapolis Parks

### **3.14. Coordinate with other Agencies**

44CFR requires that opportunities for involvement in the planning process be provided to neighboring communities, local and regional agencies involved in hazard mitigation, agencies with authority to regulate development, business, academia, and other private and non-profit interests. This task was accomplished by the steering committee described below:

- Agency Notification – The following agencies were invited to participate in the update process from the beginning and were kept apprised of plan development and milestones. Several of these agencies helped make up the 2018 Mitigation Planning Team.
  - All 43 municipalities in Hennepin County
  - Wright County
  - Department of Natural Resources
  - Minnesota Interagency Fire Center
  - Hennepin County Departments (Environmental Services, Transportation, GIS and Public Health)
  - Xcel Energy
  - Wright-Hennepin Electric Cooperative
  - All Hennepin County School Districts
  - University of Minnesota
  - Minneapolis Parks
  - Three Rivers Park
  - Minnehaha Watershed District
  - Metropolitan Airports Commission

### **3.15. Review of Existing Programs**

44 CFR states that hazard mitigation planning must include review and incorporation, if appropriate, of existing plans, studies, reports, and technical information. In addition, the following programs can affect

mitigation within the planning area:

- Hennepin County Emergency Operations Plan
- Area Planning Group Plans (North, Lakes, South and the City of Minneapolis)
- Minnesota State Hazard Mitigation Plan
- Anoka County Mitigation Plan
- Carver County Mitigation Plan
- Dakota County Mitigation Plan
- Ramsey County Mitigation Plan
- Scott County Mitigation Plan
- Washington County Mitigation Plan
- Wright-County Mitigation Plan

One of the Steering Committee's actions was to review the Minnesota State Hazard Mitigation Plan. The Steering Committee identified hazards listed in the state plan to which the Hennepin County planning area is susceptible, in order to determine if there was a need to expand the scope of the Risk Assessment. The Committee also reviews the goals, objectives and strategies of the State plan in order to select goals, objectives and actions for the plan that are consistent with those of the state.

### 3.16. Plan Development Chronology/Milestones

**TABLE 3.16A** summarizes important milestones in the development of the plan update.

Plan Development Calendar of Events			
Date	Event	Milestone	Attendance
<b>2014</b>			
12/20/2014	Formation of the Steering Committee	Steering Committee Formed	NA
<b>2015</b>			
1/28/15	Steering Committee Meeting #1	<ul style="list-style-type: none"> <li>Reviewed FEMA Local Mitigation Handbook and review all 44 CFR 201.6 Local Mitigation Plan requirements.</li> <li>Tasked Steering Committee members with plan update responsibilities for the first quarter 2015</li> </ul>	3



2/24/15	Steering Committee Meeting #2	<ul style="list-style-type: none"> <li>Discussed public involvement such as a mitigation survey as well as Social Media input</li> <li>Researched on how climate change has been worked into other mitigation plans.</li> <li>Created a mitigation strategies/actions/objectives template.</li> <li>Wrote up a “representative agreement notice”.</li> <li>Discussed changes/additions to the Risk Assessment and Plain Maintenance sections.</li> <li>Reviewed options to build templates for special jurisdictions such as schools and watershed districts.</li> <li>Created a mitigation timeline.</li> </ul>	4
3/30/15	Community Outreach	<ul style="list-style-type: none"> <li>1st post of mitigation plan update to the Hennepin County Emergency Management Facebook page</li> </ul>	NA
4/6/15	Community Outreach	<ul style="list-style-type: none"> <li>2<sup>nd</sup> post of mitigation plan update to the Hennepin County Emergency Management Facebook page</li> </ul>	NA
4/27/15	Community Outreach	<ul style="list-style-type: none"> <li>3rd post of mitigation plan update to the Hennepin County Emergency Management page.</li> </ul>	NA
5/11/15	Community Outreach	<ul style="list-style-type: none"> <li>1<sup>st</sup> post of mitigation survey questionnaire to Hennepin County Emergency Management Twitter page.</li> </ul>	NA
5/15/15	Community Outreach	<ul style="list-style-type: none"> <li>1<sup>st</sup> post of mitigation plan update on the Hennepin County Emergency main website homepage</li> </ul>	NA
5/20/15	Community Outreach	<ul style="list-style-type: none"> <li>1<sup>st</sup> post of mitigation plan update on the City of Crystal Facebook page.</li> </ul>	NA
5/21/15	Community Outreach	<ul style="list-style-type: none"> <li>1<sup>st</sup> post of mitigation plan update on the City of Crystal website.</li> </ul>	NA
5/22/15	Steering Committee Meeting #3	<ul style="list-style-type: none"> <li>Discussed the creation of a Mitigation Planning Team</li> <li>Began discussions of a Dashboard for each participating agency.</li> <li>Finalized a new Risk Assessment list of hazards to include in this year’s plan.</li> <li>Planned to reach out to Hennepin County watershed districts for representation on the Mitigation Planning Team.</li> <li>Reviewed mitigation plan timeline.</li> <li>Discussed options for this year’s vulnerability assessment.</li> </ul>	3
6/1/15	Community Outreach	<ul style="list-style-type: none"> <li>1<sup>st</sup> post of mitigation plan update on the City of Mound main website.</li> </ul>	NA
6/22/15	Community Outreach	<ul style="list-style-type: none"> <li>1<sup>st</sup> post of mitigation survey questionnaire to the City of Hopkins main webpage</li> </ul>	NA
6/26/15	Community Outreach	<ul style="list-style-type: none"> <li>1<sup>st</sup> mitigation survey questionnaire to the City of Medina main webpage.</li> </ul>	NA
6/30/15	Mitigation Planning Team Meeting	<ul style="list-style-type: none"> <li>1<sup>st</sup> Mitigation Planning Team Meeting held at the Hennepin County Emergency Operations Center</li> </ul>	21

7/20/15	Steering Committee Meeting #4	<ul style="list-style-type: none"> <li>Discussed map integration into chapters.</li> <li>Updated the timeline for completion.</li> <li>Reviewed updated survey's from public input questionnaire.</li> <li>Identified new hazard ranking methodology for the plan update.</li> <li>Risk Assessment update to find out where everyone was at.</li> </ul>	3
7/23/15	Community Outreach	<ul style="list-style-type: none"> <li>1<sup>st</sup> mitigation plan posting on the City of Corcoran Police Department Facebook page</li> </ul>	NA
9/29/15	Mitigation Planning Team Meeting	<ul style="list-style-type: none"> <li>2<sup>nd</sup> Mitigation Planning Team meeting held at the Hennepin County Emergency Operations Center</li> </ul>	19

**TABLE 3.16A**

### **3.17. Develop a New Risk Assessment**

Hennepin County Emergency Management continued to use the same methodology of historic hazard data collection as it did in the 2010 plan. State, Federal and local resources were used once again to identify new data that has occurred over the past five years since the previous plan update. However, in addition, Hennepin County Emergency Management used the Hennepin County Regional Emergency Management Reference Collection as a primary source of data gathering.

### **3.18. HCEM Regional Emergency Management Planning Reference Collection (REMPRC)**

The purpose of Hennepin County's REMPRC is intended to assist emergency managers and others involved in emergency mitigation, preparation, response and recovery. The collection is oriented toward emergency management strategic, operational and tactical planning; training and exercise design; as well as education, professional development and the evolution of emergency management systems and processes.

The reference material collected in the REMPRC deals with several broad subject areas. First priority is given to materials related to the doctrine, organization and practice of emergency management, including assessments, strategies, plans, and after action reviews. Also collected are analysis and accounts of hazards or threats of a level that could require emergency management employment (natural, technological and adversarial). Next are materials that are useful for understanding the present and future environment that may have applications for strategic assessment and planning (demographics, economic forecasts, technology assessments, etc.).

REMPRC also gathers materials related to emergency practices within the disciplines that make up the emergency management community (police, fire, emergency medical services, public works, public

health, etc.). Works dealing with technologies used in emergency management is assembled (communications, data management, logistics, etc.).

The types of material collected is as follows, much of which was used to assist in the overall Risk Assessment section of this plan.

- **Government documents**, including formal doctrine, frameworks and other broad federal and state level strategy and references. Also includes tactical references such as incident management handbooks and other National Incident Management System (NIMS) and Incident Command System (ICS) planning tools.
- **Mitigation plans**, including state, county and municipal plans to mitigate the impacts of hazards.
- **Emergency operations plans**, including standing contingency plans for operations during an emergency at all levels of government as well as non-government and private entities.
- **Incident action plans**, including specific operational period plans utilized at incident sites for upcoming operational periods. Also includes incident support plans developed at an Emergency Operations Centers that focus on upcoming operational phases.
- **Continuity of operations plans**, includes reference material related to government, industry or organizational plans to continue.
- **After action reviews**, including hot-wash notes, interviews, and other materials related to the lessons learned from emergency management responses, training, exercises and allied activity. Such reports include, but are not limited to National Fire Academy reports, National Transportation Safety Board reports, Congressional commissions and inquiries.
- **Training and exercise materials**, including materials related to capability assessment, training strategy, training and exercise development, scenario development and the conduct and evaluation of training and exercises.
- **Technical documents**, including but not restricted to census and demographic data, soil surveys, geological survey reports, USGS water supply papers, climate data, NOAA assessments and related materials. Also includes materials related to technical specialties and their employment in emergencies including Geographic Information Systems (GIS), Hazardous Materials (HAZMAT), radio communications, information systems, and social media/public affairs.
- **Legal reference material**, including references for the main tenants of emergency planning and management at the federal, state and local levels, such as Public Laws, US Codes, Minnesota Statutes and County Board Resolutions.
- **Maps and atlases**, includes depictions of natural data in space and through time such as geology, soils, hydrology, topography, vegetation and climate. Specific geological threats such

as seismicity maps, flood plains, karst, and slope failure are also collected. The collection also includes human and cultural depictions such as population density, land use, transportation, population density, critical infrastructure, income distribution, age demographics, key emergency facilities, and related information.

- **Textbooks**, including works on comparative emergency management, crisis leadership, emergency management organization, planning processes and tools, and specialized emergency planning as it relates to hospitals, public health, public works, libraries, utilities, schools, corporations, special events and other sectors. Also includes references on scientific data that is crucial for emergency management such as meteorology, hazardous materials, radiation, chemistry, microbiology, and other fields.
- **Books**, includes non-fiction case studies on specific disasters, emergencies and critical situations. Also includes projections and forecasts of the future natural, social, economic, and security environment.
- **Historical materials**, includes resources that describe historic emergencies, disasters and crisis and their underlying threats and hazards. Also traces the evolution of emergency planning, organization, response and recovery.
- **Photographs and imagery**, includes still and moving photography and images on various formats including film and digital media involving all aspects of emergency management
- **Audio**, includes recordings of public warning messages, news reports, and radio transmissions involving disasters and emergency response.

### 3.19. Public Involvement/ Engage the Public

Broad public participation in the planning process helps ensure that diverse points of view about the planning area's needs are considered and addressed. 44CFR requires that the public have opportunities to comment on disaster mitigation and during the drafting stages and prior to plan approval.

### 3.20. Strategy

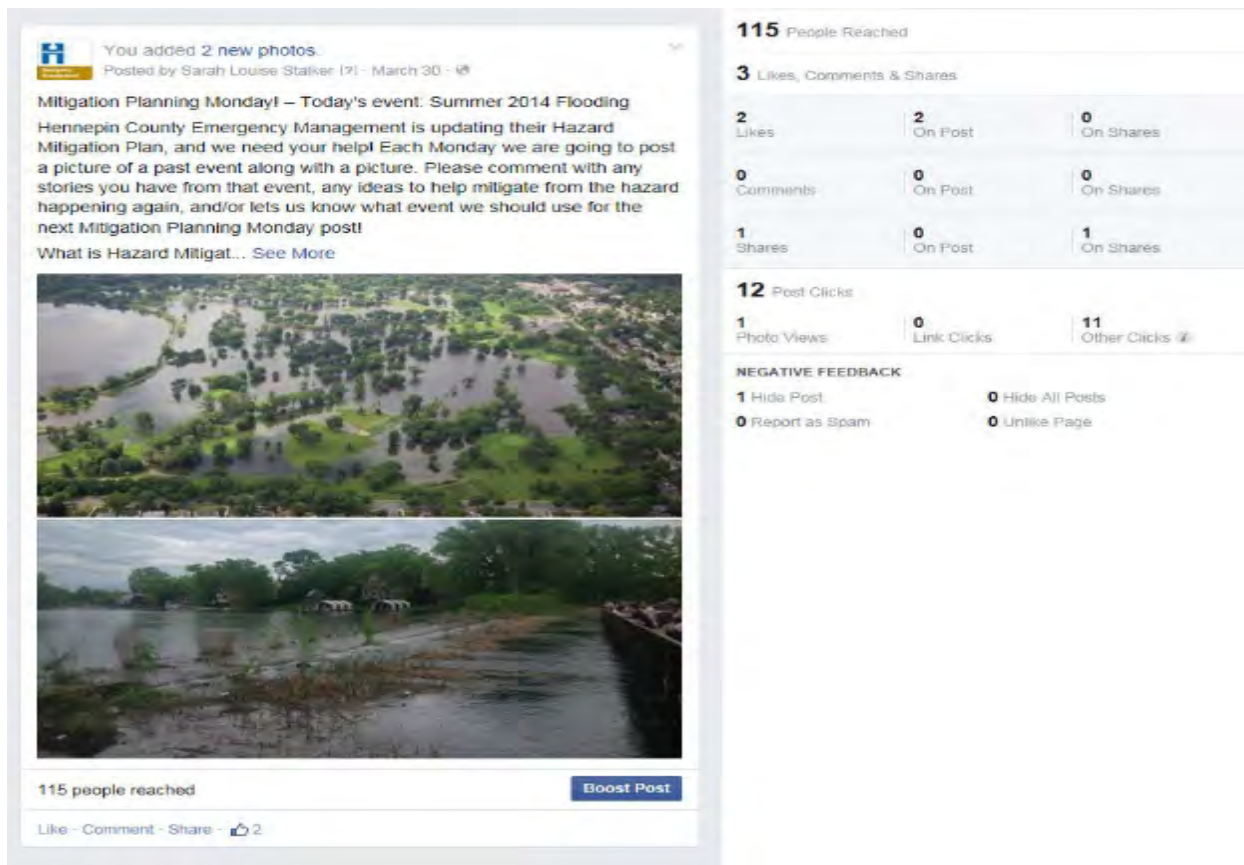
Since this planning process involved an update for some planning partners and a first-time planning for others, the Steering Committee developed a comprehensive new outreach strategy, using multiple media sources available to the County. The strategy for involving the public in this plan update emphasized the following elements:

- Use of Social Media (Facebook) to provide information and seek input on the plan
- Use a questionnaire to determine if the identify the public's perception of risk.
- Attempt to reach as many planning area citizens as possible using multiple media (municipal websites)
- Use Hennepin County's Communication Division for media releases regarding the update to the HMP.
- Identify and involved planning area stakeholders.

### 3.21. Social Media

Social media was used as a way to engage the general public for input on the HMP. Both Facebook and Twitter were used to direct residents of Hennepin County to the questionnaire described below, as well as ask residents their experiences about past disasters and their perception of hazard risks to Hennepin County. We posted all of our social media posts on Monday's under a 'Mitigation Planning Monday's' tagline. **GRAPHIC 3.21A** shows an example post asking residents about past disasters. See **Section 7: Appendix B- page 71**.

**GRAPHIC 3.21A**



### 3.22. Questionnaire

An HMP questionnaire was developed by the Steering Committee. The questionnaire was used to gauge household preparedness for natural hazards and the level of knowledge that residents have of hazards affecting Hennepin County. This questionnaire was hosted on several Hennepin County municipal websites as well as posted to the Hennepin County Emergency Management Facebook and Twitter pages. A summary of the questionnaire results can be found below (3.24) under Public Involvement Results. The full questionnaire and results can be found in **Section 7: Appendix C- page 75**

### **3.23. Press Releases**

There was one formal press release done on the front page of the Hennepin County website. The City of Mound produced a mass e-mail to their city staff that described what a HMP is, and asked residents of Hennepin County to partake in the questionnaire previously mentioned. There were other cities who included the survey on their websites as well: Minneapolis, Hopkins, Medina, and Crystal. **Section 7: Appendix D- Page 99**

### **3.24. Public Involvement Results**

From the questionnaire and feedback on posts from Facebook and Twitter, we found that the public is generally aware of the natural hazards that could affect them in Hennepin County. In addition, the major topics that had majority results from the public were transportation networks, critical facilities, and utilities; a few examples follow. Participants were also asked what they felt was the most important priority regarding planning for hazards in Hennepin County and the highest response was planning to protect critical facilities and transportation networks, along with strengthening emergency services. Participants were then asked what types of projects local, county, state, and federal agencies should be doing to reduce damage and disruption of natural hazards. The choice that got the highest agreement was replace inadequate or vulnerable bridges and causeways, followed by improving the damage resistance of utilities, and retrofitting critical infrastructure. Which also fell in line with what respondents felt their most important assets to the public were (fire/police stations, transportation networks, and utilities).

### **3.25. Stakeholder and Public Involvement Plan**

HCEM is committed to engaging stakeholders and the public in mitigation planning activities. To accomplish this, a *Stakeholder and Public Involvement Plan* is being developed which describes the approach, activities to engage stakeholders and the public in the development of the HMP.

Based on current Federal requirements, a Mitigation Plan must include adequate and reasonable notice and opportunity for comment and other input from a variety of stakeholders, including the public, local governments, and other interested parties. HCEM has sought comment and the involvement of these stakeholders and the public through planning forums and questionnaires, interviews, as well as an online survey.

Outreach activities were conducted as part of the 2018 HMP. These activities sought input and comments on the overall vision and direction for Hennepin County Emergency Management to meet the federal and state requirements, as well as, consider local level development and participation in planning.

This HMP determines both short and long-range mitigation needs in community improvement and integrates within the scope of long range planning with HSEM- State of Minnesota.

### **3.26. Goals for Stakeholder and Public Involvement:**

The goals for stakeholder and public involvement for the HMP:



- Gain an understanding of the need, the potential impacts of and opportunities for this HMP to improve the overall efficiency and sustainability of our communities
- Solicit input relative to mitigation policies, projects, and programs to better meet the needs while also making Hennepin County a more attractive location to conduct business and a better place to live; and
- Provide input for developing a strategy for making investment decisions.

### **3.27. Outreach Activities and Participation**

#### **A. Open Houses/Meetings**

HCEM held three planning meetings. At each, a short presentation was given. Following each presentation was a discussion period and a brief question and answer period.

HCEM attended the monthly regional planning group meetings (North, South, Lakes and Minneapolis) to provide updates, instruction and receive feedback from these groups or the individual communities throughout the process.

#### **B. Surveys/Questionnaires**

All 42 municipalities were invited to complete a survey developed by the HCEM staff. Invitations were sent by email. If there was not response, they were called. The survey was posted through survey monkey. The survey, not only questions about overall needs improve, but also questions about specific demographic information. Other stakeholders, such as academics, government representatives, associations, special interest groups were sent a version of the survey that was similar to that which was distributed to the general public.



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# City of Brooklyn Park

## Request for Council Action

<b>Agenda Item:</b>	4.6	<b>Meeting Date:</b>	February 25, 2019
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Finance
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Tracy Bauer-Anderson, Interim City Assessor
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	LaTonia Green, Finance Director
<b>Item:</b>	Set Local Board of Appeal and Equalization Date and Time for April 8, 2019 at 7:00 p.m.		

### City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO SET THE BOARD OF APPEAL AND EQUALIZATION MEETING AS MONDAY, APRIL 8, 2019, AT 7:00 P. M.

### Overview:

The law requires the Board of Appeal and Equalization meeting to be held between April 1 and May 31.

Past practices have dictated that the meeting is for property owners to contest their property values. The meeting is then recessed for a period not to exceed 20 days for the Assessor's office to inspect the properties and present the Board with written recommendations of valuation.

### Primary Issues/Alternatives to Consider:

This meeting would take place in conjunction with the regularly scheduled Council Meeting on April 8, 2019.

**Budgetary/Fiscal Issues:** N/A

**Attachments:** N/A

# City of Brooklyn Park

## Request for Council Action

<b>Agenda Item:</b>	4.7	<b>Meeting Date:</b>	February 25, 2019
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Community Development
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jason Newby, Code Enforcement and Public Health Manager
<b>Ordinance:</b>	SECOND READING		
<b>Attachments:</b>	1	<b>Presented By:</b>	Jason Newby
<b>Item:</b>	SECOND READING of an Ordinance Amending Chapter 114 Food Establishments		

### City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT ON SECOND READING ORDINANCE #2019-\_\_\_\_ AMENDING CHAPTER 114 OF THE BROOKLYN PARK CITY CODE RELATING TO THE LICENSING AND REGULATION OF FOOD ESTABLISHMENTS.

### Overview:

At the February 11, 2019 City Council meeting, the City Council unanimously approved the first reading adopting an ordinance amending Chapter 114 of the City Code.

The following amendments are being proposed to update existing code language to reflect the recent changes to the Minnesota Food Code references and establish standards necessary to promote the health and safety of residents, workers, and visitors in our community. The amendments will help clarify the codes used to regulate these licensed facilities and comply with delegation agreement requirements.

### Primary Issues/Alternatives to Consider:

Approve the proposed amendments.  
Amend and approve the proposed amendments.  
Deny the proposed amendments.

**Budgetary/Fiscal Issues:** N/A

### Attachments:

4.7A ORDINANCE

ORDINANCE #2019-

ORDINANCE AMENDING CHAPTER 114 OF THE BROOKLYN PARK CITY CODE  
RELATING TO THE LICENSING AND REGULATION OF  
FOOD ESTABLISHMENTS

Underlined text is proposed to be added  
~~Text with strikethrough is proposed for deletion~~

The City of Brooklyn Park Does Ordain:

**Section 1: Section 114.01 of the Brooklyn Park City Code is amended to read as follows:**

**114.01 FINDINGS AND PURPOSE.**

- A. Purpose. This chapter is enacted to establish standards for the regulation of food establishments to protect the health, safety and general welfare of the people of the city pursuant to powers granted under M.S. Chapters 28A and 145A, and subsequent recodifications and/or amendments as may be adopted from time to time.
- B. Objectives. The general objectives of this chapter are as follows:
- 1) To prevent foodborne illness.
  - 2) To correct and prevent conditions that may adversely affect persons utilizing food establishments.
  - 3) To provide standards for the design, construction, operation, and maintenance of food establishments.
  - 4) To meet consumer expectations of the safety of food establishments.
- C. Scope. This chapter is applicable to all food establishments where food, meals, snacks, beverages, or ingredients thereof are stored, prepared, or sold for consumption on or off the premises. Food establishments include, but are not limited to restaurants, boarding houses, drive-ins, bars, taverns, brew pubs, cafeterias, delicatessens, snack bars, grocery stores, retail bakeries, micro markets, convenience stores, meat markets, caterers, cafes, clubs, lodges, commissaries, lodging facilities, resorts, public and private schools, public buildings, group day care facilities, concession stands, satellite or catered feeding locations, catering food vehicles, food delivery services, ~~food vehicles~~ mobile food units, itinerant and other temporary food events, vending machines, food or beverage carts, and similar business and establishments.

**Section 2: Chapter 114.02 of the Brooklyn Park City Code is amended by adding the following Sections:**

**114.02 ADOPTION OF STATE AND COUNTY REGULATIONS.**

~~The provisions in M.S. Chapter 157, except § 157.16, and in Minn. Rules 4626.0010—4626.2025 and all subsequent recodifications and amendments, and the Hennepin County Food Protection Ordinance No. 3 §§ 5—8 are is adopted by reference and incorporated into the city code in full, except as otherwise modified in this chapter.~~

For the purpose of prescribing regulations governing food establishments, the following rules and statutes and subsequent recodifications and/or amendments and other applicable legislation, as may be adopted from time to time.

- a) M.S. Chapters 157, 17.04, 29.21, 29.23, 29.235, 29.236, 29.237, 29.24, 29.25, 29.26, 29.27, and 30.49, applicable sections of Minnesota Statutes, Chapters 28A, 31, and 34A,
- b) Minnesota Rules Chapter 4626, except 4626.0033 subparts G through O, 4626.1720B, and 4626.1760

- c) Hennepin County Food Protection Ordinance No. 3 is adopted by reference and incorporated into the city code in full, except as otherwise modified in this chapter.
- d) Applicable sections of Minnesota Rules parts 1520, 1545, 1550, and 1556.

**Section 3: Section 114.04 of the Brooklyn Park City Code is amended to read as follows:**

**114.04 LICENSE ADMINISTRATION.**

- A. License required. It is unlawful to operate a food establishment within the city or engage in any enterprises described herein, unless a license has been obtained. Each license must be obtained in accordance with the requirements of the city code.
- B. General licensing. The application for such licenses must be made on forms furnished by the city and must describe the general nature of the business, the location, and any other information deemed necessary by the city.
- C. License expiration. Licenses issued pursuant to this chapter commence and expire on the dates indicated on the license certificate. With the exception of the itinerant food establishment licenses, all food establishment licenses will be issued for the applicable license year. Itinerant food establishment licenses will be issued for the specific days that the itinerant food establishment is in operation.
- D. Transfer and display of license. Only a person who complies with the requirements of this chapter is entitled to receive a license. A license is not transferable as to person or place. A valid license must be located onsite and posted so that it is clearly visible to the public. ~~available to the public upon request.~~

**Section 4: Section 114.09 of the Brooklyn Park City Code is amended to read as follows:**

**114.09 STANDARDS FOR HEALTH, SAFETY AND NUISANCE PREVENTION.**

- A. The food establishment licensee must receive approval from the Health Authority prior to implementing the provisions in Minn. Rules 4626.0040 ~~et seq.~~ The city specifically adopts the following additional standards for health and safety to Minnesota Rules Chapter 4626 for food service establishments excluding retail food establishments delegated by the State Department of Agriculture.
- B. A hand washing lavatory must be equipped to provide water to the user at a temperature of at least 43 C. (110 F.), but not more than 54 C. (130 F.) in a food establishment and not more than 48 C. (120 F.) in a sink that is used by children, such as a school, day care or preschool, through a ~~missing~~ mixing valve or combination faucet.
- C. Materials for indoor floor, wall, and ceiling surfaces under conditions of normal use must be non-absorbent and resistant to the wear and abuse to which they are subjected. Materials such as, but not limited to, quarry tile, ceramic tile, or terrazzo are approved for floor surfaces in food preparation areas, walk-in refrigerators, walk-in freezers, warewashing areas, toilet rooms, mobile food establishment servicing areas, handwash areas, janitorial areas, laundry areas, interior garbage and refuse storage rooms, wait stations, kitchens, bars, areas subject to flushing or spray cleaning methods, and other areas subject to moisture.
- D. A supply of toilet tissue in a mounted dispenser must be available at each toilet.
- E. The plans and specifications for a food establishment must include the proposed layout to scale, mechanical schematics, construction materials, and finish schedules.

# City of Brooklyn Park

## Request for Council Action

<b>Agenda Item:</b>	4.8	<b>Meeting Date:</b>	February 25, 2019
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Devin Montero, City Clerk
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	5	<b>Presented By:</b>	
<b>Item:</b>	Approval of Minutes		

### City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE THE MINUTES OF THE BROOKLYN PARK CITY COUNCIL MEETING OF FEBRUARY 12, 2018, AS PRESENTED BY THE CITY CLERK.

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE THE MINUTES OF THE BROOKLYN PARK CITY COUNCIL MEETING OF FEBRUARY 26, 2018, AS PRESENTED BY THE CITY CLERK.

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE THE MINUTES OF THE BROOKLYN PARK CITY COUNCIL WORK SESSION OF MARCH 5, 2018, AS PRESENTED BY THE CITY CLERK.

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE THE MINUTES OF THE BROOKLYN PARK SPECIAL CITY COUNCIL MEETING OF NOVEMBER 26, 2018, AS PRESENTED BY THE CITY CLERK.

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE THE MINUTES OF THE BROOKLYN PARK CITY COUNCIL MEETING OF JANUARY 14, 2019, AS PRESENTED BY THE CITY CLERK.

**Overview:** N/A

**Primary Issues/Alternatives to Consider:** N/A

**Budgetary/Fiscal Issues:** N/A

### Attachments:

- 4.8A CITY COUNCIL MEETING MINUTES, FEBRUARY 12, 2018
- 4.8B CITY COUNCIL MEETING MINUTES, FEBRUARY 26, 2018
- 4.8C CITY COUNCIL WORK SESSION MINUTES, MARCH 5, 2018
- 4.8D CITY COUNCIL SPECIAL MEETING MINUTES, NOVEMBER 26, 2018
- 4.8E CITY COUNCIL MEETING MINUTES, JANUARY 14, 2019

## REGULAR BROOKLYN PARK CITY COUNCIL WORK SESSION

Monday, February 12, 2018  
7:00 p.m.

Steve Lampi Meeting Room  
5200 85th Avenue North

CALL TO ORDER – Mayor Jeffrey Lunde

PRESENT: Mayor Jeffrey Lunde; Council Members Bob Mata, Terry Parks, Susan Pha, Lisa Jacobson, Mark Mata and Rich Gates; City Manager Jay Stroebel; Community Development Director Kim Berggren; Planning Director Cindy Sherman; Jay Stroebel City Manager and City Clerk Devin Montero.

ABSENT: None.

### C. DISCUSSION ITEMS/GENERAL ACTION ITEMS:

#### **C.1 Review of Proposed Land Use Changes in the Comprehensive Plan (Cindy Sherman)**

Planning Director Cindy Sherman briefed Council on the proposed land use changes in the Comprehensive Plan.

Council Member B. Mata asked if the households included single-family homes and duplexes or did it include apartments.

Planning Director Sherman stated it included everywhere that people lived as well as apartments.

Mayor Lunde asked if there was any tax impact on some of the open land in the Northwest.

Planning Director Sherman stated they had the land use designation which talked about future land use and then they had the zoning. She stated all the area on the map except for North Park was currently zoned R1 which was the Urban Reserve District because they didn't have sewer and water yet and that area would continue to be R1. She stated there had been some land value increases based on land sales through the assessing staff. She stated they didn't control it, but it was not related to zoning at this point. She stated the areas that had sewer and water, the value had gone up.

Council Member B. Mata asked if it would be of benefit to the City of have more flex areas instead of what they had there. He stated then they would have the availability for whenever a developer came in and the Council could say yes or no and zone it to control things.

Planning Director Sherman stated her concern was that it created a little uncertainty and they were seeing that with the land that Opitz had with the flex and they were not sure what was going to fly. She stated they felt comfortable that it was a use or designation available to



the Council. She stated staff felt they would rather have it designated if they knew what fit better. In some respects, the mixed use was accomplishing a flexibility to put things where they wanted.

Mayor Lunde asked if the mixed use allowed them to not have a large church come in and put in a large parking lot because that was one of the things that came in.

Planning Director Sherman stated a couple of years ago, they went through the exercise of analyzing their locations for religious institutions and ended up modifying the zoning code for Business Town and Park Center to make them one of the priorities that it be tax generating. She stated they didn't allow churches in the Business Park zoning districts anymore and they couldn't outlaw them altogether because it would be a violation of federal law. She stated the next step after the comprehensive planning process as they designated land use would be to assign zoning to those areas that were consistent so there were regulations in place to implement the land uses.

City Manager Stroebel stated that in the last year, there was some property north of TH610 and Highway 252 that moved from a Child Care Use to a Religious Institution. He stated there were some questions at the time if they had other parcels of land within the community that had that flexible use or not.

Planning Director Sherman replied that the Planning Commission has this on their workplan to look at, not from a land use perspective but a zoning one.

Council Member Parks stated one of the issues was that people were expecting them to change that zoning as the licensing was coming forward. He stated the question was if they could change the zoning after they had already applied, and that would have been wrong.

Council Member M. Mata stated that zoning should have been changed a long time ago when TH610 was built.

Council Member Pha asked if they changed the use of zoning, did they have an obligation to also let the community and neighbors around that area know about it or was it a public notice.

Planning Director Sherman stated it was their intention to talk to the property owners more so than the adjacent property owners. She stated she didn't know there was any area of change that was significant enough that people would have a concern from what it was today to what they were changing it to. She stated with land use, it was more of the broad community process when they had a rezoning application if it was specific to a site they did notify property owners within 500 feet depending on what was going on and sometimes more. She stated when it was a broad citywide rezoning kind of action, then they didn't have to send individual notices.

Council Member Pha stated she wanted to make sure that if they changed the land use, there were opportunities later for it to be introduced to the community first.

**C.2 Introduction to Mr. Charles Driscoll to Discuss Potential Location for a Mercedes Dealership in the Highway 610 Corridor (Cindy Sherman)**

Planning Director Sherman and Mr. Driscoll briefed Council on the potential location for a Mercedes Dealership in the Highway 610 Corridor.

Mayor Lunde stated he would like for the process to go one step further. What had kept him curious or intrigued about the potential venture was the fact that the Mercedes brand mattered. His concern was with the matrix, in the auto industry, when they moved to a different model of what they sold, they needed more.

Mr. Driscoll stated that as the car businesses changed, they needed a larger volume in the facility and started looking at the cost of land and what it cost. He stated it was an approximately \$8 million building so a small used car lot or small scale lower priced value car really couldn't afford the long term 20-year financial commitment it took to build that kind of project. He stated it was a significant expenditure and Mercedes Benz worked with four or five different national consultants around the country and they had an extremely defined matrix and computer modeling on where ideal sites were. He stated they put all that information into a formula and they must have a location that came within 2% of their ideal model and Brooklyn Park came within 2% of their ideal model.

Council Member Gates asked if they had discussed a two-level building. He had seen some showrooms that were two to three levels and all that was seen when driving down the road were the cars in the front of the windows. His concern was that most of the buildings they had along TH610 were two to three levels and they were going to be just one. He didn't want them to get lost and wanted them to have an elevation, so they could be seen.

Mr. Driscoll stated that in their plans there was a tower that Mercedes Benz called a jewel box and that particular one was about four stories that provided visibility at a great distance. He stated some of the other images he would be showing had a two-story front on the building so the glass itself was about two stories; it was just scaled at a level where it appeared to be one. He stated they did have a couple of different architectural models they could use within that framework and there was a certain design element they were transitioning to in all stores nation-wide and that was shown in the pictures Council was looking at.

Council Member B. Mata stated he liked the jewel box better than the flat sign shown in the plans.

Mr. Driscoll stated the jewel box was their preferred element because it was lit and they had

different cars and things going on for different seasons.

Council Member B. Mata stated having Mercedes Benz here would draw a lot of other big-ticket companies or restaurants would move to Brooklyn Park and was going to bring a higher end clientele than what they had experienced in the past.

Council Member Jacobson asked if it would be new and used cars and where the other locations were.

Mr. Driscoll stated it was and the other locations in the Twin Cities were Bloomington, Maplewood and Minnetonka.

Council Member Parks asked if the location they were discussing was one that both sides had agreed on or if it was a site that the City has suggested.

Planning Director Sherman stated it was a site staff believed the City could support because it took away from some of the other market areas where they had more of the commercial dream over at Zane and TH610.

Mr. Driscoll stated they had spoken to several developers and people who were clustered in the TH610 and Zane area and with their respect for the Planning Commission and the City Council advised them to make next steps moving forward here before moving on with them. He stated they didn't have a specific piece of property lined up or any agreements in place at that point.

Council Member Pha stated she would rather see something like that go in instead of more business warehouses being built along 93<sup>rd</sup> Avenue. She stated Brooklyn Park was not known for big malls that people came to, but had auto dealers and people all over the Twin Cities came for those auto dealerships along Brooklyn Boulevard. She stated it brought in people to the City and thought it would bring in more people. She stated she was open to the idea of what they could do with it and not just saying no.

Director Berggren asked Council to keep in mind the TH610 Corridor was a very desirable one for those types of uses in general and imagined there would be more auto dealerships that would want to come to Brooklyn Park if they allowed one in.

Mayor Lunde stated it was the Mercedes Benz brand that had him considering that venture and if it was any other dealership that did not deliver on the brand experience, he would have no problem saying no.

Council Member Pha asked what else they could bring in besides business warehouses.

Planning Director Sherman stated the jobs Mr. Driscoll talked about were important because it

was one of the things that they talked about, which is daytime jobs, creating that market to bring in other uses. It is hard to put a number on the warehouses because they are all different with both high and low employment numbers.

Council Member M. Mata stated 10 years ago, he said no to more auto dealerships to the city. He stated TH610 was a valuable corridor and would like to see things go up and the Mercedes Benz was a prestigious name brand and on a different level. He stated if it was another brand sitting across from them, he would say no and wanted to bring in good things to improve the corridor along TH610. He stated his issue was that they were talking about two locations, one West of Highway 169 which meant looking at the plans of the building would be looking at a roof. He stated if they were on the other side of the Zane area corridor, then they were on high ground and from the freeway, it was a flat roof. He asked if that was going to be corporate owned.

Mr. Driscoll stated that he would be the owner.

Council Member M. Mata stated that he liked the look of it with the glass and the name Brooklyn Park that came with it. He stated he liked the prestige and would be in favor of it.

### **C.3 Rules of Conduct for the Public during Council Meetings (City Attorney Thomson)**

Mayor Lunde briefed the Council on the rules of conduct for the public during Council meetings and the public coming in to a meeting with signs. He stated it was previously not allowed and proposed coming up with guidelines that would go along with allowing signs at meetings. He stated he spoke to several mayors about their policy and was looking to Council for guidance so that the City of Brooklyn Park could formally adopt a policy on it.

City Attorney Jim Thomson stated the purpose was to have something in place so that people knew what the rules were. He stated that with signs, there were first Amendment issues however, they shouldn't be displayed in a manner that would disrupt people. He stated ultimately, the enforcement mechanism was first, a warning then removal from the Council Chambers which Police Chief Enevoldsen was concerned about because it could involve some level of force.

Deputy Chief Milburn stated if they had a rules infracture, they would look to the Mayor or whoever was in the chair at the time to give them direction on how they would want to handle that situation. He stated if there was a rules violation and needed to escort someone out, they would not use force and would delicately ask and request the person leave as best as they could. He stated if it transitioned into a disorderly conduct situation, they were talking about a crime where the behavior would be indicative of someone using profanity and clearly shocking people nearby, there were things they could articulate and make an arrest in that situation, but they would work through the Mayor on the situation.

Council Member Gates stated people were not allowed to stand back against the walls but happened all the time now. He stated he was uncomfortable with it because it was something they had allowed and now were going to change course. He asked how the policy worked because he didn't know how they would enforce it.

City Attorney Thomson stated the primary emphasis was that they couldn't stand or sit in the aisle because that was interfering, but they didn't have to say they could not stand along the walls.

Council Member Pha suggested they took it out and allow people to stand by the walls. She stated if people had to video tape they would have to go to the back to do so. She stated some meetings went for a very long time and people might want to walk around and stretch their legs. She stated she didn't like the language "failure to comply with these rules may result to person being ejected from the meeting" and thought the language needs to change. She stated the words "any demonstration" in one of the bullets was very broad and would be hard to interpret and needed to be more specific.

Council Member B. Mata suggested that if there was overcrowding, the hallway outside the Council Chambers could be used with the TV monitors to broadcast the meeting.

Mayor Lunde suggested they could designate a couple of rooms as overflow for meetings because there were fire codes to take into consideration.

#### **C.4 Water Tower Rehabilitation Discussion (Jon Watson/Wokie Freeman-Gbogba)**

Assistant City Manager Wokie Freeman-Gbogba, Utilities Superintendent Jon Watson, Jim Strommen, and consultants from WSB, briefed the Council on the Water Tower Rehabilitation.

Council Member Pha asked what the cost was for a typical "best value" because she assumed if they did it rather than the lowest bid, it would cost more.

Superintendent Watson stated that when he talked to some of the other consultants, they seemed to think that 5% to 10% more would be the number.

Council Member Pha thought it was a good thing to have other criteria and wanted a good contractor for a project like that, but she didn't want them to be so high that it gave them a high price tag.

Council discussed potential options for the Water Tower designs.

Council Member Pha stated she was hoping they would have better designs and added that she did not like any of the designs that were presented to them and thought some of them were

ugly. She was looking for something more creative and if they were going to brand something that size, it must be something that people were going to like, especially with the amount of money they were going to be spending on it.

Council Member B. Mata suggested checking with Director Jody Yungers on some of the designs they had when they were talking about the Signature Event Park. He stated they had a lot of photos of water towers from all over that were very exciting.

Assistant City Manager Freeman-Gbogba stated they went through a similar process and were thinking about what would be palatable to the community and that community members would be able to accept something that was exiting and fresh.

Council Member Parks thought the Tower 1 design was exactly what they had been pushing for to get the river out there as they had been trying to promote the river forever.

Council Member Pha stated the river concept was great but needed to work on the design a little more.

Council Member M. Mata stated a water tower was an obstruction and had always been painted a color to blend in to look right past it. He stated the reason why they were repainting it was because there were issues inside that needed to be addressed and now would be the best time to do it. He stated if they added colors on it, there were all kinds of issues that could go wrong and in another five years, they would have to redo the project again. He preferred the tower blended in and would save money and could spend the branding money somewhere else.

Assistant City Manager Freeman-Gbogba stated the draft process they brought was to get Council's approval to move forward. She stated that based on their feedback, could they move forward to narrow some options to take to the community or were they comfortable with staff doing it. She stated they wanted to make sure that of the options that were used, there was one that did come to Council, it would be considered to choose the final option.

Council responded yes to move on but asked to remove the lighting on the tower project.

#### **C.5 Metro Blue Line Rail Transit Update Including Overview of Proposed West Broadway Fence Strategy (Jennifer Jordan)**

Project Manager Jennifer Jordan briefed the Council on the Metro Blue Line Rail Transit.

Mayor Lunde wanted to make sure that everyone who was getting impacted was getting a letter or made aware of what was going on.

Project Manager Jordan stated they were all aware.

Mayor Lunde stated County Commissioner Opat had made some commitments to the residents in Maplebrook and wanted an update on that and was hoping it was wasn't lost in the shuffle.

Project Manager Jordan stated that outside of the 6-plex that Hennepin County was acquiring, the 10 units that were closest to West Broadway had some commitments or had discussions about acquiring those properties and rehabbing them from Hennepin County. She stated it hadn't progressed any further than being an idea. She stated she did get calls from folks living in those units and had stressed that they should contact Commissioner Opat since it was a Hennepin County commitment.

Council Member Pha stated she would like staff to continue to push for the best that they could get because the biggest concerns residents always brought up to her was what was in it for them because they were the ones who were going to have to deal with the light rail.

Council Member Jacobson wanted an update on what happening with the railroad because that was where the whole project lied with the community.

Mayor Lunde stated there was a letter that became newsworthy because a Representative who was a Chair of the Transportation Committee for the House issued something stating the project was dead and there was no reason for it to go any further. He stated there had been negotiating meetings since the letter.

Mayor Lunde thought there was a progression of things and involvement of many parties that would work with the negotiating process that's going to happen.

Council Member Jacobson suggested that Project Manager Jordan continued her work as is and asked if there were any triggers to watch for where it could change.

Mayor Lunde stated as far as he knew, they were continuing to negotiate through the whole process.

Council Member Jacobson stated she had gotten several questions about why they continued spending money to plan for it that wasn't going to happen. She felt they needed to know those answers.

Mayor Lunde stated that part of it was the way they liked to negotiate, and it was to not made public.

Council Member Gates stated at the meeting he attended, it was discussed, but no one seemed



too worried about it.

Mayor Lunde stated what triggered everyone's concern was a three-week-old letter.

Director Berggren stated the thing to keep in mind from the City's perspective was that as long as the engineering office was designing, they had to keep participating in order to get what they wanted into the plans.

City Manager Stroebel stated it was a little disingenuous to say that Burlington Northern hadn't been in contact with the project office over the last several years because Mr. Dan Solar had been working with Burlington Northern.

Project Manager Jordan stated it was a negotiating ploy and not uncommon.

Director Berggren stated that in terms of it going beyond the rail work, they had almost \$2 million come into that corridor for planning work because of the project and a lot of the work would be beneficial with or without the train long term. She stated it was one of the benefits of having the LRT investment. She stated people were willing to continue to invest and that was what this Beyond the Rails work was.

Council Member Pha asked if there had been any indication from businesses that because the light rail was coming through they were starting to think about plans for their business or infrastructure.

Project Manager Jordan stated that most people didn't have an awareness there was a train coming and they were trying to build that awareness, and where the Hennepin County funding came in to take them to that next step. She stated right now they were on an awareness campaign.

#### **C.6 Council Work Space in City Hall (Wokie Freeman-Gbogba)**

Assistant City Manager Freeman-Gbogba briefed the Council on Council space in City Hall.

City Manager Stroebel stated they would like to look at it as a pilot and looking at different options for renovations if there was a similarly dedicated space in the future. He stated some City Halls had such space, and some didn't.

Council Member Jacobson asked if it was meant to be used during normal City Hall hours because she had a fear they were not safe meeting in that room when there was no one else around on weekends or in the evening and would be safer at a Caribou in the public.

Council Member Parks stated he was missing the whole point of why they must have a room because they had never had an issue before.

Council Member Pha stated she brought up the issue because she found that often, the people that represented them were not accessible and a big thing for her was to be accessible to the residents of Brooklyn Park, especially those in her district. She stated there had been a few times she had been asked to meet with some people she did not know and hadn't been comfortable meeting with them in just any space. She stated some of the conversations they had were not always appropriate for a coffee house. She stated she had reserved meeting rooms at City Hall but what happened was that people came in early for their meetings, especially in the evening, and when folks came in and out while meeting with someone in a booked room, it interrupted the meeting. She felt residents wanted to know that Council Members were accessible to them and wanted a space that was safe where they could talk to them. She stated it didn't have to be a big space, just somewhere she could get into at any time.

Mayor Lunde stated he wouldn't meet with anybody alone anymore and it must be in public or have someone there with him because it was a big security issue.

Council Member M. Mata stated he understood the need for the meeting space in City Hall but about security, on the odd time times of morning and evening, they were left alone with no one to check on them to make sure that they were alright. He stated there were some people he would meet in City hall because he already knew what he was getting into and he had some sense of security. He stated if there was not a room available, he would just go to the Council Chambers. He stated people didn't want to come to City Hall because it was government and they didn't like government and didn't want to be with them inside because now he was part of the government as opposed to being their constituent. He stated that being able to talk to someone in a coffee shop was a lot easier for him because if there was a topic that could not be discussed there, then he probably didn't want to be discussing that topic or shouldn't be discussing it. He stated there were some groups that had asked to meet with him and he took another Council Member with him because he was protecting the City as well, and those are his rules.

Council Member B. Mata stated he had met with a lot of people, even at their houses but what he had learned to do was let someone know where he was going or what time to expect him back or get a call from him.

City Manager Stroebel stated there were times the Council got emails and attachments to look at and sometimes printing at home could be costly and there was no access to do it in the Council Chambers. He stated it was another reason why the small desk with a computer and printer was something they looked into.

Mayor Lunde stated was in favor of a pilot program.

**D.1 COUNCIL MEMBER REPORTS AND ANNOUNCEMENTS**

Mayor Lunde stated that on the railroad, things were moving and was just the way the process went with people playing hard ball because they could.

**D.2 CITY MANAGER REPORTS AND ANNOUNCEMENTS**

**E. ADJOURNMENT**

ADJOURNMENT – With consensus of the Council, Mayor Lunde adjourned the meeting at 10:34 p.m.

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JEFFREY JONEAL LUNDE, MAYOR

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DEVIN MONTERO, CITY CLERK

## REGULAR BROOKLYN PARK CITY COUNCIL MEETING

Monday, February 26, 2018  
7:02 p.m.

Brooklyn Park Council Chambers  
5200 85th Avenue North

CALL TO ORDER – Mayor Jeffrey Lunde

PRESENT: Mayor Jeffrey Lunde; Council Members Rich Gates, Susan Pha, Mark Mata, Bob Mata and Lisa Jacobson; City Manager Jay Stroebel; City Attorney Dave Anderson; Community Development Director Kim Berggren; Deputy Police Chief Todd Milburn and City Clerk Devin Montero.

ABSENT: Council Member Terry Parks (excused)

Mayor Lunde opened the meeting with the Pledge of Allegiance.

2A RESPONSE TO PRIOR PUBLIC COMMENT – None.

2B PUBLIC COMMENT – None.

3A. MOTION GATES, SECOND JACOBSON TO APPROVE THE AGENDA AS SUBMITTED BY THE CITY CLERK WITH ITEM 4.1 PULLED FROM THE CONSENT AGENDA FOR SEPARATE DISCUSSION.  
MOTION PASSED UNANIMOUSLY.

3B PUBLIC PRESENTATIONS/PROCLAMATIONS/RECEIPT OF GENERAL COMMUNICATIONS

3B1 Mayor Lunde and Council Members interviewed Commission applicants to fill current and upcoming openings on commissions.

3B2 Charter Commission Chair Scott Simmons briefed the Council on the 2017 Annual Report and Work Plan.

3B3 City Manager Stroebel briefed the Council on the community survey and introduced Peter Leatherman, Morris Leatherman Company, who presented the 2017 Community Survey results.

4.0 MOTION GATES, SECOND B. MATA TO APPROVE THE FOLLOWING ADMINISTRATIVE  
CONSENT ITEMS:

4.2 TO WAIVE THE READING AND ADOPT RESOLUTION #2018-38 TO AWARD THE BID FOR A ONE-YEAR BOULEVARD TREE PRUNING CONTRACT TO OSTVIG TREE INC.

4.3 TO WAIVE THE READING AND ADOPT RESOLUTION #2018-39 TO AUTHORIZE ENTERING INTO AN AGREEMENT WITH KLM ENGINEERING, INC. FOR ENGINEERING SERVICES FOR THE NOBLE AVENUE ELEVATED RESERVOIR REHABILITATION PROJECT.

4.4 TO RELEASE THE CASH BOND (\$15,000) AND RELEASE \$3,998.77 OF THE ENGINEERING ESCROW FOR SATISFACTORY COMPLETION OF THE "OXBOW COVE" PROJECT #13-127 LOCATED SE OF OXBOW CREEK DRIVE BETWEEN 105<sup>TH</sup> TR AND MARYLAND AVE FOR PULTE GROUP.

4.4 TO RELEASE THE ON-SITE PERFORMANCE BOND BY NATIONWIDE #SNN4001723 (\$671,650), THE OFF-SITE PERFORMANCE BOND BY NATIONWIDE #SNN4001724 (\$285,000) AND RELEASE THE ON-SITE PERFORMANCE BOND FOR BUILDING #1 BY TRAVELERS #106450335 (\$1,263,500) FOR SATISFACTORY PROGRESS OF THE "NORTHPARK BUSINESS CENTER" PROJECT #16-101 LOCATED SE OF HWY 169 AND 109<sup>TH</sup> AVE N FOR SCANNELL PROPERTIES.

4.4 TO REDUCE THE IRREVOCABLE STANDBY LETTER OF CREDIT POSTED BY BMO HARRIS #HACH54554305 FROM \$148,200 TO \$17,000 FOR SATISFACTORY PROGRESS OF THE "TODAY'S LIFE CHILDCARE" PROJECT #17-004 LOCATED AT 9995 XENIA AVE N FOR TODAY'S LIFE PROPERTIES LLC.

4.5 TO APPROVE A TOBACCO SALES LICENSE FOR HOLIDAY/BROOKLYN PARK, LLC DOING BUSINESS AS HOLIDAY STATIONSTORE #331, LOCATED AT 8517 JEFFERSON LN N IN BROOKLYN PARK.

4.6 TO APPROVE A TOBACCO SALES LICENSE FOR HOLIDAY STATIONSTORES LLC, DOING BUSINESS AS HOLIDAY STATIONSTORE #336, LOCATED AT 9399 WEST BROADWAY IN BROOKLYN PARK.

4.7 TO APPROVE A TOBACCO SALES LICENSE FOR LYNDAL TERMINAL, LLC DOING BUSINESS AS HOLIDAY STATIONSTORE #241, LOCATED AT 8500 EDINBURGH CENTRE DR N IN BROOKLYN PARK.

4.8 TO APPROVE A 3.2 LIQUOR LICENSE FOR LYNDAL TERMINAL, LLC DOING BUSINESS AS HOLIDAY STATIONSTORE #241, LOCATED AT 8500 EDINBURGH CENTRE DR N IN BROOKLYN PARK.

4.9 TO WAIVE THE READING AND ADOPT RESOLUTION #2018-40 ACCEPTING BIDS AND AWARDED CONTRACT TO NEW LOOK CONTRACTING, INC. OF ROGERS, MINNESOTA FOR CIP 3001-18, WATERMAIN REHABILITATION IN MAINTENANCE DISTRICT 1.

4.10 TO WAIVE THE READING AND ADOPT RESOLUTION #2018-41 TO AMEND THE PARKS AND RECREATION SYSTEM PLAN TO REMOVE LAND ACQUISITION MAP ON PAGE 101 OF PLAN, ADOPTED FEBRUARY 5, 2018.

MOTION PASSED UNANIMOUSLY.

Council Member M. Mata stated he pulled Item 4.1 spending \$54,000 on a feasibility study and

questioned whether or not the Council wanted to go forward with the aquatics facility. He stated the Council was given data and information based on a survey that gave an aquatics facility as a something that was on a wish list the city didn't have and was put out as a question, if there was unlimited dollars to spend what they would ask for.

He stated it was an unreasonable request if having an unlimited dollar amount. He stated asking taxpayers to pay five dollars every time they entered it for a four-hour swim was something tangible that would give the Council results.

He stated the city had done a study whether or not the city would want to have a pool, water park or a facility of some sort and had been done several different times over a 15-year period and for the most part the statistics stayed the same.

He stated he didn't think in a Work Session that four people were on board with the pool in the City. He stated that it said an aquatics facility but could mean several different things. He stated he was not interested in spending the money to go forward without having a Work Session discussion

He stated in the past surveys it always came back that the city needed a partner and was not worth doing it independently. He stated that until they produced a partner like a corporation, Lifetime, YMCA, YWCA, that going forward and spending \$54,000 was a waste of money. He stated he would like to hear from Council Members and if they went forward with it, he would want to table it for more discussion at the next month's Work Session. He stated he would also like to hear about Council Member Jacobson's idea of bringing a corporate partner to the city to create the facility. He stated it would start the discussion that the Council was interested in having a corporate partner to help foot the bill. He stated he was not interested in going forward and building a facility that he already knew would lose money every year.

Council Member Jacobson wanted to ask the possibility of having it at the next Work Session to discuss it more at length than they had in the past.

Recreation and Parks Director Jody Yungers stated it was important the Council had a chance to sit around the table at a Work Session to have a broader discussion on the aquatics feasibility in the community.

She stated the feasibility study would help with the discussions. She stated the community did talk about an aquatic facility and they gave them a variety of choices that showed the competitive pool, frog pond, family aquatic center and splash pad and got their preferences around the aquatics facility. She stated until they put the program on paper and had a design of a concept of the aquatics facility, they wouldn't know what it took to build it. She stated the staff and potential revenue for that facility was based on the program elements because some drove revenue and some didn't. She stated they needed to know how it would be used and

needed to get a proforma based on what they wanted to build, how much it was, and what was the revenue potential by an independent consultant. She stated then they could inform the Council and go back to the community. She stated the process with the consultant would do one more engagement with community to define those components.

She stated it was not until they knew what the proforma was for the Council to make a decision on what the community said was important and how much it would cost. She stated in order to have the quality conversation the Council wanted to have around an aquatics facility, they needed a support of a proforma in order to have one.

She stated that on bringing a partner to the table, this morning they did bring a potential partner and talked about that idea. She stated the community said that a recreation pool and swim instructional pool were important to them. There was a great amount of users in the community that did competitive swimming. She stated that not a majority of the group picked bringing a partner to table, but could be a partner in developing a competitive pool within the community and also drive some economic impacts in the community.

She stated that part of the feasibility study bid alternate, they were asking for a separate proforma for that partnership. She stated it was important to make sure they understood and not only to build it and how it would perform, but what would the management model be. She stated that was what the consultant needed to work between they city and the partner to define. She stated they could not help the Council make those decisions unless the Council helped them bring the right information to the table. She stated they put out the bid without a designated amount of money and those came in at a very good rate for the amount of information that the Council needed to make a decision and inform the community polling for the future.

Mayor Lunde stated he did want to see the results of it and wanted to see a go or no go. He was a full believer the economic drivers had competitive swim lanes, with meets and things going on, having a pool for lessons at Jackson pool with Brooklyn Park program. He stated it was a missing link in the city and community members didn't have an opportunity to learn to swim and were not getting exposed to water. The splash pad was a quick and fun for kids to come in to do things. His only concern had been he didn't want to be the baby sitter and didn't want the City to sign on and have kids dropped off to be watched, which was a recipe for legal trouble. He stated there were certain communities where it was an unsupervised facility and families did not return. He stated another segment they counted and surveyed found senior citizens and retired people, that kind of pool was different than a competitive pool and understanding those different pools would be important. He stated if they entered into a partnership with a private corporation, the City should plan from day one where the City might get a phone call saying they were out of money and closing the pool down unless the City bought it from them. He stated the City might end up running it and owning it and didn't want to set up a future Council to be faced with that

and should plan for it. He stated he wanted to move forward on the pool and wanted one since he had been on the Council.

Council Member Pha was in favor of a pool in the city but at the end of the day her vote would go with what the majority of the residents in the city voted for. She stated she was in favor of the aquatics feasibility study so she was not making a decision based on her personal preference but what the residents wanted.

Council Member B. Mata stated the biggest problem he had with the survey was that there wasn't a dollar amount attached to it or anything that said if they wanted a swimming pool it would cost another \$20 month plus \$5 every time they wanted to use it. He stated that survey might have been completely different and might not have been a majority wanting it. He asked about the partner they talked to today and the proforma.

Recreation and Parks Director Yungers stated when they did the bid, it was done as a base bid and was based on them doing a pool and association and attached to the community activity center. It would have a family aquatics facility, possibility of a recreation center, zero dept splash pads types of concepts to it along with an instruction pool. She stated it would be the base bid to get the cost for a facility associated to the Community Activity Center and would get a proforma on it, like what's the cost to build it, cost to operate it, what might be the annual operational performance, including it in the budget like staff needs. She stated the bid alternate incorporated an independent stand-alone aquatic facility in the community that would include three components: a recreational family aquatics center; instructional pool and a separate component for a 50 meter competitive pool that had all of the support facilities for that type of activity, all combined together and would be a separate proforma that would be done to help inform that model for a future partnership agreement.

Council Member B. Mata asked if they were talking about over \$100 million for a building.

Recreation and Parks Director Yungers stated the anticipated amount they were looking at depended on all three components and their estimates were between \$18 to \$20 million for a pool adjacent to the Community Activity Center. She stated they had not fully costed out in the estimates and why it was important adding that third competitive component.

Council Member B. Mata stated he would like to table it until the Council could at least sit down and talk about what they would really be looking at. He stated they already knew they couldn't afford to do it without a partner. He stated it was a losing proposition and would cost the tax payers a lot of money, not just for the initial amount but for every single month when they had to pay expenses for employees, heating the pool, chemicals, maintaining it, and who would take care of it. He stated there were a lot of expenses to maintain a pool and was concerned about it. He stated he would like to get more details, find out who the partner was and what



they were willing to come up and do and if they would be willing to put money in.

Recreation and Parks Director Yungers stated she wanted to inform the Council of a very important timeline. She stated they put out the RFP to do a dual feasibility study and had information provided to Council prior to May 15 and that was an important date for everyone. She stated they had to make decisions on the language for the community polling that needed to be done by May and end of July, so they could form the ballot language, which had to be submitted in August. She stated the consultants were already concerned about the short time line and to wait for another couple of weeks would be okay but wanted Council to know how important the information and outcome was.

Council Member Gates stated he never wanted an aquatics facility, but the people also elected him for decisions and it was possible to have an important vote in November. If the Council didn't have the information to inform themselves and the public on the exact cost of things, they were not doing anyone justice. He stated he would vote for the study to inform everyone the correct way.

Council Member Jacobson asked if the consultants would come back and make suggestions on the base bid and bid alternatives. She asked if they would get all information on both proformas and then the Council would decide moving forward.

Recreation and Parks Director Yungers stated that on the timeline, two weeks before, the Council would get the final feasibility. She stated that part of the agreement with the consulting firm, they were to do a Work Session with the Council on the outcomes of the feasibility studies in both proformas.

Council Member Jacobson stated the Council heard from the residents they wanted an aquatics facility in the community. She stated they would have the alternative bid and was interested in seeing that. She stated that was a potential economic development and would have a positive impact in the community with something larger and gave people a reason to come to the city.

She stated when her daughter swam, they traveled all over the five-state region, Canada and all over the country. She stated the people who did those meets needed hotel rooms, restaurants, gas for cars to get back home and they would be in the community for the entire weekends. She would like to see how the proforma came out and was not interested in just getting into the business of what everyone was doing by having a family aquatics facility, like in Brooklyn Center and Maple Grove. She was interested in the city doing something different and something they had not seen in the area and putting the city on the map for something positive and possible having Olympic swimmers from the city. She was interested in moving forward with the feasibility study and then having the Work Session to have all of the information in front of Council.

Council Member Pha stated her concern was about the timeline, where they would get the options from the study on what they could offer and what costs would be and have that for residents to evaluate and would be on ballot in November. She stated if they waited it would be another two years before it was on the ballot again. She asked if there was another possibility to do both, have a discussion sooner and still meet the timeline.

City Manager Stroebel stated that on the timeline, the Park System Plan was delayed due to the snow storm and that vote was delayed, which pushed back bringing the feasibility study to the Council.

He stated next week's meeting was a Work Session and the week after that, two Council Members would be absent and were down to five Council Members and trying to arrange a lighter meeting that night and that's why tonight's meeting was heavier and the meeting on March 12 would be heavy too. He recommended the Council take the vote tonight and if it was tabled then staff would work with it. He stated the proposal of the feasibility study and intent was to give the Council the best information possible for the Council to make decisions going forward with regards to the Parks System Plan and potential options related to an aquatics facility.

Council Member B. Mata stated at the Work Session next week they could vote on items and was not on television but was recorded if anyone wanted to know what the vote was. He stated he needed more information or would say no tonight. He did not have information on what the Council was looking for in the proposal and did not have any other options or alternatives. He stated either table it tonight or vote on it at the Work Session next week. If the tabling failed he would vote no on the projects.

Mayor Lunde stated he preferred to always have a vote held in public. He stated there was a lot of angst over why they had them off camera and one of the commitments to the community was to never take a vote at a Work Session and any vote would come back to the public. He stated if they had a Work Session, he would ask to come to the chambers to take a vote or do the Work Session in the chambers.

Mayor Lunde called for a roll call vote.

4.1 MOTION B. MATA, SECOND M. MATA TO TABLE TO MARCH 5, 2018. THE MOTION PASSED ON A ROLL CALL VOTE AS FOLLOWS: YES – PHA, M. MATA, JACOBSON, B. MATA; NO – GATES, LUNDE.

5.1 Charter Commission Chair Scott Simmons briefed the Council on the Recommendation of the Brooklyn Park Charter Commission to Amend Charter Chapter 9, Section 9.04 of the Home Rule City Charter.

5.1 Mayor Lunde opened the public hearing to consider the Recommendation of the Brooklyn Park Charter Commission to Amend Charter Chapter 9, Section 9.04 of the Home Rule City Charter.

5.1 The following individuals addressed the Council – None.

5.1 Mayor Lunde closed the public hearing and returned the item back to the table for consideration.

5.1 MOTION LUNDE, SECOND GATES TO WAIVE THE READING AND ADOPT ON FIRST READING AN ORDINANCE AMENDING CHARTER CHAPTER 9, SECTION 9.04 OF THE HOME RULE CITY CHARTER. MOTION PASSED UNANIMOUSLY.

At 9:22 p.m., Council Member Mark Mata departed the chambers.

6.1 Planning Director Cindy Sherman/Senior Planner Todd Larson briefed the Council on the Conditional Use Permit (CUP) for a Commercial Indoor Recreation Facility over 2,450 Square Feet at 8201 Brooklyn Boulevard.

6.1 MOTION JACOBSON, SECOND B. MATA TO WAIVE THE READING AND ADOPT RESOLUTION #2018-42 APPROVING A CONDITIONAL USE PERMIT FOR AN INDOOR COMMERCIAL RECREATION FACILITY OVER 2,450 SQUARE FEET AT 8201 BROOKLYN BOULEVARD. MOTION PASSED UNANIMOUSLY.

6.2 Planning Director Cindy Sherman briefed the Council on the Site Plan Review and Conditional Use Permit #18-101 for a Multi-Tenant Retail Building with a Drive-Thru at 5901 94th Avenue North.

6.2 MOTION LUNDE, SECOND GATES TO WAIVE THE READING AND ADOPT RESOLUTION #2018-43 APPROVING A SITE PLAN REVIEW AND CONDITIONAL USE PERMIT #18-101 FOR A MULTI-TENANT RETAIL BUILDING WITH A DRIVE-THRU AT 5901 94TH AVENUE NORTH. MOTION PASSED UNANIMOUSLY.

6.3 Planning Director Cindy Sherman briefed the Council on the Final Plat #17-101 for 36 Town-Home Lots at the Northeast Corner of 93rd Avenue North and Regent Avenue North.

At 9:28 p.m., Council Member Mark Mata returned to the chambers.

6.3 MOTION LUNDE, SECOND GATES TO WAIVE THE READING AND ADOPT RESOLUTION #2018-44 APPROVING THE FINAL PLAT OF "AMESBURY PLACE 4TH ADDITION," SUBDIVIDING 3.632 ACRES INTO 37 LOTS NORTHEAST OF 93RD AND REGENT AVENUES NORTH. MOTION PASSED. (5 TO 1) M. MATA VOTED NO.

7.1 Mayor Lunde briefed the Council on the City Manager Compensation Adjustment and Salary Cap Waiver.

7.1 MOTION LUNDE, SECOND GATES AUTHORIZING A MERIT PAY ADJUSTMENT FOR THE CITY MANAGER IN THE AMOUNT OF \$82.37 PER HOUR OR \$171,338 ANNUALLY EFFECTIVE JANUARY 1, 2018.

Mayor Lunde stated that in a recent closed-door session with the City Manager and Council, they also did a 360 review by the Council, senior leadership and the managers and had discussions about goals and feedback between the Council and City Manager. He stated that was the merit pay adjustment that was decided on.

Council Member Mark Mata stated he wouldn't be supporting the merit increase. He stated that at the time of review, not everyone participated. He stated it did not contain three Council Members data and numbers and had a seven member body. He stated with the three not involved was going to use those for comparative figures. He stated they should have made sure all seven Council were included. He stated they were also taking an individual that was hired with not having City Manager experience in the past and was at the top of the State offering for a cap. He stated he did not question the ability of the current City Manager but questioned the dollar value. He stated it was already at the top of the threshold and understood the reason why they had to start the position when they did. He stated the City had had another director that was paid at that level and wouldn't get a City Manager at something different or a Director coming in and taking a lesser value. He stated he wouldn't be supporting the additional increase and thought the annual salary paid was high enough and should stand.

Council Member Pha stated the City Manager had been employed for two years and now at the maximum of what their pay could be. She stated if they incorporated the costs of living adjustment, it was over the cap and if they gave any increases, it would be over the cap. She asked about next year or the year after that because every year it would be over. She stated he was hired in August 2015 and was paid at \$154,000 per year, and now a year after 2017, it was an increase of \$12,300.38 in wages. She stated if they continued this year to give both a COLA and performance level increase, it was another \$12,000 increase and they couldn't sustain it ongoing. She stated that in the future it would be over the cap every single year and was a reason why there was a cap so that all cities could stay competitive without going to the extreme and then would have to ask for a waiver and explain why they were asking for a waiver. She stated it had nothing to do with the City Manager but had to do with the pay structure in place for a City Manager and did not make sense. She stated they had to put a pay scale in place and give room for adjustments and couldn't start someone a little below the maximum in the first two years. She stated she couldn't support the motion to ask for the salary cap waiver because it would happen every year with adjustments and increases as projected.

Council Member Jacobson asked if all of the Council Members received an opportunity to participate in the review.

Human Resources Manager Toal stated all Council Members were given the same opportunity for review.

Council Member Jacobson stated the contract stated he would receive performance reviews annually by mutually agreed 3<sup>rd</sup> party and the salary would be adjusted annually by the Council. She stated that said the Council needed to do it. She stated that if they were using the same adjustment methodology applied to exempt employees, such as Department Directors, that would be the only fair way to do it. She stated that as it was pointed out, the Council needs to also stay competitive and the pay was consistent with City Managers in similar sized communities. She stated all those things played a role in her decision to authorize the merit pay adjustment and was what she was considering when she voted on it.

Council Member Bob Mata stated the reason for a salary cap was that a state employee could not exceed the pay of the Governor. He stated he was not in favor of submitting the application for a waiver and would not vote for it. He stated that with being at the top end of scale with two years of experience, there were four other cities compared, but those City Managers had experience of more than 10 plus years. He stated the Council had to hire City Manager Stroebel at a peak rate because they had a Director that was at the very top of the scale. He asked if they did the cap now, asked about the next year. He stated he would not ask for the salary cap waiver now and would wait until the Council needed it.

The Mayor called for roll call vote.

7.1 THE MOTION PASSED ON A ROLL CALL VOTE AS FOLLOWS: YES – JACOBSON, GATES, B. MATA, PHA, LUNDE; NO – M. MATA.

7.1 MOTION LUNDE, SECOND B. MATA TO TABLE THE SECOND TO SUBMIT AN APPLICATION FOR A SALARY CAP WAIVER TO THE STATE OF MINNESOTA DEPARTMENT OF MANAGEMENT & BUDGET. MOTION PASSED UNANIMOUSLY.

7.2 LRT Senior Project Manager Jennifer Jordan briefed the Council on the Proposed Master Funding Agreement (MFA) Between the City of Brooklyn Park and the Metropolitan Council for the METRO Blue Line Light Rail Transit (LRT) Extension Project.

7.2 MOTION LUNDE, SECOND PHA TO WAIVE THE READING AND ADOPT RESOLUTION #2018-45 AUTHORIZING THE EXECUTION OF THE PROPOSED MASTER FUNDING AGREEMENT (MFA) BETWEEN THE CITY OF BROOKLYN PARK AND THE METROPOLITAN COUNCIL FOR THE METRO BLUE LINE LIGHT RAIL TRANSIT (LRT) EXTENSION PROJECT. MOTION PASSED UNANIMOUSLY.

7.3 Development Project Coordinator Emily Carr briefed the Council on the proposed Apartment Action Plan 2.0.

The following individuals addressed the Council:

1. Nelima Sitati Munene, Executive Director, ACER, Inc. In support of the action plan.

7.3 MOTION JACOBSON, SECOND GATES ACCEPTING THE APARTMENT ACTION PLAN AND DIRECTING STAFF TO IMPLEMENT THE ACTIVITIES CONTAINED THEREIN. MOTION PASSED UNANIMOUSLY.

7.4 Economic Development and Housing Director Erik Hansen briefed the Council on the Allocation of Fiscal Year 2018 Community Development Block Grant Funds.

7.4 MOTION M. MATA, SECOND B. MATA TO WAIVE THE READING AND ADOPT RESOLUTION #2018-46 APPROVING PROPOSED USE OF FISCAL YEAR 2018 URBAN HENNEPIN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FUNDS AND AUTHORIZING SIGNATURE OF SUBRECIPIENT AGREEMENT WITH HENNEPIN COUNTY AND ANY THIRD-PARTY AGREEMENTS. MOTION PASSED UNANIMOUSLY.

8.1 LRT Senior Project Manager Jennifer Jordan briefed the Council on the West Broadway Residential Fence Implementation Strategy and options.

Council Member Pha stated the fence project would affect all homeowners along the LRT corridor from 73<sup>rd</sup> Avenue to 93<sup>rd</sup> Avenue because it's on their property and would have to bear the costs and responsibility of the fence. She asked to have a good planning in place to give the homeowners options, not be a financial burden and would be something they could afford.

She proposed an option with the combination of Option 1 and Option 3 because she didn't find any particular option that fulfilled all aspects for all the residents and would like a combination to give the homeowners more options.

She also proposed the City match a grant of 50% for the total cost of fence and the remainder of 50% paid by homeowners. The homeowners could choose to pay their portion at the time of installation or could choose to have it assessed on their property taxes and paid over time.

Mayor Lunde stated that a combination of options was better. He asked what would happen if the fence turned out to be bad along the LRT line where the fence was falling down and the design was structurally flawed from day one where everyone was affected. He stated that anything the Council did should have something to say that the homeowners were not penalized if something bad went in and there should be some kind of language to protect the

homeowners. He stated he wanted the City to be a buffer between the choice of materials and construction if there was a catastrophic failure to shield the residents.

Council Member Jacobson stated when the three newly elected Council Members were at the first Work Session, what came before them was the fence, where they wanted to put in 6 foot wooden fences to which the Council asked to go back and insist they pay for 6 foot composite fences. She asked what the standards were in the other LRT communities and if the Project Office and Hennepin County were only in for the initial cost and shared no part of the burden in the future or was the Council just settling.

LRT Senior Project Manager Jennifer Jordan stated it was the first corridor in which the Project Office would be putting in fences like that in a residential neighborhood. She stated that once installed, they would not be part of any cost burden in the future and would come back to the City or homeowners.

Council Member Jacobson asked if there were other kinds of barriers that were related to the LRT. She stated in downtown Minneapolis there were large cement barriers and now there was wire fencing. She asked if they were paying the costs of that or Minneapolis paid for it.

LRT Senior Project Manager Jennifer Jordan stated it was an operational component for Metro Transit and was the cost they were bearing because they found there were operational issues and needed a fence in between the tracks.

Council Member Jacobson was concerned of having residents share in the cost at all. If the standards for other barriers between a traffic way and their home wasn't something currently being shared, she was concerned they were going to put the burden on the homeowners now for the project. She was not comfortable with any options or combining the options because it would be too much of a burden on the homeowner and couldn't afford it. Then people coming to the community on the LRT would see broken fences or pieces missing because the homeowners couldn't afford to take care of it.

Community Development Director Berggren stated they had been working hard on the fence strategy and it was a challenge issue because the fence was not warranted by the tests that the Met Council and Hennepin County would apply to transportation projects. She stated it was about a private residential fencing that existed today and would be impacted by construction and something needed to go back in place. She stated many homeowners had aged fences and would receive a new fence from the project. Most of the property owners had a fence and had an option to opt out as well. She stated that some properties that didn't have a fence would not be required to take a fence and how they had been proposing the project. She stated they were not intending to create new cost burdens to them because they already had fencing or they could choose not to have a fence if they currently didn't have fencing. She stated in some cases they might be pleased to receive a new fence and in a lot of cases the fences were old. She

stated it was not a condition that existed anywhere where they had the residential fencing along the LRT corridor and was new and trying to figure out that combination. She stated the agency had been strong about that the fencing was not required by project and negotiated hard to get them to even agree to the uniform fencing strategy. She stated they were still in conversations with the County on the cost sharing structure and was still one of the open items and working to ensure the County understood the City's position around not funding any of the fence. She stated the challenge was that some of the project was funded by the Met Council and Hennepin County because of the West Broadway corridor road construction project and got complicated on the funding issue.

Council Member Mark Mata stated that none of the options appealed to him. He stated when they built the freeway they put up retaining walls to block the residential neighborhoods for sound and a barrier. He stated if something was damaged, he had yet to see some homeowner pay the bill for damage to the wall that was put in as a barrier between a roadway. He stated the whole line ran through residential neighborhoods when it got to the city and the rest of it ran through some wide roads that either already had walls on them or were far enough back that they were not going to require them. He stated the LRT was running down a 4 lane road through town and when it came, people would come to complain.

He stated he would not support any of the options. He stated if the fence was going to be there it needed to be put in by an entity. He stated there were many different styles of fence, some had fallen down and some were nice and was now asking to put something down the corridor that was completely different.

He stated the Council made some concessions, said composites, and said 6 foot instead of 7 foot. He stated he would like to see someone else paying the bill and made it wood and stained it every couple years. Composite would fade with trees and bushes blocking the clouds. He stated if all of the sections came from the same manufacturing plant, it might fade the same all the way down the corridor.

He stated he was not asking citizens in the Central District along the corridor to burden the costs at any year down the road. He stated if the Council didn't push back, then the City would get nothing. He stated there would be something else that would come up and didn't want 50 to 80 homeowners having to figure out what to do.

He asked what happened if a homeowner said they were not going to do anything, and the City fixed the fence. The only thing that could be done was to assess it to the property and that option was not presented. It could be assessed 100 percent over the time period of the property. He asked if the City saw a damaged fence and the homeowner didn't fix it, would the City keep fining them if it was not fixed. He stated that assessing them should be one of the choices because it was going to happen and that was why he didn't want the fence owned and operated by the City. He stated it should be given back to the entity since they had billions



going through the corridor.

Council Member Bob Mata stated it should not be the homeowner's responsibility. He stated that since the light rail was acquiring land from the homeowners, it should be the LRT's responsibility to maintain and take care of it. He stated the Council should stand firm and they needed the City a lot more than the City needed them and say no to the light rail through the City unless they took care of the fence. He stated if there was an accident where the train caused a car to run into the fence, it was their responsibility to fix the fence and the insurance should be paid by the Met Council or LRT Blue Line to take care of any repairs to be done on the fence. He didn't think the cost of putting in the fence was that much restrictive for them when they were talking about spending billions of dollars. He stated he didn't prefer an option and give it back to them because it was their responsibility and their fence.

Council Member Pha stated it was only the repairs and replacement of the fence that the Council was talking about putting together a plan so the homeowners were not left with 100 percent of the costs. She stated that early on they were in negotiations and were told that the LRT would not take on the fence but a compromise was made to put up the initial fence. Her concern was taking care of it ongoing and didn't want the cost to go back to the residents. She stated there needed to be a plan in place to help the residents and would not vote on residents taking on 100 percent of the cost, the ongoing responsibility and care.

Council Member Gates stated he didn't want the residents to pay for it and needed to protect the City and residents on the aesthetics of the corridor. He stated the City would have to maintain it and thought it was a combination of all three options. He also wanted to make sure to have something written that if the fence was not taken care of after so many days or time, the City would just go in and assess it, otherwise it would drag out in Code Enforcement for six months and go through the appeals hearings and would have a damaged fence for 8 to 10 months. He stated there needed to be a mechanism to go after the insurance when there was a car accident at the fence. He stated MNDOT did it for the cable barriers and went after the insurance of the drivers. He stated he didn't know what the best option was that would work but whatever financially was best and protected the city.

Mayor Lunde suggested tabling the item and send out letter stating what staff heard and asked them to score it and say what the Council liked the most with points. He stated maybe one option was not do any one of those option and was a valid option and maybe come back with a motion what that reflected. He stated he was sensing a lot of things from not doing anything to doing Option 1 or part of Option 2 or part of Option 3.

Council B. Mata stated the Council just passed a motion for Community Block Grant Funds for home repair and emergency assistance and suggested using it if a section of a fence was damaged. He stated that it could be two to three sections to replace and would cost \$1,500 to \$2,000 total, if the city had to do it. He thought the Blue Line should buy an insurance policy to

take care of any damage to the fences. He stated the Blue Line wanted the Operations and Maintenance shed and couldn't operate without it and suggested holding it up because now they wanted to put in the fence with the residents and City maintaining it and was wrong.

Community Development Director Berggren stated they could pull together the information and the thought about revisiting the question about the fence in terms of how the other agencies' position on their response and reasoning they provided on why they were unable to provide ongoing maintenance support for the fence. She stated it sounded like Council needed that information again because several Council Members were concerned about the strategy they were using. She suggested that they could dual track it with the program design if it were the case where they continued on the path where maintenance fell to the homeowners and what the City wanted to do for support to those homeowners. She stated she heard the Mayor say some email voting strategy to get with the program design and asked the Council Members they wanted to share ideas around program design.

She stated that about CDBG, they could look at CDBG as a funding source but thought not all situations would not be eligible for that type of restricted use but could be a way to access those funds. She stated it might complicate things but might also be a strategy they could look at when they got to the point of where the funding would come from. She stated that in situations like today, there was already fencing along the homeowners and vehicles driving along the same road. If the fence was damaged by a vehicle today, typically someone would claim that on the homeowner's insurance.

Council Member B. Mata asked who was maintaining the tunnel on the Southwest Line, the city, neighbors surrounding it or the railroad.

Community Development Director Berggren stated the way the project worked was that anything they considered essential or justifiable after doing an environmental impact, and if the environmental analysis required the city to have mitigations, then those were paid for by Metro Transit. She stated all of the mitigations along the corridor that related to barriers, they saw a safety barrier or impact barriers were maintained by the Met Council. Anything outside of it fell back on the jurisdiction that was surrounding the corridor. She stated in this case, they classified the fencing as a nonessential element based on the environmental review and was not optimistic the funding would change but could look at it again.

Council Member Pha stated she liked the option to put together a plan and find out where people stood on the options. She stated the option to do nothing was not an option because that was leaving the residents high and dry and right now they were in limbo. They didn't know what was happening on the fence project, how they were going to pay for it, how the City was going to pay for it and what the City plan was. She stated a lot of residents had a lot of anxiety over the project already wanted to see the Council come up with plan.

Council Member M. Mata stated what he heard from the Council tonight was that they didn't

want to inconvenience the residents of the city. He stated he was going to make the motion but with added language after "with Council direction."

8.1 MOTION M. MATA, SECOND PHA TO DIRECT STAFF TO IMPLEMENT THE WEST BROADWAY RESIDENTIAL FENCE IMPLEMENTATION STRATEGY IN ACCORDANCE WITH COUNCIL DIRECTION THAT COSTS FOR THE INSTALLATION, MAINTENANCE AND ONGOING REPAIRS BE BURDENED BY THE BLUE LINE EXTENSION PROJECT OFFICE AND NOT THE RESIDENTS OF BROOKLYN PARK.

Council member Mata suggested a friendly amendment to the motion to include the City.

The friendly amendment was accepted by Council Members Mata and Pha.

Mayor Lunde stated he would vote against the motion because it would never happen. He stated what it was saying was not to do the project and to direct staff to devise a strategy that the residents and the City didn't have to pay a bill. He stated it would be back to the Council because the Met Council would not pay for the long-term maintenance.

He stated he was going to ask staff to prepare information on all of the things they had negotiated and could think of a few million dollars on the north end of West Broadway where they were going to do a lot of road work for the City that was part of the project. He stated there were negotiations happening and couldn't vote for it because it would come back to the Council.

Council Member Gates stated he would vote against it too for the same reason he knew it would never happen. He stated the wording was also wrong in the motion. It was not the Project Office because once the project was done, the Project Office went away. He stated it would need to be either Hennepin County, Met Transit or Met Council but not the Project Office.

Council Member Jacobson stated her concern about saying yes to the motion was they could tell the Council to go back to the 6-foot wooden fences. She was more interested in directing staff to see what other options the Council could look at and it could be a combination of 1 and 3 or something in the options they could live with. She agreed it shouldn't be the residents paying the cost at all or the fence issue would completely go away and that worried her too.

City Manager Stroebel stated the Council did not need to take action tonight to go forward. He stated the Council had been clear in their interest and intent in further exploring options with minimal burden to residents and community members. He stated they could have additional conversations with the County and Met Council to see what additional options might exist.

Council Member B. Mata stated most of the times when talking about damage to the fence was because of windstorms or a car accident, and usually there was insurance to take care of it. He

stated the Council needed to discuss the options, have staff research it and come back with some options where they could find funds if they had to do something.

He stated he would not vote on the project tonight and wanted to see what other options there were because he didn't care for any of the options presented. He suggested the Council not vote on it tonight.

Council Member M. Mata stated that with Council Member's B. Mata and City Manager's suggestion, he would withdraw the motion.

#### 8.1 COUNCIL MEMBER M. MATA WITHDREW THE MOTION.

He stated he would like to see staff time limited in regard to the light rail project until the Council got answers that it was coming to the city. He stated the City was spending time and resources, their time dealing with things that the City was not sure what was going to happen. He stated that until some other entity came forward and said there was someone at the table and was going to go forward, the City needed to come up with solutions to reduce some costs or push some things back.

City Manager Stroebel stated he was hearing from an individual Council Member expressing that interest. If that was the will of the Council and majority of the Council, then staff would take that direction. He stated it was something they needed to take direction from the majority of the Council for recommendations of that nature.

#### 9A COUNCIL MEMBER REPORTS AND ANNOUNCEMENTS

Mayor Lunde stated there were few options on the Commission appointment voting tonight and asked Council if they could have their choices in by Thursday. He stated that Marlene Kryder usually sent out a note on what the votes were.

He stated on Thursday he would be representing the Blue Line Connect Coalition because there was a transportation hearing at the State Capitol and would report back on it later and the Council would get more clarity it.

#### 9B CITY MANAGER REPORTS AND ANNOUNCEMENTS

City Manager Stroebel stated at the March 12 Council meeting, two Council Members would be absent due to them being in Washington, DC. He stated the goal was to have routine items and there were four commission reports that night and the reason why tonight's meeting was fairly full.

He stated that Council Member Pha, Council Member Gates and staff member Pam McBride

began initial discussions on Youth in Government Day. He stated the proposal was to do it in a Work Session format based on feedback they received, and their idea is to swap the April 2 and April 9 where April 2 would be a regular meeting and April 9 would be a Work Session. He stated the April 9 meeting would be the Youth in Government Day and would be in the Council Chambers.

He stated regarding the Legislature, he along with Operations and Maintenance Director Dan Ruiz, had three meetings last week with Leader Hortman, Senator Hoffman and Rep Uglem regarding the legislative priorities the Council passed tonight. He stated he was looking forward to meet with the rest of the delegation in next few weeks.

ADJOURNMENT – With consensus of the Council, Mayor Lunde adjourned the meeting at 11:13 p.m.

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JEFFREY JONEAL LUNDE, MAYOR

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DEVIN MONTERO, CITY CLERK

## REGULAR BROOKLYN PARK CITY COUNCIL WORK SESSION

Monday, March 5, 2018  
6:00 p.m.

Steve Lampi Meeting Room  
5200 85th Avenue North

CALL TO ORDER – Mayor Jeffrey Lunde

PRESENT: Mayor Jeffrey Lunde; Council Members Bob Mata, Terry Parks, Susan Pha (arrived at 6:25 p.m.), Lisa Jacobson, Mark Mata and Rich Gates; City Manager Jay Stroebel; Community Development Director Kim Berggren; Deputy Police Chief Mark Bruley; Planning Director Cindy Sherman; and City Clerk Devin Montero.

ABSENT: None.

### **C. DISCUSSION ITEMS/GENERAL ACTION ITEMS:**

#### **C.1 Joint City Council and Planning Commission Work Session – Transient Oriented Development Zoning (Jennifer Jordan)**

Planning Commissioners present: Amy Hanson, Michelle Mersereau and Carol Vosberg.

Program Manager Jennifer Jordan briefed Council and introduced consultants from Perkins and Will, Jay Demmer and Mike Lam who briefed on the market analysis and directions they were taking regarding the Transient Oriented Development Zoning.

Commissioner Hanson asked about the percentage of properties that were bought up in foreclosure or investment purposes transitioning back to ownership for single family rental homes because she knew those people were owners and would be greatly impacted versus a company owning an apartment building.

Mr. Demmer stated they had a map they could show but it was not calculated in the matrix. He stated they were focused on the preservation of the single-family neighborhoods.

City Manager Stroebel asked if they looked at any underdeveloped land on the south-end of the college campus.

Mr. Demmer stated they had, and in some ways, the zoning code would apply because it was exempt. He would like to see a more robust potential to develop around the college, especially on the West Broadway side near the station, but the code was just not going to be able to mandate it.

Director Berggren stated they based their planning on the 2015 Master Plan the college did for the site and they planned to sell some of the land for development.

Council Member Parks stated that what he saw in the slides was something that he envisioned on 85th Avenue and across from the college and the shopping center because of what they said relating to the zoning and would not fit.

Mr. Lam stated for most of the area on 85<sup>th</sup> Avenue, he thought it would. It was the college itself that they were not really suggesting the code didn't apply. He stated the appeal there was to provide some retail use on the ground floor, which was not required. He stated the zoning code had the ability to let the market run with it and provided some predictability as well as flexibility for the market place and made a more direct approval process for a developer. He stated now, the market was robust and all knew that was not going to last forever as those cycles would come and go and the idea of those code updates around those station areas provided the most economic development they could provide.

Mayor Lunde asked if there were strategies outside of zoning that cities had done to help encourage some of those things and the successes and failures.

Mr. Lam stated the cycle of development took time. He stated the Red Rock Corridor was looking at bus rapid transit, which was at least two decades away from it, but they were seeing investments already happening. He stated the location was a big thing and focusing on the physical characteristics of a place was very big and developers loved that.

Mayor Lunde asked if the type of plan they were going to come up with would ideally identify those moments in time when the City needed to jump in, especially if it took a couple of decades.

Mr. Lam stated they talked to a range of developers with different backgrounds and viewpoints. They were the best barometer to understand if there were certain areas along the corridor that were closer to support rather than those that are further away. He stated that in other areas, it wasn't quite there but they liked the vision and the development community was saying they were not quite ready to get into it but if the City did something it might spur them. He stated that more things needed to happen in the corridor in general before it caught up to it. He stated that every time they talked to the development community, unless they were a non-profit developer, they were a profit motivator and they were not going to put money into an area they didn't think they could get back and that said a lot about the nature of things.

Council Member M. Mata thought the Shingle Creek Park was reduced in size and that was strictly Council's responsibility because they voted on allowing it to be reduced instead of letting the developer sit on it. He stated the Council should have just sat on it as an empty lot but at least when the time came, they could still build on it and now they were not going to rip that space down and rebuild. He saw it a little different on all the park and stop areas on what they had for zoning and what could be rebuilt. He saw on 63<sup>rd</sup> Avenue, the housing lot through big lots and they were never going to get those people out. He stated that using the southwest corner of 63<sup>rd</sup>

Avenue as part of the plot, he didn't see it. He stated that up on the road to Brooklyn Boulevard, they had one auto dealership around the corner and the rest of the others were all the way down and that was a miss there. He stated the corridor rail should have turned and went towards Zanewood. The housing need for the people who needed that requirement should have been there. He stated the school at the college area only had one development, the strip-mall across the street. If they were going to sell, then they were lucky, but he was under the impression that the college needed that and were going to have all those users on the light rail to go up and down to the college because that was what they needed it for. He stated that on County Road 30, everything was developed around there and then get up to Oak Grove and that was Target. He stated they couldn't tell them how to put roads through their property because they own it. He stated he didn't know how people were going to take the land they had and turn it over.

Mr. Lam stated there was development happening in the corridor when they got the two hotels just south of TH610. He thought there were locations where the timing was right, and the developers were going to move. He stated that even if it was just one side, the opportunity to update the code in a way that maximized that developer's potential to be developed or reinvested in the community was a win-win for the City because it provided a greater tax base and addressed a greater and broader market within the corridor itself. He stated it wouldn't happen all at one time and they knew that.

At 7:00 p.m., Mayor Lunde called for a recess and the Council went to the Council Chambers for the Special Meeting.

At 7:50 p.m., the Mayor and Council returned to the Lampi Room and continued the Work Session.

## **C.2 Peddlers/Solicitors Ordinance/Background Checks (Mark Bruley)**

Deputy Chief Mark Bruley briefed on the Ordinance related to background checks on peddlers and solicitors.

Mayor Lunde asked what the miss rate was because he thought he had been hit by 10 in one day and asked how many people didn't get registered.

Deputy Chief Bruley thought a lot of people didn't get registered. He stated they did get calls on them and a lot of times, the patrol officers didn't fully understand when it was a peddler or solicitor. He stated there were a lot of holes in the ordinance and they did get a lot of calls on them and the officer simply told them to go to City Hall to find out what they needed to do to get licensed or registered. He suggested to clean it up and be more specific on the criteria needed on who should and shouldn't get a permit. He stated the two issues they needed to look at were possibly changing the solicitor/permit process to door to door and what would be



the appetite for that work. He stated the second issue was Council's direction on strengthening the ordinance to identify who should get one and who shouldn't.

Council Member Jacobson stated that it was good to know the different breakdown of fees for those processes and asked what happened if they were caught without going through the process.

Deputy Chief Bruley stated right now, if they got caught in the street with a peddler's permit, which were very few, and they were being aggressive and causing problems, they would take the permit from them and send them to Licensing because that wasn't how they could conduct business, but that rarely ever happened. He stated the solicitors were what they saw day in and out. He stated the problem was that they were just registered so all they could do was send them back to City Hall. He stated they had no idea about their background or where they were coming from. He stated that it was worth noting that other cities gave a time frame for soliciting and wanted to know the length of time and area the solicitors would be out at, and in Brooklyn Park, they didn't. He stated it was very hard to enforce or interpret it in this case and what they tended to do was send them to City Hall.

Council Member Jacobson asked that if they went to that kind of system, would the police have a way to call it in quickly to know if they were registered or not.

Deputy Chief Bruley stated they would be able to access the list on their share point and would be able to identify the person on the list. He stated the problem now was that it was just a registration so there was no license to remove a person or to revoke it.

Council Member Jacobson asked if changing it to the door-to-door model would clean it all up, made everyone legitimate and registered with paid fees and background checks. She also wanted to know what happened to those who were not on the list. If they were sent to City Hall and turned around the corner and kept doing the same thing asked what would happen.

Deputy Chief Bruley stated they would be violating the City Ordinance and could be cited, which they had done in the past with peddlers, but never with solicitors because that was beyond them.

Council Member Jacobson asked if their current staffing method could handle it or would they come back to Council to ask for more money for additional staff.

Deputy Chief Bruley stated the big caveat to it was what type of background Council had the appetite for. He stated the more in-depth background was going to require a detective to do that work and would also depend on the Ordinance on who could and couldn't get the permit.

Council Member Gates stated that before he got into EMT school, he had a very in-depth

background check that only took 24 hours for around \$15 to \$25 with finger printing. He was confused on why it would take more staff time.

Deputy Chief Bruley stated the criteria they had for the EMT school was very simple and straight forward. If they were going to look for background on having good moral character or threatened to physically harm someone and was the threshold, then that was the kind of thing that needed someone to comb through and read reports and render an opinion. He stated they just needed to clean up the Ordinance to identify the qualifiers.

Council Member Gates stated he would like a better way for solicitors and peddlers to wear their identification or license.

Deputy Chief Bruley stated that could be added as an amendment change to the Ordinance.

Council Member Gates stated they should have a list of rules to follow such as not knocking on the door of someone with a "no soliciting" sign.

Deputy Chief Bruley stated they did get a pamphlet, but it would be a lot easier if they did a door-to-door because then the solicitors would be licensed and display something.

Council Member B. Mata stated he supported the door-to-door strategy and liked the idea of limiting the time frame for soliciting. He stated he liked the Crystal business plan.

Mayor Lunde stated he agreed with everyone and thought they should skip the specifications between peddling and soliciting and put them all together.

Deputy Chief Bruley asked Council where they stood on the appeal process, post background checks or to implement an automatic disqualification.

Council Member M. Mata asked why they would worry about an appeal process. If the system was wrong, then they should go back to the State and get it cleared up and removed. He asked about the cost of doing the background checks.

Deputy Chief Bruley stated it depended on how extensive it was going to be which was why the language they were going to use was important. He stated if they had a clean process, then it was very minimal. If they went the other route and required a Detective, as well as staff time then it could get significant.

Council Member M. Mata stated the cost of a background check in the State of Minnesota cost \$20 and if the City's costs more than that, they should send them to the State. He stated they needed to have a clear and concise requirement and explanation of what no soliciting meant.

Council Member Parks was in favor of having both soliciting and peddlers together and liked the idea of having the display of their licensing.

Council Member Gates suggested that if they did change the ordinance, to have advertising in the Park Pages and the Sun-Post to educate residents.

Council Member M. Mata asked if they could add something to the effect of failing to follow requirements would lead to license revocation.

Council Member M. Mata asked if they could do anything about panhandlers.

City Manager Stroebel stated that regarding panhandling, they had been in conversations with CEAP in Brooklyn Center about working with panhandlers to look for jobs for them rather than them panhandling.

### **C.3 2018-2019 Community and Organizational Priorities (Jay Stroebel)**

City Manager Jay Stroebel briefed the Council on the 2018-2019 Community and Organizational Priorities.

Council Member Parks asked what happened to the part about increased equity. He asked about that that section whether to leave it and make it part of the plan.

City Manager Stroebel stated the very first word of that goal was partnerships. They relied on the school districts, Community Colleges and other partners to help the City achieve some of those goals.

Council Member M. Mata stated he would like to see some of those moved away because he had no control over it, the Council as a group had control over it.

City Manager Stroebel stated as a City what they heard from people in the community was that getting people graduating from High School and on a pathway to college or a career was a priority. He stated they didn't have a lot of control over that but there were ways that they could tangibly support the school district and Zanewood with their work and efforts.

Council Member Pha believed they did affect a lot of it. She stated that as a City, they had a lot of influence and power into what they wanted the community and City to look like. She stated that setting goals like that told everyone that it was what the Council stood for. She stated that if they only put things that they directly influenced, almost 90% of what were in the goals wouldn't belong there. She stated they wanted development but didn't develop the businesses. She stated that what they wanted in the City and what their values and goals were was important.

**C.4 Mayor and Council Member Salary Comparison (Jay Stroebel/Beth Toal)**

City Manager Jay Stroebel briefed Council on the Mayor and Council Member Salary Comparison.

Council Member Jacobson stated it was important for her to see as they had the cost of living increase in one of the first versions of the budget. She stated if the Council's salary was going to increase, it needed to be a real increase not twelve dollars a month. She wanted them to wait and have all the information to have a larger discussion about how they had grown as a community and what it should look like as they continued to grow. She asked if there had ever been a discussion on what it would look like if the Council was on the health insurance.

Mayor Lunde stated that at one time, Mayor Lampi's daughter worked for the City and there was a question about if she could get benefits for him or something to that effect and the answer was no.

Council Member Jacobson stated that she would like to know what it would look like for Council to be offered health benefits and what it would cost the City for the individual and the family.

Council Member M. Mata asked if there was a document they had that said if the non-representatives gets 3%, the City Council didn't get 3% also because it would look like the Council would be voting a raise for themselves.

City Manager Stroebel stated that some cities did that.

Council Member Pha stated they also must consider how often they met because some other Council Members only met once a month. She knew that the salary and the ability for elected officials to vote their own salary had always been a difficult subject. She stated she appreciated and had seen other cities using an advisory committee that would do the study and look at comparable cities and make the recommendation every four to five years. She stated it relieved a lot of pressure from the Council deciding on their own salaries. She stated an example would be the Charter Commission doing it and that was something she would like to see.

Council Member Gates stated what he didn't see on the list was the travel budget.

Mayor Lunde stated that he liked the idea of the Charter Commission deciding on Council's pay. He stated he didn't have a problem voting for a pay raise because they met often and had multiple committees they attended.

Council Member B. Mata asked how much was in the travel budget.

City Manager Stroebel stated that it was about \$15,000.

Council Member B. Mata stated they could give themselves a \$2,000 raise and remove the travel budget.

City Manager Strobel stated that if the Budget Advisory or Charter Commission were to do the study and made the recommendation on Council's salary, it would ultimately still come back to the Council for a vote because that was part of the State Statute.

Council Member M. Mata didn't think that people knew what they got paid because it was not something that was posted. He stated every Council Member was going to do things differently. On the travel budget, everything he needed would be within the City limits. He stated he wouldn't find something to do out of state that was going to apply to Brooklyn Park because he felt there were different factors in those areas that he couldn't make happen. He stated he would rather talk to the people in the City and make those changes locally. He stated he had no problems with Council Members who had the need to go and learn something like that, but he expected them to bring something back.

Mayor Lunde stated he liked that idea and if they went on a trip, to come back with a report, maybe at the beginning of the meeting. He thought it would be beneficial and Council could ask questions and would know why they went on the trip.

Council Member M. Mata stated that on the raise, thought they were middle ground. He stated what he would like to see was them doing something where they never had to affect their own salary. He stated the City Attorney would have to look into it, but it would be something like a cost of living raise that changed two years down the road, so they were never affecting themselves. He stated it would be something in the ordinance that was a two-year look-back and would never give themselves a raise because in the public's eye it was a bad thing.

Council Member Pha agreed and thought that was the reason why all elected officials, especially at the City level, got so little because they were consistently thinking that if they gave themselves a raise, how it was going to look in the public's eye even if the jobs and duties were above the pay. She stated she often thought that for elected office, it created barriers for certain people of certain class. People of a lower economic class, even if qualified, would not be able to be on the Council as well as someone who was more well off financially. She stated that often, they didn't get young people because they had younger kids and were struggling more with more of a financial burden. She stated that looking at the whole complexity of it, that it created barriers and favored certain types of people to be in office.

Council Member Parks stated he had spent countless hours volunteering for the City and had been just fine with that. He understood what people were saying but was not comfortable giving himself a raise.

Mayor Lunde asked that staff and the City Attorney find out if the Charter Commission or a

different Committee could look into the raise for Council Members.

Council Member Pha preferred the Charter Commission because they were independent and not appointed by Council.

D.1 COUNCIL MEMBER REPORTS AND ANNOUNCEMENTS – None.

D.2 CITY MANAGER REPORTS AND ANNOUNCEMENTS

City Manager Stroebel stated the State of the City event was on Wednesday at 10 a.m.; National League of the Cities meeting was next week and would still meet; and the Realtor's Forum was on the March 15.

E. ADJOURNMENT

ADJOURNMENT – With consensus of the Council, Mayor Lunde adjourned the meeting at 9:18 p.m.

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JEFFREY JONEAL LUNDE, MAYOR

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DEVIN MONTERO, CITY CLERK

BROOKLYN PARK SPECIAL CITY COUNCIL MEETING  
CLOSED EXECUTIVE SESSION

Monday, November 26, 2018  
6:00 p.m.

Administration Conference Room  
5200 85th Avenue North

CALL TO ORDER – Mayor Jeffrey Lunde

PRESENT: Mayor Jeffrey Lunde; Council Members Rich Gates, Susan Pha (arrived at 6:28 p.m.), Lisa Jacobson, Terry Parks, Bob Mata and Mark Mata (arrived at 6:05 p.m.); City Manager Jay Stroebel, City Attorney Jim Thomson and City Clerk Devin Montero.

ABSENT: None.

Mayor Lunde stated the purpose of the closed executive session was to discuss matters relating to pending litigation between Jennifer Rivard and the City and discuss and consider labor negotiation strategies.

2.1 MOTION LUNDE, SECOND GATES TO CLOSE THE MEETING PURSUANT TO MINNESOTA STATUTES, SECTION 13D.05 SUBDIVISION 3(B) AND 13D.03 SUBDIVISION 1(B) TO DISCUSS AND CONSIDER ATTORNEY/CLIENT PRIVILEGE MATTERS RELATING TO PENDING LITIGATION BETWEEN THE CITY AND JENNIFER RIVARD AND DISCUSS AND CONSIDER LABOR NEGOTIATION STRATEGIES AND DEVELOPMENTS. MOTION PASSED UNANIMOUSLY.

At 6:01 p.m., the Council recessed to the Administration Conference Room.

At 6:02 p.m., the Council met in a closed session to discuss the pending litigation between the City and Jennifer Rivard and labor negotiation strategies.

At 6:33 p.m., the Council ended their discussions and departed the Administration Conference Room.

At 6:34 p.m., Mayor Lunde stated the Council met in a closed session to discuss the pending between the City and Jennifer Rivard and labor negotiation strategies.

At 6:35 p.m., Mayor Lunde adjourned the special meeting.

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DEVIN MONTERO, CITY CLERK

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JEFFREY JONEAL LUNDE, MAYOR

## REGULAR BROOKLYN PARK CITY COUNCIL MEETING

Monday, January 14, 2019  
7:00 p.m.

Brooklyn Park Council Chambers  
5200 85th Avenue North

CALL TO ORDER – Mayor Jeffrey Lunde

PRESENT: Mayor Jeffrey Lunde; Council Members Tonja West-Hafner, Susan Pha, Terry Parks, Mark Mata, Wynfred Russell and Lisa Jacobson; City Manager Jay Stroebel; City Attorney Jim Thomson; Community Development Director Kim Berggren; Police Chief Craig Enevoldsen and City Clerk Devin Montero.

ABSENT: None.

Mayor Lunde opened the meeting with the Pledge of Allegiance.

### 2A RESPONSE TO PRIOR PUBLIC COMMENT

City Manager Stroebel stated there were two comments at the last council meeting. Georgette Gray, OLM Executive Director, shared her concerns regarding the two pedestrian deaths on Brooklyn Boulevard. He stated staff had been working with Hennepin County of possible infrastructure changes to be considered along that stretch of road. He stated it was County road and anything they did would have to be in coordination with the County. He stated that in addition, they would reach out to Ms. Grey to see if they would be willing to partner with the City on some education outreach with the community around some efforts, beyond just infrastructure changes, to provide some additional education and insight to the community on how they could prevent that from happening again in the future.

He stated the other comment from Ms. Hempel was regarding 93<sup>rd</sup> Avenue and raised some questions when the City was going to make improvements to 93<sup>rd</sup> Avenue and also the belief the City had been receiving over \$40 million in the last 20 years for the MSA streets.

City Manager Stroebel stated they continued to work with the County with 93<sup>rd</sup> Avenue and Noble intersection and with the State on 93<sup>rd</sup> Avenue. He stated that terms of the speed limit on the section of the road close to Noble, it was 30 mph, and was a temporary 40 mph going through the construction zone. He stated they were addressing it on a temporary basis on speeding along that road. He stated that in terms of the investment, they had 50 miles of MSA roads and in recent years, they did receive \$2 million a year to keep those roads up over the last 5 years. He stated that the suggested \$40 million in the last 20 years would not be accurate. He stated the Community Development and Operations and Maintenance Departments would continue to discuss thinking in the future of what improvements would be needed on 93<sup>rd</sup> Avenue from a reconstruction standpoint and when the appropriate timing on that would be. He stated it was something they would continue to discuss further with the Council and continue to engage the County and State on the overall safety of that road.

### 2B PUBLIC COMMENT

1. Collette Guyott-Hempel, 9277 Trinity Gardens. 93<sup>rd</sup> Avenue. She thanked Council Members Jacobson and Parks for the last four years on the Council on making an effort to make it safe and thanked the police for their continued efforts to make that roadway



safe.

She stated that on Tuesday they started digging and the trucks were hauling, and the sign was not up saying "trucks hauling" and one of them pulled out right in front of her. On Wednesday, the sign was still not up, and on Friday, the sign was up but one of those trucks made a dead stop in the lane of traffic and was backing up at a car that was honking at them. She stated there was no place for them to go around and no escape unless they went on the wrong lane of traffic. She stated that for pedestrians and bicyclist back there, the digging had created hole 15 feet deep for them to fall in or a car could roll down because there were no safety guards. She stated the digging back there was so loud that her house was vibrating on the other side of the 15-foot berm. She stated the approach on the other side she mentioned was still falling apart and they had homeowners in there driving on it at as of 11:00 p.m. last night. She stated that Friday night there was a road rage incident. She had stopped and clearly had the right of way and had a passenger with her driving through the intersection and then a Papa John's driver coming from Noble area too high for the speed and did not plan to stop. She stated when she was going through she slowed down and honked at the driver because she was already in the intersection. She stated the driver rolled down their window and used profanity at her. She stated that her son called Papa Johns and the manager said she couldn't tell who the driver was because they couldn't get the license number. She stated they spent 12 minutes on the phone trying to get her to realize the seriousness and do some corrective action with that driver. She stated it was an ongoing process that had not been stopped by the Council.

3A. MOTION MATA, SECOND RUSSELL TO APPROVE THE AGENDA AS SUBMITTED BY THE CITY CLERK. MOTION PASSED UNANIMOUSLY.

4.0 MOTION MATA, SECOND JACOBSON TO APPROVE THE FOLLOWING ADMINISTRATIVE CONSENT ITEMS:

4.1 TO WAIVE THE READING AND ADOPT RESOLUTION #2019-8 TO SUPPORT TWIN CITIES HABITAT FOR HUMANITY TO ACQUIRE AND REHABILITATE ONE HOME IN THE CITY OF BROOKLYN PARK.

4.2 TO WAIVE THE READING AND ADOPT RESOLUTION #2019-9 APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BID FOR 2019 MUNICIPAL STATE AID (MSA) MILL AND OVERLAY, CIP 4002-19.

4.3 TO WAIVE THE READING AND ADOPT RESOLUTION #2019-10 TO ACCEPT BIDS AND AWARD CONTRACT FOR THE REPLACEMENT OF THE CHLORINE FEED SYSTEM AT THE WATER TREATMENT PLANT TO SHANK CONSTRUCTORS INC.

4.4 TO WAIVE THE READING AND ADOPT RESOLUTION #2019-11 ESTABLISHING POLLING PLACES IN THE CITY OF BROOKLYN PARK FOR SPECIAL MUNICIPAL ELECTIONS HELD IN 2019.

4.5 TO WAIVE THE READING AND ADOPT RESOLUTION #2019-12 TO AWARD CONTRACT TO INDIGITAL FOR SCANNING SERVICES.

4.6 TO WAIVE THE READING AND ADOPT RESOLUTION #2019-13 TO AUTHORIZE THE POLICE DEPARTMENT TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH LEAST SERVICES/COUNSELING LLC.

4.7 TO WAIVE THE READING AND ADOPT RESOLUTION #2019-14 APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BID FOR 2019 WATERMAIN REHABILITATION, CIP 3001-19A.

MOTION PASSED UNANIMOUSLY.

5.1 Rental and Business Licensing Manager Keith Jullie briefed the Council on an Off-Sale Intoxicating Liquor License for Harmony Liquor Holdings LLC dba Maddies Liquor, Located at 8521 Zane Avenue North.

5.1 Mayor Lunde opened the public hearing to consider an Off-Sale Intoxicating Liquor License for Harmony Liquor Holdings LLC dba Maddies Liquor, Located at 8521 Zane Avenue North.

5.1 The following individuals addressed the Council – None.

5.1 Mayor Lunde closed the public hearing and returned the item back to the table for consideration.

5.1 MOTION JACOBSON, SECOND PARKS TO APPROVE AN OFF-SALE INTOXICATING LIQUOR LICENSE FOR HARMONY LIQUOR HOLDINGS LLC DBA MADDIES LIQUOR, LOCATED AT 8521 ZANE AVENUE NORTH. MOTION PASSED UNANIMOUSLY.

7.1 Business Development Coordinator Daniela Lorenz briefed the Council on the Grant of \$18,000,000 of State of Minnesota General Obligation Bond Proceeds for Second Harvest Heartland's Headquarters and Approving the Execution of Related Documents. She introduced Greg Hilding, Interim CEO, SHH and David Laske, SHH Director of Facilities, and they gave an overview of the project.

7.1 MOTION PHA, SECOND JACOBSON TO WAIVE THE READING AND ADOPT RESOLUTION #2019-15 TO AUTHORIZE ACCEPTING A GRANT OF \$18,000,000 OF STATE OF MINNESOTA GENERAL OBLIGATION BOND PROCEEDS FOR SECOND HARVEST HEARTLAND'S HEADQUARTERS AND APPROVING THE EXECUTION OF RELATED DOCUMENTS. MOTION PASSED UNANIMOUSLY.

7.2 Mayor Lunde briefed the Council on the appointment of a Council representative to the Brooklyn Park Development Corporation.

7.2 MOTION LUNDE, SECOND MATA TO APPOINT TERRY PARKS AS THE CITY COUNCIL REPRESENTATIVE TO THE BROOKLYN PARK DEVELOPMENT CORPORATION. (BALANCE OF A THREE-YEAR TERM TO EXPIRE DECEMBER 31, 2020) MOTION PASSED UNANIMOUSLY.

9A COUNCIL MEMBER REPORTS AND ANNOUNCEMENTS – None.

9B CITY MANAGER REPORTS AND ANNOUNCEMENTS

BROOKLYN PARK COUNCIL MEETING; January 14, 2019...Page 4

City Manager Stroebel stated the follow events were coming up:

- On Thursday, from 10:00 a.m. to noon, at Hennepin Technical College, was a MLK day of service event.
- On Saturday, an additional service day project, to pack and deliver welcome bags, from 10:00 a.m. to 1:30 p.m. at City Hall.
- Next steps on the Council orientation, on Tuesday, Community Development Director Berggren will provide an update on EDA.
- On Thursday, January 24, Brooklyn Park Community Assembly, invited Council to meet the community.
- On Monday, January 21, City Hall will be closed in observance of MLK Day holiday.

ADJOURNMENT – With consensus of the Council, Mayor Lunde adjourned the meeting at 7:27 p.m.

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JEFFREY JONEAL LUNDE, MAYOR

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DEVIN MONTERO, CITY CLERK

# City of Brooklyn Park

## Request for Council Action

<b>Agenda Item:</b>	4.9	<b>Meeting Date:</b>	February 25, 2019
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Community Development Rental and Business Licensing
<b>Resolution:</b>	X	<b>Prepared By:</b>	Megan Bookey, Program Assistant III
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Keith Jullie, Rental and Business Licensing Manager
<b>Item:</b>	Approve the Issuance of a Lawful Gambling Premises Permit for Edinburgh USA Pro Am Foundation at 3 Deep Restaurant Holdings Inc dba Broadway Bar & Pizza, 8525 Edinburgh Center Drive North, Brooklyn Park		

### City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2019-\_\_\_\_\_ TO APPROVE THE ISSUANCE OF A LAWFUL GAMBLING PREMISES PERMIT FOR EDINBURGH USA PRO AM FOUNDATION AT 3 DEEP RESTAURANT HOLDINGS INC DBA BROADWAY BAR & PIZZA, 8525 EDINBURGH CENTER DRIVE NORTH, BROOKLYN PARK.

### Overview:

Edinburgh USA Pro Am Foundation has submitted a completed application on January 31, 2019, for a Lawful Gambling Premises Permit to conduct lawful gambling at 3 Deep Restaurant Holdings Inc dba Broadway Bar & Pizza, 8525 Edinburgh Center Drive North. The Gambling Control Board requires a resolution approving the application for the premises permit for the lawful gambling license. The completed application and adopted resolution will be sent to the Gambling Control Board for final action. Edinburgh USA Pro Am Foundation currently conducts lawful gambling at the following locations:

Kelly's 19<sup>th</sup> Hole Restaurant, 8432 Noble Avenue North

Cam's Eatery LLC, 8517 63<sup>rd</sup> Avenue North

**Primary issues/alternatives to consider:** N/A

**Budgetary/Fiscal Issues:** N/A

### Attachments:

4.9A RESOLUTION

RESOLUTION #2019-

RESOLUTION APPROVING THE ISSUANCE OF A LAWFUL GAMBLING PREMISES  
PERMIT FOR EDINBURGH USA PRO-AM FOUNDATION AT 3 DEEP RESTAURANT HOLDINGS INC DBA  
BROADWAY BAR & PIZZA 8525 EDINBURGH CTR DR N, BROOKLYN PARK

WHEREAS, Edinburgh USA Pro-Am Foundation has applied to the Minnesota Charitable Gambling Control Board for a lawful gambling premises permit at 3 Deep Restaurant Holdings Inc dba Broadway Bar & Pizza, 8525 Edinburgh Ctr Dr N; and

WHEREAS, Edinburgh USA Pro-Am Foundation agrees to provide to the City of Brooklyn Park monthly copies of the monthly reports they submit to the Gambling Control Board; and

WHEREAS, Edinburgh USA Pro-Am Foundation has a lease agreement with 3 Deep Restaurant Holdings Inc dba Broadway Bar & Pizza to operate pull-tabs at their location; and

WHEREAS, 3 Deep Restaurant Holdings Inc dba Broadway Bar & Pizza meets Brooklyn Park ordinance requirements to conduct lawful gambling.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park that approval is granted for a lawful gambling premises permit for Edinburgh USA Pro-Am Foundation at 3 Deep Restaurant Holdings Inc dba Broadway Bar & Pizza, 8525 Edinburgh Ctr Dr N, Brooklyn Park, Minnesota.

# City of Brooklyn Park

## Request for Council Action

<b>Agenda Item:</b>	4.10	<b>Meeting Date:</b>	February 25, 2019
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Operations and Maintenance
<b>Resolution:</b>	X	<b>Prepared By:</b>	Greg Hoag, Park and Building Maintenance Manager
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Greg Hoag
<b>Item:</b>	Approve Healthy Tree Grant for Cities Agreement with Hennepin County		

### City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2019-\_\_\_\_\_ TO AUTHORIZE THE MAYOR AND CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH HENNEPIN COUNTY FOR THE HEALTHY TREE GRANT FOR CITIES PROGRAM.

### Overview:

In October 2018, Hennepin County opened a Health Tree Grant Solicitation process. Hennepin County's goals of the grant are to combat threats to trees from invasive insects and diseases; promote the development of a more diverse, resilient and equitable tree canopy; and support the efforts to educate the public on tree care and the importance of trees. Staff applied for funds through this solicitation process and the Hennepin County Board awarded a \$33,462 grant to Brooklyn Park. Projects included in our grant request include updating the existing public ash tree inventory, creating a boulevard tree planting plan for future new trees, conducting a tree planting project at Hamilton Park, construction of a gravel tree bed for new trees at the O&M facility and funding for staff training.

### Primary Issues/Alternatives to Consider:

Operations and Maintenance staff recommend acceptance of the Grant as presented.

### Budgetary/Fiscal Issues:

This Grant has a 1:1 match requirement. The City will be required to match the grant award of \$33,462.30. Matching funds are available through current planned 2019 forestry expenses from both the EAB Capital Fund and the Park Maintenance Forestry General Fund budget.

### Attachments:

4.10A RESOLUTION  
4.10B PROFESSIONAL SERVICES AGREEMENT

RESOLUTION #2019-

RESOLUTION TO AUTHORIZE THE MAYOR AND CITY MANAGER  
TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT  
WITH HENNEPIN COUNTY FOR THE HEALTHY TREE GRANT FOR CITIES PROGRAM

WHEREAS, in October 2018, Hennepin County opened a solicitation for the Healthy Tree Grant Program for Cities; and

WHEREAS, Operations and Maintenance staff submitted an application on December 10, 2018 for funds from this grant program; and

WHEREAS, on February 21, 2019, the Hennepin County Board awarded Brooklyn Park a \$33,462.00 grant; and

WHEREAS, projects included in our grant request include updating the existing public ash tree inventory, creating a boulevard tree planting plan for future new trees, conducting a tree planting project at Hamilton Park, construction of a gravel tree bed for new trees at the O&M facility and funding for staff training.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to authorize the Mayor and City Manager to enter into a Professional Services Agreement with Hennepin County for the Healthy Tree Grant for Cities Program.

## **PERSONAL/PROFESSIONAL SERVICE AGREEMENT**

This Agreement is between the COUNTY OF HENNEPIN, STATE OF MINNESOTA, A-2300 Government Center, Minneapolis, Minnesota 55487, on behalf of the Hennepin County Environment and Energy Department, 701 Fourth Avenue South, Minneapolis, Minnesota 55415 ("COUNTY"), and City of Brooklyn Park, 8300 Noble Avenue, Brooklyn Park, Minnesota 55443 ("GRANTEE"), a Minnesota government entity.

The parties agree as follows:

WHEREAS, the Hennepin County Board has established a Healthy Tree Canopy Grant Program to provide awards, which may be in the form of reimbursements ("Tree Grant Funds") to selected eligible community tree projects; and

WHEREAS, the GRANTEE has made an application for an award of Healthy Tree Canopy Grant Program and has been selected for funding of said described project in accordance with the terms of this Agreement;

NOW, THEREFORE, the parties agree as follows:

### **1. TERM AND COST OF THE AGREEMENT**

This Agreement shall commence March 1, 2019 and terminate March 1, 2020, unless terminated earlier in accordance with the Default and Cancellation provisions of this Agreement.

The total value of Tree Grant Funds awarded under this Agreement, including all reimbursable expenses, shall not exceed Thirty-Three Thousand Four Hundred Sixty-Two Dollars (\$33,462).

### **2. GRANT REQUIREMENTS**

- a. The GRANTEE shall operate its tree canopy enhancement project ("Project"), including the proposed Project budget, as described in the application submitted by the GRANTEE and kept on file with the COUNTY. See attachment A for details regarding the project scope.
- b. The GRANTEE shall provide 100 percentage matching funds as described in the project budget and project requirements, as well as provide proof of matching funds before reimbursement.
- c. In addition to the obligation to operate the project as described, the GRANTEE shall:
  1. Submit to the DEPARTMENT in a format acceptable to the COUNTY a final report by June 1, 2020. The report should include at a minimum:



- Project summary with photos of work completed;
- Results achieved;
- Obstacles/challenges encountered;
- Maintenance strategy; and
- Actual budget expenditures.

The COUNTY shall have full ownership and control of all reports, which includes the right of the COUNTY to use any data and information contained in such project report in any manner the COUNTY determines, including but not limited to case studies or public presentations.

2. Establish a separate accounting mechanism, such as a Project number, activity number, cost center, or fund that will separate Tree Grant Fund expenditures from all other GRANTEE activities.
3. To ensure compliance with the purpose of this grant, comply with COUNTY's request for an audit of Tree Grant Fund Project activities, revenues, or expenditures.

### 3. AWARD OF GRANT

The COUNTY shall pay Tree Grant Funds once work is completed to the GRANTEE valued not-to-exceed Thirty-Three Thousand Four Hundred Sixty-Two Dollars (\$33,462). Receipts may be submitted throughout the project timeline on a monthly basis for reimbursement. Incidental expenses such as shipping costs shall be deducted from the final Tree Grant Fund payment. Subject to verification of adequacy of submitted receipts, the COUNTY will disburse the requested amount to the GRANTEE within six (6) weeks after the submission of the receipts. The final request for disbursement must be submitted within three (3) months of the expiration date of this Agreement.

The COUNTY, in its sole discretion, through the DEPARTMENT Director, may adjust the allocation of Tree Grant Funds if actual costs differ in amount from budgeted costs listed in the application. Any such adjustment shall be in writing, shall be signed by the DEPARTMENT Director and the GRANTEE and shall be attached hereto as a supplement. No other terms, conditions or provisions of this Agreement may be changed except in accordance with regular COUNTY contracting procedures as set forth in Section 11 of this Agreement.

### 4. INDEPENDENT CONTRACTOR

GRANTEE shall select the means, method, and manner of performing the services. Nothing is intended or should be construed as creating or establishing the relationship of a partnership or a joint venture between the parties or as constituting GRANTEE as the agent, representative, or employee of the COUNTY for any purpose. GRANTEE is and shall remain an independent contractor for all services performed under this Agreement. GRANTEE shall secure at its own expense all personnel required in performing services

under this Agreement. Any personnel of GRANTEE or other persons while engaged in the performance of any work or services required by GRANTEE will have no contractual relationship with the COUNTY and will not be considered employees of the COUNTY. The COUNTY shall not be responsible for any claims related to or on behalf of any of GRANTEE's personnel, including without limitation, claims that arise out of employment or alleged employment under the Minnesota Unemployment Insurance Law (Minnesota Statutes Chapter 268) or the Minnesota Workers' Compensation Act (Minnesota Statutes Chapter 176) or claims of discrimination arising out of state, local or federal law, against GRANTEE, its officers, agents, contractors, or employees. Such personnel or other persons shall neither require nor be entitled to any compensation, rights, or benefits of any kind from the COUNTY, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, workers' compensation, unemployment compensation, disability, severance pay, and retirement benefits.

5. NON-DISCRIMINATION

In accordance with the COUNTY's policies against discrimination, GRANTEE shall not exclude any person from full employment rights nor prohibit participation in or the benefits of, any program, service or activity on the grounds of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status, or national origin. No person who is protected by applicable Federal or State laws against discrimination shall be subjected to discrimination.

6. [Intentionally Omitted]

7. INDEMNIFICATION

GRANTEE shall defend, indemnify, and hold harmless the COUNTY, its officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from any act or omission of GRANTEE, a subcontractor, anyone directly or indirectly employed by them, and/or anyone for whose acts and/or omissions they may be liable in the performance of the services required by this Agreement, and against all loss by reason of the failure of GRANTEE to perform any obligation under this Agreement. . For clarification and not limitation, this obligation to defend, indemnify and hold harmless includes but is not limited to any liability, claims or actions resulting directly or indirectly from alleged infringement of any copyright or any property right of another, the employment or alleged employment of GRANTEE personnel, the unlawful disclosure and/or use of protected data, or other noncompliance with the requirements of the provisions set forth herein.

8. INSURANCE

- A. With respect to the services provided pursuant to this Agreement, GRANTEE shall during its sole expense, procure and maintain insurance of the types, and in the form and amounts described below from insurer(s) authorized to transact

business in the state where services or operations will be performed by GRANTEE. Such insurance and required coverage shall be in forms acceptable to COUNTY. The insurance requirements described below shall be maintained uninterrupted for the duration of this Agreement and beyond such term when so required, and shall cover GRANTEE, and others for whom and/or to whom GRANTEE may be liable, for liabilities in connection with work performed by or on behalf of COUNTY, its agents, representatives, employees or contractors. GRANTEE is required to have and keep in force the following minimum insurance coverages, or GRANTEE's actual insurance limits for primary coverage and excess liability or umbrella policy limits, whichever is greater:

Limits

1. League of Minnesota Cities Insurance Trust (LMCIT) commercial liability coverage on an occurrence basis with contractual liability coverage (this coverage shall be written on the most current ISO (Insurance Services Office, Inc.) CGL form or its equivalent provided XCU (explosion, collapse and underground) is not excluded):

General Aggregate	\$2,000,000
Products—Completed Operations Aggregate	2,000,000
Personal and Advertising Injury	1,500,000
Each Occurrence—Combined Bodily Injury and Property Damage	1,500,000

2. Workers' Compensation and Employer's Liability:

Workers' Compensation	Statutory
If GRANTEE is based outside the state of Minnesota, coverage must comply with Minnesota law. If GRANTEE is a sole proprietor, it is exempted from the above Workers' Compensation requirements to the extent provided by Minnesota law. In the event that GRANTEE should hire employees or subcontract this work, GRANTEE shall obtain the required insurance.	

Employer's Liability. Bodily injury by:	
Accident—Each Accident	500,000
Disease—Policy Limit	500,000
Disease—Each Employee	500,000

- B. An umbrella or excess policy over primary liability insurance coverages is an acceptable method to provide the required insurance limits.

Coverage shall not include any exclusion or other limitations related to:

1. Scope of services;
2. Delays in project completion and cost overruns;
3. Persons or entities authorized to notify the carrier of a claim or potential claim; or
4. Mold, fungus, asbestos, pollutants or other hazardous substances.

The above establishes minimum insurance requirements. It is the sole responsibility of GRANTEE to determine the need for and to procure additional insurance which may be needed in connection with this Agreement. Upon written request, GRANTEE shall promptly submit copies of insurance policies to the COUNTY.

GRANTEE shall not commence work until it has obtained required insurance and filed with COUNTY a properly executed Certificate of Insurance establishing compliance. The certificate(s) must name Hennepin County as the certificate holder, and as an additional insured for the commercial general liability coverage required herein. A self-insured retention (SIR) is not acceptable, unless expressly agreed to in writing by COUNTY. The funding of deductibles and self-insured retentions maintained by GRANTEE, if allowed by COUNTY, shall be the sole responsibility of GRANTEE. If the certificate form contains a certificate holder notification provision, the certificate shall state that the insurer will endeavor to mail to COUNTY thirty (30) day prior written notice in the event of cancellation/termination of any described policies. If GRANTEE receives notice of cancellation/termination from an insurer, GRANTEE shall fax or email a copy of the notice to COUNTY within two business days.

GRANTEE shall furnish to COUNTY updated certificates during the term of this Agreement as insurance policies expire. If GRANTEE fails to furnish proof of insurance coverages, COUNTY may withhold payments and/or pursue any other right or remedy allowed under contract, law, equity, and/or statute.

GRANTEE's required insurance shall be primary insurance and any insurance or self-insurance maintained by COUNTY shall be in excess of and non-contributory with GRANTEE'S insurance. GRANTEE waives all rights against COUNTY, its officials, officers, agents, volunteers, and employees for recovery of damages to the extent that damages are covered by insurance of GRANTEE. If necessary, GRANTEE agrees to endorse the required insurance policies to permit waivers of subrogation in favor of COUNTY.

9. DUTY TO NOTIFY

GRANTEE shall promptly notify the COUNTY of any claim, action, cause of action or litigation brought against GRANTEE, its employees, officers, agents or subcontractors, which arises out of the provisions contained in this Agreement.

10. DATA

GRANTEE, its officers, agents, owners, partners, employees, volunteers and subcontractors shall, to the extent applicable, abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13 (MGDPA) and all other applicable state and federal laws, rules, regulations and orders relating to data or the privacy or, confidentiality or security of data, which may include the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations (HIPAA). For clarification and not limitation, COUNTY hereby notifies GRANTEE that the requirements of Minnesota Statutes section 13.05, subd. 11, apply to this Agreement. GRANTEE shall promptly notify COUNTY if CONTRACTOR becomes aware of any potential claims, or facts giving rise to such claims, under the MGDPA or other data or privacy laws. , data security, privacy or confidentiality laws, and shall also comply with the other requirements of this Section. If GRANTEE has access to or possession/control of Data (as defined in the DEFAULT AND CANCELLATION/TERMINATION provisions below), GRANTEE shall safeguard and protect the Data in accordance with generally accepted industry standards, all laws, and all applicable COUNTY policies, rules and direction. To the extent of any inconsistency between accepted industry standards and COUNTY policies, rules and directions, GRANTEE shall notify COUNTY of the inconsistency and follow COUNTY direction. GRANTEE shall immediately notify COUNTY of any actual or suspected security breach or unauthorized access to Data, then comply with all responsive directions provided by COUNTY. The foregoing shall not be construed as eliminating, limiting or otherwise modifying GRANTEE's indemnification obligations herein.

Classification of data, including trade secret data, will be determined pursuant to applicable law and, accordingly, merely labeling data as "trade secret" by GRANTEE does not necessarily make the data protected as such under any applicable law.

11. RECORDS – AVAILABILITY/ACCESS

Subject to the requirements of Minnesota Statutes Section 16C.05, Subd. 5, COUNTY, the State Auditor, or any of their authorized representatives, at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of GRANTEE and involve transactions relating to this Agreement. GRANTEE shall maintain these materials and allow access during the period of this Agreement and for six (6) years after its termination or cancellation.

**12. SUCCESSORS, SUBCONTRACTING AND ASSIGNMENTS**

- A. GRANTEE binds itself, its partners, successors, assigns and legal representatives to the COUNTY for all covenants, agreements and obligations contained in the contract documents.
- B. GRANTEE shall not assign, transfer or pledge this Agreement and/or the services to be performed, whether in whole or in part, nor assign any monies due or to become due to it without the prior written consent of the COUNTY. A consent to assign shall be subject to such conditions and provisions as the COUNTY may deem necessary, accomplished by execution of a form prepared by the COUNTY and signed by GRANTEE, the assignee and the COUNTY. Permission to assign, however, shall under no circumstances relieve GRANTEE of its liabilities and obligations under the Agreement.
- C. GRANTEE shall not subcontract this Agreement and/or the services to be performed, whether in whole or in part, without the prior written consent of COUNTY. Permission to subcontract, however, shall under no circumstances relieve GRANTEE of its liabilities and obligations under the Agreement. Further, GRANTEE shall be fully responsible for the acts, omissions, and failure of its subcontractors in the performance of the specified contractual services, and of person(s) directly or indirectly employed by subcontractors. Contracts between GRANTEE and each subcontractor shall require that the subcontractor's services be performed in accordance with this Agreement. GRANTEE shall make contracts between GRANTEE and subcontractors available upon request. For clarification and not limitation of Section 15E the provisions herein, none of the following constitutes assent by COUNTY to a contract between GRANTEE and a subcontractor, or a waiver or release by COUNTY of GRANTEE's full compliance with the requirements of this Section: (1) COUNTY's request or lack of request for contracts between GRANTEE and subcontractors; (2) COUNTY's review, extent of review or lack of review of any such contracts; or (3) COUNTY's statements or actions or omissions regarding such contracts.
- D. GRANTEE shall notify the COUNTY in writing if another person/entity acquires, directly or indirectly, more than 50 percent of the voting power of the shares entitled to vote for directors of GRANTEE. Notice shall be given within ten (10) days of such acquisition and shall specify the name and business address of the acquiring person/entity. The COUNTY reserves the right to require the acquiring person/entity to promptly become a signatory to this Agreement by amendment or other document so as to help assure the full performance of this Agreement.

**13. MERGER AND MODIFICATION**

- A. The entire Agreement between the parties is contained herein and supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items that are referenced or that are attached are incorporated and

made a part of this Agreement. If there is any conflict between the terms of this Agreement and referenced or attached items, the terms of this Agreement shall prevail.

GRANTEE and/or COUNTY are each bound by its own electronic signature(s) on this Agreement, and each agrees and accepts the electronic signature of the other party.

- B. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties. Except as expressly provided, the substantive legal terms contained in this Agreement including but not limited to Indemnification, Insurance, Merger and Modification, Default and Cancellation/Termination or Minnesota Law Governs may not be altered, varied, modified or waived by any change order, implementation plan, scope of work, development specification or other development process or document.

14. DEFAULT AND CANCELLATION

- A. If GRANTEE fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, it shall be in default. Unless GRANTEE's default is excused by the COUNTY, the COUNTY may upon written notice immediately cancel this Agreement in its entirety. Additionally, failure to comply with the terms of this Agreement shall be just cause for the COUNTY to delay payment until GRANTEE's compliance. In the event of a decision to withhold payment, the COUNTY shall furnish prior written notice to GRANTEE.
- B. Upon cancellation or termination of this Agreement, the GRANTEE shall itemize any and all Tree Grant Fund expenditures up to the date of cancellation or termination and return any Tree Grant Funds not yet expended.
- C. For purposes of this subsection, "Data" means any data or information, and any copies thereof, created by GRANTEE or acquired by GRANTEE from or through COUNTY pursuant to this Agreement, including but not limited to handwriting, typewriting, printing, photocopying, photographing, facsimile transmitting, and every other means of recording any form of communication or representation, including electronic media, email, letters, works, pictures, drawings, sounds, videos, or symbols, or combinations thereof.

Upon expiration, cancellation or termination of this Agreement:

- 1. At the discretion of COUNTY and as specified in writing by the Contract Administrator, GRANTEE shall deliver to the Contract Administrator all Data so specified by COUNTY.

2. COUNTY shall have full ownership and control of all such Data. If COUNTY permits GRANTEE to retain copies of the Data, GRANTEE shall not, without the prior written consent of COUNTY or unless required by law, use any of the Data for any purpose or in any manner whatsoever; shall not assign, license, loan, sell, copyright, patent and/or transfer any or all of such Data; and shall not do anything which in the opinion of COUNTY would affect COUNTY's ownership and/or control of such Data.
  3. Except to the extent required by law or as agreed to by COUNTY, GRANTEE shall not retain any Data that are confidential, protected, privileged, not public, nonpublic, or private, as those classifications are determined pursuant to applicable law. In addition, GRANTEE shall, upon COUNTY's request, certify destruction of any Data so specified by COUNTY.
- D Notwithstanding any provision of this Agreement to the contrary, GRANTEE shall remain liable to COUNTY for damages sustained by COUNTY by virtue of any breach of this Agreement by GRANTEE. Upon notice to GRANTEE of the claimed breach and the amount of the claimed damage, COUNTY may withhold any payments to GRANTEE for the purpose of set-off until such time as the exact amount of damages due COUNTY from GRANTEE is determined. Following notice from COUNTY of the claimed breach and damage, GRANTEE and COUNTY shall attempt to resolve the dispute in good faith.
- E. The above remedies shall be in addition to any other right or remedy available to the COUNTY under this Agreement, law, statute, rule, and/or equity.
- F. The COUNTY's failure to insist upon strict performance of any provision or to exercise any right under this Agreement shall not be deemed a relinquishment or waiver of the same, unless consented to in writing. Such consent shall not constitute a general waiver or relinquishment throughout the entire term of the Agreement.
- G. This Agreement may be canceled with or without cause by either party upon thirty (30) day written notice.

15. **SURVIVAL OF PROVISIONS**

Provisions that by their nature are intended to survive the term, cancellation or termination of this Agreement include but are not limited to:  
SERVICES TO BE PROVIDED (as to ownership of property); INDEPENDENT GRANTEE; INDEMNIFICATION; INSURANCE; DUTY TO NOTIFY; DATA; RECORDS-AVAILABILITY/ACCESS; DEFAULT AND



CANCELLATION/TERMINATION; PROMOTIONAL LITERATURE; and MINNESOTA LAW GOVERNS.

16. CONTRACT ADMINISTRATION

In order to coordinate the services of GRANTEE with the activities of the Hennepin County Environment and Energy so as to accomplish the purposes of this Agreement, Jennifer Kullgren, Environmentalist, who can be contacted at (612) 596-1175 at [Jen.Kullgren@Hennepin.us](mailto:Jen.Kullgren@Hennepin.us) or successor (Contract Administrator), shall manage this Agreement on behalf of the COUNTY and serve as liaison between the COUNTY and GRANTEE.

Greg Hoag, 763-493-8350, [greg.hoag@brooklynpark.org](mailto:greg.hoag@brooklynpark.org), shall manage this Agreement on behalf of the GRANTEE. GRANTEE may replace such person but shall immediately give written notice to the COUNTY of the name, phone number and email address of such substitute person and of any other subsequent substitute person.

17. COMPLIANCE AND NON-DEBARMENT CERTIFICATION

- A. GRANTEE shall comply with all applicable federal, state and local statutes, regulations, rules and ordinances currently in force or later enacted.
- B. GRANTEE shall comply with all applicable conditions of the specific referenced grant.
- C. GRANTEE certifies that it is not prohibited nor has it hired any business which is prohibited from doing business with either the federal government or the State of Minnesota as a result of debarment or suspension proceedings.

18. RECYCLING

GRANTEE must have or establish a recycling program for at least three recyclable materials, such as, but not limited to, paper, glass, plastic, and metal.

19. NOTICES

Any notice or demand which must be given or made by a party under this Agreement or any statute or ordinance shall be in writing, and shall be sent registered or certified mail. Notices to the COUNTY shall be sent to the County Administrator with a copy to the originating Department at the address given in the opening paragraph of the Agreement. Notice to GRANTEE shall be sent to the address stated in the opening paragraph of the Agreement.

20. MEDIA OUTREACH

GRANTEE shall not use the term “Hennepin County”, or any derivative thereof in GRANTEE’s advertising, external facing communication and/or marketing, including but not limited to advertisements of any type or form, promotional ads/literature, client lists and/or any other form of outreach, without the written approval of the Hennepin County Public Affairs/Communications Department, or their designees.

21. MINNESOTA LAWS GOVERN

The Laws of the State of Minnesota shall govern all questions and interpretations concerning the validity and construction of this Agreement and the legal relations between the parties and their performance. The appropriate venue and jurisdiction for any litigation will be those courts located within the County of Hennepin, State of Minnesota. Litigation, however, in the federal courts involving the parties will be in the appropriate federal court within the State of Minnesota. If any provision of this Agreement is held invalid, illegal or unenforceable, the remaining provisions will not be affected.

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COUNTY ADMINISTRATOR APPROVAL

Reviewed for COUNTY by  
the County Attorney's Office:

COUNTY OF HENNEPIN  
STATE OF MINNESOTA

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By:

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Reviewed for COUNTY by:

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GRANTEE

GRANTEE warrants that the person who executed this Agreement is authorized to do so on behalf of GRANTEE as required by applicable articles, bylaws, resolutions or ordinances.\*

By:

Jeffrey Joneal Lunde  
Mayor

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Jay Stroebe  
City Manager

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\*GRANTEE represents and warrants that it has submitted to COUNTY all applicable documentation (articles, bylaws, resolutions or ordinances) that confirms the signatory's delegation of authority. Documentation is not required for a sole proprietorship.



# City of Brooklyn Park

## Request for Council Action

<b>Agenda Item:</b>	6.1	<b>Meeting Date:</b>	February 25, 2019
<b>Agenda Section:</b>	Land Use Actions	<b>Originating Department:</b>	Community Development
<b>Resolution:</b>	X		
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	7		
<b>Item:</b>	Fleet Farm – Conditional Use Permit #19-101 for Outdoor Sales and Display at 8400 Lakeland Avenue North		

### City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2019-\_\_\_\_ APPROVING AN OUTDOOR SALES AND DISPLAY AREA FOR FLEET FARM AT 8400 LAKELAND AVENUE NORTH.

### Planning Commission Recommendation:

At its meeting on February 13, 2019, the Planning Commission unanimously (8-0) recommended approval of the conditional use permit with the conditions that are listed in the attached resolution.

### Overview:

Fleet Farm is requesting a conditional use permit (CUP) to have outdoor sales and display areas along the front (west side) of the store. This use is allowed as an accessory conditional use within the B3 zoning district.

There are three areas along the front of the building where outdoor sales and display could occur. The areas north and south of the main entrance have wide walkways—about 16 feet wide. City Code Section 152.362(H)(2) states that “the designated area cannot block sidewalks.” In a recent example with HyVee, that clear zone was determined to be 6 feet so that two shopping carts or wheelchairs could pass unobstructed. This leaves an area of approximately 10 feet from the wall that would be acceptable for sales and display, except in the area around the flagpole and DAV donation box. It is recommended that a stripe be painted on the walkway to assist staff in knowing the limits of the sales/display area.

The area in front of the entrance/exit bump-out is narrower—approximately 10 feet. With the trash can bollards, this area can get tight. Up to four feet would be available extending from the wall. Adjustments would need to be made around the trash can bollards and a painted stripe would be helpful here. This area is also under a canopy.

This CUP does not affect the outdoor sales yard around the east and south sides of the building.

### Budgetary/Fiscal Issues: N/A

### Alternatives to consider:

1. Approve the CUP as recommended by the Planning Commission.
2. Approve the CUP with modifications.
3. Deny the CUP based on certain findings.

**Attachments:**

- 6.1A RESOLUTION
- 6.1B LOCATION MAP
- 6.1C PLANNING AND ZONING INFORMATION
- 6.1D PHOTOS
- 6.1E PLANNING COMMISSION MINUTES
- 6.1F LETTER FROM THE APPLICANT
- 6.1G PLANS

RESOLUTION #2019-  
RESOLUTION APPROVING AN OUTDOOR SALES AND DISPLAY AREA  
FOR FLEET FARM  
AT 8400 LAKELAND AVENUE NORTH

Planning Commission File #19-101

WHEREAS, Mr. Brad Hoff of Fleet Farm has requested a conditional use permit on property legally described as:

*Lot 1, Block 1, Mills Addition to Brooklyn Park, Hennepin County, Minnesota*

WHEREAS, outdoor sales and display is a conditional accessory use as described in Section 152.362(H) of City Code; and

WHEREAS, the Planning Commission reviewed the proposal at its meeting on February 13, 2019.

NOW, THEREFORE, BE IT RESOLVED by the Brooklyn Park City Council that an outdoor sales and display area is hereby approved along the front (west side) of the building subject to the following conditions:

1. The sales and display areas must provide an unobstructed area of at least 6 feet in width that does not extend into the drive aisle. This area must be marked by a painted stripe on the ground.
2. All items in this area must be for sale or on display for sale. No general outdoor storage is permitted in this location.
3. All other conditions in previous Conditional Use Permits remain in effect, unless modified by this resolution.

This resolution must be recorded with the Hennepin County Recorder's Office. This resolution is valid for one year from the date of approval or until discontinuance of use.



Conditional Use Permit #19-101 8400 Lakeland Ave. N.  
Fleet Farm

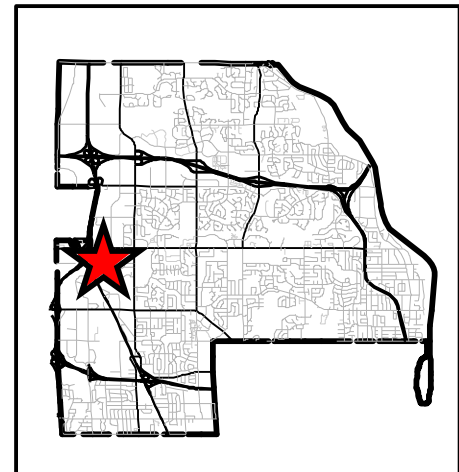
6.1B LOCATION MAP Page 4

Brooklyn Park  
Community Development



Spring 2016 Air Photo.

100  
Feet



Map Date January 17, 2019

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS,  
USDA, USGS, AeroGRID, IGN, and the GIS User Community

2030 Land Use Plan	Community Commercial
Current Zoning	General Business District (B3)
Surrounding Zoning	Southwest – General Business District (B3) Southeast – Single- and Two-Family Residential District (R4) East – Business Park (BP) North – General Business District (B3) West – Highway 169 right-of-way
Neighborhood	College Park
Site Area	30.28 acres
Conforms to:	
Land Use Plan – Yes	
Zoning Code – Yes	
Variances Needed – None	
Notification	55 Mailed Notices January 31, 2019 Sun Post





Photo 1. Area south of the entrance around the DAV donation box and flagpole (Google Street View October 2017)



Photo 2. The front entry area showing unapproved sales area and trash can bollards (Google Street View October 2017)

**UNAPPROVED MINUTES**  
**MINUTES OF THE BROOKLYN PARK PLANNING COMMISSION**  
**Regular Meeting – February 13, 2019**

**1. CALL TO ORDER**

The meeting was called to order at 7:05 PM.

**2. ROLL CALL/PLEDGE OF ALLEGIANCE**

Those present were: Commissioners Hanson, Herbers, Husain, Kiekow, Mersereau, Mohamed, Morton-Spears, Vosberg; Senior City Planner Larson; Planning Director Sherman; Council Member Liaison West-Hafner.

Those not present were: Commissioner Kisch.

**7. PUBLIC HEARING**

**A. Fleet Farm – Conditional Use Permit #19-101 for outdoor sales and display at 8400 Lakeland Avenue North.**

Senior Planner Larson introduced the Fleet Farm request to allow for an outdoor sales and display area along the west side of the store. He explained the walkways along the side of the building are just over 16 feet wide, and the walkway directly in front of the store is about 10 feet wide. He noted outdoor sales and display is a conditional use in the B3 zoning district, and as a standard requirement a walkway cannot be blocked. He explained similar proposals in the past, such as HyVee and Home Depot, determined a walkway area of at least 6-feet wide is required to allow multiple shopping carts, wheelchairs, and strollers to pass easily without having to use the drive aisle. He presented a photo of the site describing the side areas in the proposal as wide and unobstructed except for a donation box and flagpole. He presented an additional photo of the front entry that documented use of an unapproved outdoor sales area. He explained that although the front entry walkway is 10 feet wide, there are several obstructions in the form of trash can bollards. Staff recommends that both the side and front areas have a painted stripe on the ground to clearly outline the 6-foot width. Staff recommends approval of the application.

Jon Lem, 4256 Scott Ave N in Robbinsdale, introduced himself as the operations manager at Fleet Farm in Brooklyn Park. He stated he will be happy to address any questions.

Commissioner Chair Hanson opened the public hearing.

Clint Carlson, 202 Peninsula Road in Medicine Lake, stated that he owns the Carlson Building across 85<sup>th</sup> Avenue from Fleet Farm. He stated his support of the Conditional Use Permit proposal for Fleet Farm. He explained that part of his own ongoing conversation with the City is how to make doing business easier and better in Brooklyn Park. He stated that one of the topics that was addressed by a past task force was outdoor displays. He provided an example of people who drive up to Champlin for the ease of shopping the outdoor display for items such as salt. He stated that the furniture store in his own building is interested in utilizing an outdoor sales and display area in the future during the summer. He explained the cost of about \$2,500 to process this type of request would be a considerable roadblock to his small business tenants. He asked the City to consider making this process easier and more cost effective for businesses, possibility permitting outdoor sales and display automatically in appropriate zoning districts if code requirements are satisfied.

Seeing no one else approach the podium, Commissioner Chair Hanson closed the public hearing.

Commissioner Kiekow asked to clarify if the width of the walkways was from the building or from the parking lot.

Jon Lem clarified that the width is from the building to the pavement of the drive aisle.

Commissioner Kiekow asked if there would be a limit as to what can be displayed in this area.

Senior Planner Larson explained the requirement that the items displayed must be products for sale. He said the display area cannot be used as general storage for items used but not for sale, such as parking lot maintenance materials. He stated it is in the best interest of the retailer to make the display attractive so that shoppers buy the product. He noted this may be optimistic, but the City doesn't regulate what the store can and cannot sell, so it is left up to the store to determine what is appropriate based on the conditions.

Commissioner Kiekow speculated other retailers such as Menards would follow with similar requests if this proposal was approved. He asked if other retailers would also have to go in front of the Planning Commission to request approval, or if approval of this request would be considered a blanket approval.

Senior Planner Larson reiterated outdoor sales and display is a Conditional Use for all business in a B3 zoning district, therefore any request for outdoor sales and display would need to go through the same approval process.

Commissioner Mohamed asked how this proposal differs from Home Depot's outdoor sales area.

Senior Planner Larson stated that City Staff doesn't see this request as much different at all, although Home Depot's outdoor products are more geared towards plants in the spring and items such as garden sheds the rest of the year.

Commissioner Vosberg asked for clarification how the striping would go around the trash cans.

Senior Planner Larson stated Fleet Farm would be able to use a tape measurer to mark 6 feet around the trash cans and then connect the lines.

Commissioner Vosberg asked if that would look unattractive, especially if the trash cans were to be moved.

Senior Planner Larson explained the trash cans double as bollards that are secured to the ground.

Jon Lem stated a lot of the trash cans in the picture have since been removed, currently there are 2 trash cans by the entrance and 2 trash by the exit.

Commissioner Vosberg pointed to what looked like a box of pumpkins in the photo blocking the entire walkway. She asked for confirmation that this would not be allowed.

Senior Planner Larson confirmed blocking the walkway with product is not allowed. He explained the Google photo of the front entry was representative of discussions Code Enforcement had with Fleet Farm regarding the unapproved display over the last few years. He noted any retailer can have a sidewalk sale under a Special Event Permit which is limited to a certain amount of days per year, but Fleet Farm did not have a such a permit.

Commissioner Vosberg clarified she is not against outdoor sales and display, but since she shops at this Fleet Farm, she knows the road in front of the store can get busy. She wanted to make sure pedestrians aren't getting pushed out on to the drive aisle. She asked if the product would be brought in every evening.

Jon Lem stated the product would stay out all night. He explained the display would include items such as lawn tractors, poly dump carts and 4x8 trailers. He indicated the items would be secured by cables, and there are security cameras across the front of the building.

Commissioner Vosberg asked if there are any rules and regulations regarding damaged product, so that unsaleable product isn't displayed.

Jon Lem confirmed that all the merchandise outside would be for sale and would not include damaged product. He explained the merchandise would be presentable, attractive and priced for sale.

Commissioner Chair Hanson made a quick comment regarding the requested reconsideration of how the City regulates outdoor sales and display. She pointed out that Council Member Liaison West-Hafner was present at the meeting to bring this request to the City Council's attention, and she also suggested the Commissioners involved in the Business Forward initiative consider the comments made this evening in their future discussions.

**MOTION HANSON, SECOND MERSEREAU TO RECOMMEND APPROVAL OF CONDITIONAL USE PERMIT #19-101 FOR OUTDOOR SALES AND DISPLAY AT 8400 LAKELAND AVENUE NORTH, SUBJECT TO CONDITIONS IN THE DRAFT RESOLUTION.**

***MOTION CARRIED UNANIMOUSLY.***

Planning Director Sherman stated the Public Hearing items presented would go to City Council on Monday, Feb. 25, 2019.

December 17, 2018

Brooklyn Park  
Community Development Department  
Planning Division  
5200 85<sup>th</sup> Ave. N.  
Brooklyn Park, MN 55445

The Brooklyn Park Fleet Farm is requesting consideration for updating/amending our current Conditional Use Permit.

Currently, our Conditional Use Permit generally allows us to display things within our fenced in area with the only exception being Christmas trees and wreath-type stuff between Thanksgiving and the end of December. These excepted items are only allowed on our sidewalk off to the sides of the Entry/Exit bump out for pedestrian and traffic safety reasons.

Over the years, Fleet Farm has added more and more items to their merchandise offering for consumers to purchase, and we would like consideration to allow for these items to be set/displayed on our sidewalks off to the sides of our Entry/Exit Doors bump out, (as is current), throughout the year for highly seasonal products. Items such as Garden Center Live Goods, seasonal lawn/yard/recreational equipment, grills, trailers, etc. Also, an occasional sidewalk sale weather permitting.

The depth of these side sidewalks are approximately 16'6". If we were allowed to set merchandise all the way to the back of these sidewalks, up against the building, and set merchandise no deeper than 6', that would still allow for 10' of exposed sidewalk for customer traffic without imposing on the parking lot.

Additionally, with our sidewalk directly in front and between our Entry/Exit Doors, this sidewalk is approximately 9'3" in depth. We would ask that we be allowed to display single facings of Live Goods not to exceed 3' in depth which would still allow for 6' of exposed sidewalk for customer traffic without imposing on the parking lot.

I thank you for reading this request and giving it consideration for a Conditional Use Permit update/amendment.

Brad Hoff  
General Manager  
Fleet Farm  
8400 Lakeland Ave. N.  
Brooklyn Park, MN 55445



$$FFE = 879.78$$

CONC. SIDEWALK

16'3"  
KEEP SIDEWALK

EXISTING 8" DIP WM

\* OUR REQUEST IS TO USE NO MORE THAN THE BACK  $\frac{1}{2}$  (8'), OF THE SIDE SIDEWALKS TO DISPLAY GOODS SEASONALLY, (PER REQUEST LETTER).

THIS WOULD STILL ALLOW A MINIMUM OF 8' OF SIDEWALK FOR CUSTOMERS TO USE BETWEEN THE DISPLAYS AND THE PARKING LOT DRIVE AISLE IN FRONT OF THE STORE.





# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	6.2	<b>Meeting Date:</b>	February 25, 2019
<b>Agenda Section:</b>	Land Use Actions	<b>Originating Department:</b>	Community Development
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Todd A. Larson, Senior Planner
<b>Ordinance:</b>	FIRST READING		
<b>Attachments:</b>	7	<b>Presented By:</b>	Cindy Sherman, Planning Director
<b>Item:</b>	FIRST READING – Park Brooklyn, LLC – Preliminary Plat; Rezoning from Single-Family Residential (R3) to Office Park District (B1); and Conditional Use Permit for a New Charter School at 6648, 6656, 6700, and 6716 West Broadway		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT ON FIRST READING AN ORDINANCE AMENDING CHAPTER 152 OF CITY CODE REZONING 7.45 ACRES FROM DETACHED SINGLE-FAMILY RESIDENTIAL DISTRICT (R3) TO OFFICE PARK DISTRICT (B1) SOUTHEAST OF INTERSTATE 94 AND WEST BROADWAY.

If this motion is adopted, at the next City Council meeting, motions for preliminary plat and conditional use permit approvals will be presented with the second reading of the rezoning ordinance.

## Planning Commission Recommendation:

At its meeting on February 13, 2019, the Planning Commission did not recommend approval of the proposal due to lack of a majority in favor. The Planning Commission expressed concern over traffic mitigation and the level of detail provided to them about it. They did recommend approval of the plat.

## Overview:

Four single-family parcels located along the east side of West Broadway south of Interstate 94 are proposed to be redeveloped into a preK-8 charter school for an existing school currently located in Minneapolis that shares its building with another school (one of the schools will be relocated, but it has not been determined which one). The 7.45-acre site is larger than is needed for the 800-student school, so the developer has included a layout for accommodating a daycare user and an office user that would require site plan review in the future. In the meantime, this area will remain as green space.

The site will need to be replatted into one parcel, rezoned to accommodate these uses, and have a conditional use permit (CUP) for the school use. The future uses will be reviewed as they are identified. At this time, City Council review is only for the first reading of the rezoning ordinance. At the March 11, 2019 meeting, the preliminary plat and CUP will be reviewed with the second reading of the rezoning ordinance.

## Budgetary/Fiscal Issues:

The applicant has indicated that they would structure their lease so that the property remains taxable.

## Alternatives to consider:

1. Approve the rezoning as presented.
2. Approve the rezoning and request modifications to the plans.
3. Deny the proposal based on certain findings and direct staff to prepare a resolution of denial.

**Attachments:**

- 6.2A REZONING ORDINANCE
- 6.2B LOCATION MAP
- 6.2C PLANNING AND ZONING INFORMATION
- 6.2D PLANNING COMMISSION MINUTES
- 6.2E LETTER FROM RESIDENT
- 6.2F MEMO FROM CITY TRANSPORTATION ENGINEER
- 6.2G PLANS

ORDINANCE #2019-

ORDINANCE AMENDING CHAPTER 152 OF CITY CODE REZONING 7.45 ACRES  
FROM DETACHED SINGLE-FAMILY RESIDENTIAL DISTRICT (R3)  
TO OFFICE PARK DISTRICT (B1)  
SOUTHEAST OF INTERSTATE 94 AND WEST BROADWAY

WHEREAS, the subject property is described as:

*Lot 1, Block 1, Chandler's Addition of Brooklyn Park, Hennepin County, Minnesota*

WHEREAS, the subject property is guided for Industrial in the 2030 Comprehensive Plan; and

WHEREAS, the land use will be reconsidered in the 2040 Draft Comprehensive Plan if rezoned.

NOW, THEREFORE, the City of Brooklyn Park Does Ordain:

**Section 1.**

Section 152 of the Zoning code is amended to rezone the subject property from Detached Single-Family Residential District (R3) to Office Park District (B1). The map in the City Clerk's office shall up updated accordingly.

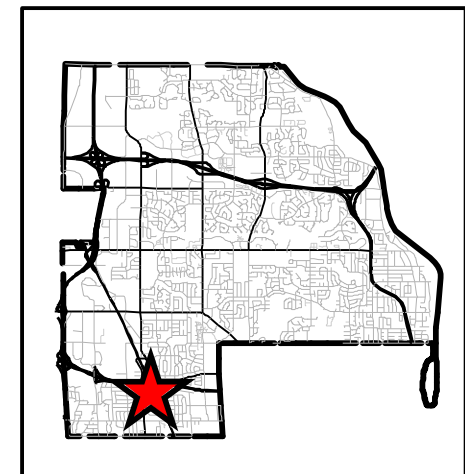
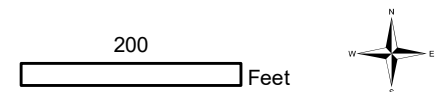
Rezoning/Plat/Conditional Use Permit #18-126  
Park Brooklyn LLC 6646-6716 West Broadway N.

6.2B LOCATION MAP Page 4

Brooklyn Park  
Community Development



Spring 2016 Air Photo.



Map Date December 17, 2018

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

Land Use Plan	Industrial (2030) Business Park (2040 pending)
Current Zoning	Detached Single-Family Residential (R3)
Proposed Zoning	Office Park District (B1)
Surrounding Zoning	West – Detached Single-Family Residential (R3) Across West Broadway South – Multiple Family Residential District (R6) West Broadway Apartments Southeast – Business Park (BP) O'Reilly Distribution Center
Neighborhood	Sunny Lane
Site Area	7.45 acres
Conforms to:	Land Use Plan – 2040 Plan will be modified for consistency with proposal Zoning Code – Yes, following rezoning Subdivision Code – Yes Variances Needed – None
Notification	48 Mailed Notices 2 Proposed Development Signs SunPost Legal Notices

### Existing and Proposed Uses

The existing use of the property is for four single-family homes. The homes were built between 1935 and 1955. All homes and accessory buildings will be removed with the proposal.

The proposal is for a three-level charter school serving grades K-8. It is possible that the school could expand into high school grades. If that is requested, the conditional use permit will need to be amended and a public hearing will be held. The plans also show building sites for a daycare and office building to show how the balance of the property can develop. These are placeholders and require site plan approval in the future.

The proposed uses are not allowed in the Detached Single-Family Residential District (R3). The applicant is requesting to rezone the property to Office Park District (B1). This is the only zoning district that allows all three of the proposed uses. The site is bounded by major roadways and a rail corridor to the west, north, and east, and multi-family and business uses to the south. The rezoning would account for all of the R3 land in this area. The R3 properties to the west of West Broadway are not included in the rezoning.

Section 152.182(D) lists the siting requirements of public schools in business districts. These requirements were added to City Code with the intent to limit the number of schools in existing business park buildings, especially sites lacking playground needs of elementary school children. This site meets all of the performance requirements, except for subparagraph 2 which reads: "Schools which include grades kindergarten through eight must be adjacent to another public elementary school. Schools which include only grades nine and higher must be within 1,000 feet to public parks." This site is not adjacent to a park, but it is providing its own playground and athletic field. Strifel Park is about 1,000 feet to the southwest on Iris Drive. Staff recommends waiving this provision because of the on-site recreational amenities that will be provided.

## **Land Use Plan**

The existing land use designation is Industrial, based off warehouse proposal in 2014. Since then, there have been some heavier industrial proposals that were not well received by the neighborhood. The 2040 Plan has a land use designation of Business Park which is defined as:

Business Park (BP) – Mixed light industry, office, research and development. Warehousing and distribution activities that are accessory to the principal use. Other uses as permitted in the Business Park zoning district may be allowed when approved by the City as part of a master plan.

Should this application move forward staff will be exploring the proper land use designation and will be including it in the final changes to the 2040 Comprehensive Plan. It is likely to be flex because the mix of uses does not neatly fall into any other categories.

## **Building Design**

The school will have three stories constructed primarily of architectural pre-cast concrete panels. The gymnasium portion of the building at the northeast corner will be just over two stories in height. The building will have Nichiha panels in two different colors providing articulation of the building with some randomness while windows will provide a regularity to each wall. Canopies will accentuate the main entrance to the school on the east side of the building and the playfield access on the west side of the building.

## **Access and Parking**

The site has two access points shown. The northern access aligns with Modern Road. This entrance is just south of the I-94 overpass. Due to the limited sight lines the overpass creates, this entrance will be limited to in-bound traffic only. This will be the entrance that buses and other drop-off vehicles will use. These vehicles will wrap around the east side of the building where the drop-off will occur. These vehicles will leave through the southern driveway.

The southern access will allow for two-way traffic and be the main access point for the future uses. The outbound direction will have two lanes—left/through and right. This access could be used for the school parking lot for staff.

The parking lot along the east side of the property has enough spaces (98 total spaces) to meet City Code requirements (91 spaces required) some extra for the staff that is anticipated. In the event that this parking does not meet the needs of the school, the future parking lot for the office building and day care can be constructed. In the event this happens, the applicant will work with staff on what the appropriate amount of parking is.

## **West Broadway**

Hennepin County owns West Broadway as County Road 8. The existing road is a rural design two-lane road with wide paved shoulder and ditches. Other than the shoulder, there are no pedestrian accommodations. The roadway is in both the City's and County's Comprehensive plans for a jurisdictional transfer, but that has not been scheduled or budgeted. It is anticipated that this could happen within the next five to ten years. After that transfer, it is anticipated that the roadway will be reconstructed to urban standards with curb and gutter, storm sewer, and pedestrian and bike accommodations. The reconstruction has not been designed, budgeted, or scheduled yet either.

In the meantime, the addition of the school will add traffic to the roadway so an analysis was completed that indicates the increase is within the acceptable level. The developer hired a consultant to conduct a traffic study. The plans submitted have a design of interim solutions to mitigate the traffic concerns raised by the County, City Engineering Staff, and neighbors. The specific design elements are still being discussed between City and County staff and a proposed design will be finalized at the time of City Council CUP review. The improvements will include adding turn lanes and crosswalks. The roadway is likely it be widened a few feet to add pavement to accommodate the new turn lanes. Jeff Holstein, City Transportation Engineer, prepared a memo reviewing the study and proposed improvements, which is attached.



As is standard with development along a rural design County roadway, the City will collect a payment for future roadway improvements in lieu of assessing the property owner for the City's portion of the reconstruction costs. This amount is broken down to \$92,493.70 for roadway, \$21,892 for sidewalk/trail, and \$11,493.30 for streetlights. The applicant is still responsible for any interim improvements.

### **Pedestrian Connections**

West Broadway does not have dedicated sidewalks or multi-use trails, just paved shoulders. In anticipation of something constructed along the roadway, walkways will be constructed along each of the driveways leading to the main entrance to the building. Along the east side of the building, the walkways will be wider and located behind the curb for bus loading.

There are two lanes on site dedicated for drop-offs and pick-ups. There should be a raised concrete median added between the bus and car lanes because that is the side of the car children are most likely going to be exiting.

The County and City Engineering staff are recommending a condition that a staff member serve as a crossing guard at the crosswalks before and after school if neighborhood children are attending the school.

### **Landscaping and Screening**

The proposed landscaping plan meets the required quantity of overstory, ornamental, and evergreen trees. The future development area will be seeded with turf grass in the interim and landscaping plans will be reviewed at the time of development.

The west side of the building will have a grassy field, large enough for a small soccer field. Playground equipment will be placed on the east side of the building.

Around the site, several fences are proposed. Along West Broadway, this fence should be decorative, similar to the fence at the adjacent West Broadway apartments, but with a top rail. Elsewhere in and around the site, a black vinyl coated chain link fence is provided.

The building's rooftop units are anticipated to be screened from the adjacent property lines as required by City Code. The building's height and parapet will accomplish the screening.

### **Storm Water Management**

A storm water basin is shown at the southeast corner of the lot. A large drainage swale is shown near the south property line. The basin is designed to accommodate the needs of the school hardcover and the potential future development. When a future use comes forward, the storm water will be checked to make sure the basin is adequate or if the basin needs to be expanded. The Shingle Creek Watershed must review and approve the plans. A storm water maintenance agreement must be recorded with the property. Also, the sides of the basin are proposed to be seeded with grasses. Additional shrubs should be planted along the banks for erosion protection.

### **Lighting**

The applicant did not submit a photometrics plan. All lighting must be downcast and shielded. Freestanding lighting is limited to 15 feet in height due to residential properties nearby. Additional lighting may be needed at the possible pedestrian crossing of West Broadway at Modern Road.

### **Utilities**

Water and sanitary sewer are available under West Broadway. New lines will be extended off these mains to serve the school and future buildings. This line will be public, but the service lines will be private.

Along the east side of West Broadway is an overhead utility line. This line serves the existing homes, but also appears to serve the surrounding neighborhoods. The poles may be in the way if West Broadway is widened. If that is the case, the line must be buried (it is buried just to the north of the site).

**Waste Management**

The trash enclosure is located at the southeast corner of the parking lot. The plans do not indicate the exterior material, but it must have a complementary masonry design to the building. The gates shown need to be replaced with either wood or metal to meet the opaque requirement of City Code.

**Plat**

The site consists of four unplatted parcels. The plat is required to consolidate these parcels into one lot. Right-of-way will be dedicated for West Broadway consistent with other plats in the corridor. The future development sites could be constructed on the same lot with a conditional use permit for multiple principal structures on a single parcel. It is possible that the lot is subdivided again in the future if the users of the other two building sites wish to purchase their properties. A cross-access and maintenance agreement will need to be recorded with any future development that involves subdivision.

**Park Dedication**

Park dedication is required on the new lot since it was never paid previously. The current rate is \$8,000 per acre for non-residential properties.

**Neighborhood Meeting**

A neighborhood meeting was held on November 20, 2018, at the First Lutheran Church of Crystal at 7708 62<sup>nd</sup> Avenue North in Brooklyn Park. Approximately 20 neighbors of the site attended and generally supported the use, but had concerns about traffic along West Broadway and Modern Road.



**UNAPPROVED MINUTES**  
**MINUTES OF THE BROOKLYN PARK PLANNING COMMISSION**  
**Regular Meeting – February 13, 2019**

**1. CALL TO ORDER**

The meeting was called to order at 7:05 PM.

**2. ROLL CALL/PLEDGE OF ALLEGIANCE**

Those present were: Commissioners Hanson, Herbers, Husain, Kiekow, Mersereau, Mohamed, Morton-Spears, Vosberg; Senior City Planner Larson; Planning Director Sherman; Council Member Liaison West-Hafner.

Those not present were: Commissioner Kisch.

**6. PUBLIC HEARING**

- B. Park Brooklyn, LLC** – Preliminary Plat; Rezoning from Single-Family Residential (R3) to Office Park District (B1); and Conditional Use Permit for a new charter school at 6648, 6656, 6700 and 6716 West Broadway.

Senior Planner Larson introduced the charter school application. He explained the site is roughly 7.5 acres south of I-94 between West Broadway and County Road 81. He stated the proposed site consists of 4 separate parcels zoned R3 which is the standard Single-Family Residential District in the area. He noted the zoning district is also R3 across West Broadway to the west. He explained that south of the site there is both a multi-family zoning district and the very northern border of the 63<sup>rd</sup> Avenue Transit Oriented Development District. He stated the site as-is stands separated from the nearby uses. He explained the proposal of the site is for a 3-story building to house a charter school serving grades PreK–8. The Conditional Use Permit would not allow for high school grades unless amended in the future since high school buildings have more needs, such as parking for students. He stated the proposed building meets design requirements in the variety of materials. He noted that at the north end of the site, across Modern Road, would be an entrance-only drive into the site for buses, drop-off and visitors. He stated there would be another drop-off on the east side of the building where the main entrance will be located, and the driveway to the south would accommodate two-way traffic. He indicated the parking lot for staff and visitors would be on the eastern portion of the site. He explained the site is larger than what is needed for the charter school, so the southern portion of the site will remain grass initially but is envisioned for a future daycare center, small office building and additional parking. He stated the school's parking lot does meet requirements, but with little excess parking. He explained the additional land also provides an opportunity for expansion should the school need more parking.

Senior Planner Larson stated a neighborhood meeting was held in November 2018, and as expected, concerns were raised with traffic along West Broadway. He pointed to road improvements plans from the applicant that include features such as turn lanes. He explained West Broadway is a county road, so the City doesn't have a lot of say until a jurisdiction transfer transpires which is in both the County's and City's latest comprehensive plan. He stated there are plans to improve the roadway in the future, and the entire neighborhood would be involved in the process. He pointed to a memorandum provided by the City's Traffic Engineer, Jeff Holstein, which recommends left and right turn lanes as well as a crosswalk at Modern Road. He explained the City is working with the County to determine what is needed both in the interim and long-term.

Jeff Laux, the applicant, introduced himself as well as Patrick Smith (the development attorney), Nathaniel Shea (the architect), Eric Beazley (the civil engineer) and Max Moreland (the traffic engineer). He said they were available to answer any questions.

Commissioner Chair Hanson opened the public hearing.

Sarah Kelso, 6657 West Broadway, stated traffic is already bad with O'Reilly's. She explained there are already two charter schools within a half-mile radius. She questioned the need for a third charter school in the middle of the two existing schools. She stated cars currently fly around the buses while kids are picked up at the apartment building on West Broadway, and she hears honking all morning. She doesn't want to have another school to add to the commotion. She has two autistic sons, and cars repeatedly go around the bus that picks up one of her sons. She fears kids will be hurt while going across the street. She asked if this building would be turned into an apartment building if it is unsuccessful as a school. She stated the apartment building has drugs and shootings which has spilled into their own yard. She would rather see something small and quiet like a church or open land. She doesn't want to see any more buses or traffic. She stated they have been told before that Brooklyn Park anticipates taking over the road, but it has yet to happen. She complained that the proposal presented to them has changed without them being told. She stated they were told there was going to be a medical building on the site which she finds problematic with drug addicts living in the nearby apartment who have been known to break into homes even with people present. She pointed out there is a railroad track across the building which she finds worrisome with small kids.

Michael R. Werner, 6701 West Broadway, stated he has lived in the immediate area for 40 years and agreed that crime has increased during that time. He referred to the area as the dumping station of Brooklyn Park since it is the older portion of the City. He explained that when \$7.3 million became available for Section 8 housing this was dumped on his neighborhood. He stated that he initially heard that this charter school would be K-12. He asked what happened to the International Brotherhood of Electrical Workers taking over the property. He expresses his love of seeing wildlife come through in the past. He used to go looking for the drug drops when that was going on across the street. He asked for clarification on the proposal and location for a multiple-use trail as well as the \$92,000 in funding for road improvements. He stated this is a great neighborhood, and he wants more information provided before development moves forward. He complained that usually when development goes through to City Council it is already a done-deal.

Clint Carlson, 202 Peninsula Road in Medicine Lake, said he was asked to speak on behalf of Brett and Jen Ackerman who have lived in the City for 28 years in addition to owning a business in Brooklyn Park. He explained they have 3 kids in charter schools, but they have never attended a school located in Brooklyn Park. He proposed a charter school in his own building when it was purchased 12 years ago, but the City was not open to discussing the addition of more charter schools. He reiterated that he wants to support ease of business within Brooklyn Park, and isn't looking to sway opinion on this proposal. He said Brooklyn Park has made it very difficult for charter schools to locate and operate within the City in the past. He referred to the letter from the Ackermans stating support of more charter schools in the City. They stated more charter schools would be beneficial, potentially bringing more residents to the City.

Seeing no one approach the podium, Commissioner Chair Hanson closed the public hearing.

Planning Director Sherman explained the 4 parcels have been vacant, except for 1 home, and the property owners have been unsuccessful in selling the land for several years. City Staff felt the charter school was a good solution as to what could happen in the area as most proposals have been met with neighborhood opposition including a truck dealership and industrial business parks. She said a union group contacted the City to build a hall, office space and large parking lot, but the charter school already had the land under a purchase agreement, so an official proposal was never made. She stated the multi-use trail is a part of the long-term vision for the reconstruction of West Broadway and would include pedestrian facilities on both sides of the road. She noted interim improvements do include sidewalks for safety.

Senior Planner Larson confirmed the long-term vision does include a multi-use trail on both sides of West Broadway, such as a sidewalk and bike lane, to accommodate all users. He confirmed in the meantime that Hennepin County is determining the safest way for kids in the neighborhood to cross the street. He pointed to the site plan that reflects a sidewalk to the south that doesn't go anywhere which has led to concern that this may be used to drop-off students rather than going into the site. He explained the pictured sidewalk may not happen initially as it is dependent on the County, but long term there would be some type of trail.

Senior Planner Larson said the site plan does include a fence around the east and south sides to separate the school site from the railroad tracks, the apartment building and the O'Reilly property.

Commissioner Chair Hanson stated she lives close to the proposed area. She directed staff to connect residents to the police department to start a Crime Watch group, if there isn't one currently, as well as increase patrols especially at the beginning and end of the school day. She explained she is concerned with traffic and doesn't feel there is a solid plan in place. She asked staff when the answers would be available as to the location of the crosswalks, what the County wants the City to do, what is going to happen, and what the applicant will do. She said without this information she doesn't feel comfortable acting on this item.

Senior Planner Larson explained City Staff is aware that traffic is a current concern without adding development. He confirmed that with the additional buses and more intensive use, higher levels of traffic can be anticipated. He assured the road will get left and right turn lanes. He said the details that are still being worked out is if the turn lane would be a continuous center turn lane or more defined as well as how far it should go in either direction. He explained a lot of the decision making comes down to money and determining the respective responsibility of the applicant, City and County. He said if the City considers spending money on road improvements, a decision has to be made on whether it is time to negotiate the transfer of control so that the City can work towards a permanent design. He referred to Jeff Holstein's memorandum that recommended a crosswalk located at Modern Road, and not at 67<sup>th</sup> right away, but technically all intersections are legal crosswalks in the state of Minnesota. He noted there is a sidewalk on the northern side of Modern Road for the meantime. He stated the proposal will be reviewed twice by the City Council, once on Feb. 25 for the preliminary plat and first reading of the rezoning, and on Mar. 11 for the second reading of the rezoning and the Conditional Use Permit. He explained City Staff will continue to work out details with the County during this time.

Commissioner Chair Hanson reiterated voting on this proposal without the answers from the County made her uncomfortable.

Commissioner Vosberg agreed with Commissioner Chair Hanson. She explained she is not opposed to the charter school, but the area is not set up to have the level of traffic that would result. She stated that a crosswalk without appropriate sidewalks on either side would result in pedestrians walking in the grass or dirt. She agreed more information on the infrastructure and funding is necessary before action can be made. She felt moving forward with the rezoning to an office park district without securing the infrastructure will create a problem.

Commissioner Mohamed explained his own experience with parking and traffic in the area. He concurred with the previous concerns related to infrastructure. He stated the Traffic Impact Study indicates use of 290 trips in the AM and PM which does not assure him that the charter school is a good fit for the area. He explained the discussion would be different if the City controlled the street and was able to make substantial reconstruction decisions. He agreed the children of the area would not be able to safely cross the street with the current infrastructure, and therefore he will not support the project.

Commissioner Kiekow concurred with the traffic concerns. He said even if the three-block area was improved, the rest of West Broadway is not designed for this level of traffic flow. He pointed to the fire hydrant layout, stating that the northeast corner doesn't appear to have proper coverage in the event of a fire. He asked if the Fire Department approved the plan.

Senior Planner Larson confirmed the Fire Department did review the plan, and the layout does meet their needs for fire control.

Commissioner Chair Hanson asked City Staff if it would be possible to table the proposal until more details can be worked out with the County.

Senior Planner Larson confirmed the Planning Commission can choose to table the application if they want to review the proposal again. He explained they will need to provide a reason as to why they are choosing to table it and describe what they want to see resolved. He said the other option would be to make a recommendation to the Council, and hopefully further details will be worked out by the time Council reviews the proposal.

Planning Director Sherman stated that if traffic and road design are the concerns, these are not going to be resolved except for minor adjustments already discussed. She advised the Commission to make a motion, and let the proposal move forward to the Council.

Jeff Laux thanked the Commission for their discussion, and introduced the Civil Engineer for the project, Eric Beazley, to address the traffic impact on West Broadway. He stated his own understanding that the traffic study provided hard data reflecting the charter school would not impact West Broadway in a detrimental way even without the proposed enhancements. He stated West Broadway would see an overall improvement due to the mitigations that will be installed as a part of the proposal. He pointed out that the type of project is not being met with significant opposition. He stated the current conundrum will continue to exist until the City takes over the authority of the road. He stressed the importance of sorting out the difference between perception and reality. He asked for questions and concerns with the traffic study to be addressed to Eric Beazley directly, as he felt that would provide a level of comfort that would allow the project to move forward along with negotiations between the County and City.

Eric Beazley, Civil Engineer with Quetica, explained he worked on the site plan closely with Max, the traffic engineer for this project. He pointed out a large ring road contained within the site that will provide a large queuing area for buses and passenger vehicles. He stressed this design will take vehicles off West Broadway and will support efficient drop-off and pick-up. He said as vehicles exit there is another large queuing area contained within the site. He described the site plan design as a mitigatory method to accommodate additional traffic flow made possible by the large, geometric layout of the site. He stated in addition to a through lane for vehicles coming to the site from the south on West Broadway, there will be a left turn lane designed with a long taper which will allow for additional queueing space.

Commissioner Chair Hanson asked how many buses will fit stacked in the turn lane.

Eric Beazley estimated 3 school buses would fit provided the turn lane is about 150 feet long and each school bus is about 40 feet long. He estimated that at least 13 buses will fit within the site.

Commissioner Chair Hanson provided her own experience dropping her children off at Brooklyn Park schools. She stated it is concerning that there will be 13 buses coming into the site, but only 3 buses will fit in the turn lane not factoring in the passenger vehicles.

Eric Beazley explained the school will have staggered release times allowing for staggered pick-up and drop-off times.

Jeff Laux explained that his company operates other charter schools in the state of Minnesota. He explained they don't use the public school bus system which allows for little control, and his schools are able to tell the private bus drivers how to behave. He assured the Commission that the drivers will be efficient by approaching the school from the south as much as possible, allowing for buses coming from the north to move freely on to the site from the left turn lane. He explained they designed this site to be the panacea of loading and unloading. He added that the school staff is just as concerned with congestion as safety of the students is always a top priority.

Commissioner Kiekow asked how many vehicles are going on West Broadway during peak hours currently versus projected vehicles with the charter school.

Max Moreland, Spack Consulting, explained he conducted the traffic study. He said West Broadway Ave has a daily volume of 6,000 vehicles south of the site and 7,100 vehicles north of the site. He explained Hennepin

County states the capacity for a two-lane county road as 15,000 vehicles per day, and the traffic study concluded this road is well within capacity. He reiterated that adding left and right turn lanes into the site will improve the capacity of the intersections in question. He stated the through volume on West Broadway during morning peak hour is about 200 vehicles and about 260 vehicles during the afternoon peak hour which was determined by counting and averaging traffic captured on cameras over a two-day period.

Commissioner Chair Hanson asked what days were use in the study.

Max Moreland stated the data was collected on a Tuesday and a Wednesday in December 2018, but not during the holiday weeks. He said the peak hours were found to be 7 AM to 8AM and 3:45 PM to 4:45 PM. He estimated a count of 200 vehicles coming from the north in the AM and 250 vehicles in the PM. He estimated a count of 130 vehicles coming from the south in the AM and 320 vehicles in the PM. He said roughly the total is 400 vehicles in the AM and 600 vehicles in the PM. He said if traffic were to flow perfectly, these numbers equate to about 10 vehicles per minute, or 1 car every 6 seconds.

Commissioner Vosberg asked if the crosswalk would have flashing lights or any other type of signal that children are crossing.

Max Moreland confirmed they recommend two safety precautions with the crosswalk across West Broadway. The first is for the school to provide adult crossing guards during all of the school start and end times. He stressed they do not recommend children crossing guards. They also recommend pedestrian operated rapid flashing beacons (RFB) which would be impossible for a vehicle to miss.

Eric Beazley explained a third precaution as there will be a median that splits the crosswalk in half and will provide a 6-foot refuge area for pedestrians, so there is an additional place to stand that is not in the flow of traffic.

Commissioner Vosberg asked if the proposed widening of the roadway between Modern Road and 67<sup>th</sup> Ave would occur as the charter school is developed.

Eric Beazley confirmed the road widening is being proposed as a part of the project to accommodate the turn lanes. He said the maximum road widening is 6-feet, and there would still be a 7-foot shoulder.

Commissioner Vosberg asked if there will be a crosswalk where the buses will exit the site back on to West Broadway.

Eric Beazley reiterated that there is legal crossing at every intersection, however the project will provide sidewalks up to Modern Road with a designated crosswalk. He explained the use of a crosswalk and RFBs are a way to encouraging pedestrians to cross at that specific point. He clarified there will be a sidewalk on both sides of the crosswalk.

Commissioner Vosberg said she thinks it is a tricky area with a lot of vehicles coming in and out. She guaranteed that her own children would never walk from one end of the building to the other in order to cross the road. She understands that not every action made by an individual can be regulated, but she still finds the area an opportunity for an accident. She recommended more controlled access across the road at that location. She pointed out that the sidewalk on the west side of the road comes to a stop at Modern Road. She asked if it would be possible to continue the sidewalk, or have a trail, all the way down to where the buses are exiting as another method to keep pedestrians from walking on the side of the roadway.

Eric Beazley said they would be happy to put a crosswalk to 67<sup>th</sup> Ave from where the buses and vehicles are exiting on the south side. He said adding on to the sidewalk would be an issue they would need to take up with the traffic engineers with the City and County, but they are more than happy to comply.

Commissioner Herbers asked if the traffic study captured speed.

Max Moreland said they did not capture speed as part of the traffic study, they only looked at traffic and turning volumes at the locations.

Commissioner Herbers asked if the City has authority to put in a crosswalk at West Broadway, and if it was correct that there are no sidewalks on West Broadway.

Senior Planner Larson confirmed there are no sidewalks on West Broadway, just a wide paved shoulder. He stated further down on West Broadway, around 63<sup>rd</sup> Ave, there is an old narrow trail that is in rough shape, so people who walk down West Broadway currently walk on the shoulder. He said the way the building is set up with the door in the middle, going to the crosswalk is just as convenient as going to 67<sup>th</sup> Ave for pedestrians exiting the building, granted there is little control as to where in the neighborhood each child lives. He said that the City would have to work with the County to construct the striped and signed crosswalk.

Max Moreland elaborated on the speed question explaining that collection of speed data is not in the typical scope of a traffic study. He stated traffic studies look at volumes, typical vehicle interactions, routes, paths and intersection operations. He stated speeds are not a significant factor in determining how an intersection would change with extra volume.

Eric Beazley added the speed limit is known on the road, so when looking at car volume it is not considered how fast each individual car is going. He stated that speed is accounted for in the design of the turn lanes and their tapers for queueing.

MOTION HANSON, SECOND MOHAMED TO RECOMMEND DENIAL OF REZONING 7.45 ACRES SOUTHEAST OF INTERSTATE 94 AND WEST BROADWAY FROM SINGLE-FAMILY RESIDENTIAL (R3) TO OFFICE PARK DISTRICT (B1).

Commissioner Vosberg asked if it could be added that the motion is to deny based on traffic until infrastructure for the road is determined as she doesn't have an issue with the charter school.

Commissioner Chair Hanson asked City Staff if they would prefer the Commission to deny under certain conditions, or would they prefer no action for now to come back at another meeting day.

Senior Planner Larson answered that if they want to recommend denial, reasons for the denial need to be provided. He said if the Commission wants to see the proposal again, they can table the item until more answers can be provided based on the direction of the Commission. If the Planning Commission denies the application, it will move on to City Council assuming the applicants wants to continue. He said some of the Commission's questions may be known if this were to go to City Council on schedule, but it is a much shorter turnaround time to go to Council versus the next Planning Commission meeting.

Commissioner Mohamed reiterated the variables are something the City does not have control over, so a decision needs to be made and the applicant can decide if they want to go to Council.

Commissioner Chair Hanson stated she wants to proceed with her motion based on the lack of information regarding traffic.

Commissioner Husain said he will be voting nay on the motion as he is happy with data provided in the traffic study.

Commissioner Kiekow asked for clarification that he should vote yes for the first two motions and no for the last motion if he wants to express that he has no problem with the charter school but believes traffic to be a concern. Senior Planner Larson confirmed that is correct. He reiterated the first motion isn't directly related to the traffic plan, although one may consider whether B1 uses generate more traffic. He clarified that the specific site plan and mitigation tactics would be closely related to the 2<sup>nd</sup> and 3<sup>rd</sup> motions.

Commissioner Herbers asked City Staff to explain “waiving the site requirement of section 152.182(D)(2) ...” in the 3<sup>rd</sup> motion.

Senior Planner Larson stated there is a section about site requirements for schools in City Code. He explained past proposals for charter schools were sometimes located in existing warehouse buildings within business parks which were never designed for children. He said there was one specific site that was next to a park for the kids to utilize for recess which made some sense. He explained the zoning language at that point was crafted so that this specific location became the only viable place to locate a charter school within a business park as most business parks are not adjacent to a park. He explained the zoning code evolved so that charter schools were no longer allowed in business parks altogether because of concerns with children not mixing well with semi-trucks and other items normal to a Business Park setting. He said in this case the rezoning to B1 is necessary as it is the only zoning district that can accommodate all 3 uses (charter school, daycare and office building) on 1 lot. He explained the Public Institution zoning code would work if it wasn't for the potential office building. He stated the code still requires the school be located next to a park, but the site is being developed with a playground and athletic fields which meet the intention of the site requirement.

Commissioner Mohamed said it doesn't make sense for the Planning Commission to approve a change in zoning if the request is based on a certain business that is not going to be approved. He prefers for business proposals to come in, and the request to rezone will be examined based upon the specific business. He stated if commissioners vote to deny 1 motion, they should automatically deny the rest of the motions regarding the project. He stated his concern that a different proposal would have to go through another rezoning process.

Senior Planner Larson confirmed all three motions are tied together in this instance. He countered that the plat portion of the proposal to consolidate all 4 lots into 1 lot will happen with any proposal for this area as this is required by the City to avoid a situation where 1 house remains. He explained the Conditional Use Permit is unique to the school. He stated that if commissioners do not like the school proposal or don't want the site to ever be used for a school, office or daycare, then they can vote to reflect that opinion.

*MOTION FAILED 4-4. COMMISSIONERS HANSON, HERBERS, MOHAMED AND MORTON-SPEARS VOTED AYE. COMMISSIONERS HUSAIN, KIEKOW, MERSEREAU AND VOSBERG VOTED NAY.*

Planning Director Sherman explained that in the event of a tie the motion fails, but someone could try a different motion. She said another option would be for the commission to send forward a tie motion and the recommendation to council would be the motion to deny resulted in a 4-4 vote.

Commissioner Chair Hanson said she would like to send forward the tied motion for recommendation.

MOTION HANSON, SECOND VOSBERG TO RECOMMEND APPROVAL OF PRELIMINARY PLAT OF CHANDLER'S ADDITION SUBDIVIDING 7.45 ACRES INTO ONE BUSINESS LOT SOUTHEAST OF INTERSTATE 94 AND WEST BROADWAY, SUBJECT TO CONDITIONS IN THE DRAFT RESOLUTION.  
*MOTION CARRIED 7-1. COMMISSIONER MOHAMED VOTED NAY.*

MOTION HANSON, SECOND MERSEREAU TO DENY APPROVAL OF CONDITIONAL USE PERMIT #18-126 FOR A CHARTER SCHOOL AT 6700 WEST BROADWAY AND WAIVING THE SITE REQUIREMENT OF SECTION 152.182(D)(2), SUBJECT TO CONDITIONS IN THE DRAFT RESOLUTION.

Commissioner Mersereau made a friendly amendment to the motion to clarify the denial is based on traffic concerns.

*MOTION PASSED 5-3. COMMISSIONERS HANSON, HERBERS, KIEKOW, MERSEREAU AND MOHAMED VOTED AYE. COMMISSIONERS HUSAIN, MORTON-SPEARS AND VOSBERG VOTED NAY.*

Commissioner Chair Hanson confirmed this item would go to City Council on Feb. 25. She thanked the neighborhood members that spoke about their concerns regarding the charter school and encouraged them to reach out to their City Council members: Susan Pha and Wynfred Russell.

From: Rich Xiong <rxiong12@yahoo.com>  
Sent: Tuesday, February 19, 2019 9:19 PM  
To: Cindy Sherman  
Subject: Fw: Upcoming Charter School - Vote NO

Cindy, I know this got voted down already but can you please forward this to the PC. For some reason, I thought this was being discussed at CC. I don't recall if there's a PC email or the protocol on getting email forwarded to the PC. Have a great evening and drive safe tomorrow.

Thanks again.

----- Forwarded Message -----

I was wondering why I wasn't receiving BP emails. They were being forwarded to my SPAM folder. We may have missed our opportunity but my wife and I would still like to voice our opinions.

In the past, I'm sure you've heard your constituents say there are either 2 or 3 Brooklyn Parks. It's gotten better with Mayor Lunde, City Council, and various steering committees that have tried to make a conscious effort to drive the narrative that there is only one Brooklyn Park. We feel that divide comes along school lines. You're either a Pirate, Rebel, or Oriole. It's further complicated by the secondary school levels and with the addition of charter schools (CS) it drives a wedge between the community even further. I'm hoping that CC will vote NO to changing the code and to the approval of the CS.

My wife is a teacher in another school district. They have their struggles with CS too. My issue with CS isn't with their theme or curriculum. I struggle with the fact that CS often request for public taxes for their school. There's already limited funds for existing public schools. If those funds are given to CS it depletes funds that would otherwise have gone to those existing schools. Recently, we voted for an increase in the school levy to help our schools. If there was a way to select where those funds would go to whether it be CS or current public schools we'd direct all our taxes to the public schools.


Despite CS good intentions it doesn't make sense for the City to approve more CS that will tap into public dollars. Why don't we find ways to improve existing school facilities, support teachers with more TAs, and improve technological advancements in the classroom. If CS were funded like private schools I wouldn't be say anything. With today's political and cultural climate we need our community to come together vs further division. I have a 10K feet view of this whole thing but instinctively I feel approving this CS and future ones are a miscalculated step by the City.

I look forward to the 2/26 East Town Hall Meeting. Have a great evening.

Rich



## MEMORANDUM

**DATE:** February 13, 2019  
**TO:** Todd Larson, City Sr. Planner  
**FROM:** Jeff Holstein, City Transportation Engineer   
**SUBJECT:** West Broadway Charter School Traffic Impact Study – February 11, 2019

---

The purpose of this memorandum is to summarize my comments relative to the above Subject document prepared by Spack Consulting. The following points outline my conclusions and recommendations.

- 1) The study contains all the required elements of a traffic impact study. The overall conclusion is that the expected traffic to and from the site and internal to the site should be adequately mitigated if the recommendations outlined in the study and identified in this memorandum are implemented.
- 2) The first phase of the development would include the charter school (500 students – K through 8<sup>th</sup> Grade) and is expected to be open by 2020. This phase would generate 850 new vehicle trips per average weekday including 345 during the AM peak hour, 185 during the school PM peak hour and 95 during the PM peak hour. The second phase of the development would expand the school to 800 children and include a 16,000 s.f. office building and a 12,000 s.f. daycare. This phase is expected to generate 2,154 new vehicle trips per day, including 639 during the AM peak hour, 426 trips during the school PM peak hour and 290 trips during the PM peak hour.
- 3) Start and end times will be staggered for different grade groups with start times varying between 7-8:30 AM and end times varying between 2:30-4 PM. The staggered start and end times will help with queuing on the site and allow for the expected 75 parental pickup/drop off vehicles and 10 to 15 buses to be serviced by two lanes within the site.

- 4) The proposed north access will align with Modern Road and be inbound (eastbound) only. The proposed south access will align with 67<sup>th</sup> Avenue and shall provide two outbound lanes under stop sign control. The study analyzed the post development potential to meet the Minnesota Manual on Uniform Traffic Control Devices (MMUTCD) requirements for both the installation of a traffic signal and the installation of an all-way stop at West Broadway / Modern Road. The projected conditions are not expected to meet the warrants for either. Thus, the current through/stop control is anticipated to be maintained. Analysis estimates this control should be adequate to provide acceptable traffic operations.
- 5) Hennepin County owns, operates and maintains West Broadway Avenue in this area as County State Aid Highway #8. The county and city both desire left and right turning lanes to be provided at both site access drives. The current cross section of West Broadway in this area is approximately 38 feet (two 12' lanes and two 7' paved shoulders). The left turn lanes can be provided by restriping West Broadway in this area to include three 11' lanes. The county also desires minimum 5' paved shoulders on both sides for bike travel. The shoulders are also not designed to accommodate general vehicular traffic. Thus, they need to be reconstructed. The costs associated with restriping West Broadway (Iris Drive to 68<sup>th</sup> Avenue) to provide the left turn lanes, with providing the right turn lanes into the site and the cost to reconstruct the shoulders shall all be borne by the development.
- 6) Even though the vast majority of the school students will be coming via bus and/or parental pickup/drop off because of distance from the school, especially the first few years, over time some students will be walkers/bikers to and from the school. The study recommends providing a crosswalk across West Broadway at Modern Road and supplementing this crosswalk with a system of Rectangular Rapid Flashing Beacons (RRFB's). I support this crosswalk and the recommended protection measure. The RRFB's shall be paid for by the development and maintained by Hennepin County. The study also suggests another pedestrian crosswalk at 67<sup>th</sup> Avenue. I do not support this crosswalk and would instead consider the development provide a sidewalk along the west side of West Broadway connecting 67<sup>th</sup> to Modern Road.

- 7) The city requested the developer and their consultant to investigate the internal site circulation to ensure the bus operations, parental pickup/drop off operations and parking operations for others is safely designed. The study recommendations shall all be implemented and required. In addition, the city should make it a condition the school staggers the arrivals and departures for students to minimize congestion and queuing AND the school operates and signs the northern access drive to be inbound/eastbound only at all times.
- 8) The development is located along a rural type county roadway. The city requires developments along roadways such as this to pay the city up front for a portion of the future expected roadway, lighting and sidewalk costs the city is expected to incur. The respective costs associated with each of these items is \$92,493.70, \$11,493.30 and \$21,892.00.



# 6700 W. BROADWAY REDEVELOPMENT

## BROOKLYN PARK, MN

CIVIL ENGINEERING PLANS FOR  
SITE DEMOLITION, SITE PLAN, GRADING, EROSION CONTROL AND UTILITIES

### SHEET INDEX

- CO-1

COVER SHEET
- C1-1

DEMOLITION PLAN
- C2-1

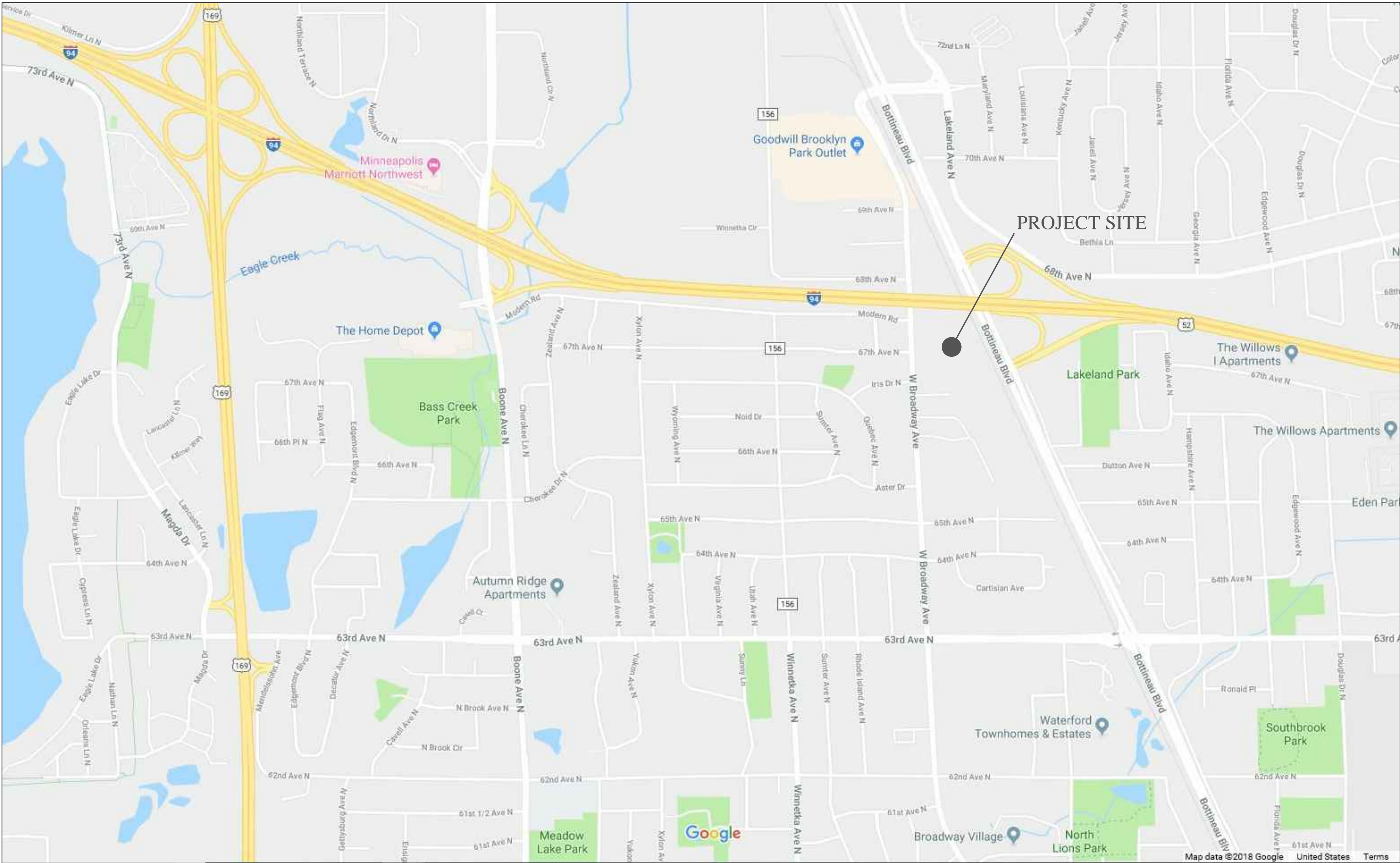
SITE PLAN
- C3-1

GRADING PLAN & EROSION CONTROL PLAN
- C4-1

UTILITY PLAN
- C5-1

NOTES
- C6-1

DETAILS



EXTREME CAUTION MUST BE EXERCISED BEFORE AN EXCAVATION TAKES PLACE ON OR NEAR THIS SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND/OR RELOCATION OF LINES.

### DESIGN CONSULTANT

CIVIL ENGINEER  
QUETICA, LLC  
3800 American Blvd. W.  
Suite 1500  
Bloomington, MN 55431

ERIC BEAZLEY, PE  
TEL: 651-964-4646 X871  
eric.beazley@quetica.com

#### WARNING:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND/OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

PROJECT NO.: 18187  
DRAWN BY: E. Beazley  
CHECKED BY: E. Beazley  
DATE: 02/18/19  
REVISION: 0

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

ERIC W. BEAZLEY

Date

4/30/2

Registration No.

PRELIMINARY

NOT FOR CONSTRUCTION

12/03/18  
12/18/18  
01/29/19  
02/18/19

City Submittal

City Re-Submittal

City Re-Submittal

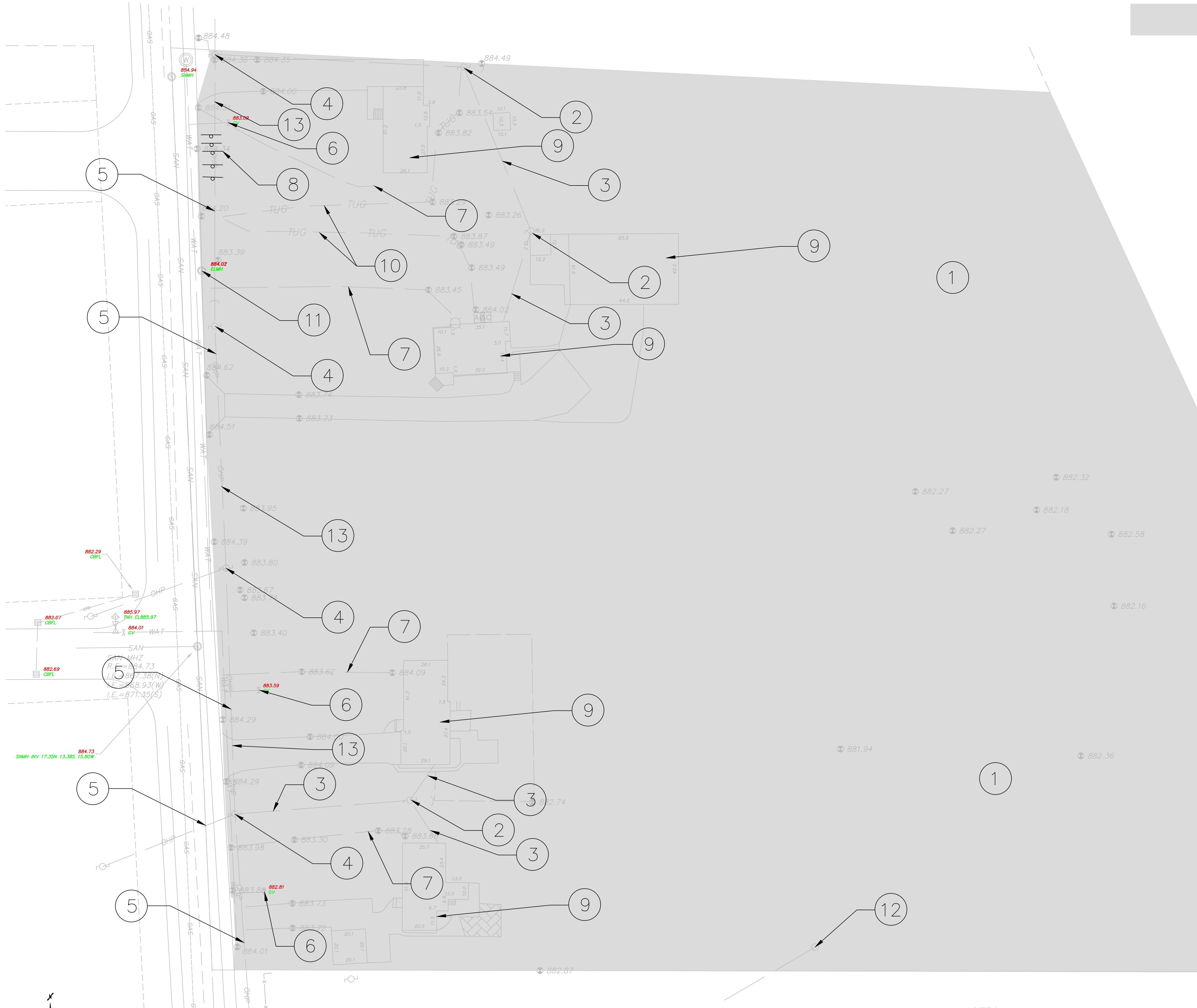
City Re-Submittal

6700 W. Broadway  
Brooklyn Park, MN

COVER

CO-1





REMOVE ALL SURFACE FEATURES INCLUDING, BUT NOT NECESSARILY LIMITED TO, CURB AND GUTTER, PAVEMENT, SIGNS, BUILDINGS, LANDSCAPING, ETC. EXCEPT WHERE NOTED.

- 1 CLEAR AND GRUB. STOCKPILE TOPSOIL ONSITE.
- 2 COORDINATE REMOVAL AND DISPOSAL OF POWER POLE WITH UTILITY PROVIDER. SEE ELECTRICAL ENGINEERING PLANS.
- 3 COORDINATE REMOVAL AND DISPOSAL OF OVERHEAD POWER LINE WITH UTILITY PROVIDER. SEE ELECTRICAL ENGINEERING PLANS.
- 4 PROTECT EXISTING POWER POLE TO REMAIN.
- 5 PROTECT EXISTING OVERHEAD POWER LINE TO REMAIN.
- 6 REMOVE AND DISPOSE EXISTING WATER SERVICES AND GATE VALVES. CUT AND CAP WATER SERVICE AT THE PROPERTY LINE.
- 7 COORDINATE DISCONNECTION, CUTTING, CAPPING AND ABANDONMENT OF EXISTING GAS SERVICE LINE WITH UTILITY PROVIDER.
- 8 COORDINATE REMOVAL AND RETURN OF EXISTING SIGNAGE WITH THE CITY OF BROOKLYN PARK.
- 9 REMOVE AND DISPOSE ALL FOOTINGS, FOUNDATION, BELOW GRADE WALLS, ETC.
- 10 COORDINATE REMOVAL AND DISPOSAL OF UNDERGROUND TELEPHONE LINES WITH UTILITY PROVIDER.
- 11 PROTECT EXISTING ELECTRICAL MANHOLE TO REMAIN.
- 12 PROTECT EXISTING LIGHT POLE AND ASSOCIATED POWER LINE CONNECTION TO REMAIN.
- 13 COORDINATE WITH THE UTILITY PROVIDER TO RELOCATE THE EXISTING OVERHEAD POWER LINE UNDERGROUND.

EXTREME CAUTION MUST BE EXERCISED BEFORE AN EXCAVATION TAKES PLACE ON OR NEAR THIS SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND/OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATION OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES AND OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

- NOTES:
- 1. SEE THE NOTES SHEET (C5-1) FOR FULL REMOVALS NOTES, WHICH ARE INTEGRAL TO THIS PLAN SHEET.
  - 2. PROTECT EXISTING CURB AND GUTTER ALONG STREETS AND OTHERWISE, EXCEPT AS NOTED.
  - 3. SAWCUT ALL EDGES (ALONG REMOVAL AREAS) OF PAVEMENT & CURB/GUTTER.
  - 4. PROTECT EXISTING STREETS AND ALLEY.
  - 5. SEE SHEET C4-1 (UTILITY) FOR ADDITIONAL UTILITY REMOVALS.
  - 6. CUT AND CAP SANITARY SEWER SERVICE AT THE PROPERTY LINE. GROUT OR REMOVE REMAINING SANITARY SEWER SERVICE PIPE WITHIN THE PROPERTY.

PROJECT NO.: 18187  
DRAWN BY: E. Beasley  
CHECKED BY: E. Beasley  
DATE: 02/18/19  
REVISION: 0

1. I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
ERIC W. BEZLEY  
Date: 4/31/20  
Registration No. 43912

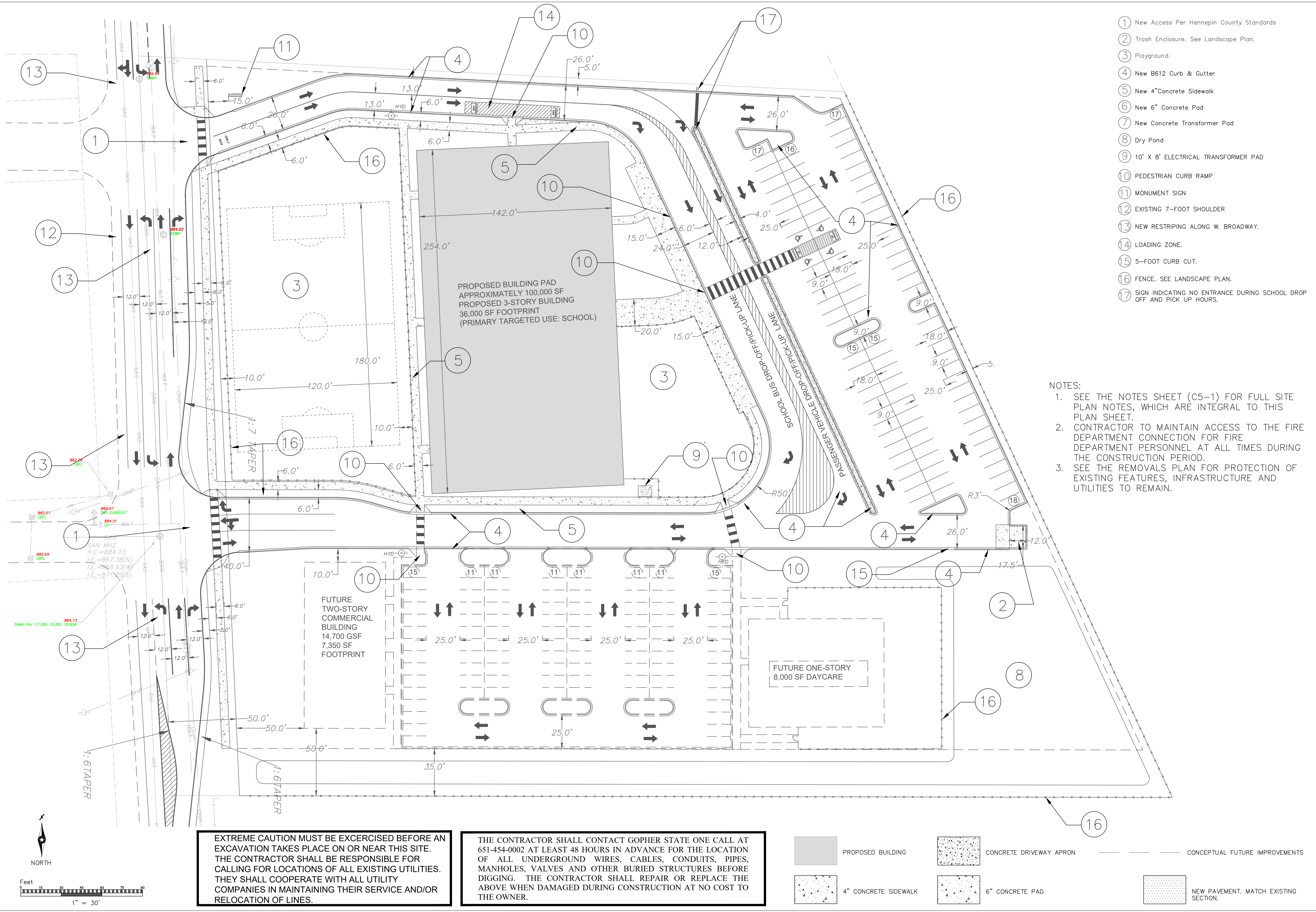
PRELIMINARY  
NOT FOR CONSTRUCTION

6700 W. Broadway  
Brooklyn Park, MN

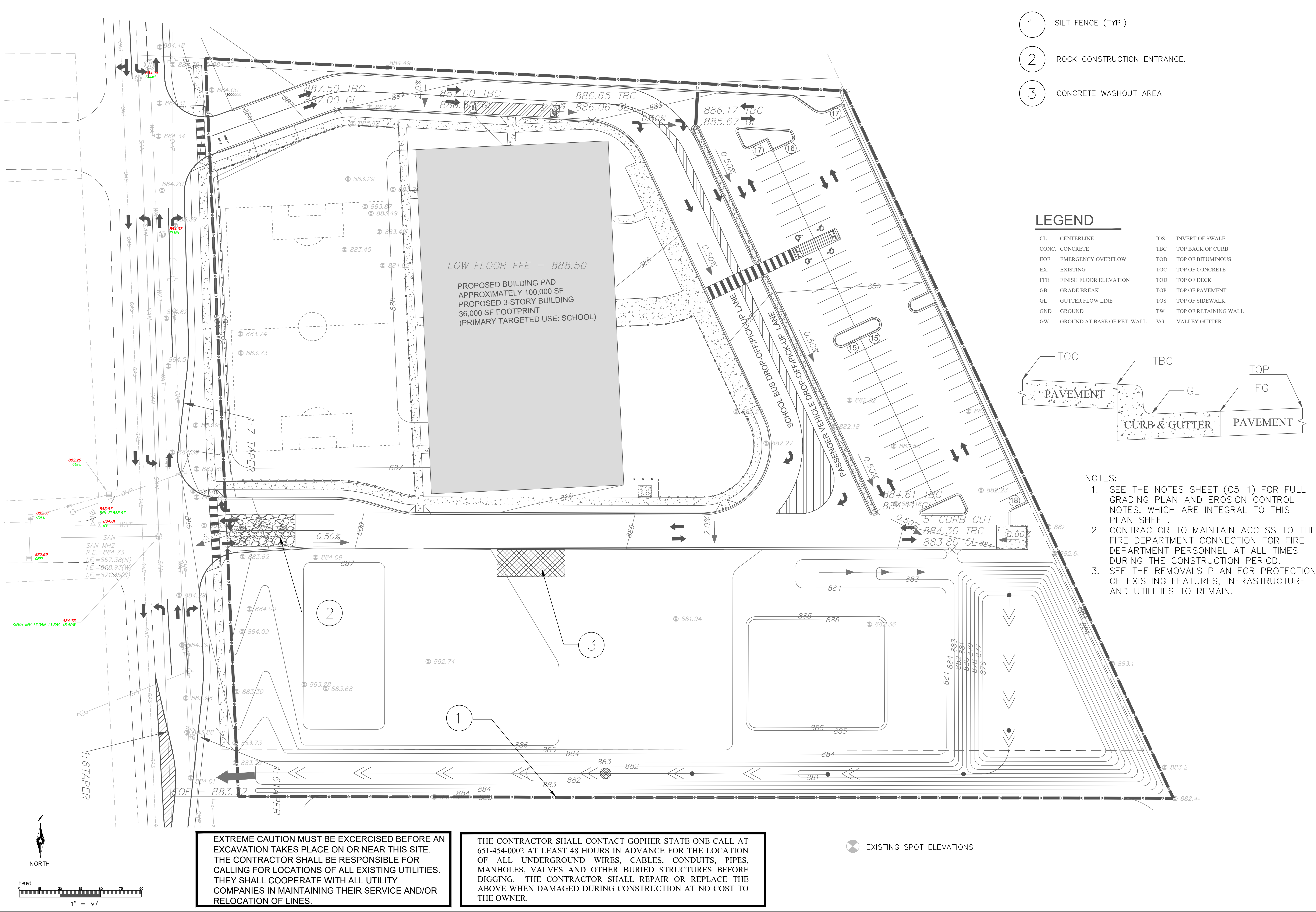
REMOVALS PLAN

C1-1

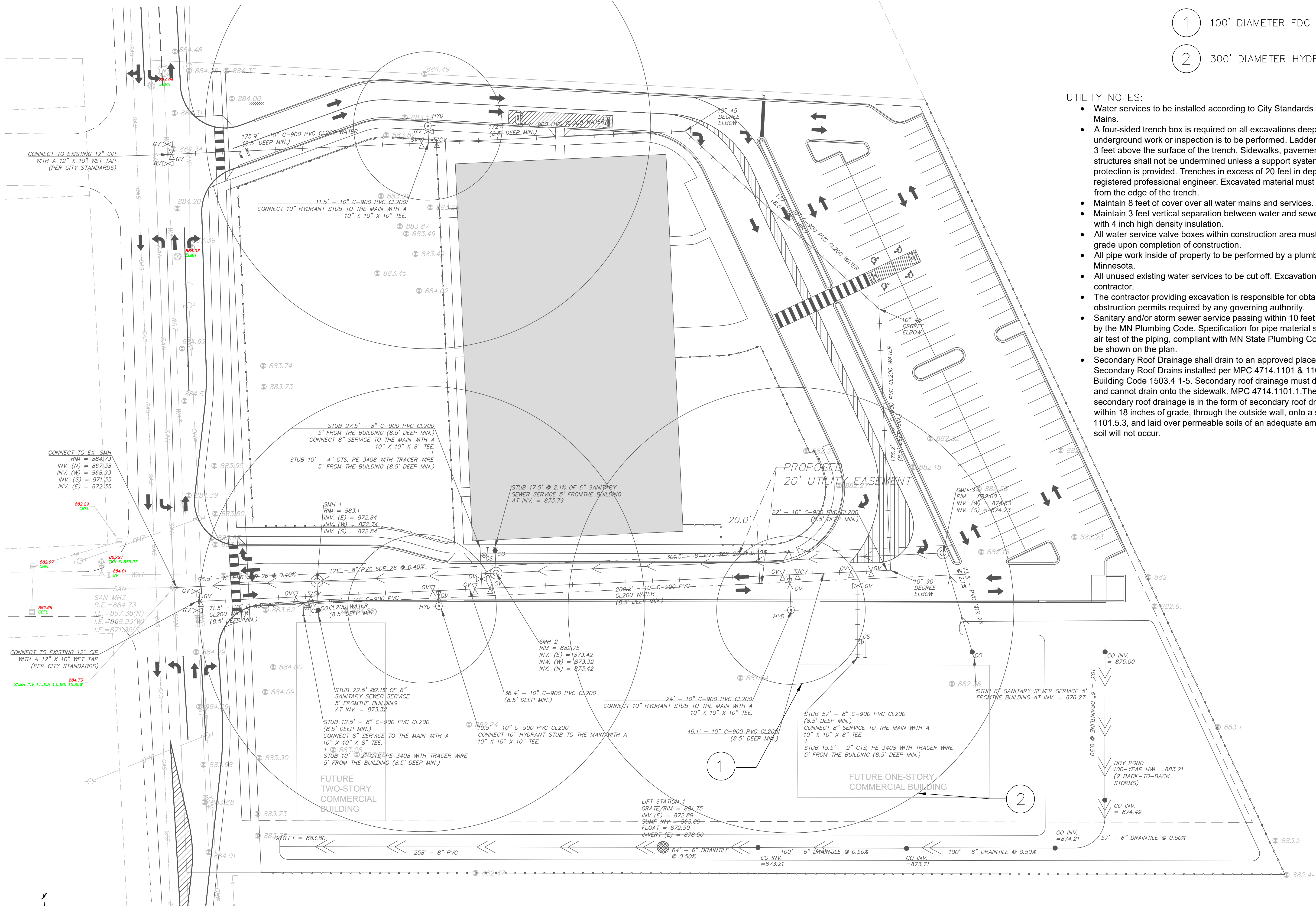












- 1 100' DIAMETER FDC BOUNDARY (TYP.)
- 2 300' DIAMETER HYDRANT BOUNDARY (TYP.)

- UTILITY NOTES:
- Water services to be installed according to City Standards for the Installation of Water Mains.
  - A four-sided trench box is required on all excavations deeper than 5 feet where underground work or inspection is to be performed. Ladders are required and must extend 3 feet above the surface of the trench. Sidewalks, pavements, ducts and appurtenant structures shall not be undermined unless a support system or another method of protection is provided. Trenches in excess of 20 feet in depth must be signed off by a registered professional engineer. Excavated material must be kept a minimum of 2 feet from the edge of the trench.
  - Maintain 8 feet of cover over all water mains and services.
  - Maintain 3 feet vertical separation between water and sewer pipes or a 12 inch separation with 4 inch high density insulation.
  - All water service valve boxes within construction area must be exposed and brought to grade upon completion of construction.
  - All pipe work inside of property to be performed by a plumber licensed by the State of Minnesota.
  - All unused existing water services to be cut off. Excavation and restoration by owner's contractor.
  - The contractor providing excavation is responsible for obtaining all excavation and obstruction permits required by any governing authority.
  - Sanitary and/or storm sewer service passing within 10 feet of the building are governed by the MN Plumbing Code. Specification for pipe material selection and notes for required air test of the piping, compliant with MN State Plumbing Code 4714 Section 1109.0, must be shown on the plan.
  - Secondary Roof Drainage shall drain to an approved place of disposal in the form of Secondary Roof Drains installed per MPC 4714.1101 & 1102, and Minnesota State Building Code 1503.4 1-5. Secondary roof drainage must discharge onto permeable soils and cannot drain onto the sidewalk. MPC 4714.1101.1. The point of discharge for all secondary roof drainage is in the form of secondary roof drains piped internally, down to within 18 inches of grade, through the outside wall, onto a splash block installed per MPC 1101.5.3, and laid over permeable soils of an adequate amount where saturation of the soil will not occur.

EXTREME CAUTION MUST BE EXERCISED BEFORE AN EXCAVATION TAKES PLACE ON OR NEAR THIS SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND/OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATION OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES AND OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

- NOTES:
- SEE THE NOTES SHEET (C5-1) FOR FULL UTILITY NOTES, WHICH ARE INTEGRAL TO THIS PLAN SHEET.
  - COORDINATE ELECTRICAL DISCONNECTS WITH SERVICE PROVIDER.
  - COORDINATE POWER POWER/OVERHEAD CABLE RELOCATION AND OR BURIAL WITH SERVICE PROVIDER.
  - SEE SHEET C1-2 (REMOVALS) FOR ADDITIONAL UTILITY REMOVALS.



DEMOLITION NOTES

- A. The Contractor shall take all precautions necessary to avoid property damage to adjacent properties during the construction phase of the project. The Contractor will be held responsible for any damages to adjacent properties occurring during the construction phase of this project.
- B. The Contractor will be responsible for providing and maintaining traffic control devices such as barricades, warning signs, directional signs, flagmen and lights to control the movement of traffic where necessary. Placement of these devices shall be approved by the Owner prior to placement. Traffic control devices shall conform to the appropriate Minnesota Department of Transportation standards.
- C. In accordance with generally accepted construction practices, the Contractor will be solely and completely responsible for conditions on the job site, including safety of all persons and property during the performance of the work. This requirement will apply continuously and not be limited to normal working hours.
- D. The duty of the developer or engineer to conduct construction review of the Contractor's performance is not intended to review the adequacy of the Contractor's safety measures in, or near the construction site.
- E. Before beginning construction, the Contractor shall comply with the erosion control plan and/or permit.
- F. The Contractor shall field verify locations and elevations of existing utilities and topographic features prior to commencement of construction activity. The Contractor shall notify the engineer of any discrepancies or variations from the plans.
- G. Existing to Remain: Existing items of construction that are not to be permanently removed and that are not otherwise indicated to be removed, removed and salvaged, or removed and reinstalled.
- H. Unless otherwise indicated, demolition waste becomes property of Contractor.
- I. If appropriate, refer to the environmental plans and specifications for hazardous material remediation.
- J. Temporary Facilities: Provide temporary barricades and other protection required to prevent injury to people and damage to adjacent buildings and facilities to remain.
- K. Provide protection to allow safe passage of people around selective demolition area and to and from occupied portions of building.
- L. Temporary Shoring: Provide and maintain shoring, bracing, and structural supports as required to preserve stability and prevent movement, settlement, or collapse of construction and finishes to remain, and to prevent unexpected or uncontrolled movement or collapse of construction being demolished.
- M. Demolish and remove existing construction only to the extent required by new construction and as indicated. Use methods required to complete the Work within limitations of governing regulations.
- N. Remove decayed, vermin-infested, or otherwise dangerous or unsuitable materials and promptly dispose of off-site.
- O. Except for items or materials indicated to be recycled, reused, salvaged, reinstalled, or otherwise indicated to remain Owner's property, remove demolished materials from Project site and legally dispose of them in an approved landfill.
- P. Do not allow demolished materials to accumulate on-site.
- Q. Clear and grub and remove all trees, vegetation and site debris prior to grading. All removed material shall be hauled from the site daily. All clearing and grubbing and removals shall be performed per the contract specifications. Erosion control measures shall be immediately established upon removal.

UTILITY PLAN NOTES

- 1. contractor shall protect existing utilities not deemed for removal from damage.
- 2. all utilities shall be furnished and installed per the requirements of the specifications, and applicable regulatory agency's.
- 3. see the detail sheets and contract specifications for specific utility details and utility service details.
- 4. all utilities shall terminate 5' from the building unless otherwise noted.
- 5. see the mechanical plans for water and sanitary connections 5' from the building.
- 6. all utility pipe bedding shall be constructed per the requirements of the city and the report of geotechnical exploration and review developed by american engineering testing, inc.
- 7. all connections to existing utilities shall be performed per the requirements of the city. the city department of engineering and building inspections department and the construction engineer must be notified at least 48 hours prior to any work within the public right-of-way, or work impacting public utilities.
- 8. the contractor shall be required to obtain all permits from authorities and regulatory agencies having jurisdiction over this site, as required, prior to beginning work.
- 9. the contractor shall field adjust water service to avoid conflicts with sanitary sewer, storm sewer small utilities and services as required.
- 10. all street repairs and patching shall be performed per the requirements of the city, county or state, as applicable. all traffic control shall be provided by the contractor and shall be established per the requirements of the city, county or state as applicable. this shall include all signage, barricades, flashers and flaggers as needed. all public streets shall be open to traffic at all times. no road closures shall be permitted without expressed written authority of the city, county and/or state, as applicable.
- 11. all new watermain must have a minimum of 8-feet of cover. insulation shall be provided where 8-feet of cover cannot be attained.
- 12. adjust all existing structures, both public and private to the proposed grades where disturbed and comply with all requirements of the utility owners. structures being reset to paved areas must meet the owner's requirements for traffic loading.
- 13. refer to report of geotechnical exploration and review for geotechnical concerns and construction requirements related to subgrade corrections, utility construction, pavement construction, etc.

EXISTING CONDITIONS NOTES

- A. The existing conditions information shown on these plans are per a survey completed by Westwood Professional Services in October 2013.
- B. Contractor to verify building dimensions, and utility and basement depths.
- C. Utility information from plans and markings was combined with observed evidence of utilities to develop a view of the underground utilities shown hereon. However, lacking excavation, the exact location of underground features cannot be accurately, completely and reliably depicted. Where additional or more detailed information is required, excavation may be necessary.
- D. Other underground utilities of which we are unaware may exist. Verify all utilities critical to construction or design.
- E. Some underground utility locations are shown as marked onsite by those utility companies whose locators responded the Gopher State One Call.
- F. Existing conditions, including buried structures and utilities, have been shown hereon are subject to the following restrictions:
  - 1. Utility operators do not consistently respond to locate requests.
  - 2. Utility operators that do respond often will not locate services from their main line to the customer's structure or facility - they consider those segments private installations that are outside of their jurisdiction. If a private service to an adjoiner's site crosses this site, or a service to this site crosses an adjoiner's site, it may not be located since most operators will not mark such "private" services.
  - 3. Snow and ice during winter months may obscure otherwise visible evidence of a buried structure or utility.
  - 4. Maps provided by operators, either along with a field location or in lieu of such a location, are often inaccurate or inconclusive.

GRADING, DRAINAGE & EROSION CONTROL NOTES

- A. All disturbed areas are to receive a minimum of 4-inches of topsoil mixed with 2-inches of compost (for a total of 6-inches), and sod or seed. These areas shall be watered by the Contractor until the sod or seed is growing in a healthy manner. See Landscape plan for more information.
- B. The Contractor shall take all precautions necessary to avoid property damage to adjacent properties during the construction phase of the project. The Contractor will be held responsible for any damages to adjacent properties occurring during the construction phase of the project.
- C. The Contractor will be responsible for providing and maintaining traffic control devices such as barricades, warning signs, directional signs, flagmen and lights to control the movement of traffic where necessary. Placement of these devices shall be approved by the Owner prior to placement. Traffic control devices shall conform to the appropriate Minnesota Department of Transportation standards.
- D. In accordance with generally accepted construction practices, the Contractor will be solely and completely responsible for conditions on the job site, including safety of all persons and property during the performance of the work. This requirement will apply continuously and not be limited to normal working hours.
- E. The duty of the developer or engineer to conduct construction review of the Contractor's performance is not intended to review the adequacy of the Contractor's safety measures in, or near the construction site.
- F. The contractor shall be required to obtain all permits from authorities and regulatory agencies having jurisdiction over this site, as required, prior to beginning work.
- G. Before beginning construction, the Contractor shall comply with the erosion control plan and/or permit.
- H. The Contractor shall field verify locations and elevations of existing utilities and topographic features prior to commencement of construction activity. The Contractor shall notify the engineer of any discrepancies or variations from the plans.
- I. Backfill: Soil material used to fill an excavation.
- J. Borrow Soil: Satisfactory soil imported from off-site for use as fill or backfill.
- K. Fill: Soil materials used to raise existing grades.
- L. Traffic: Minimize interference with adjoining roads, streets, walks, and other adjacent occupied or used facilities during earth moving operations.
  - 1. Do not close or obstruct streets, walks, or other adjacent occupied or used facilities without permission from Owner and authorities having jurisdiction.
  - 2. Provide alternate routes around closed or obstructed traffic ways if required by Owner or authorities having jurisdiction.
- M. Do not conduct work on adjoining property unless directed by Engineer.
- N. Do not commence earth-moving operations until temporary erosion- and sedimentation-control measures are in place.
- O. General: Provide borrow soil materials when sufficient satisfactory soil materials are not available from excavations.
- P. Satisfactory Soils: Soil Classification [Groups GW, GP, GM, SW, SP, and SM according to ASTM D 2487] [Groups A-1, A-2-4, A-2-5, and A-3 according to AASHTO M 145], or a combination of these groups; free of rock or gravel larger than 3 inches in any dimension, debris, waste, frozen materials, vegetation, and other deleterious matter.
- Q. Unsatisfactory Soils: Soil Classification [Groups GC, SC, CL, ML, OL, CH, MH, OH, and PT according to ASTM D 2487] [Groups A-2-6, A-2-7, A-4, A-5, A-6, and A-7 according to AASHTO M 145], or a combination of these groups.
  - 1. Unsatisfactory soils also include satisfactory soils not maintained within 2 percent of optimum moisture content at time of compaction.
- R. Engineered Fill: Naturally or artificially graded mixture of natural or crushed gravel, crushed stone, and natural or crushed sand; ASTM D 2940; with at least 90 percent passing a 1-1/2-inch (37.5-mm) sieve and not more than 12 percent passing a No. 200 (0.075-mm) sieve.
- S. Drainage Course: Narrowly graded mixture of washed, crushed stone, or crushed or uncrushed gravel; ASTM D 448; coarse-aggregate grading Size 57; with 100 percent passing a 1-1/2-inch (37.5-mm) sieve and 0 to 5 percent passing a No. 8 (2.36-mm) sieve.
- T. Sand: ASTM C 33; fine aggregate.
- U. Install Detectable Warning Tape above constructed utilities. Detectable warning tape is defined as: Acid- and alkali-resistant, polyethylene film warning tape manufactured for marking and identifying underground utilities, a minimum of 6 inches wide and 4 mils thick, continuously inscribed with a description of the utility, with metallic core encased in a protective jacket for corrosion protection, detectable by metal detector when tape is buried up to 30 inches deep; colored as follows:
  - 1. Red: Electric.
  - 2. Yellow: Gas, oil, steam, and dangerous materials.
  - 3. Orange: Telephone and other communications.
  - 4. Blue: Water systems.
  - 5. Green: Sewer systems.
- V. Protect structures, utilities, sidewalks, pavements, and other facilities from damage caused by settlement, lateral movement, undermining, washout, and other hazards created by earth moving operations.
- W. Protect and maintain erosion and sedimentation controls during earth moving operations.
- X. Protect subgrades and foundation soils from freezing temperatures and frost. Remove temporary protection before placing subsequent materials.
- Y. If excavated materials intended for fill and backfill include unsatisfactory soil materials and rock, replace with satisfactory soil materials.
- Z. Before beginning construction the contractor shall install a temporary rock entrance pad at all points of vehicle exit from the project site. Said rock entrance pad shall be maintained by the contractor for the duration of the project.
- AA. Erosion and sedimentation control measures shall be established around the entire site perimeter and in accordance with NPDES permit requirements (if applicable), best management practices, City requirements and the details shown in the project plans.
- AB. All entrances and connections to City streets shall be performed per the requirements of the City. The contractor shall be responsible for all permits and notifications as required by the City.
- AC. Filtration basins shall not be constructed until all upstream areas have been established.
- AD. Excavate to indicated elevations and dimensions within a tolerance of plus or minus 1 inch. If applicable, extend excavations a sufficient distance from structures for placing and removing concrete formwork, for installing services and other construction, and for inspections.
  - 1. Excavations for Footings and Foundations: Do not disturb bottom of excavation. Excavate by hand to final grade just before placing concrete reinforcement. Trim bottoms to required lines and grades to leave solid base to receive other work.
  - 2. Excavation for Underground Tanks, Basins, and Mechanical or Electrical Utility Structures: Excavate to elevations and dimensions indicated within a tolerance of plus or minus 1 inch. Do not disturb bottom of excavations intended as bearing surfaces.
- AE. Excavations at Edges of Tree- and Plant-Protection Zones:
  - 3. Excavate by hand to indicated lines, cross sections, elevations, and subgrades. Use narrow-tine spading forks to comb soil and expose roots. Do not break, tear, or chop exposed roots. Do not use mechanical equipment that rips, tears, or pulls roots.
- AF. Place backfill on subgrades free of mud, frost, snow, or ice.
- AG. Place backfill and fill soil materials in layers not more than 8 inches in loose depth for material compacted by heavy compaction equipment, and not more than 4 inches in loose depth for material compacted by hand-operated tampers.
  - 1. Under structures, building slabs, steps, and pavements, scarify and recompact top 12 inches of existing subgrade and each layer of backfill or fill soil material at 98 percent.
  - 2. Under walkways, scarify and recompact top 6 inches below subgrade and compact each layer of backfill or fill soil material at 95 percent.
  - 3. Under turf or unpaved areas, scarify and recompact top 6 inches below subgrade and compact each layer of backfill or fill soil material at 85 percent.
- AH. General: Uniformly grade areas to a smooth surface, free of irregular surface changes. Comply with compaction requirements and grade to cross sections, lines, and elevations indicated.
  - 1. Provide a smooth transition between adjacent existing grades and new grades.
  - 2. Cut out soft spots, fill low spots, and trim high spots to comply with required surface tolerances.
- AI. Site Rough Grading: Slope grades to direct water away from buildings and to prevent ponding. Finish subgrades to required elevations within the following tolerances:
  - 1. Turf or Unpaved Areas: Plus or minus 1 inch
  - 2. Walks: Plus or minus 1 inch
  - 3. Pavements: Plus or minus 1/2 inch

SITE PLAN NOTES

- A. All paving, concrete curb, gutter and sidewalk shall be furnished and installed in accordance with the requirements of the City. See Architectural and Landscape plans for additional hardscape applications.
- B. The City department of engineering, building inspections department and the construction engineer shall be notified at least 48 hours prior to work within the street right of way (sidewalk, street or driveways).
- C. Minnesota state statute requires notification per "Gopher State One Call" prior to commencing any grading, excavation or underground work.
- D. See contract specifications for any removal details.
- E. Before beginning construction, the Contractor shall comply with the erosion control plan and/or permit.
- F. The Contractor shall field verify locations and elevations of existing utilities and topographic features prior to commencement of construction activity. The Contractor shall notify the engineer of any discrepancies or variations from the plans.
- G. The Contractor will be responsible for providing and maintaining traffic control devices such as barricades, warning signs, directional signs, flagmen and lights to control the movement of traffic where necessary. Placement of these devices shall be approved by the Owner prior to placement. Traffic control devices shall conform to the appropriate Minnesota Department of Transportation standards.
- H. In accordance with generally accepted construction practices, the Contractor will be solely and completely responsible for conditions on the job site, including safety of all persons and property during the performance of the work. This requirement will apply continuously and not be limited to normal working hours.
- I. The duty of the developer or engineer to conduct construction review of the Contractor's performance is not intended to review the adequacy of the Contractor's safety measures in, or near the construction site.
- J. Any sign or fixture removed within the right of way, or as part of the site work shall be replaced by the contractor in accordance with the city requirements.
- K. Clear, grub and remove all trees, vegetation and site debris prior to grading. All removed material shall be hauled from the site daily. All clearing and grubbing and removals shall be performed per the contract specifications. Erosion control measures shall be performed per the contract specifications.
- L. Pedestrian ramps shall be provided at the locations shown.
- M. The Contractor shall saw-cut bituminous and concrete pavements as required per the specifications.
- N. Concrete curb and gutter to be B612.
- O. The contractor shall be required to obtain all permits from authorities and regulatory agencies having jurisdiction over this site and the adjacent right of ways, as required, prior to beginning work.
- P. Except for stripped topsoil and other materials indicated to be stockpiled or otherwise remain Owner's property, cleared materials shall become Contractor's property and shall be removed from Project site.
- Q. Salvageable Improvements: Carefully remove items indicated to be salvaged and store on Owner's premises.
- R. Do not commence site-clearing operations until temporary erosion- and sedimentation-control and plant-protection measures are in place.
- S. Soil Stripping, Handling, and Stockpiling: Perform only when the topsoil is dry or slightly moist.
- T. Protect and maintain benchmarks and survey control points from disturbance during construction.
- U. Locate and clearly identify trees, shrubs, and other vegetation to remain, or to be relocated.
- V. The intent of the proposed construction is to preserve as much of the existing pavement, curb and gutter and sidewalk as possible. Protect existing site improvements to remain from damage during construction.
- W. Interrupting Existing Utilities: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary utility services according to requirements indicated:
  - 1) Notify Owner not less than [two] 2 days in advance of proposed utility interruptions.
  - 2) Do not proceed with utility interruptions without Owner's written permission.
- X. Fill depressions caused by clearing and grubbing operations with satisfactory soil material unless further excavation or earthwork is indicated.
- Y. Remove sod and grass before stripping topsoil.
- Z. Strip topsoil to full depth in a manner to prevent intermingling with underlying subsoil or other waste materials.
- AA. Remove subsoil and nonsoil materials from topsoil, including clay lumps, gravel, and other objects more than 2 inches in diameter; trash, debris, weeds, roots, and other waste materials.
- BB. DO NOT remove or disturb or damage site improvements outside of the project limits, including but not limited to, parking meter signs, lights, signs, sidewalks, fencing, structures, etc.

PROJECT NO.: 18187  
DRAWN BY: E. Beasley  
CHECKED BY: E. Beasley  
DATE: 02/18/19  
REVISION: 0

1. I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
ERIC W. BEASLEY  
43912  
Registration No.  
Date

quettica

PRELIMINARY  
NOT FOR CONSTRUCTION

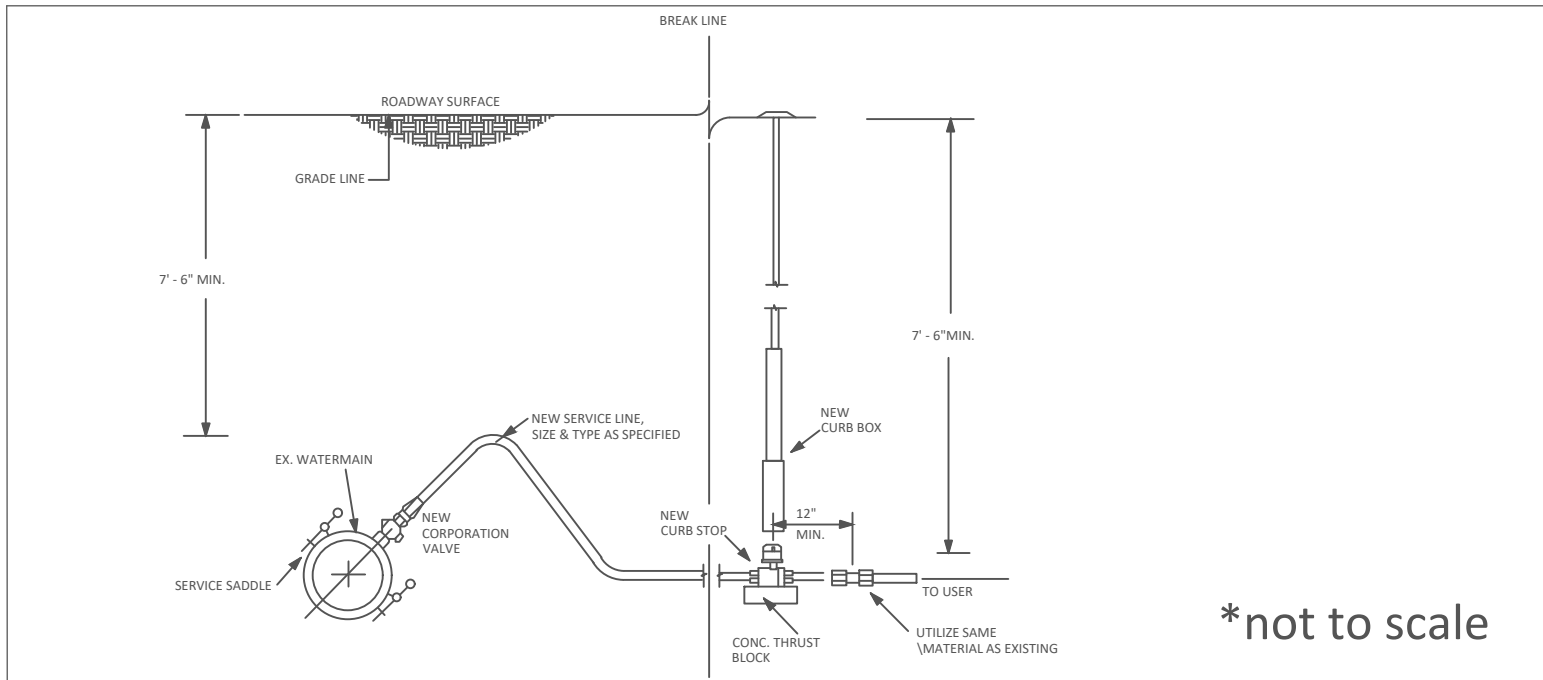
City Submittal  
12/03/18  
City Re-Submittal  
12/18/18  
City Re-Submittal  
01/29/19  
City Re-Submittal  
02/18/19

6700 W. Broadway  
Brooklyn Park, MN

NOTES

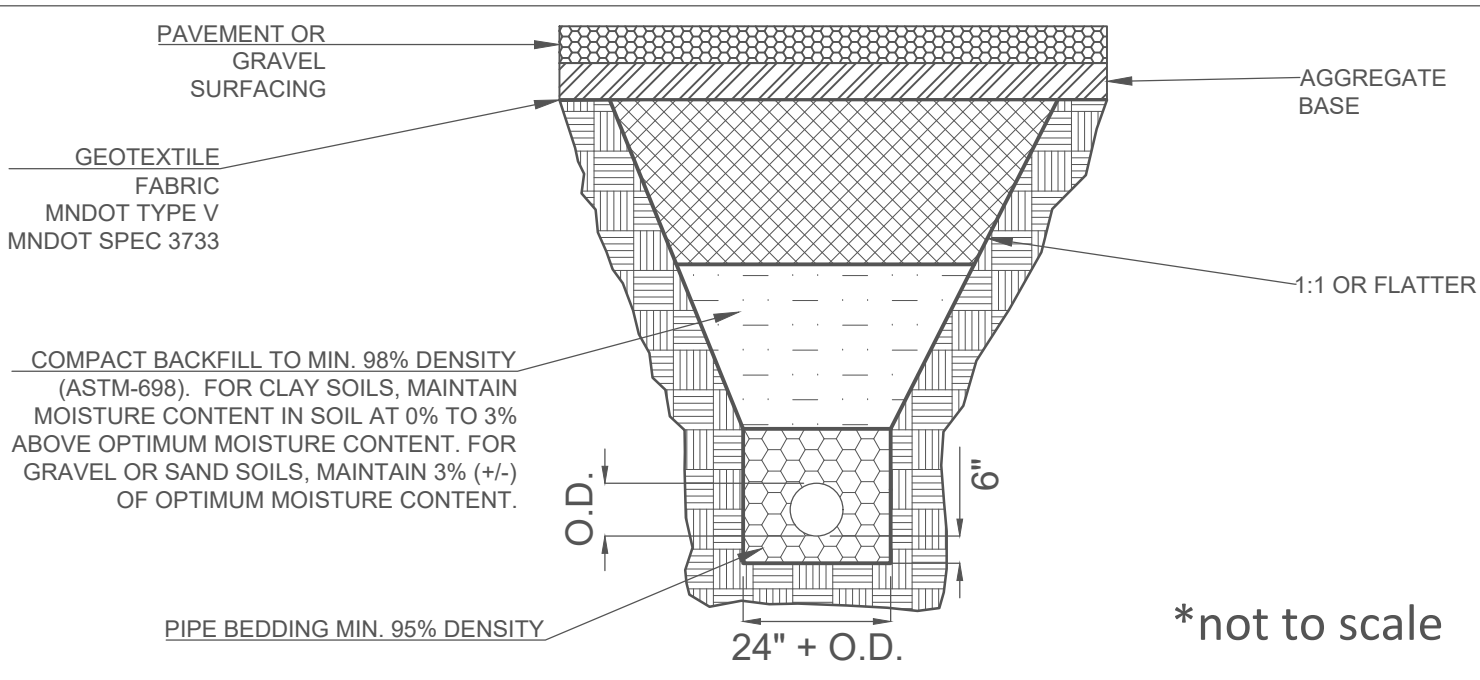
C5-1





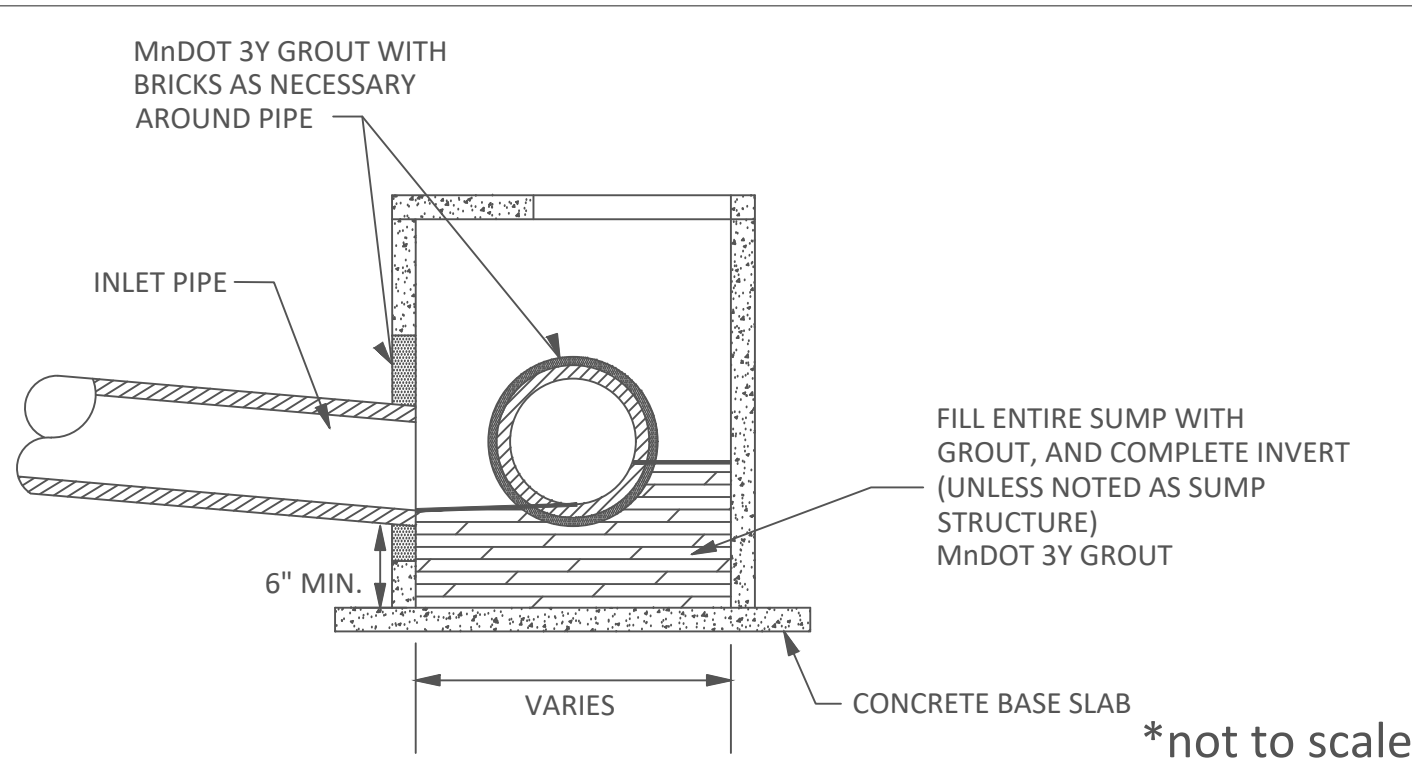
## DOMESTIC WATER SERVICE LINE CONNECTION

\*not to scale



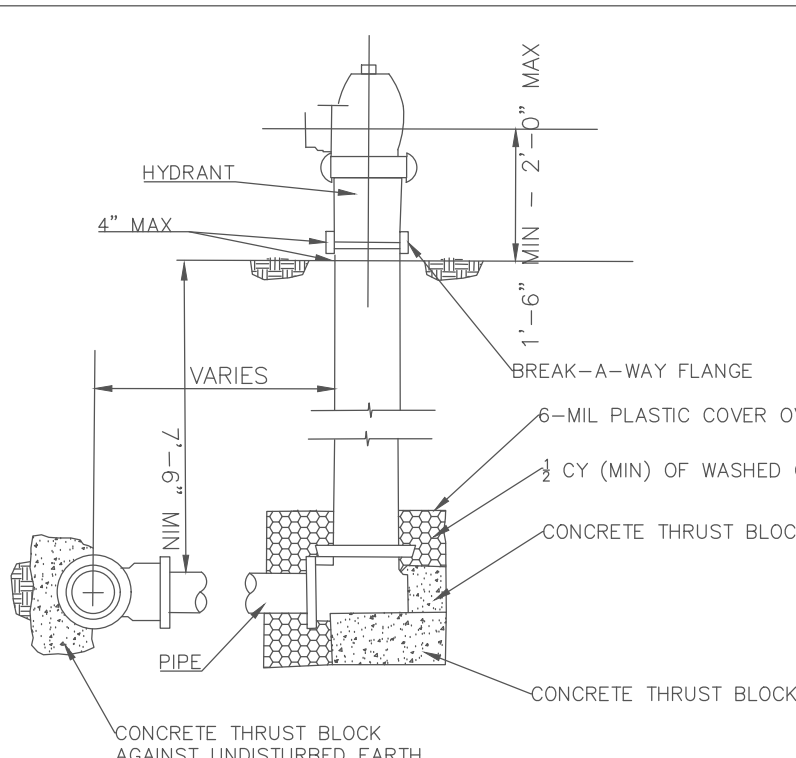
## PIPE BEDDING AND BACKFILL UNDER PAVED AREAS

\*not to scale



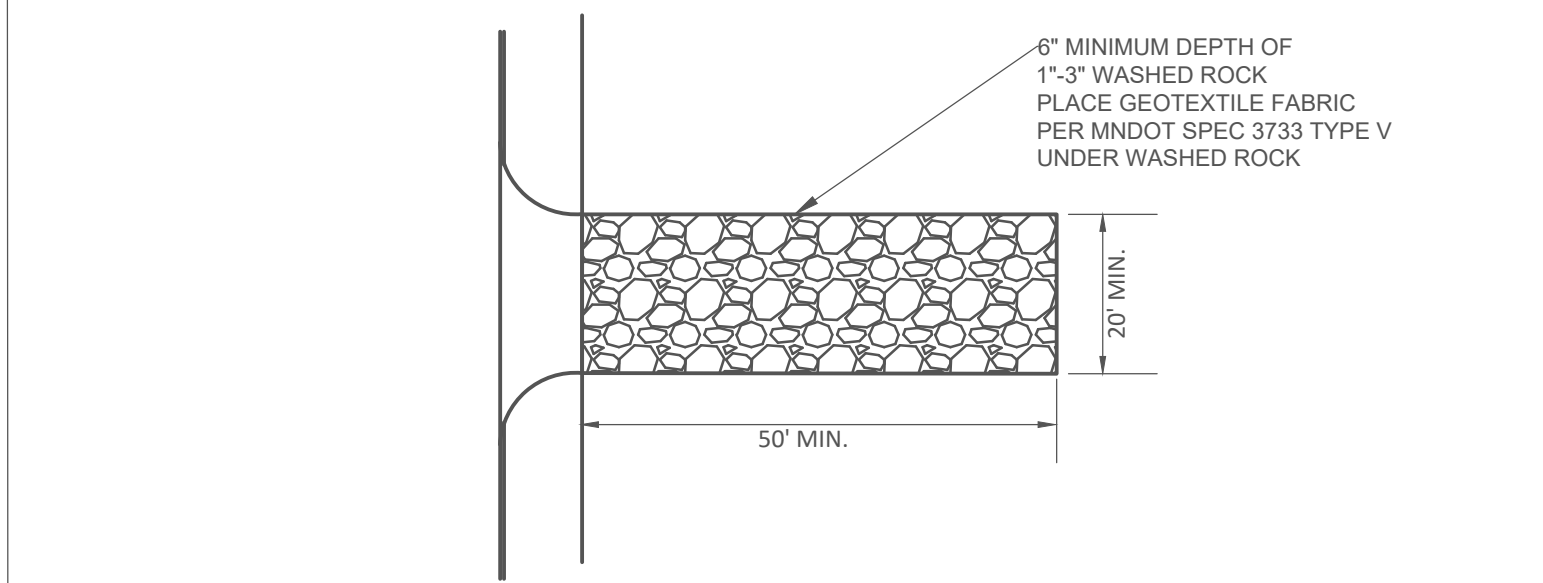
## EX. MANHOLE CONNECTION

\*not to scale



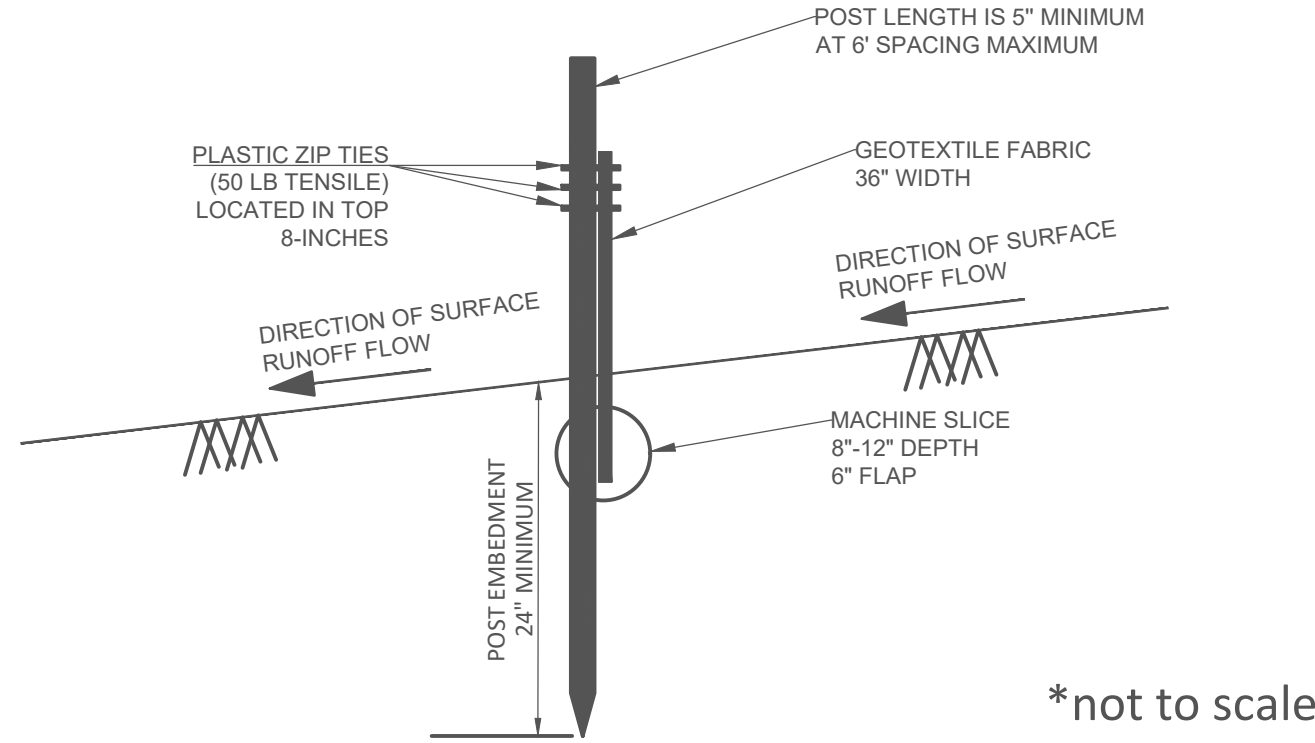
## FIRE HYDRANT DETAIL

\*not to scale



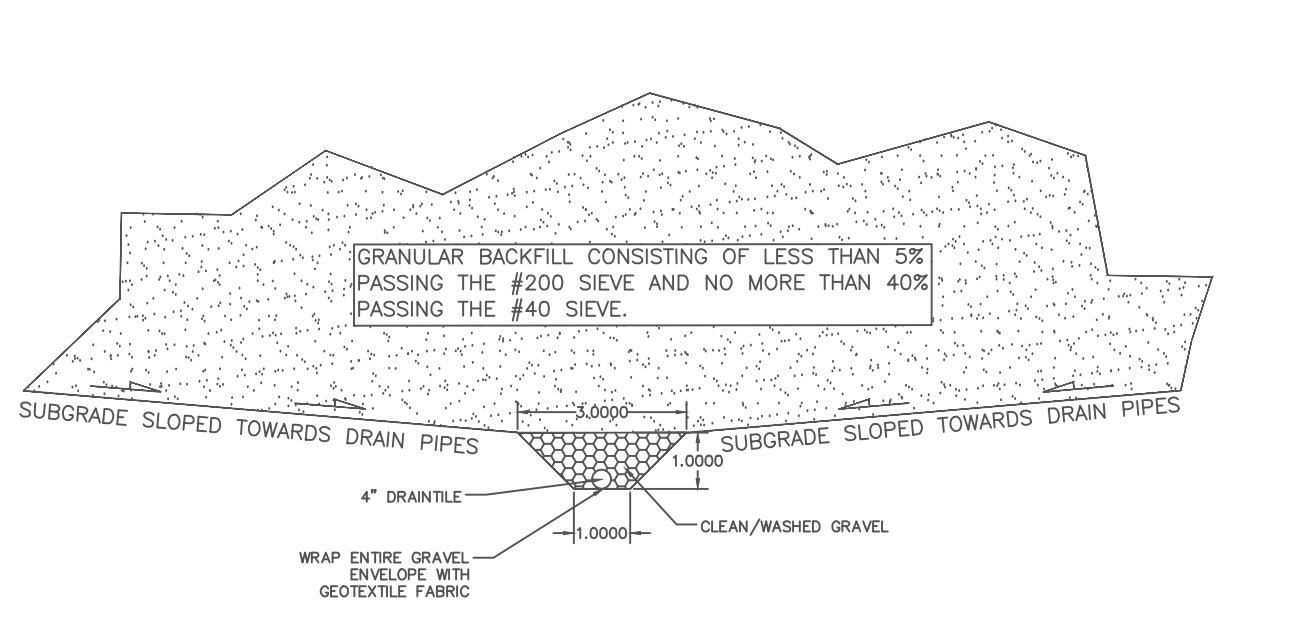
**MAINTENANCE**  
THE ROCK PAD SHALL BE MAINTAINED TO PREVENT THE TRACKING OF MUD ONTO PAVED ROADS, INCLUDING PERIODIC TOP DRESSING WITH ADDITIONAL ROCK OR REMOVAL AND REINSTALLATION OF THE PAD AS NECESSARY.

\*not to scale



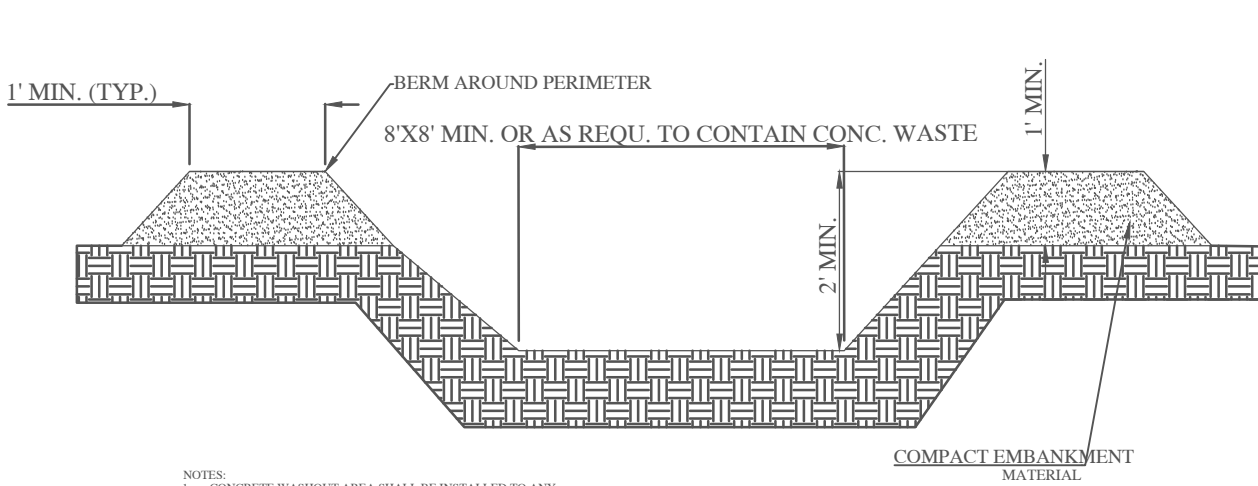
## LIGHT DUTY SILT FENCE

\*not to scale



## DRAINTILE INSTALLATION

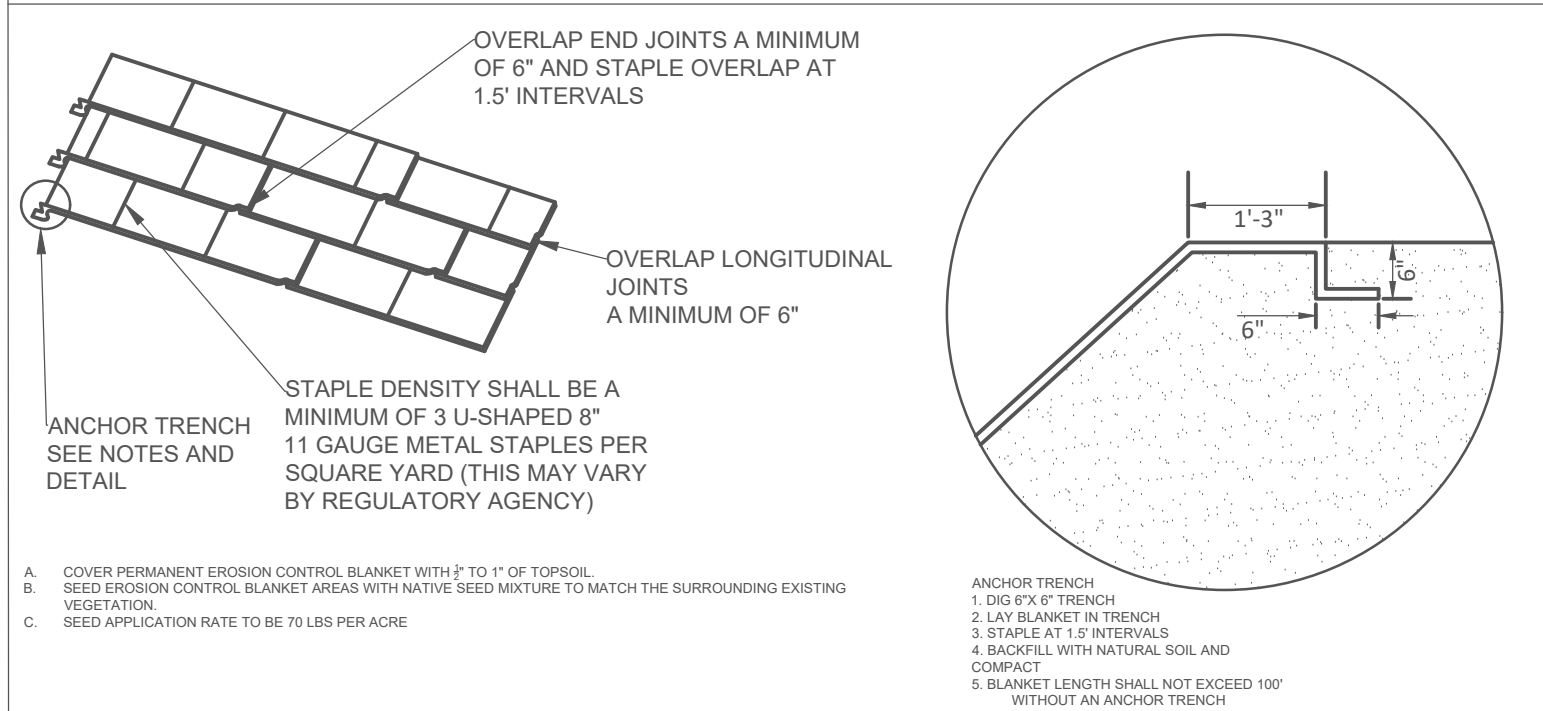
\*not to scale



NOTES:  
1. CONCRETE WASHOUT AREA SHALL BE INSTALLED TO ANY CONCRETE PLACEMENT OR SITE.  
2. THE COVERED WASHOUT AREA SHALL BE PREPARED AND ENCLOSED OR CEMENTED OFF AS NECESSARY TO MAINTAIN CAPACITY FOR WASHOUT CONCRETE.  
3. AT THE END OF THE CONSTRUCTION, CONCRETE SHALL BE REMOVED FROM THE AREA AND DISPOSED OF AT AN APPROVED WASTE SITE.  
4. WHEN THE CONCRETE IS MOVED, IT SHALL BE REMOVED FROM THE EXISTING AREA AND BE REUSED AND RELOCATED TO THE EXISTING AREA AS NECESSARY.

\*not to scale

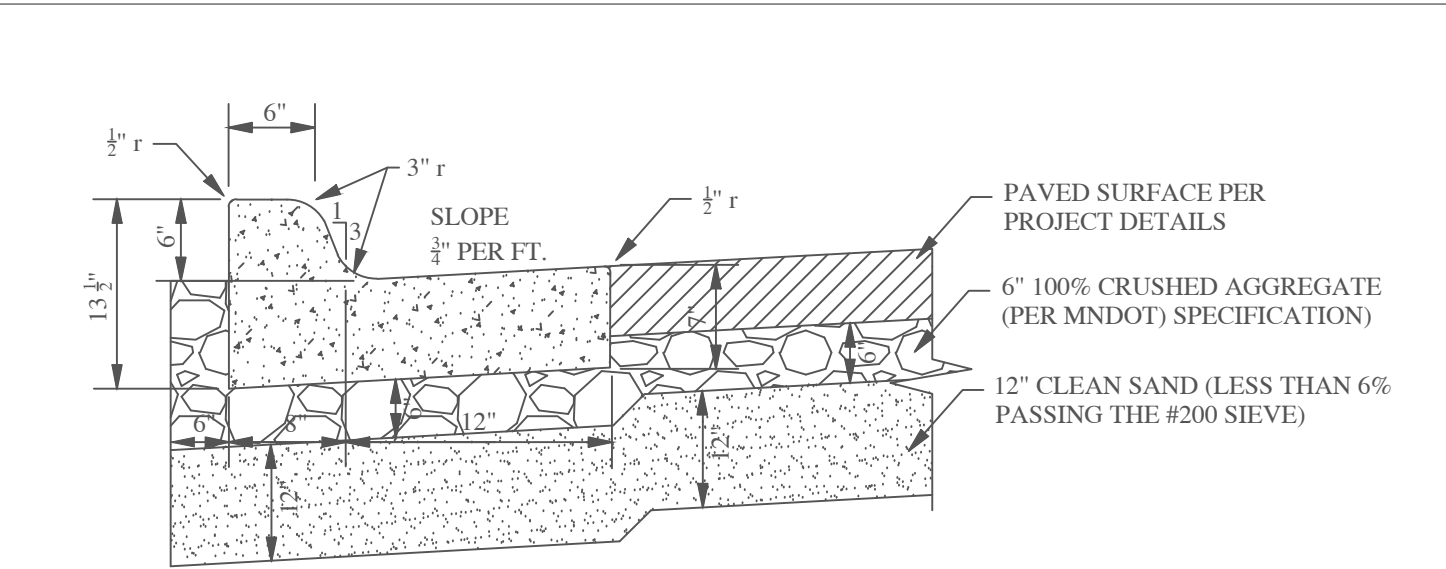
## CONCRETE WASHOUT AREA



A. COVER PERMANENT EROSION CONTROL BLANKET WITH 1\"/>

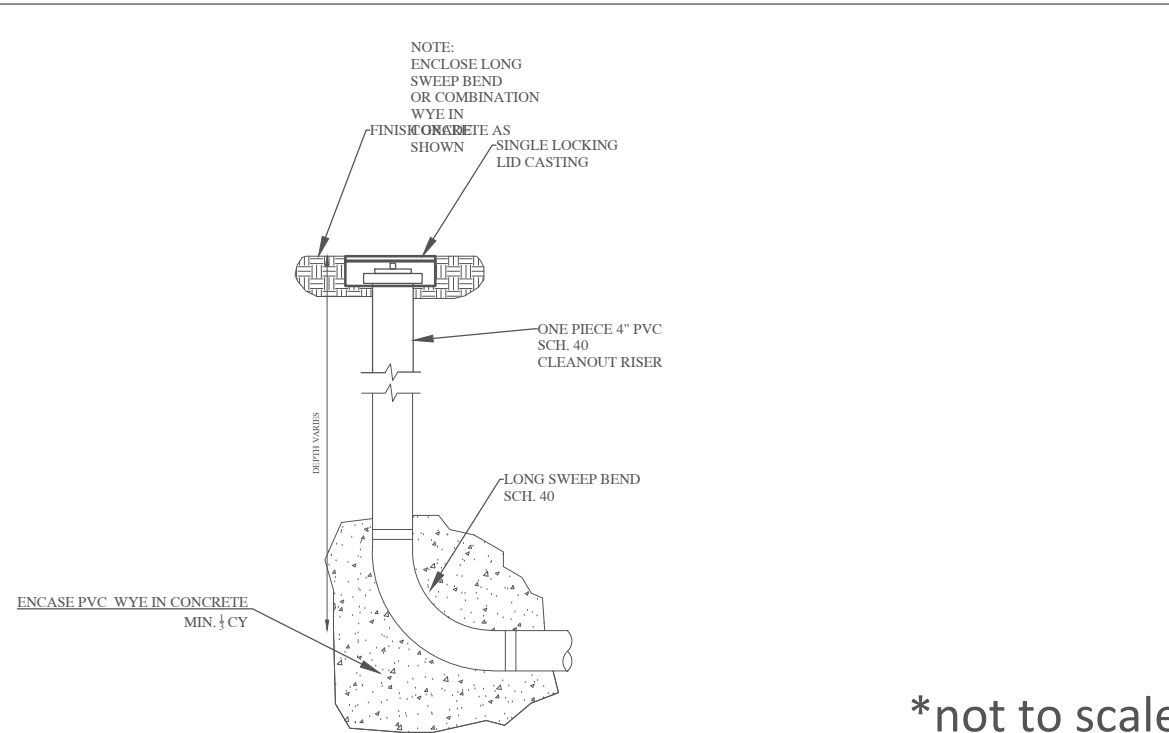
ANCHOR TRENCH  
1. DIG 6\"/>

\*not to scale



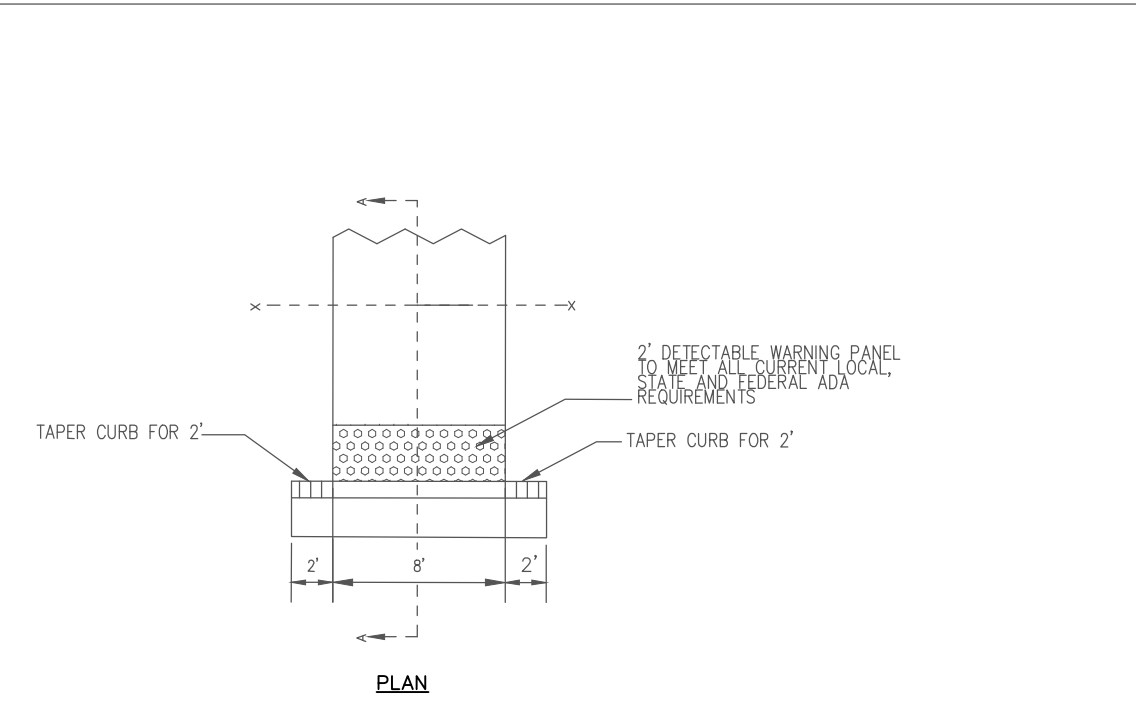
## B612 CONCRETE CURB & GUTTER

\*not to scale

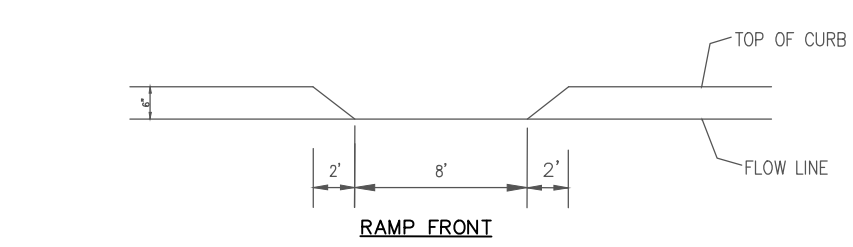


\*not to scale

## END-OF-LINE CLEANOUT



PLAN

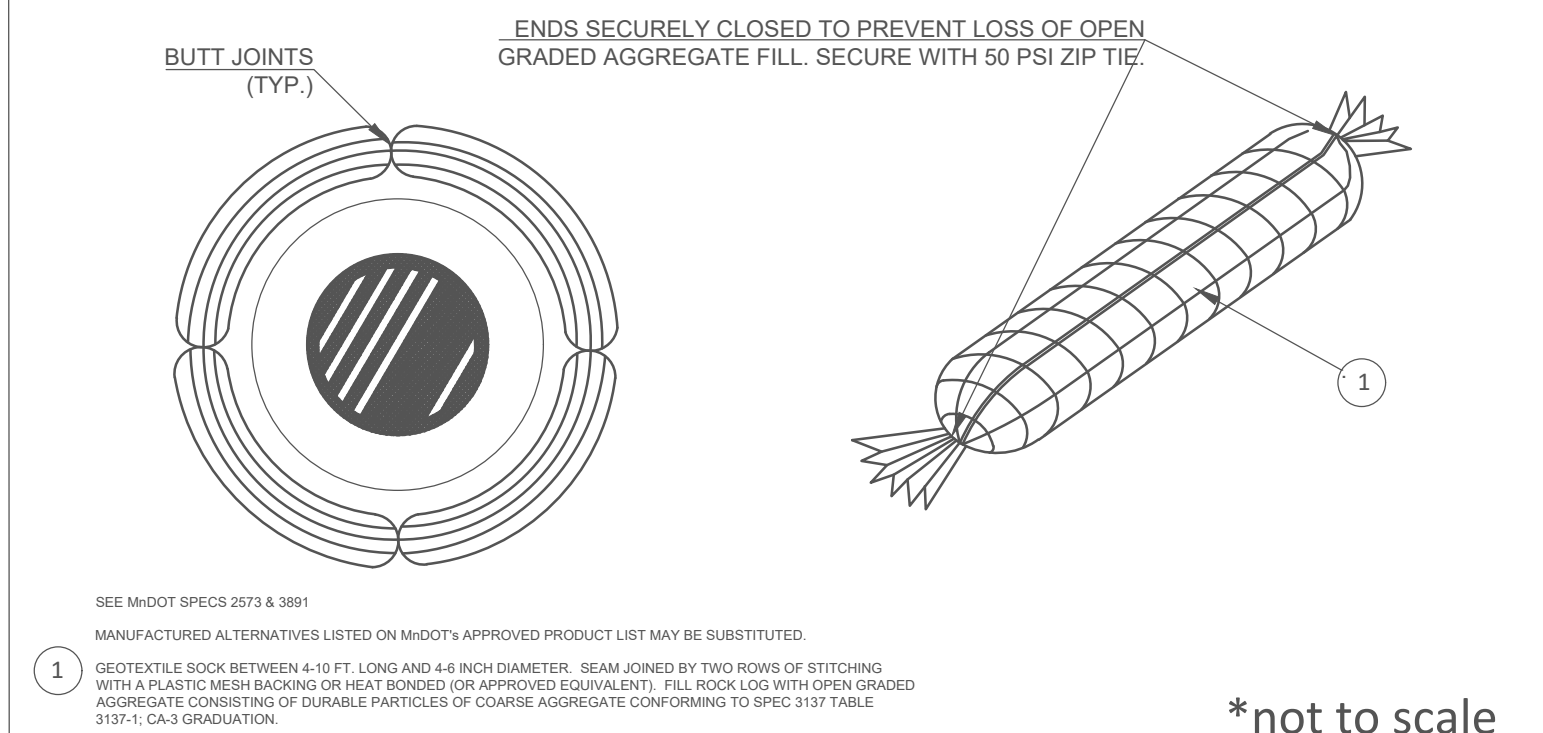


SECTION A-A

1) THE LOWER PORTION OF ALL RAMPS TO HAVE A 2' DETECTABLE WARNING PANEL.

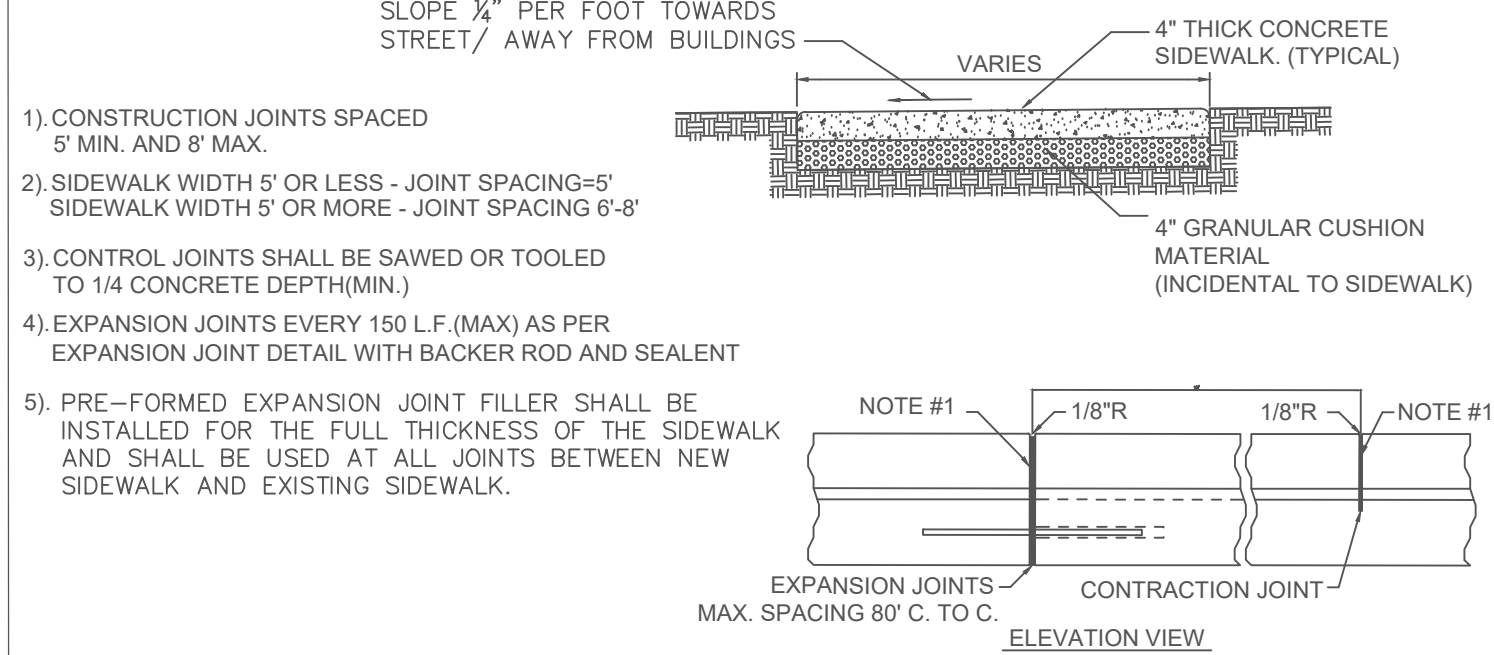
\*not to scale

## ACCESSIBLE RAMP AND WALK (2' CURB TAPER)



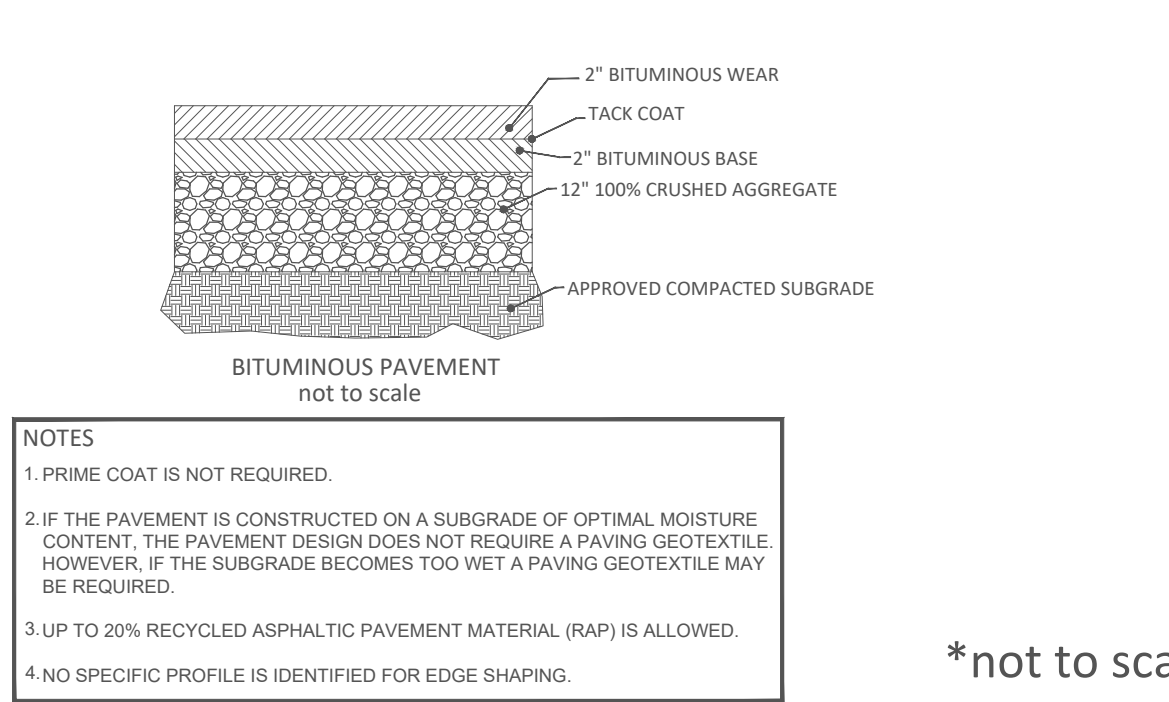
\*not to scale

## INLET PROTECTION ROCK LOG



\*not to scale

## CONCRETE SIDEWALK



NOTES  
1. PRIME COAT IS NOT REQUIRED.  
2. IF THE PAVEMENT IS CONSTRUCTED ON A SUBGRADE OF OPTIMAL MOISTURE CONTENT, THE PAVEMENT DESIGN DOES NOT REQUIRE A PAVING GEOTEXTILE. HOWEVER, IF THE SUBGRADE BECOMES TOO WET A PAVING GEOTEXTILE MAY BE REQUIRED.  
3. UP TO 20% RECYCLED ASPHALTIC PAVEMENT MATERIAL (RAP) IS ALLOWED.  
4. NO SPECIFIC PROFILE IS IDENTIFIED FOR EDGE SHAPING.

\*not to scale

## LIGHT DUTY BITUMINOUS

PROJECT NO.: 18187  
DRAWN BY: E. Beasley  
CHECKED BY: E. Beasley  
DATE: 02.18.19  
REVISION: 0

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
ERIC W. BEZLEY Date: 4/31/2 Registration No.

quiet+ca

PRELIMINARY  
NOT FOR CONSTRUCTION

City Submittal	12/03/18
City Re-Submittal	12/18/18
City Re-Submittal	01/29/19
City Re-Submittal	02/18/19

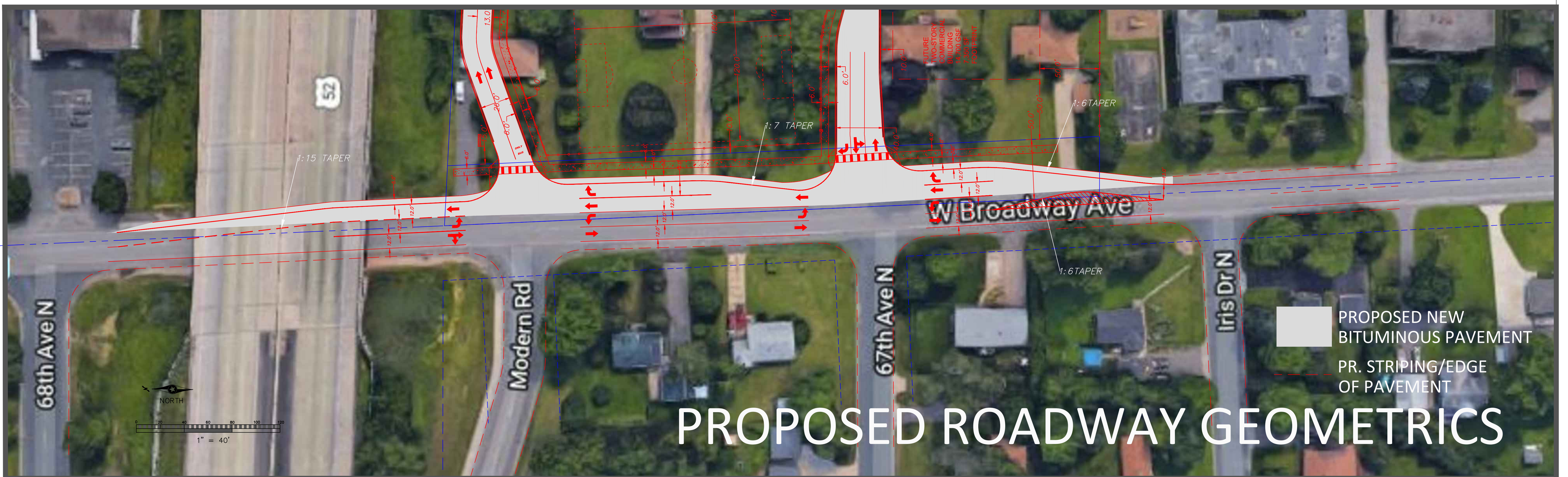
6700 W. Broadway  
Brooklyn Park, MN

DETAILS

C6-1



# EXISTING ROADWAY GEOMETRICS



FEBRUARY 18, 2019

quét-ica

PRELIMINARY  
NOT FOR CONSTRUCTION

6700 W. Broadway  
Brooklyn Park, MN

GEOMETRICS EXHIBIT  
W. BROADWAY AVE.

EXH. A



NOT FOR CONSTRUCTION

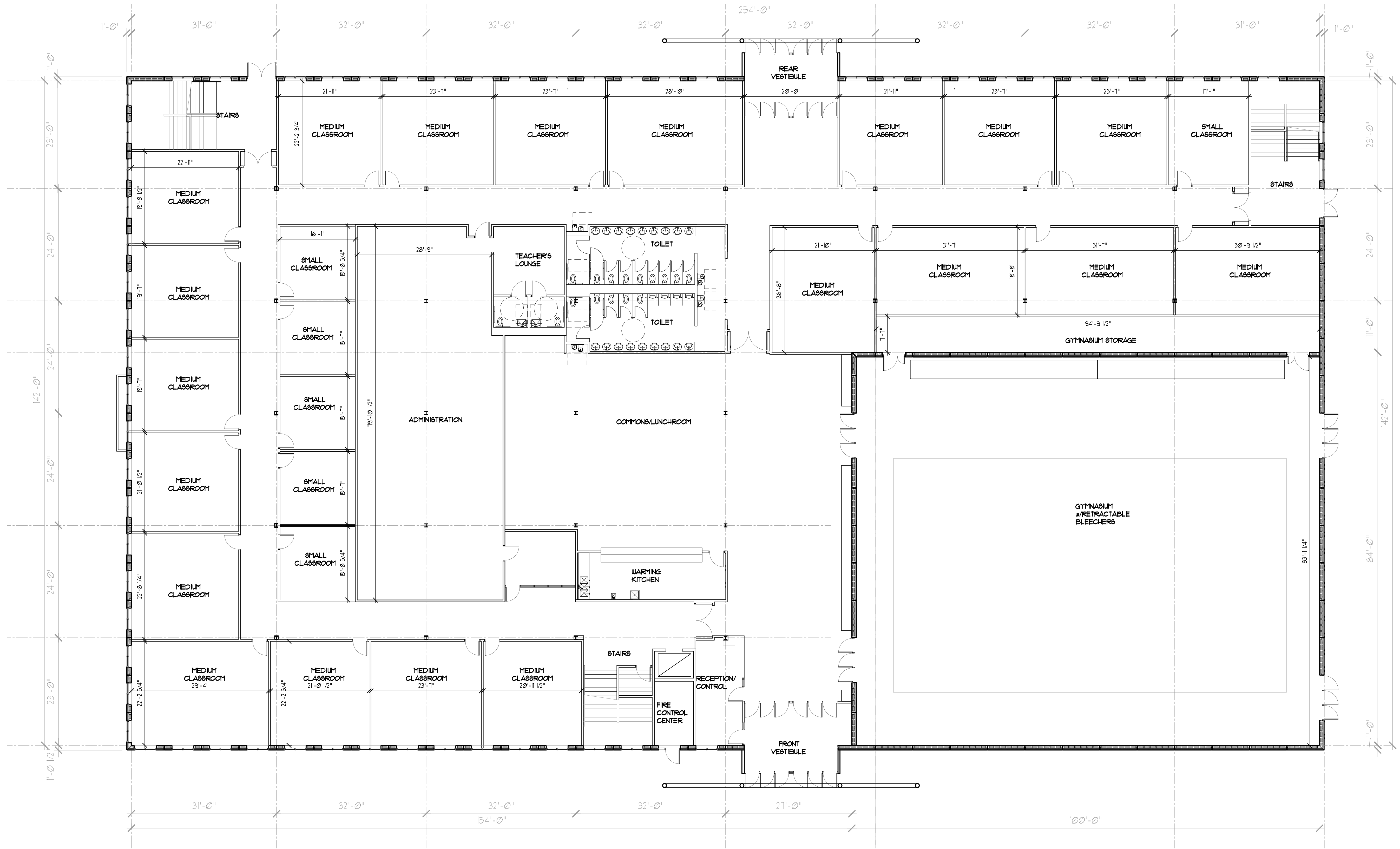
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed architect under the laws of the State of Minnesota.

Nathaniel Shea 01.28.2019  
name date  
24515  
license number signature

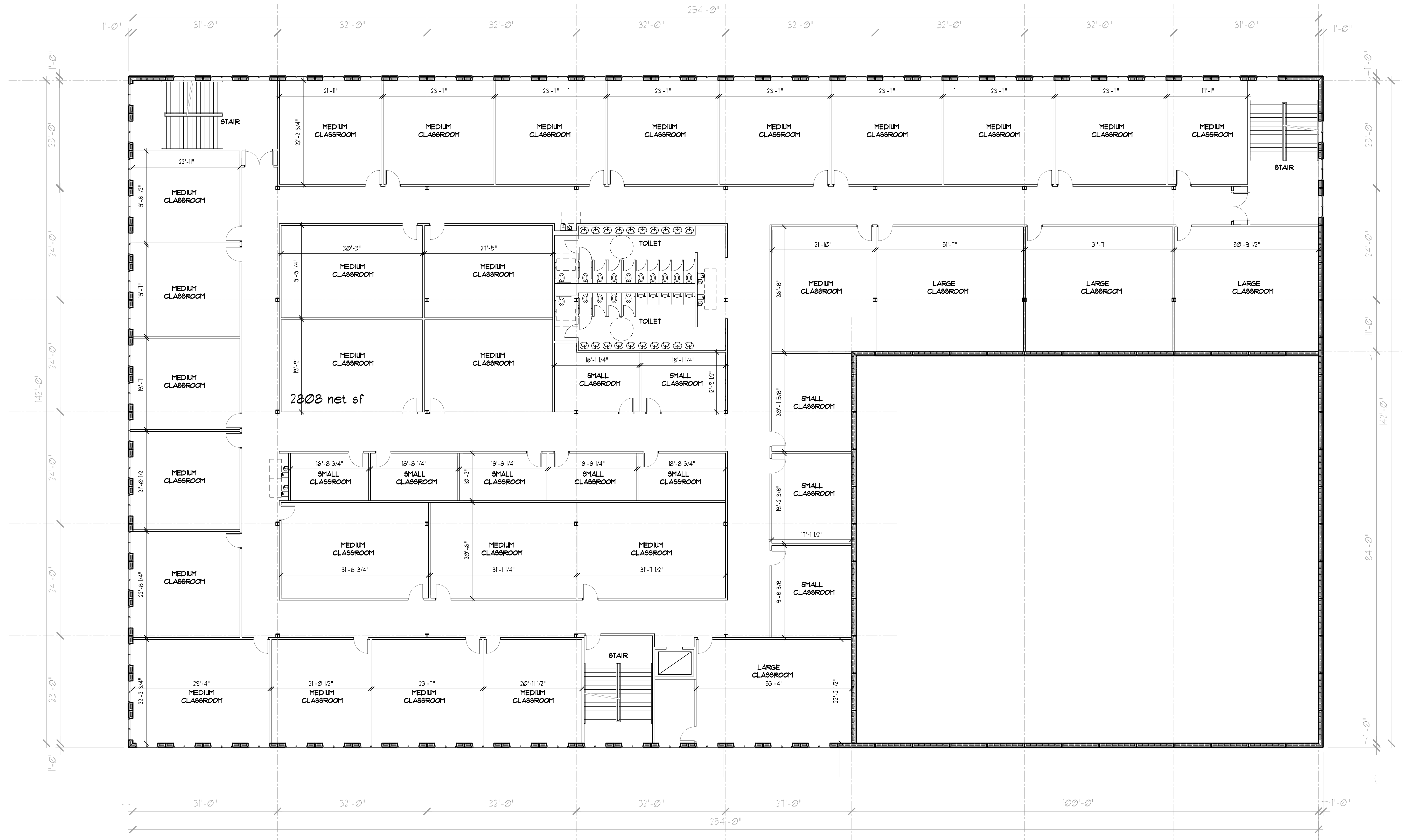
scale 3/32" = 1'-0"  
nam NS

Submittal 01.28.2019  
Submittal 12.03.2018

architectural plan  
level one



1 FIRST FLOOR PLAN  
a100 3/32\" = 1'-0\"



1 SECOND FLOOR PLAN  
3/32" = 1'-0"



118 E. 26th Street  
Suite 300  
Minneapolis, MN 55404  
P:612-879-8225  
F:612-879-8152  
www.tanek.com

Charter School  
6700 W. Broadway Avenue  
Brooklyn Park, MN. 55428

NOT FOR CONSTRUCTION

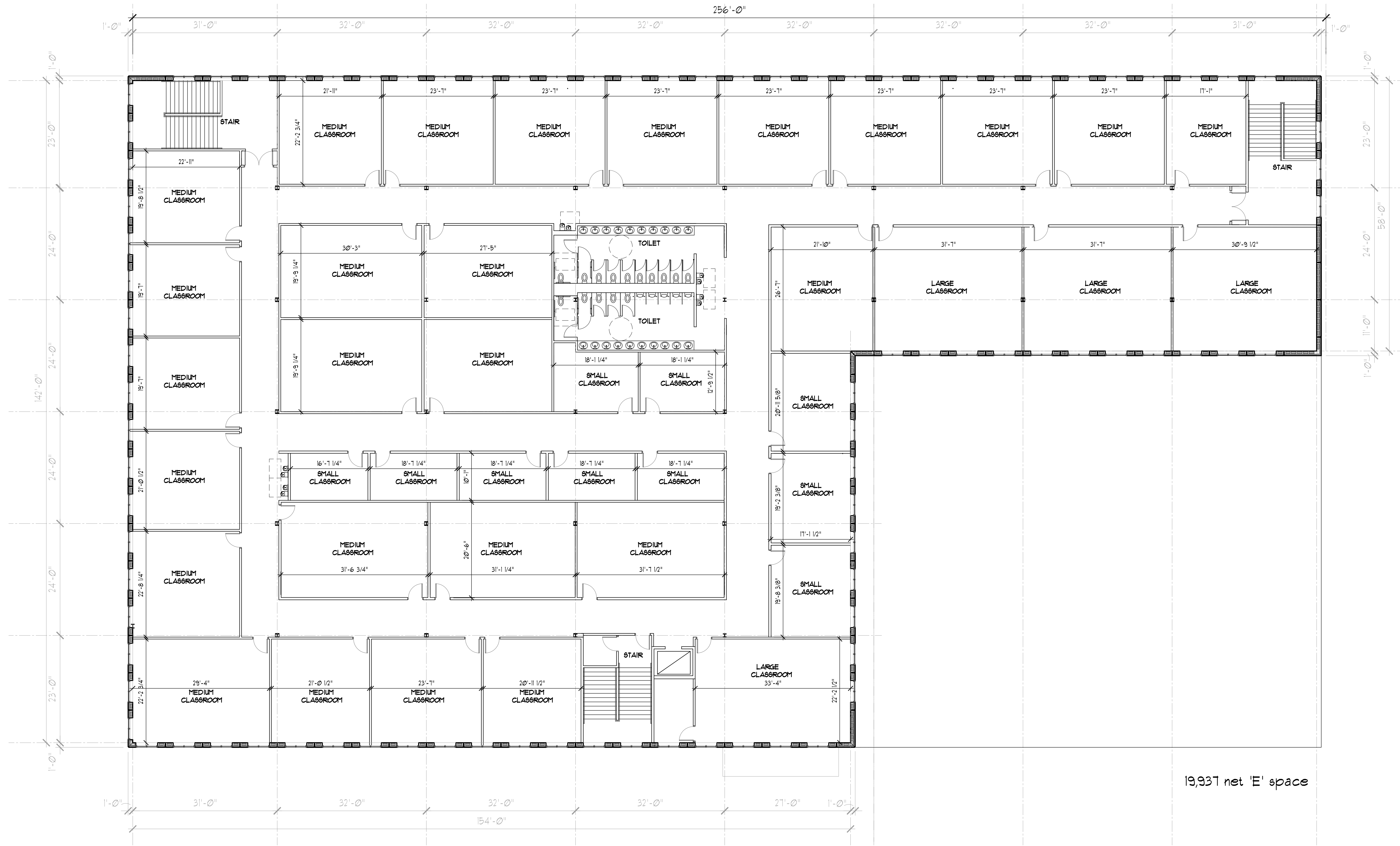
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed architect under the laws of the State of Minnesota.

Nathaniel Shea 01.28.2019  
name date  
24515  
license number signature

scale 3/32" = 1'-0"  
nam NS

Submittal 01.28.2019  
Submittal 12.03.2018

architectural plan  
level two



1 THIRD FLOOR PLAN  
a102 3/32" = 1'-0"

**tanek**

118 E. 26th Street  
Suite 300  
Minneapolis, MN 55404  
P:612-879-8225  
F:612-879-8152  
www.tanek.com

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6700 W. Broadway Avenue  
Brooklyn Park, MN. 55428

NOT FOR CONSTRUCTION

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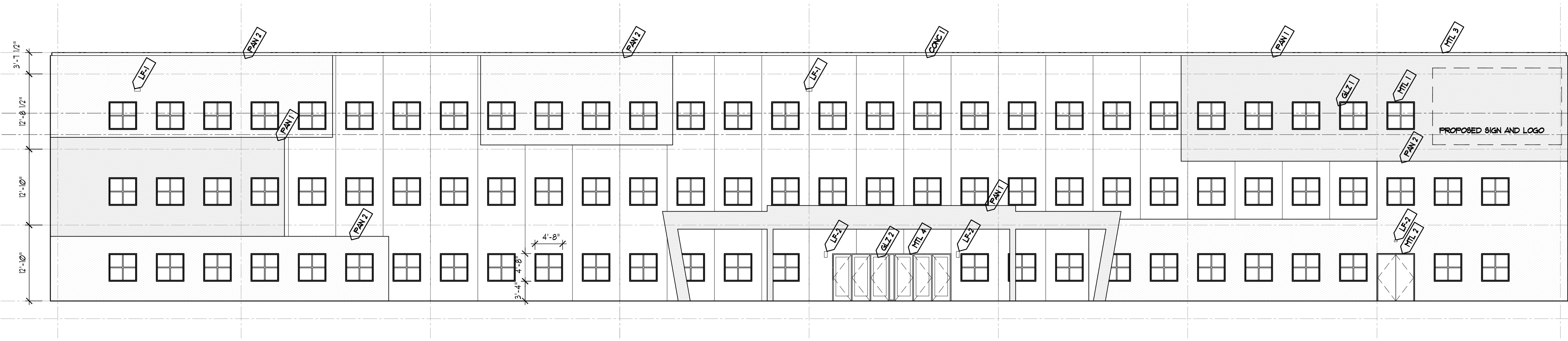
Nathaniel Shea 01.28.2019  
name date  
24515  
license number signature

scale 3/32" = 1'-0"  
nam NS

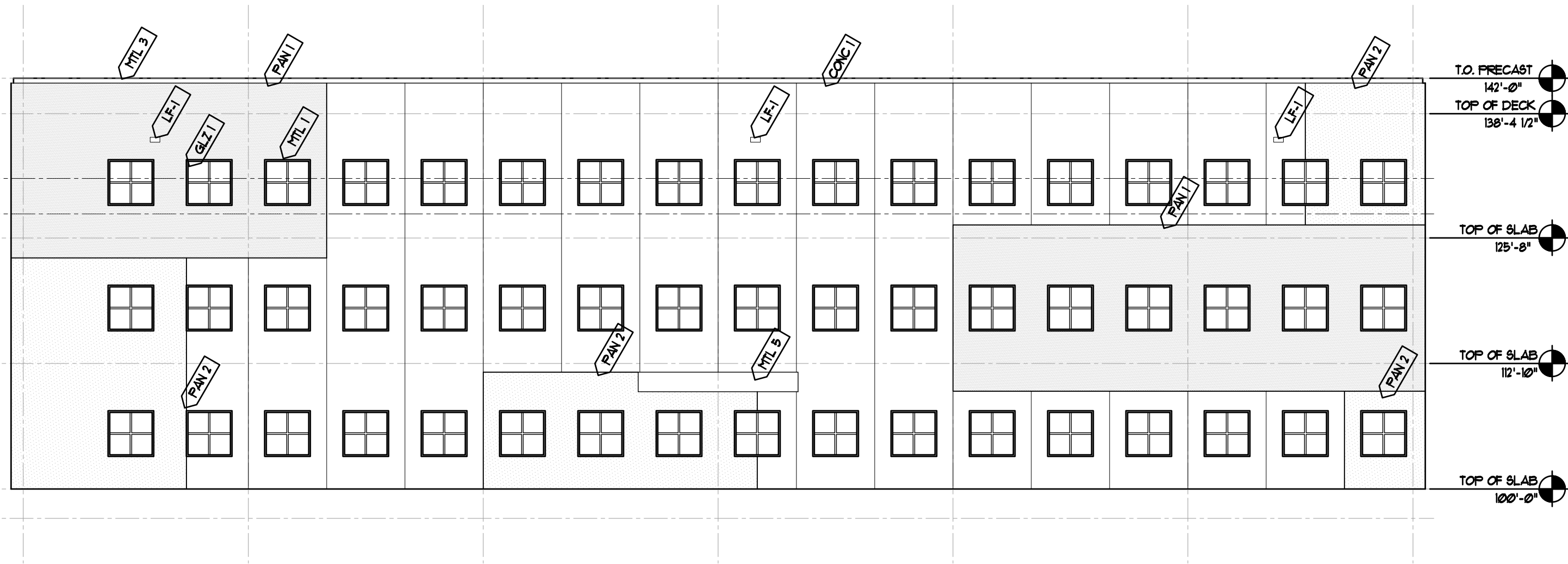
Submittal 01.28.2019  
Submittal 12.03.2018

architectural plan  
level three

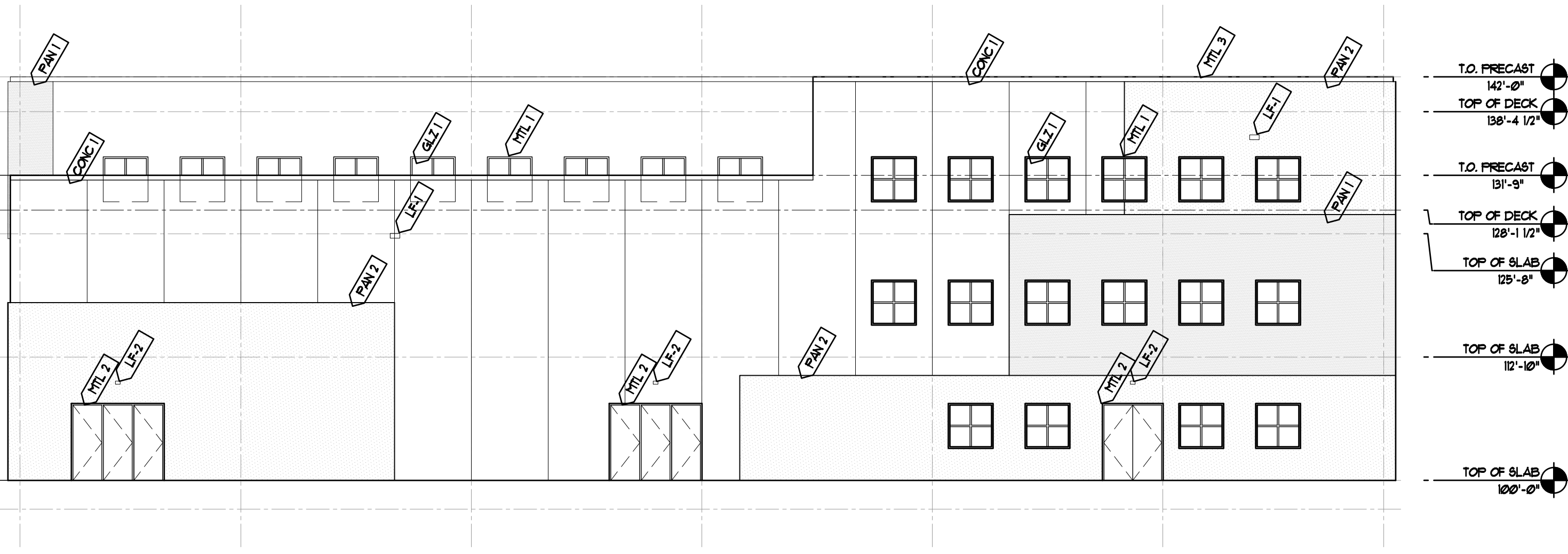
a102  
copyright Tanek 2017



4 WEST ELEVATION  
3/32" = 1'-0"



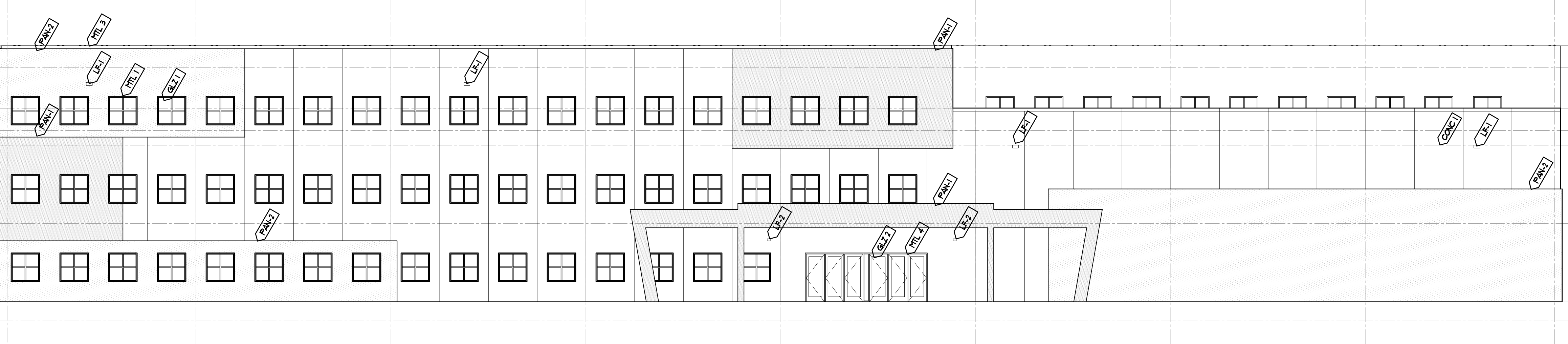
3 SOUTH ELEVATION  
3/32" = 1'-0"



2 NORTH ELEVATION  
3/32" = 1'-0"

MATERIALS KEY	
CONC-1	'ARCHITECTURAL' CONCRETE PANELS, SAND FINISH, PAINTED.
PAN-1	'NICHHA' OR SIMILAR PANEL SYSTEM, COLOR: CHARCOAL GRAY.
PAN-2	'NICHHA' OR SIMILAR PANEL SYSTEM, COLOR: MEDIUM WOOD GRAIN.
GLAZ-1	INSULATED GLAZING, LOW-E, INERT GAS, CLEAR FINISH/COLOR.
GLAZ-2	SINGLE PANE GLAZING, TEMPERED, CLEAR FINISH/COLOR.
MTL-1	ANODIZED ALUMINUM FRAME, THERMALLY BROKEN, CLEAR FINISH/COLOR.
MTL-2	HOLLOW METAL FRAME/INSULATED DOOR, PAINTED FINISH, COLOR T.B.D.
MTL-3	METAL COPING OR FLASHING, PAINTED FINISH-MATCH HYDROOR FRAMES.
MTL-4	ANODIZED ALUMINUM DOOR AND FRAME, THERMALLY BROKEN, CLEAR FINISH/COLOR.
MTL-5	EXPOSED METAL FRAMING AND ROOF, PAINTED FINISH-MATCH HYDROOR.
LF-1	HIGH INTENSITY SECURITY DOWNLIGHT, PHOTOMETRIC ACTIVATION.
LF-2	LOW INTENSITY SECURITY DOWNLIGHT, PHOTOMETRIC ACTIVATION.

1 EAST ELEVATION  
3/32" = 1'-0"



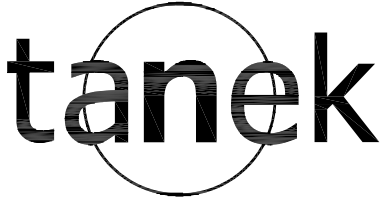




SCHOOL LOGO

6700 WEST BROADWAY





118 E. 26th Street  
Suite 300  
Minneapolis, MN 55404  
P:612-879-8225  
F:612-879-8152  
[www.tanek.com](http://www.tanek.com)

**Charter School**  
6700 W. Broadway Avenue  
Brooklyn Park, MN. 55428

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed architect under the laws of the state of Minnesota.

Nathaniel Shea 01.28.2019  
name date  
24515  
license number signature

scale name nts ns

Submittal 01.28.2019  
Submittal 12.03.2018

rendered drawing



# City of Brooklyn Park

## Request for Council Action

<b>Agenda Item:</b>	6.3	<b>Meeting Date:</b>	February 25, 2019
<b>Agenda Section:</b>	Land Use Actions	<b>Originating Department:</b>	Community Development/ Recreation and Parks
<b>Resolution:</b>	N/A		
<b>Ordinance:</b>	FIRST READING		
<b>Attachments:</b>	2	<b>Prepared By:</b>	Todd A. Larson, Senior Planner
		<b>Presented By:</b>	Jody Yungers, Recreation and Parks Director
<b>Item:</b>	FIRST READING – Transfer of Park Property to Three Rivers Park District		

### City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT ON FIRST READING AN ORDINANCE AUTHORIZING THE CONVEYANCE OF CITY OWNED PROPERTY.

### Staff Recommendation:

Staff recommends approval of the property transfer.

### Overview:

Over the past couple years, the City has been working with the Three Rivers Park District (TRPD) on plans for the upcoming investment in Mississippi Gateway Regional Park (currently named Coon Rapids Dam Regional Park). The City owns the Environmental Nature Area along the west side of West River Road and both parks will be improved together. TRPD owns most of the property east of West River Road/Russell Avenue.

The City owns two small undeveloped parcels totaling 5.19 acres along the east side of West River Road/Russell Avenue as well. These two parcels are undeveloped wooded parcels. The attached map shows the locations of the two parcels. The desire is to have both parcels transferred so that TRPD can have seamless control over the eastern side.

The City received the southeastern parcel through park dedication of the "Island View Park" plat in 1987. This 2.61-acre parcel can be transferred via quit claim deed to TRPD. The transfer of this parcel is done by ordinance per the City Charter.

The other 2.58-acre parcel, Outlot B, North Point 3<sup>rd</sup> Addition, was acquired through tax forfeiture. The process for transferring it is cumbersome. City and TRPD staff have agreed to wait out the associated 30-year deed restriction set to expire in 2022 and transfer the parcel at that time. A request will be brought forward to the Council after the deed restriction expires.

### Budgetary/Fiscal Issues:

No money is expected from the transfer. The City would not be obligated to maintain it any longer.

### Alternatives to consider:

1. Approve the transfer as presented.
2. Deny the transfer based on certain findings.

**Attachments:**

6.3A ORDINANCE  
6.3B LOCATION MAP

ORDINANCE #2019-  
ORDINANCE AUTHORIZING THE CONVEYANCE OF CITY  
OWNED PROPERTY

The City of Brooklyn Park Does Ordain:

The City of Brooklyn Park, as trustee for the public, holds a dedicated interest in and to that certain parcel of real property located north of West River Road between Coon Rapids Regional Park and Highway 610 in the City of Brooklyn Park and legally described as: Park, Island View Park, Hennepin County, Minnesota (C/T #711199) ("Property"). The City finds it is in the public interest to convey the Property to the Three Rivers Park District so that the Property can be added to Mississippi Gateway Regional Park (Coon Rapids Dam Regional Park).

The Mayor and City Manager are authorized and directed to convey the Property to Three Rivers Park District. City staff and consultants are authorized and directed to take all necessary and convenient steps to accomplish the intent of this Ordinance.

All actions shall be pursuant to Section 14.06 of the City Charter. The City Council finds that the conveyance of the Property has no relationship or impact on the City's comprehensive plan and therefore there is no need for the City's Planning Commission to review and comment on the proposed conveyance.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

Approved as to Form by City Attorney  
Passed on First Reading  
Passed on Second Reading  
Published in Official Newspaper

# Mississippi Gateway Regional Park Island View Park and North Point 3rd Addition Property Transfer

6.3B LOCATION MAP Page 4

**Brooklyn Park**  
**Community Development**

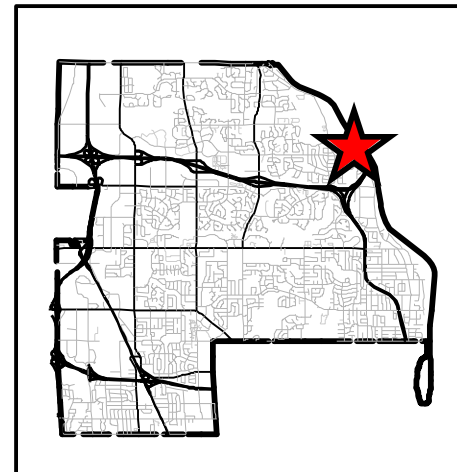


**Spring 2016 Air Photo.**

## Legend

- City Property
- Three Rivers Property
- Properties to be Transferred

600  
Feet



**Map Date January 4, 2019**

# City of Brooklyn Park

## Request for Council Action

<b>Agenda Item:</b>	7.1	<b>Meeting Date:</b>	February 25, 2019
<b>Agenda Section:</b>	General Action Items	<b>Originating Department:</b>	Community Development
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jennifer Jordan, LRT Senior Project Manager
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Mayor Jeffrey Lunde
<b>Item:</b>	Appointments to the METRO Blue Line LRT Extension Business Advisory Committee (BAC) and Community Advisory Committee (CAC)		

### City Manager's Proposed Action:

Appoint community members and stakeholders to serve on the METRO Blue Line LRT Extension Business Advisory Committee (BAC) and Community Advisory Committee (CAC).

### METRO BLUE LINE LRT EXTENSION BUSINESS ADVISORY COMMITTEE

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT JOHN HACKER AND MARK QUIGLEY TO THE METRO BLUE LINE LRT EXTENSION BUSINESS ADVISORY COMMITTEE REPRESENTING THE CITY AT-LARGE EFFECTIVE FEBRUARY 25, 2019, FOR A TWO-YEAR TERM ENDING DECEMBER 31, 2020.

### METRO BLUE LINE LRT EXTENSION COMMUNITY ADVISORY COMMITTEE

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT CHRIS BERNE, KATHY FRASER AND CORY FUNK TO THE METRO BLUE LINE LRT EXTENSION COMMUNITY ADVISORY COMMITTEE REPRESENTING THE CITY AT-LARGE EFFECTIVE FEBRUARY 25, 2019, FOR A TWO-YEAR TERM ENDING DECEMBER 31, 2020.

### Overview:

The METRO Blue Line Extension (BLRT) project convenes a Community Advisory Committee (CAC) and a Business Advisory Committee (BAC) to provide guidance to the BLRT Corridor Management Committee (CMC) on community and business issues during the engineering and environmental phases of the BLRT project development. These advisory committees will continue to meet until the project is ready to start construction and Construction Information Workgroups are formed.

CAC and BAC members are appointed in two-year terms with the last term concluding December 31, 2018. The City of Brooklyn Park needs to appoint three (3) CAC and two (2) BAC members for the 2019-2020 term.

### Background:

Applications to the Advisory Committees were made available to the community through the City's website beginning December 21, 2018 through January 31, 2019. Advertisement of the opportunity included:

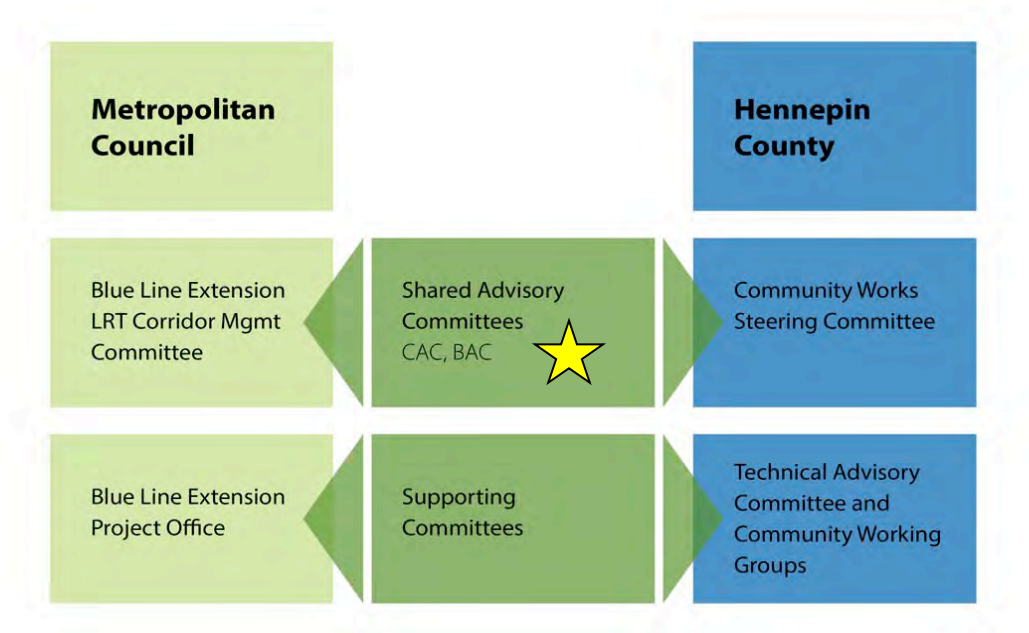
- Posting on the City website
- Direct email to the LRT distributions list
- Social media



The City received eleven applications from community members interested in the CAC and four applications from business representatives for the BAC. Prior to City Council interviews, one applicant for the CAC withdrew due to moving out of Brooklyn Park.

At the February 11, 2019 City Council meeting, the Mayor and Council Members interviewed applicants.

**Figure 1: METRO Blue Line Extension LRT Committee Structure**



**Primary Issues/Alternatives to Consider:**

Selection and appointment of community members and stakeholders.

**Budgetary/Fiscal Issues: N/A**

**Attachments:** N/A

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	7.2	<b>Meeting Date:</b>	February 25, 2019
<b>Agenda Section:</b>	General Action Items	<b>Originating Department:</b>	Community Development
<b>Resolution:</b>	X		John Kinara, Housing and Economic Development Specialist
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	3	<b>Presented By:</b>	Breanne Rothstein, Economic Development and Housing Director
<b>Item:</b>	Approve Final Allocation of Fiscal Year (FY) 2019 Community Development Block Grant (CDBG) Program Funds		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2019-\_\_\_\_ APPROVING PROPOSED USE OF FISCAL YEAR 2019 URBAN HENNEPIN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FUNDS AND AUTHORIZING SIGNATURE OF SUBRECIPIENT AGREEMENT WITH HENNEPIN COUNTY AND ANY THIRD-PARTY AGREEMENTS.

## Overview:

The City Council held a public hearing for the general allocation of \$464,000 for FY2019 Community Development Block Grant (CDBG) funds on February 11, 2019. At the meeting, Council Members were briefed about various program activities staff had recommended for funding. CDBG funds are awarded from the Federal Government's Department of Housing and Urban Development (HUD) and come to the City through Hennepin County under the Joint Cooperation Agreement (JCA).

Staff anticipates having \$394,400 available for locally directed programming from a CDBG allocation of about \$464,000 for Fiscal Year 2019 (FY2019) that runs from July 1, 2019 to June 30, 2020. Staff proposed funding four projects with the allocation of funds. In addition, 15 percent of the funds, or about \$69,600, will be directed to public/human service activities. Hennepin County will allocate the public/human service activity for all communities within the Urban Hennepin County JCA.

**Table 1: FY2019 CDBG Funds Available**

Program Funds	Estimated FY2019 CDBG Allocation
Available FY2019 CDBG Allocation	\$464,000
15-percent set aside for public/human services (Maximum)	\$69,600
<b>Total amount available for City directed programming</b>	<b>\$394,400</b>

## Public/Human Service Programs

Funding for public/human service activities is capped by HUD at 15 percent of the grant amount. Per the Joint Cooperation Agreement between the City and the County, Hennepin County will retain the full 15 percent or \$69,600 of the grant for allocation to public/human service activities in the City. A new County-based Selection Committee will hold a meeting on March 7, 2019 to award funds retained for public service activities on a competitive request for proposal basis. Breanne Rothstein, Economic Development and Housing Director, will represent the City of Brooklyn Park at the Selection Committee per the City Council's action.

At the February 11 public hearing, the Council Members passed a motion allocating \$394,400 in CDBG funds to four program areas, namely: (Table 2)

**Table 2**

<b>Program Activity</b>	<b>FY2018 Funds Awarded</b>	<b>FY2019 Proposed Funding</b>
Home Rehabilitation Deferred Loans	\$122,000	\$159,400
Emergency Home Repair Assistance	\$124,000	\$100,000
Code Enforcement	\$35,000	\$35,000
Lakeland Park Facility Project	\$100,000	\$100,000
<b>TOTAL</b>	<b>\$381,000</b>	<b>\$394,400</b>

### **Home Rehabilitation Deferred Loan Program**

The Brooklyn Park Economic Development Authority (EDA), in collaboration with Hennepin County, administers this program that provides financial resources to single-family homeowners for capital improvement repairs. The program allows homeowners who earn 80 percent of the Area Median Income or less to borrow money to make interior and exterior improvements such as the installation of new furnaces, windows, siding as well as some kitchen upgrades. The Home Rehabilitation Deferred Loan Program provides zero interest loans without any monthly payments and is entirely forgiven if the borrower owns and stays in the home for 10 years.

Under the current program guidelines, qualifying Brooklyn Park homeowners receive between \$1,000 and \$15,000 in a deferred loan. In the fiscal year 2018, \$277,479 was awarded to 17 homeowners, with 42 more homeowners in the qualification process. Staff recommends allocating \$159,400 to the program in FY 2019. If desired, the EDA could choose to allocate additional EDA resources to this program to serve more households as this is a popular program. The Brooklyn Park EDA staff reviewed the program guidelines in 2017 and will make modification recommendations for FY 2020.

### **Home Repair Emergency Assistance**

Staff recommends allocating \$100,000 to the Emergency Assistance program (dollars that are not spent in emergency assistance automatically are used for the home rehab loan program). This program, which is administered by Hennepin County under contract with the City, requires limited City staff time while providing a much-needed service to homeowners who earn 80-percent of the Area Median Income or less and need immediate repairs and fixes. This program has been administered by Hennepin County for many years. In the program year 2018, three (3) households were assisted with these funds at an average amount of \$15,000 per household. The Brooklyn Park EDA recently reviewed the program guidelines and will make other modifications for FY 2020.

### **Code Enforcement**

The Code Enforcement Program and Public Health Division continue to handle high levels of code violations in the neighborhoods. From FY2011 – FY2018, the City has allocated CDBG funds for increased code enforcement activity within designated census tracts of the City. The need for additional staff continues in 2019 to manage the high number of code violations and to track and monitor vacant and under-maintained properties. Staff proposes to continue using existing code enforcement staff in this effort and to allocate CDBG funds for this purpose in order to allow for enhanced enforcement in the neighborhoods. The approved 2019 budget included the anticipated use of CDBG funds in this manner.

### **Lakeland Park**

The Department of Recreation and Parks seeks to make some physical improvements to Lakeland Park building located at 6898 66<sup>th</sup> Avenue N. These planned improvements are designed to enhance the facility's capacity to serve more youth. The current building has program and storage spaces that require some upgrades. The goal in this regard would be to convert the existing storage space into a new program space thus enabling the facility to run separate programming activities simultaneously, particularly for the summer youth camps held at the park. Long term goals of the project would be to create a mini neighborhood recreation center that would offer some synergistic programming with Zanewood. The proposed improvements also provide program opportunities serving the Lakeland neighborhood, an area of higher than average poverty, which include the Willows and Eden Park apartment communities.

Staff is proposing to allocate \$100,000 in the fiscal year 2019 (in addition to the \$100,000 allocated in 2018) to complete the anticipated improvements at the Lakeland Park facility. Currently, Recreation and Parks staff is working on developing specifications for structural assessment to be done when the weather improves. Staff is working on hiring an architect to develop plans for renovation. The first phase of the rehabilitation will be focused on the exterior improvements of the building. This phase is expected to be completed before school camp starts in mid-June 2019. The second phase of the rehabilitation will be focused on the interior renovations and an addition of a small storage facility on site. This phase will begin in the fall of 2019 and wind down by the summer of 2020.

**Staff Analysis**

The proposed CDBG allocations are designed to be a part of a comprehensive community development strategy, which includes both "bricks and mortar" projects as well as programs and projects designed to support some of the social service needs of City residents. Each of the programs offer specific benefits to low- and moderate-income households, youth, or assists in the clearance of slum and blight, as required by the national CDBG program objectives.

**Budgetary/Fiscal Issues:**

The CDBG program is a federally funded program and has no impact to the City's budget, except for the budgeted City staff time needed to receive and allocate funds and administer CDBG-funded programs. The Community Development Block Grant program Request for Funding Proposal will be submitted to Hennepin County on February 26, 2019 and the program activities for the fiscal year 2019-2020 will begin on July 1, 2019 and run through June 30, 2020.

**Attachments:**

- 7.2A RESOLUTION
- 7.2B CONSOLIDATED PLAN STRATEGIES AND GOALS 2015 – 2019
- 7.2C CDBG LOW-MOD AREA MAP

RESOLUTION #2019-

RESOLUTION APPROVING PROPOSED USE OF FISCAL YEAR 2019 URBAN HENNEPIN COUNTY  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FUNDS AND  
AUTHORIZING SIGNATURE OF SUBRECIPIENT AGREEMENT WITH  
HENNEPIN COUNTY AND ANY THIRD-PARTY AGREEMENTS

WHEREAS, the City of Brooklyn Park, through execution of a Joint Cooperation Agreement with Hennepin County, is cooperating in the Urban Hennepin County Community Development Block Grant Program; and

WHEREAS, the City of Brooklyn Park has developed a proposal for the use of Urban Hennepin County CDBG funds made available to it, and held a public hearing on February 11, 2019, to obtain the views of citizens on local and Urban Hennepin County housing and community development needs and priorities regarding the City's proposed use of \$464,000 from the Fiscal Year 2019 Urban Hennepin County Community Development Block Grant program.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to approve the following projects for funding from the Urban Hennepin County Community Development Block Grant program and authorize submittal of the proposal to Hennepin County for review and inclusion in the Fiscal Year 2019 Urban Hennepin County Community Development Block Grant Program.

<b>FY2019 CDBG PROGRAM ACTIVITY</b>	<b>BUDGET</b>
Home Repair Emergency Assistance Program	\$100,000
Code Enforcement	\$35,000
Home Rehab Deferred Loan Program	\$159,400
Lakeland Park Facility Improvements	\$100,000
Public/ Human Services	\$69,600
<b>Total Allocation</b>	<b>\$464,000</b>

BE IT FURTHER RESOLVED that should the final amount of Fiscal Year 2019 CDBG funds available to the City be different from the preliminary amount provided to the City, the City Council hereby authorizes the Home Rehab Deferred Loan Program activity reflect an increase or decrease in funding accordingly (and that any unused funds in Home Repair Emergency Assistance are used for the Rehab Deferred Loan Program).

BE IT FURTHER RESOLVED that the City Council hereby authorizes and directs the Mayor and its City Manager to execute the Subrecipient Agreement and any required Third-Party Agreement on behalf of the City.

BE IT FURTHER RESOLVED that the City Council hereby authorizes the Mayor and its City Manager to approve such modifications to the Agreement as in their judgment is consistent with the spirit and content thereof.

STRATEGY/NEED		Priority	Category 1	Indicator
<b>1. Preserve and Create Multifamily Rental Opportunit</b>		<b>50% AMI</b>		
<b>GOALS</b>				
1	Capital funding to build/rehab units		affordable housing	Rental units constructed and/or rehabilitated
2	Capital funding for special needs housing		affordable housing	Rental units constructed and/or rehabilitated
3	Rental assistance to tenants		affordable housing	Tenant-based rental assistance / Rapid Rehousing
<b>2. Preserve and Create Single Family Homeownership</b>		<b>80%AMI</b>		
<b>GOALS</b>				
4	CHDO operating		affordable housing	Other
5	Direct homebuyer assistance		affordable housing	Direct Financial Assistance to Homebuyers
6	Homeowner rehabilitation assistance		affordable housing	Homeowner Housing Rehabilitated
7	Property acquisiton/rehabilitation/construction		affordable housing	Homeowner Housing Added
<b>3. Create Housing Opportunities for Homeless Populations</b>		<b>30% AMI</b>		
<b>GOALS</b>				
8	Capital for Permanent units (homeless)		homeless	Housing for Homeless added
9	Funding for rapid rehousing		homeless	Tenant-based rental assistance / Rapid Rehousing
10	Rental assistance (homeless)		homeless	Tenant-based rental assistance / Rapid Rehousing
<b>4. Education, Outreach, and Services</b>		<b>80% AMI</b>		
<b>GOALS</b>				
11	Fair Housing Activiites		non-housing community development	Other
12	Financial Literacy		non-housing community development	Public service activities other than Low/Moderate Income Housing Benefit
13	Tenant Advocacy		non-housing community development	Public service activities other than Low/Moderate Income Housing Benefit
14	Homelessness prevention and support services		homeless	Homelessness Prevention
15	Emergency Assistance		non-housing community development	Public service activities other than Low/Moderate Income Housing Benefit
16	Senior Center Programming		non-housing community development	Public service activities other than Low/Moderate Income Housing Benefit
17	Senior services		non-housing community development	Public service activities other than Low/Moderate Income Housing Benefit
18	Youth Programming		non-housing community development	Public service activities other than Low/Moderate Income Housing Benefit
19	Youth Counseling		non-housing community development	Public service activities other than Low/Moderate Income Housing Benefit
20	Domestic Abuse Counseling		non-housing community development	Public service activities other than Low/Moderate Income Housing Benefit
21	Transportation Services		non-housing community development	Public service activities other than Low/Moderate Income Housing Benefit
22	Job Training		non-housing community development	Jobs created/retained
<b>5. Neighborhood Revitalization</b>		<b>80% AMI</b>		
<b>GOALS</b>				
23	Acquisition or Demolition of Structures		non-housing community development	Buildings Demolished
24	Code enforcement		non-housing community development	Housing Code Enforcement/Foreclosed Property Care
25	Build or improve public facilities/infrastructure		non-housing community development	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit
<b>6. Economic Development</b>		<b>80% AMI</b>		
<b>GOALS</b>				
26	Business Assistance		non-housing community development	Businesses assisted
<b>7. ADMINISTRATION</b>				

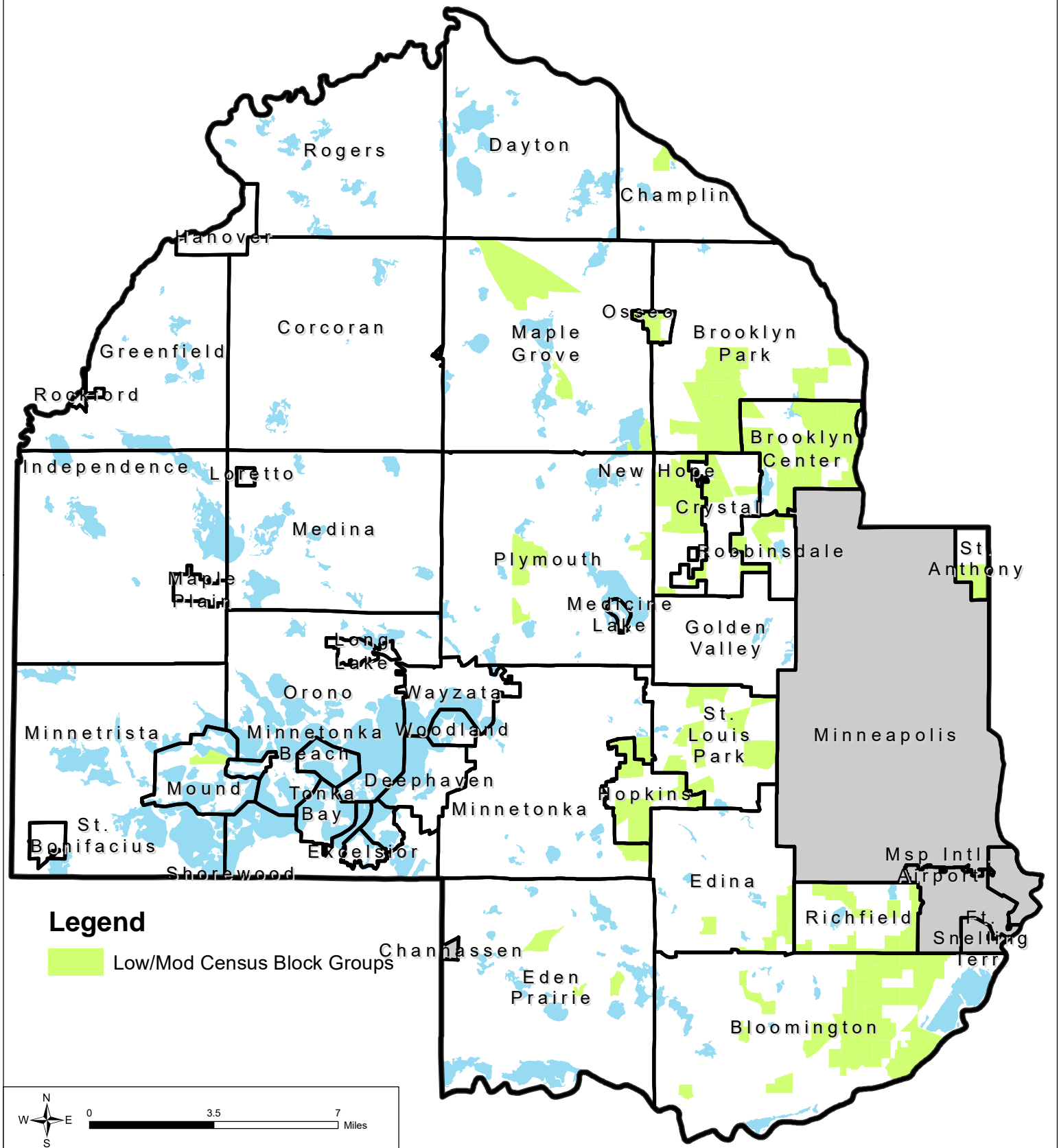


# Hennepin County CDBG Program

Consolidated Pool and Direct Allocation Cities

7.2C CDBG LOW-MOD AREA MAP

Page 6



Hennepin County CDBG  
Map version date: 12/15/2016

Data source (if applicable)

This map (i) is furnished "AS IS" with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this map.

Hennepin County Public Works



# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	7.3	<b>Meeting Date:</b>	February 25, 2019
<b>Agenda Section:</b>	General Action Items	<b>Originating Department:</b>	Community Development
<b>Resolution:</b>	X	<b>Prepared By:</b>	Jennifer Jordan, Senior Project Manager
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	3	<b>Presented By:</b>	Jennifer Jordan
<b>Item:</b>	Amend Brooklyn Park Mixed-Income Housing Policy to Apply to All Projects Located in Transit-Oriented Development (TOD) Areas		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2019-\_\_\_\_\_ AMENDING THE BROOKLYN PARK MIXED-INCOME HOUSING POLICY TO APPLY TO ALL PROJECTS LOCATED IN TRANSIT-ORIENTED DEVELOPMENT (TOD) AREAS.

## Overview:

The City Council adopted the Mixed-Income Housing Policy on November 27, 2017, and directed staff to implement the policy and update the City's zoning code to reflect the policy requirements. Staff determined that the City's zoning code did not need to be changed in order to implement the policy. However, with the adoption of the TOD zoning districts for all five station areas in July 2018, the policy needs to be amended to specifically apply to projects located in those areas since development in those areas would not require a zoning map amendment.

Key components of the current Mixed-Income Housing Policy include:

- **Applicability** – This policy applies to all developments that add or create ten or more residential rental units and that receive:
  - City or EDA financial assistance
  - Original or amended Planned Development Overlay
  - Zoning Map Amendments
  - Or Comprehensive Plan Amendments
- **Affordability requirements** – Developers would choose one of the three options below:

Options (choose one)	Minimum number of affordable units required	Minimum affordability standard
1	At least 5% of total project units	Affordable for households at 30% Area Median Income (AMI). (Income of \$27,120 for a family of four.)
2	At least 10% of total project units	Affordable for households at 50% AMI. (Income of \$45,200 for a family of four.)
3	At least 15% of total project units	Affordable for households at 60% AMI. (Income of \$54,240 for a family of four.)

- **Affordability period** – The affordability period is 20 years.

- **Distribution of affordable units** – The affordable housing units should be consistent to the market rate units in quality of construction and finish, with units intermixed within the same development.
- **Non-discrimination** – Developments covered by this policy must not discriminate against tenants who pay rent with federal, state, or local public assistance, including, but not limited to rental assistance, rent supplements, and Housing Choice Vouchers.

**Primary Issues/Alternatives to Consider:**

Why should the City Council consider amending the Mixed-Income Housing Policy?

Amending the policy to apply to all projects located within the TOD zoning areas ensures that there is a level of affordability included as new development occurs.

**Attachments:**

7.3A RESOLUTION

7.3B PROPOSED AMENDMENT TO MIXED-INCOME HOUSING POLICY

7.3C NOVEMBER 27, 2017 ORIGINAL MIXED-INCOME HOUSING POLICY STAFF REPORT  
*(attachments intentionally not included)*

RESOLUTION #2019-

RESOLUTION TO AMEND THE BROOKLYN PARK MIXED-INCOME HOUSING POLICY  
TO APPLY TO ALL PROJECTS LOCATED IN TRANSIT-ORIENTED DEVELOPMENT (TOD) AREAS

WHEREAS, the City of Brooklyn Park (the “City”) identified a goal of preserving and promoting economically diverse housing options in the community in the *Brooklyn Park 2025 Plan*; and

WHEREAS, the City has recognized mixed income housing as an important component of creating high quality housing in Brooklyn Park for households with a variety of income levels, ages, and sizes; and

WHEREAS, City staff drafted the Brooklyn Park Mixed-Income Housing Policy (the “Policy”) in consultation with community organizations and housing advocacy groups and based on best practices from other cities throughout the Minneapolis-St. Paul region; and

WHEREAS, the Policy identifies certain benchmarks that the City intends to require, as applicable, in connection with the issuance of City approvals for eligible residential multi-family developments, including, but not limited to, requiring a portion of new housing units to meet the rental rate requirements set forth in the Policy; and

WHEREAS, the City Council of the City of Brooklyn Park adopted the Brooklyn Park Mixed-Income Housing Policy on November 27, 2017; and

WHEREAS, the City Council of the City of Brooklyn Park adopted Transit-Oriented Development (TOD) zoning for Brooklyn Park’s five station areas on July 9, 2018.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park that the City Council amend the Brooklyn Park Mixed-Income Housing Policy to apply to all projects located in all Transit-Oriented Development (TOD) areas.



## CITY OF BROOKLYN PARK

### MIXED-INCOME HOUSING POLICY

The purpose of the Mixed-Income Housing Policy (Policy) is to meet the City of Brooklyn Park's (City) goal of preserving and promoting economically diverse housing options in our community by creating high quality housing in Brooklyn Park for households with a variety of income levels, ages, and sizes.

The City recognizes the need to provide affordable housing to households of a broad range of income levels in order to support a diverse population and to provide housing for those who live or work in the City. The City is adopting this Policy to encourage the integration of units that are affordable to low- and moderate-income households and working families into new housing developments across the city.

The requirements set forth in this Policy further the housing goals in the City's Comprehensive Plan and Brooklyn Park 2025 to create and preserve affordable housing opportunities. These requirements are intended to provide a structure for participation by both the public and private sector in the production of mixed-income housing developments.

#### **I. Applicability and Minimum Project Size**

This Policy applies to:

1. Rental residential developments that add or create ten or more residential units and that receive:
  - A Comprehensive Plan amendment;
  - A zoning code or zoning map amendment;
  - Approval pursuant to a Planned Unit Development; or
  - Financial Assistance from the City or Economic Development Authority (EDA).
2. Any residential development for which the developer voluntarily opts into this Policy.
3. All residential or mixed-use projects located in Transit-Oriented Development (TOD) areas

#### **II. Affordable Dwelling Units**

##### **A. General Requirement**

A development that is subject to this Policy shall include Affordable Dwelling Units. The minimum number of Affordable Dwelling Units required shall be determined based on the affordability standard chosen by the developer according to the criteria set forth in table T-1 below.



**Table  
T-1**

<b>Options (choose one)</b>	<b>Minimum Number of affordable units required</b>	<b>Minimum affordability standard</b>
1	At least 5% of total project units	Affordable for households at 30% Area Median Income (AMI).
2	At least 10% of total project units	Affordable for households at 50% AMI.
3	At least 15% of total project units	Affordable for households at 60% AMI.

***B. Calculation of Units Required***

The number of Affordable Dwelling Units required shall be based on the total number of dwelling units approved by the City. If the final calculation includes a fraction, the fraction of a unit shall be rounded up to the nearest whole number.

If an occupied property with existing dwelling units is expanded, the number of required Affordable Dwelling Units shall be based on the total number of units following completion of expansion.

***C. Calculation of Area Median Income ("AMI")***

For purposes of this Policy, Area Median Income means the Area Median Income calculated annually by the Minnesota Housing Finance Agency for establishing rent limits for the Housing Tax Credit Program.

***D. Rent Level Calculation***

The monthly rental price for Affordable Dwelling Units shall include rent and utility costs and shall be based on the AMI for the metropolitan area that includes Brooklyn Park adjusted for bedroom size.

***E. Period of Affordability***

All Affordable Dwelling Units shall remain affordable for at least 20 years.

***F. Location of Affordable Dwelling Units***

Except as otherwise specifically authorized under this Policy, all Affordable Dwelling Units shall be integrated within the proposed development.

***G. Phased Development***

Construction of Affordable Dwelling Units shall be concurrent with construction of market rate dwelling units. For projects in which a development is to be constructed in multiple phases, the affordable units shall be distributed somewhat proportionally to meet the intent of the policy. Notwithstanding the foregoing, the total number of Affordable Dwelling Units in the completed project shall comply with the requirements in section II(A) above.

**III. Standards for Affordable Dwelling Units****A. *Size and Design of Affordable Units***

The size and design of Affordable Dwelling Units need not be identical to that of market rate units, but must be consistent with and comparable to market rate units in the same development. The size and design of Affordable Dwelling Units, including bedroom count and accessibility, must be approved by the City.

**B. *Exterior/Interior appearance***

The exterior materials and design of Affordable Dwelling Units shall be indistinguishable in style and quality from the market rate units in the same development. The interior finish and quality of construction of Affordable Dwelling Units shall at a minimum be comparable to entry level rental or ownership housing in the City.

**IV. Integration of Affordable Dwelling Units****A. *Distribution of Affordable Housing Units***

Affordable Dwelling Units shall be incorporated into the overall project and shall not be separated from market rate units.

**B. *Tenants***

Affordable Dwelling Units in rental projects shall be rented only to income eligible families during the period of affordability. Once a household's income exceeds one-hundred twenty percent (120%) of AMI, the unit cannot be counted as an Affordable Dwelling Unit.

**V. Alternatives to On-Site Development of Affordable Dwelling Units**

It is the preference of the City that each new qualifying development provide its share of affordable housing, however, the City recognizes that it may not be economically feasible or practical in all circumstances to do so. The City Council may approve an alternative to providing Affordable Dwelling Units proposed by the applicant that directly provides or enables the provision of affordable housing units within the City. The alternative must be approved by the City and made a condition of approval of the Affordable Housing Performance Agreement.

**VI. Incentives for Developers**

The City may choose to provide incentives to participating developments in the form of exceptions from the underlying zoning codes. These incentives may include:

1. Rental developments:
  - A. A minimum of a ten percent (10%) density bonus.

**VII. Non-Discrimination Based on Rent Subsidies:**

Developments covered by this Policy must not discriminate against tenants who would pay their rent with federal, state or local public assistance, or tenant based federal, state or local subsidies, including, but not limited to rental assistance, rent supplements, and Housing Choice Vouchers.

**VIII. Affordable Housing Plan****A. Applicability**

Developments that are subject to this Policy shall prepare and submit an Affordable Housing Plan to the City.

**B. Approval**

The Affordable Housing Plan shall be approved by the City Council. Minor modifications to the plan shall be subject to approval by the City Manager. Major modifications shall be subject to approval by the City Council. Items shall be designated as major or minor in the Affordable Housing Plan.

**C. Contents**

The Affordable Housing Plan shall include at least the following:

1. General information about the nature and scope of the development.
2. The total number of market rate units and Affordable Dwelling Units in the development.
3. The floor plans for the Affordable Dwelling Units showing the number of bedrooms and bathrooms in each unit.
4. The approximate square footage of each Affordable Dwelling Unit and average square foot of market rate unit by types.
5. Building floor plans and site plans showing the location of each Affordable Dwelling Unit.
6. A good faith estimate of the price of each Affordable Dwelling Unit. The price of Affordable Dwelling Units may be adjusted at the time of sale if there has been a change in the median income or a change in the formulas used in this Policy.
7. The order of completion of market rate and Affordable Dwelling Units.
8. Documentation and specifications regarding the exterior appearance, materials and finishes of the development for each Affordable Dwelling Unit illustrating that the appearance is comparable to the appearance of market rate units.
9. An Affordable Dwelling Unit Management Plan setting forth the policies and procedures that will be used to administer the Affordable Dwelling Units in accordance with the Affordable Housing Performance Agreement and this Policy.
10. For requests to an alternative to on-site provision of affordable housing, evidence that the proposed alternative will further affordable housing opportunities in the City to an equivalent or greater extent than compliance with the otherwise applicable on-site requirements of this Policy, and evidence that the alternative will not cause the City to incur any net cost as a result of the alternative compliance mechanism.
11. Any and all other information that the City may require to verify compliance with this Policy.

**IX. Recorded Agreements, Conditions and Restrictions**

An Affordable Housing Performance Agreement (the "Performance Agreement") shall be executed between the City and the developer in a form approved by the City Attorney. The Performance Agreement shall be based on the Affordable Housing Plan described in Section VII and shall include:

- A. the location, number, type, and size of affordable housing units to be constructed;
- B. rental terms; occupancy requirements;
- C. a timetable for completion of the units;
- D. restrictions to be placed on the units to ensure their affordability; and
- E. any additional terms the City may require.

The applicant shall execute any and all documents deemed necessary by the City, including, without limitation, restrictive covenants and other related instruments, to ensure the affordability of the Affordable Dwelling Units in accordance with this Policy.

The applicant shall prepare and record all documents, restrictions, easements, covenants, and/or agreements that are specified by the City as conditions of approval of the application prior to issuance of a Building Permit for any development subject to this Policy. Such Documents shall be recorded in the office of the Hennepin County Recorder or Registrar of Titles, as applicable.

**X. Definitions**

*Affordable Dwelling Unit:* A dwelling unit within a residential project subject to this Policy that meets the applicable affordability standards in Table T-1.

*Financial Assistance:* Funds derived from the City or EDA, including but is not limited to funds from the following sources:

- A. The City of Brooklyn Park
- B. Community Development Block Grant (CDBG)
- C. Reinvestment Assistance Program
- D. Tax Increment Financing (TIF) & Tax Abatement
- E. Economic Development Authority (EDA) Funds
- F. Land Write-downs
- G. Other Government Housing Development Sources

*Affordable Housing Plan:* A plan that documents policies and procedures for administering the Affordable Dwelling Units in accordance with the Affordable Housing Performance Agreement.

*Affordable Housing Performance Agreement:* An Agreement between the City or EDA and the developer that formally sets forth development approval and requirements to achieve Affordable Housing in accordance with this Policy.

## City of Brooklyn Park

### Request for Council Action

<b>Agenda Item:</b>	7.3	<b>Meeting Date:</b>	November 27, 2017
<b>Agenda Section:</b>	General Action Items	<b>Originating Department:</b>	Community Development
<b>Resolution:</b>	X	<b>Prepared By:</b>	Emily Carr, Development Project Coordinator
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	5	<b>Presented By:</b>	Emily Carr
<b>Item:</b>	Adopt Brooklyn Park Mixed-Income Housing Policy		

#### City Manager's Proposed Action:

MOTION SUSAN PHA, SECOND BOB MATA, TO WAIVE THE READING AND ADOPT RESOLUTION #2017-186 APPROVING THE BROOKLYN PARK MIXED-INCOME HOUSING POLICY AND DIRECT STAFF TO IMPLEMENT THE POLICY. MOTION PASSED UNANIMOUSLY.

#### Overview:

During the *Brooklyn Park 2025 Plan* process and identified under the goal Beautiful Places, the City recognized a need for quality housing for all ages and incomes that is integrated throughout the community. At the August work session, after a two-session discussion with housing industry advocates and representatives, the City's Economic Development Authority (EDA) expressed support to further explore a mixed-income housing policy (or inclusionary housing policy) as part of the City's strategy to create quality housing for all incomes in the community.

This policy is based on input from the City Council at its October 23, 2017 meeting as well as this past summer's work sessions. The attached revised policy reflects requested changes from the Council including:

- lowering the affordability period to 20 years;
- lowering the affordability requirements to 15 percent of units at 60 percent of area median income; and
- removing incentives to reduce parking.

This policy is informed by best practices of mixed-income housing policies adopted by other cities in the region and was drafted in consultation with community organizations and housing advocacy representatives. The Mixed-Income Housing Policy applies to rental housing developments that add or create ten or more residential units and receive City financial subsidy or land use or zoning changes.



## Primary Issues/Alternatives to Consider:

### • Why should the City Council consider adopting a Mixed-Income Housing Policy?

A Mixed-Income Housing Policy will prepare Brooklyn Park to meet the needs for housing choices throughout the community as the City continues to grow. It also aligns policy with other cities in the region and provides local developers with clear and consistent expectations of development in the community. A Mixed-Income Housing Policy provides for a value exchange between the local developer and the community, providing affordable housing for residents while the developer receives a new project in their portfolio.

The Minneapolis-St. Paul region and Brooklyn Park continue to grow and thrive. The costs of housing rises as new residents and jobs enter the area. In Brooklyn Park, the cost of housing for both renters and homeowners has outpaced wages and incomes:

- 24 percent of homeowners are cost burdened, spending more than 30 percent of their income on housing costs.
- 56 percent of renters are cost burdened and 26 percent of renters are severely cost burdened, spending more than 50 percent of their income on housing.
- The rental vacancy rate regionally and in Brooklyn Park is 2.7 percent, though staff knows of several apartment communities with zero vacancies. A vacancy rate of 5 percent or more is considered a healthy rental market for renters.

### • What are key provisions in the Mixed-Income Housing Policy?

Key components of the Mixed-Income Housing Policy include:

- **Applicability** – This policy applies to all developments that add or create ten or more residential rental units and that receive:
  - City or EDA financial assistance
  - Original or amended Planned Development Overlay (would require a change of city ordinance)
  - Zoning Map Amendments (would require a change of city ordinance);
  - Or Comprehensive Plan Amendments
- **Affordability requirements** – Developers would choose one of the three options below:

Options (choose one)	Minimum number of affordable units required	Minimum affordability standard
<b>1</b>	At least 5% of total project units	Affordable for households at 30% Area Median Income (AMI). (Income of \$27,120 for a family of four.)
<b>2</b>	At least 10% of total project units	Affordable for households at 50% AMI. (Income of \$45,200 for a family of four.)
<b>3</b>	At least 15% of total project units	Affordable for households at 60% AMI. (Income of \$54,240 for a family of four.)

- **Affordability period** – The affordability period is 20 years based on Council feedback.
- **Distribution of affordable units** – The affordable housing units should be consistent to the market rate units in quality of construction and finish, with units intermixed within the same development.
- **Non-discrimination** – Developments covered by this Policy must not discriminate against tenants who pay rent with federal, state, or local public assistance, including, but not limited to rental assistance, rent supplements, and Housing Choice Vouchers.
- **How will this policy financially impact development proposals?**

This policy will likely have a financial impact on proposed rental housing developments. Figure 1 shows possible financing “gaps” at different ranges of affordability. These numbers are based on a project that includes 150 units with a mix of studios, 1, 2, and 3-bedroom units and rents for \$1.75 per square foot. Figure 1 also shows equity contributions at a level where the expected rate of cash-on-cash return is at 9.5 percent. The cash-on-cash return is an indicator of what a developer would desire based on risk to produce the housing development. Other factors could weigh into the decision on the developers equity contributions, such as tax savings and long-term cash flow, which could impact the amount of equity a developer would be interested in investing. The debt figures reflect the maximum amount a private lender would likely lend to the project based on the cash available to repay debt. Note these numbers represent a sample project and every development project has several variable factors that impact development sources of funds and costs including land costs, development costs and labor.

**Figure 1: Affordability and financial feasibility scenarios for a 150 unit housing development project (5% equals 8 units, 10% 15 units, and 20% 30 units in this scenario)**

Affordability requirement	Maximum Sources of Funds			Total development cost	Gap	Gap per affordable unit	Gap per unit
	Debt	Equity	Total				
None	\$ 19,720,000	\$ 4,930,000	\$ 24,650,000	\$ 24,650,000	\$ -		
5% of units @ 30% AMI	\$ 19,720,000	\$ 3,930,188	\$ 23,650,188	\$ 24,650,000	\$ 999,812	\$142,830	\$ 6,665
10% of units @ 30% AMI	\$ 19,521,000	\$ 3,292,344	\$ 22,813,344	\$ 24,650,000	\$ 1,836,656	\$122,444	\$12,244
10% of units @ 50% AMI	\$ 19,720,000	\$ 3,810,370	\$ 23,530,370	\$ 24,650,000	\$ 1,119,630	\$ 74,642	\$ 7,464
10% of units @ 60% AMI	\$ 19,720,000	\$ 4,151,777	\$ 23,871,777	\$ 24,650,000	\$ 778,223	\$ 51,882	\$ 5,188
15% of units @ 60% AMI	\$ 19,720,000	\$ 3,756,805	\$ 23,476,805	\$ 24,650,000	\$ 1,173,195	\$ 78,213	\$ 7,821
20% of units @ 30% AMI	\$ 17,418,000	\$ 2,951,014	\$ 20,369,014	\$ 24,650,000	\$ 4,280,986	\$142,700	\$28,540
20% of units @ 50% AMI	\$ 19,016,000	\$ 3,190,141	\$ 22,206,141	\$ 24,650,000	\$ 2,443,859	\$ 81,462	\$16,292
20% of units @ 60% AMI	\$ 19,720,000	\$ 3,377,092	\$ 23,097,092	\$ 24,650,000	\$ 1,552,908	\$ 51,764	\$10,353

The City has financial resources available to assist with the costs associated with developments in the community including:

- Tax Increment Financing (TIF) Housing Set- Aside funds
- General EDA funds
- New TIF Districts

Note certain EDA funding sources require additional affordability components beyond the minimum requirements outlined in this Mixed-Income Housing Policy. For example, TIF Housing Set-Aside funds follow the tax credit program and requires 40 percent of the units be affordable at 60 percent AMI or 20 percent of the units be affordable at 50 percent of AMI. Other local grant sources can also provide financial resources toward these types of housing developments.

- **How will this policy impact current development projects?**

If adopted, the Mixed-Income Housing Policy would apply to new development proposals that have not started the development process. Projects currently in the development process or taking initial steps toward development and engaging with staff and the community would not be subject to this new policy.

- **What compliance would be required of property owners under this policy?**

Similar to a development agreement, affordability requirements for the development will be outlined in an Affordable Housing Performance Agreement signed by the City and developer. The Performance Agreement will include the location and number of affordable housing units, rental terms and occupancy requirements, timetable for compliance, affordability restrictions and any other terms the City requires.

To ensure compliance with the Performance Agreement, the City will require the property owners/managers to conduct annual income certifications for households living in affordable units which will be reviewed by City staff every three years. The income qualification process will follow the Housing and Urban Development (HUD) income certification process. Staff would monitor compliance and the City could charge the property owner a fee to cover staff expenses related to monitoring.

- **What are other Cities in the region doing to promote mixed-income or inclusionary housing?**

The policies and practices to promote mixed-income and affordable housing vary from city to city. A number of other cities in the region have adopted mixed-income housing policies or use them in practice. Given the current tight rental market, several other cities are considering adopting mixed-income housing policies in 2018. The Brooklyn Park Mixed-Income Housing Policy is largely based on policies adopted by the City of St. Louis Park and the City of Golden Valley. Attachment 8.1B summarizes key details of other known City policies in the region. Cities with known mixed-income policies or practices are listed below:

- |                  |                |
|------------------|----------------|
| ○ St. Louis Park | ○ Forest Lake  |
| ○ Edina          | ○ Chaska       |
| ○ Golden Valley  | ○ Minnetonka   |
| ○ Minneapolis    | ○ Woodbury     |
| ○ St. Paul       | ○ Eden Prairie |

- **What outreach has been done around affordable housing?**

Several recent planning and outreach processes support adoption of this policy. Through the *Brooklyn Park 2025* Plan process, community members expressed a desire for mixed-income neighborhoods and quality housing stock. This desire is outlined under goal two of the *Brooklyn Park 2025* Plan: Beautiful Places – Neighborhoods are well-maintained with quality housing for all ages and incomes integrated throughout the community.

As part of updating the Apartment Action Plan and outreach for the housing chapter of the 2040 Comprehensive Plan, staff and consultants surveyed and conducted focus groups among renters and other underrepresented groups in the community. The data collected through these processes shows that affordability is the number one reason that more than a third of renters choose to live in apartments in Brooklyn Park, followed by apartment quality, and the community. During a Liberian focus group, a participant specifically mentioned that a portion of new housing should be set aside for affordable housing and that Brooklyn Park should enact this policy since other communities do it successfully.

Local community groups, African Career, Education, and Resources, Inc. (ACER) and La Asamblea de Derechos Civiles (La Asamblea), have also been holding housing forums over the past year and been working closely with the EDA this past summer relaying concerns of renters in the community on housing affordability and quality of life issues. The organization engaged over 2,000 tenants and a lack of affordable housing in Brooklyn Park and the region was a common theme. Together, the Housing Justice Center, Community Action Partnership of Hennepin County, ACER and La Asamblea recommended to the EDA during the summer work session that a mixed-income housing policy is one strategy that addresses renters concerns.

Based on Council direction, staff also met with representatives from the Minnesota Multi Housing Association (MHA), the voice of the state's multi-family housing industry, and shared the proposed policy.

- **What are next steps?**

If the City Council adopts a Mixed-Income Housing Policy, next steps include:

- Updating the City's zoning code to reflect the policy requirements; and
- Implementing the policy

**Budgetary/Fiscal Issues:**

The Mixed-Income Housing Policy would require staff oversight and monitoring. The City could charge a fee to participants to cover expenses for document creation and program monitoring.

This Policy could impact the financial feasibility of future housing developments, as demonstrated in this report. If a local developer encounters difficulty in financing a project according to the Policy, City staff can provide technical assistance in obtaining financial resources through other sources such as local grant programs. The EDA also has available resources to cover financing gaps in development projects.

**Attachments:**

- 7.3A RESOLUTION
- 7.3B PROPOSED MIXED-INCOME HOUSING POLICY
- 7.3C EDITED DRAFT MIXED-INCOME HOUSING POLICY
- 7.3D MATRIX SUMMARY OF OTHER CITIES POLICIES
- 7.3E GROUNDED SOLUTIONS NETWORK – MIXED-INCOME HOUSING REPORT FOR THE TWIN CITIES REGION

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	7.4	<b>Meeting Date:</b>	February 25, 2019
<b>Agenda Section:</b>	General Action Items	<b>Originating Department:</b>	Operations and Maintenance Engineering Services Division
<b>Resolution:</b>	X	<b>Prepared By:</b>	Jesse Struve, City Engineer and Jeff Holstein, City Transportation Engineer
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Jesse Struve
<b>Item:</b>	Accept Feasibility Report and Order Public Hearing for Highway 169 / 101 <sup>st</sup> Avenue Interchange Project, CIP 4042-19		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2019-\_\_\_\_ ACCEPTING FEASIBILITY REPORT AND ORDERING PUBLIC HEARING FOR HIGHWAY 169 / 101<sup>ST</sup> AVENUE INTERCHANGE PROJECT, CIP 4042-19.

## Overview:

The City has been planning the construction of a new interchange at the Highway 169 / 101<sup>st</sup> Avenue junction since 2001. Staff steadily advanced this project through the required steps and agency approvals over the 2013-to-present timeframe. The interchange will allow the northwest area of the community to reach its full employment and tax base potential.

The estimated total cost of the interchange is \$28.2 million. The City has received State and Federal funding grants totaling \$23.5 million. The City already expended \$800,000 in preliminary project development costs, which leaves a \$3.9 million funding gap. Staff believes the City has maximized external funding sources and recommends funding the remaining \$3.9 million of the project locally through a combination of special assessments to the benefitting properties and available Economic Development Authority (EDA) Tax Increment Financing (TIF #3) funds.

The City's past practice has been to require new development to assist in funding infrastructure improvements needed as development occurs. In this instance, the northwest area of the City needs the interchange built prior to development so it can reach the desired development potential. To collect funds from the benefitting properties, the City is required to go through a MN State Statue 429 special assessment process. There is precedent for levying assessments for interchange projects. Other metro area cities (including Lino Lakes) have recently assessed for interchanges, and others (Dayton) are currently expected to do so. Some of the assessments were challenged in court and the courts ruled in favor of the City. SRF used the same methodology upheld in court to determine the special assessment amounts in the feasibility report (see attached).

The City retained the SRF Consulting Group, Inc., (SRF) to prepare an interchange benefit study to determine reasonable assessments for a primary property benefit area. SRF prepared the study for Lino Lakes and is working on the Dayton study. The primary benefit area is bounded by 109<sup>th</sup> Avenue to the north, Highway 610 to the south, the City's western boundary to the west and CSAH 103 (Winnetka Avenue / West Broadway Avenue) to the east. Staff and SRF held a public meeting with these landowners on August 29, 2018 to discuss the potential interchange assessment process. Staff and SRF presented the benefit study process to the City Council at the September 4, 2018 Work Session and the Council directed staff to proceed with the Benefit Study.



SRF completed the Benefit Study and incorporated the recommended assessments for each parcel into the Feasibility Report for the interchange project. It was determined the maximum amount that could be reasonably assessed to the properties was approximately \$4.64 million. Currently, there is approximately a \$3.9 million gap in funding, but there is uncertainty in costs to purchase the required right of way. Therefore, it was decided to assess approximately 75% of the maximum amount for a total amount of \$3.5 million. Ultimately, if the cost to purchase required right of way and bids for the construction of the interchange are lower than estimated, the amount of special assessments will be reduced accordingly.

Staff recommends the Council proceed with the recommended assessments documented in the Feasibility Report. Staff believes the project is necessary, cost effective, and feasible as detailed in the feasibility report.

**Primary Issues/Alternatives to Consider:**

As part of the public hearing for this project, the City Council will consider whether to move forward with assessments for the project. The Council may decide to assess all the recommended \$3.5 million to the benefitting properties, nothing or something in between.

**Budgetary/Fiscal Issues:**

The construction of the interchange is included in the approved 2019-2023 Capital Improvement Plan (CIP). The City Comprehensive Plan also recommends the construction of the interchange. City funding sources for the project include the EDA TIF 3 funds and Special Assessments if approved by Council.

**Attachments:**

- 7.4A RESOLUTION
- 7.4B FEASIBILITY REPORT

RESOLUTION #2019-

RESOLUTION ACCEPTING FEASIBILITY REPORT AND ORDERING PUBLIC HEARING  
FOR HIGHWAY 169 / 101<sup>ST</sup> AVENUE INTERCHANGE PROJECT, CIP 4042-19

WHEREAS, a report has been given by the City Engineer to the City Council on February 25, 2019, recommending the following improvements to wit:

CIP 4042-19: Construction of Highway 169 / 101<sup>st</sup> Avenue Interchange.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park.

1. The Council will consider the aforesaid improvements in accordance with the Feasibility Report and the assessment of properties within said boundaries as defined in the report pursuant to M.S.A. Chapter 429.
2. A public hearing shall be held on such proposed improvement on the 25<sup>th</sup> day of March 2019 at the Brooklyn Park City Hall City Council Chambers at 7 p.m. The City Council shall give published notice of such hearing and improvements as required by law.

# **City of Brooklyn Park**

## ***Feasibility Report for Construction of a new US Highway 169 & 101<sup>st</sup> Avenue North Interchange and associated improvements***

**SP No. 110-129-006, City CIP No.  
4042-19**

Prepared by:



Date: February 2019

SRF No. 11431

## Certification

I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly registered Professional Engineer under the laws of the State of Minnesota.

A handwritten signature in blue ink, appearing to read "Kevin Jullie". The signature is written in a cursive, flowing style.

Kevin Jullie, PE 26755

This report presents the feasibility of a new full access interchange located at US Highway 169 and 101<sup>st</sup> Ave. N along with associated improvements along 101<sup>st</sup> Ave. and auxiliary lanes along US 169 connecting to TH 610.

This report was prepared by:

Kevin Jullie, Principal  
SRF Consulting Group, Inc.  
1 Carlson Parkway  
Plymouth, MN  
55447



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# I. Introduction

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This project includes the construction of an interchange at US 169 and 101st Avenue; construction of auxiliary lanes on US 169 from 101st Avenue to TH 610; reconstruction of 0.7 miles of 101st Avenue; construction of 0.7 miles of multi-use trail.

The purpose of the project is to improve access to US 169 to accommodate planned growth and development in northwest Brooklyn Park. The existing access to US 169 is inadequate to serve forecast travel demand. Additional considerations that guide the project development process include the Rush Creek Regional Trail corridor and the METRO Blue Line Light Rail Transit (LRT) Extension.

Several Alternatives were developed and studied to determine the most cost-effective solution. Those alternatives included:

## **The No Build Alternative**

These included maintaining the existing access to US 169 in the northwest Brooklyn Park growth area. The No Build Alternative assumes that the US 169/101st Avenue intersection would remain as a right-in/right-out intersection; local roadway improvements east of US 169 identified as part of the METRO Blue Line LRT Extension Project would be constructed; and other local road improvements to accommodate planned development in the northwest Brooklyn Park growth area also would be constructed.

The No Build Alternative was dismissed from consideration because it would not address the vehicle mobility needs for the project. Trips from the northwest Brooklyn Park growth area would experience significant delays and congestion using the US 169/109th Avenue intersection, the TH 610/West Broadway Avenue interchange and westbound TH 610 to access southbound US 169. The No Build Alternative is used as the basis for comparison of social, economic, and environmental impacts of the preferred alternative.

## **Build Alternative**

Several alternatives were studied including seven concepts identified between TH 610 and 109<sup>th</sup> Avenue. All seven were evaluated using a screening process that included eight criteria to measure the project cost effectiveness.

## **Preferred Alternative**

The folded diamond interchange at US 169 and 101st Avenue was identified as the preferred alternative.

- The preferred alternative addresses the need for the project. The folded diamond interchange at 101st Avenue improves access to US 169 to serve planned growth in northwest Brooklyn Park and accommodates the primary travel demand pattern of to and from the south.
- The preferred alternative avoids the Rush Creek Regional Trail bridge over US 169. The interchange ramps to and from the north would be constructed under the trail bridge in existing highway right of way.
- The preferred alternative would not preclude METRO Blue Line Extension LRT improvements. The preferred alternative would not impact the operations and maintenance facility (OMF) on the north side of 101st Avenue at Xylon Avenue. 101st Avenue connects to the future Oak Grove Parkway alignment at Xylon Avenue. Oak Grove Parkway is a local road improvement south of the existing 101st Avenue alignment that will be constructed as part of the METRO Blue Line LRT extension.
- The preferred alternative diverts approximately 9,000 vehicles per day (vpd) from US 169/109th Avenue and TH 610/West Broadway Avenue, improving intersection operations at these locations.
- The preferred alternative improves traffic operations on southbound US 169 during the a.m. peak hour and northbound US 169 during the p.m. peak hour compared to the 2040 No Build Alternative. Auxiliary lanes would be constructed on US 169 between 101st Avenue and TH 610 to accommodate weaving.
- The preferred alternative improves traffic operations on westbound TH 610 east of US 169 during peak hours, and would alleviate queuing on westbound TH 610 compared to the 2040 No Build Alternative.
- The preferred alternative reduces VMT and VHT compared to the 2040 No Build Alternative, indicating that the transportation system is operating more efficiently.
- The preferred alternative avoids new development in the NorthPark Business Center north of the Rush Creek Regional Trail and accommodates future development south of 101st Avenue.

See Figure 1 for project location

## II. Summary and Recommendations

The US 169 / 101<sup>st</sup> Avenue Interchange, as outlined herein, is feasible from an engineering standpoint. The total cost of the project, excluding right of way acquisition costs and capitalized interest is estimated to be \$28,200,000.

The estimate total overall project costs are as follows:

	Estimated Cost
Preliminary Engineering and Studies	800,000
Final Design & ROW professional services	1,000,000
Right of Way Acquisition (estimated)	7,000,000
Roadway & Grading Construction	15,000,000
Bridge	3,000,000
Construction Management services (inspection, surveying, materials testing, etc.)	1,400,000
<b>Total Estimated Cost</b>	<b>\$28,200,000</b>

The following comments and recommendations are presented for the Council's consideration:

1. It is recommended the City Council approve this Feasibility Report and schedule a public improvement hearing for the proposed construction of the US 169/101<sup>st</sup> Avenue Interchange.
2. It is recommended the City review this Feasibility Report pursuant to its authority under the Minnesota Wetlands Conservation Act of 1991. There are no anticipated wetland impacts or requirements for this proposed project.
3. It is recommended the City enter into an interagency agreement with MnDOT and acquire necessary permits from the State for work on US 169.
4. It is recommended the City initiate negotiations with owners of parcels adjacent to the US 169 / 101<sup>st</sup> Avenue project area regarding financial participation, right of way and easements.

Based on the study for this report, City Improvement Project (CIP) 4042-19 is necessary, feasible and cost effective and the resulting benefit will equal or exceed the proposed assessments to the surrounding properties. It is therefore recommended the Brooklyn Park City Council proceed with the project.

## III. Project Description

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### A. Street Improvements

Street improvements include a new grade separated interchange along Trunk Highway 169 at 101<sup>st</sup> Ave. in Brooklyn Park. 101<sup>st</sup> Ave. will be improved to a three-lane roadway west of US 169 and four-lane roadway across and east of US 169 to where it connects into existing 101<sup>st</sup>. US 169 will receive additional auxiliary lanes from TH 610 to the folded loops on north of 101<sup>st</sup> to accommodate traffic along US 169.

The interchange configuration is a folded diamond which provides full access to US 169 to/from 101<sup>st</sup> with 101<sup>st</sup> bridged over US 169. Other than auxiliary lanes along US 169 and ramps, there is no mainline US 169 work included in the project.

### B. Bridge Construction

Project includes a new 4-lane bridge (#27W46) over US 169 along 101<sup>st</sup> Ave. The new bridge is two-span concrete girder bridge with a center pier located in the existing US 169 median. New bridge will meet/exceed the vertical clearance standard of 16'4".

### C. Traffic Signal Improvements

New traffic signals and pedestrian crossings will be installed at both the ramp/loop terminal intersections along 101<sup>st</sup> Ave. An existing traffic signal is at Jefferson Highway and 101st Avenue. The project does not impact this traffic signal. There is no traffic signal at US 169 and 101st Avenue. The existing US 169 and 101st Avenue intersection operates as separate northbound and southbound right-in/right-out intersections. These will be removed with the project.

### D. Drainage Improvements

Stormwater runoff will be conveyed by curb and gutter, storm sewer, and ditches. The existing stormwater basin in the southeast quadrant of 101st Avenue and Jefferson Highway will be expanded, and stormwater basins will be constructed in the US 169/101st Avenue interchange area to provide treatment, rate control, and volume control for stormwater runoff generated by the project.

The project will increase the total amount of impervious surface area by approximately seven acres compared to existing conditions. Stormwater best



management practices (BMPs) will be designed and constructed to meet NPDES and WMWMC requirements.

## **E.Trails/Sidewalks/Shared Use Paths**

The proposed US 169/101st Avenue interchange will provide safe access across US 169 for the northwest growth area of Brooklyn Park. Off-road multi-use trails will provide a safe route for non-motorized users separate from vehicular traffic on 101st Avenue. A continuous paved trail will be provided along the south side of 101st Ave. The trail along the north side of 101st Ave. will be installed as development along the north side of 101st occurs. The project design is set to accommodate the future trail including adequate bridge width and grading within the interchange area.

## **F.Sanitary Sewer Improvements**

The project is does include some sanitary sewer under Xylon Ave to avoid future reconstruction costs when sewer and water services are extended throughout the project area.

## **G.Water Main Improvements**

There are no watermain utility improvements included with the project.

## IV. Right of Way and Easements

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The majority of right of way needed for the proposed project is currently in place. The required right of way corridor is a minimum of 85 feet wide for the typical roadway sections for the 101<sup>st</sup> Avenue roadway. The existing corridor will contain the improvements along US 169 except where the new ramps will be placed which will require additional permanent right of way.

The City will need to acquire permanent right of way for the interchange, ramps and loops, and the 101<sup>st</sup> Avenue Roadway. Temporary easements will be required for construction purposes along all the proposed roadways. These temporary easements will vary and may be relatively wide at locations where large cuts and fills occur. The anticipated right of way and temporary easement areas needed are 15.18 and 5.35 acres respectively and are shown on Figure 2.

In addition, the City should secure permanent easements over sedimentation basins provided for this project. The proposed sedimentation basins are currently located on private property but within MnDOT right of way. The City should pursue an agreement with MnDOT addressing ultimate ownership and maintenance responsibilities for these basins.

The anticipated cost for right of way for the project is estimated at \$7,000,000.

See Figure 2 for project right of way impacts.

## V. Wetland Issues and Permits

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The project area includes wetland sites on the west side of US 169. An inspection of the project area indicated that there are no wetlands impacted by the project.

The U.S. Army Corps of Engineers, pursuant to Section 404 of the Clean Water Act, requires compliance with the 404(b)(1) guidelines for wetland filling or excavation activities. These guidelines first require avoiding impacts through the selection of the least environmentally damaging practicable alternative; second, taking appropriate steps to minimize impacts; and lastly, compensating for any remaining impacts which are unavoidable.

At the State level, the Minnesota Wetland Conservation Act of 1991 (WCA) requires permitting from the local governing unit. If the project will impact a public water's wetland, a permit from the Minnesota Department of Natural Resources will also be required. The WCA and the DNR also require a sequenced evaluation of impacts, similar to that found under the Federal guidelines.

A summary of the wetland assessment is presented:

- AVOIDING WETLAND IMPACTS

The proposed US 169 / 101<sup>st</sup> Avenue project avoids wetlands to the greatest extent possible consistent with safe roadway design. The construction of pathways and their location has been configured specifically to minimize impacts.

Roadway alignment shifts to avoid wetland impacts have been weighted against factors such as public safety, economics and property acquisition. The proposed alignments provide the most practicable balance between these factors.

- MINIMIZING IMPACTS

Roadway profile grades will be kept as low as possible, and embankment side slopes will be kept as steep as possible, consistent with safe roadway design standards or to match existing conditions. These methods minimize the width of the roadway corridor and therefor also minimize wetland impacts.

- On-Site wetland mitigation is not proposed for all unavoidable wetland impacts.

The WCA and DNR require that wetland lost due to roadway construction be replaced at a minimum ratio of two acres per acre impacted. Compensation will be achieved in coordination with the Board of Water and Soil Restoration (BOWSR). This agency provides wetland banking for roadway construction projects, which are intended to improve safety, but not capacity issues.

A level 2 field delineation was completed on June 15, 2018 and July 2, 2018 to identify wetland resources and determine impacts from the proposed project. The project will include non-

significant wetland encroachment. The provisions of Executive Order 11990 have been complied with.

**Summary of Wetland Permits of Certifications Required**

Agency	Authorization
U.S. Army Corps of Engineers	Section 404, Clean Water Act
MN Pollution Control Agency	Section 401, Clean Water Act
	MN Wetland Conservation Act

## VI. Estimate Costs and Participation

Project funding is proposed to be accomplished through participation for the following:

- City of Brooklyn Park (Lead Agency)
- State Bonding (General Obligation bonds)
- State grant (Transportation for Economic Development) TED
- State grant (Transportation Economic Development Infrastructure) TEDI
- MnDOT Construction
- Federal Regional Funding

The proposed cost participation would be determined based on the Cooperative Agreement currently being developed. The City will be using a combination of State, Federal, and local resources for a portion of the project Costs. MnDOT will fund Trunk Highway improvements for its portion of the project cost specifically addressing operations along US 169. The difference in construction costs for the proposed project would be funded through a combination of Municipal State Aid, and/or City, local, and other funds.

	Estimated Cost
Preliminary Engineering and Studies	800,000
Final Design & ROW professional services	1,000,000
Right of Way Acquisition (estimated)	7,000,000
Roadway & Grading Construction	15,000,000
Bridge	3,000,000
Construction Management services (inspection, surveying, materials testing)	1,400,000
<b>Total Estimated Cost</b>	<b>\$28,200,000</b>

Costs shown are based on preliminary construction cost estimates and also include an allowance for contingencies (10 percent).

See Table 1 for detailed summary of project cost estimate.



## Assessments

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It is proposed to assess a portion of the total cost of SP 110-129-006 to the benefiting parcels on an area basis. Each parcel in the immediate vicinity benefiting from the proposed interchange improvements is assumed to be one assessment unit and is mapped in Figure 3. Assessments are summarized in Table 2.

Costs were allocated to the appropriate parcel based on future land use projections contained in the City of Brooklyn Park 2040 Comprehensive Plan as well as the total trips generated by the transportation analysis zones (TAZ) under year 2040 conditions that are expected to use the interchange (either to enter/exit US 169 via the future interchange or to use the future interchange as an overpass). These trips were calculated using the Met Council's activity-based travel demand model. This is consistent with the traffic forecasts used for the Brooklyn Park 2040 Transportation Plan, which is part of the Brooklyn Park 2040 Comprehensive Plan.

Four land use types are included within the study area based on the proposed land use plan within the Brooklyn Park 2040 Comprehensive Plan: Employment Center (EC), Institutional (IN), Mixed-Use (MX) and Park (P). Parcels with a land use designation of park were assumed to generate no vehicle trips; except for parcel #22 which was identified as an active park and generated trips in the travel demand model. There were three (3) TAZs in the study area that have parcels within the TAZ boundary with different land use types. For these three TAZs a trip rate was identified for the land use types using the Institute of Transportation Engineers (ITE) Trip Generation Manual, 10th Edition, to account for trip rate differences between parcels designated as Employment Center, Institutional, or Mixed-Use land use types.

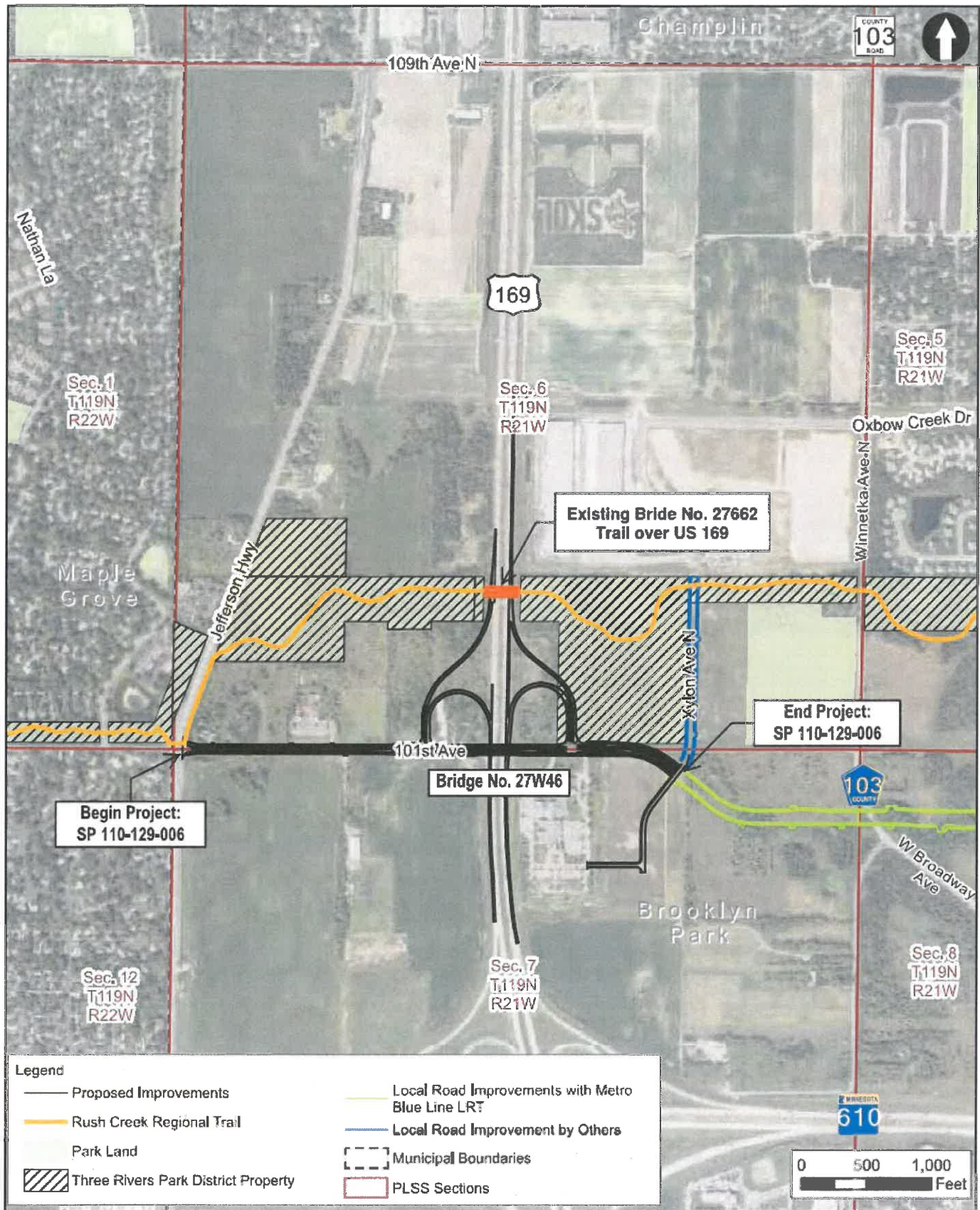
The size of each parcel is known. Wetland areas, planned interchange right-of-way, and BLRT project area needs were subtracted out to determine the developable acres. The TAZ trips using the interchange was apportioned to each parcel based on the percent of developable acreage of the TAZ.

Furthermore, the parcels were prorated based on their potential to develop due to City utility staging plans. The City of Brooklyn Park has identified when City services will be eligible for extension into areas for future development (see Figure 4). This will impact the ability of these areas to develop, and as such may impact value. Therefore, parcels located closer to the proposed improvement and provided with utility service sooner will have more value and pay a higher portion of assessment. To account for this, a utility factor was applied to parcels based on when City services will be eligible for extension.

Since the completion of the year 2040 traffic forecasts for the Year 2040 Transportation Plan, the land use type/size has been updated for the NorthPark AUAR area (which includes map ID 66, 67, 68, 69, 651, 652, and 653). The AUAR study developed an updated directional distribution (percent of trips expected to use the interchange) and updated employee numbers for the study area. Since the AUAR is an updated, detailed review of the proposed site, the trip information was updated for the NorthPark AUAR area in the assessment study to be consistent with the AUAR study. Note that at the time of this feasibility study, parcels within the NorthPark AUAR area were the only parcels within the study area to have had a study completed with updated traffic information.

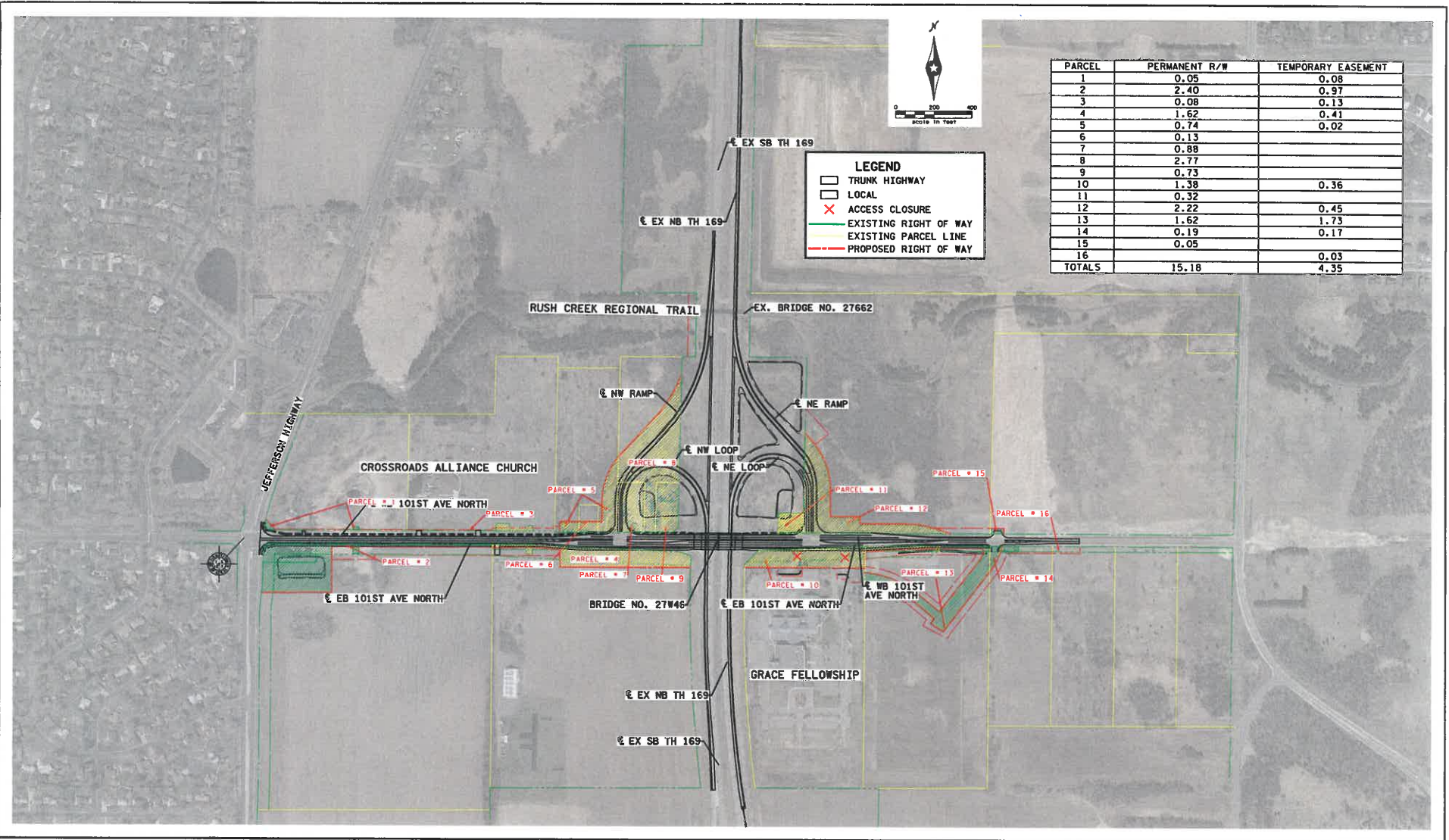
Using the above information, the individual parcel trips using the interchange were used to determine the percent share by parcel. A cost per square foot value was determined for each parcel based on the impact the parcel will have on the adjacent roadway network, resulting in the need for the proposed interchange improvement. A real estate appraisal firm was engaged to confirm the assessment methodology and to review the proposed special assessment amounts for the properties based on their potential for market value increases resulting from the project. Lake State Realty Services, Inc. reviewed the property assessment values and confirmed their validity.

The Lake State data indicated a total maximum amount of \$4,639,399.39 could be reasonably assessed to the area shown in Figure 3. The city has decided to assess a portion (\$3,497,569) of this amount. The proposed assessments by parcel for the approximate \$3.5M total are documented in Table 2.





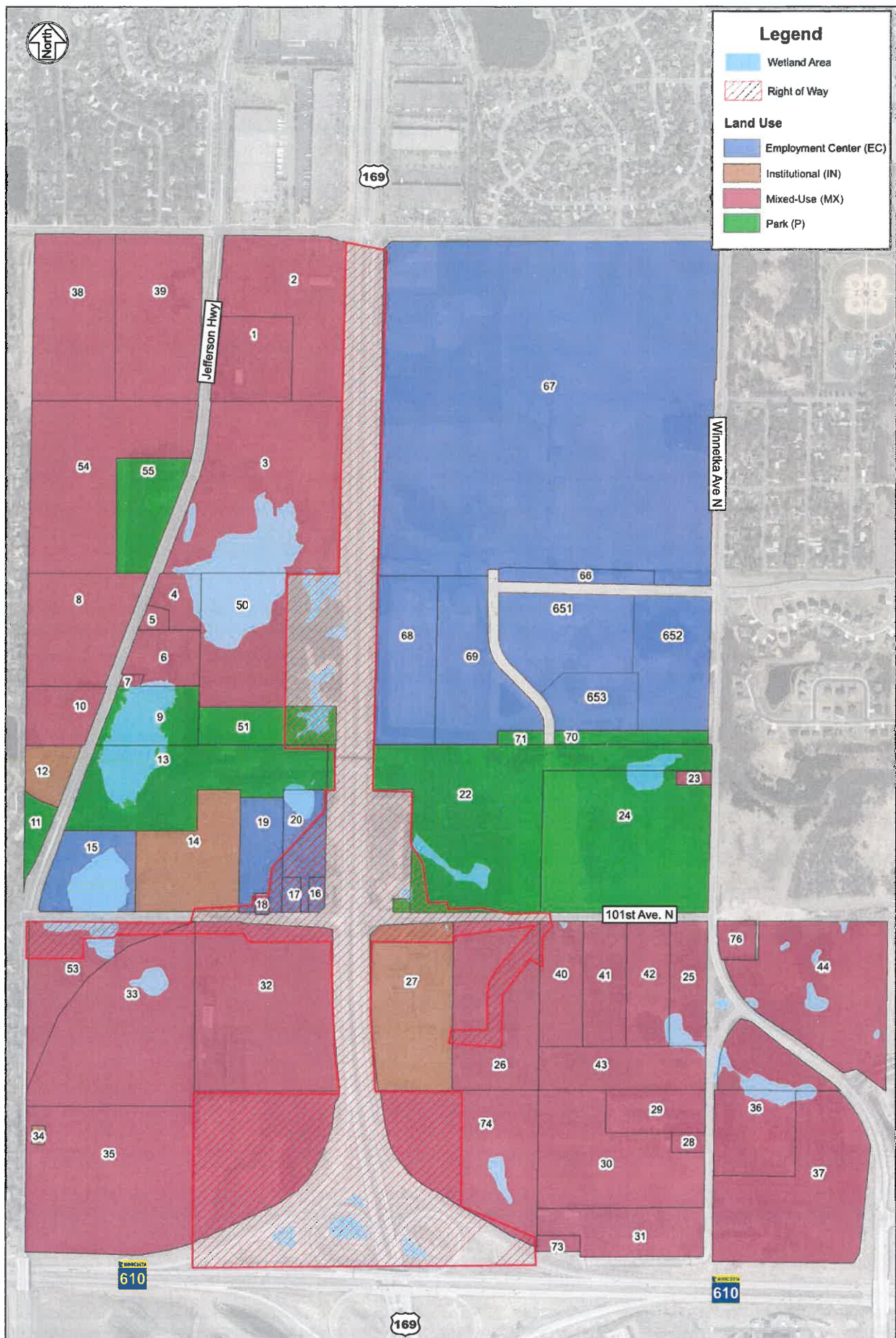
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**TRUNK HIGHWAY / LOCAL JURISDICTION ROW IMPACTS**  
TH 169/101ST AVENUE INTERCHANGE PRELIMINARY DESIGN  
CITY OF BROOKLYN PARK

8757  
2/19/2019

**FIGURE 2**









TH 169/101st Ave. North Interchange

Concept Cost Estimate (based upon 2018 bid price information)

Prepared By: SRF Consulting Group, Inc., February 6th, 2019

			TED (SP 2750-19/SP 110-129-006)		MNDOT (SP 2750-19)		CITY OF BROOKLYN PARK (SP 110-129-006)		CITY OF BROOKLYN PARK (NON-PARTICIPATING)		TOTAL	
ITEM DESCRIPTION	UNIT	UNIT PRICE	EST. QUANTITY	EST. AMOUNT	EST. QUANTITY	EST. AMOUNT	EST. QUANTITY	EST. AMOUNT	EST. QUANTITY	EST. AMOUNT	EST. QUANTITY	EST. AMOUNT
PAVING AND GRADING COSTS												
1 2106 Excavation - Common & Subgrade	cu. yd.	\$7.00	141,080	\$987,420	31,710	\$221,970	15,560	\$108,920			188,330	\$1,318,310
2 2106 Common Embankment (CUV)	cu. yd.	\$9.00	134,940	\$1,214,460	3,217	\$28,953	108,650	\$977,850			246,817	\$2,241,213
3 2106 Granular Subgrade (G.V.)	cu. yd.	\$16.00	17,550	\$280,800	10,330	\$165,280	11,790	\$188,640			40,170	\$654,720
4 Mainline Pavement	(4)	\$24,000									4,325	\$103,800
5 Mainline Shoulder Pavement	(2)	\$24,000									4,325	\$103,800
6 Ramp Pavement	(1)	\$24,000	7,700	\$184,800							7,700	\$184,800
7 Ramp Shoulder Pavement	(2)	\$24,000	2,430	\$58,320							2,430	\$58,320
8 Local Road Pavement	(1)	\$24,000	10,020	\$240,480							10,020	\$240,480
9 Local Road Shoulder Pavement	(2)	\$24,000					15,430	\$366,320			25,450	\$615,600
10 Driveway Pavement	(2)	\$24,000					1,980	\$47,520			1,980	\$47,520
11 Concrete Walk / Median	(3)	\$24,000					410	\$9,840			410	\$9,840
12 Concrete Walk / Median	(3)	\$24,000	3,700	\$88,800			2,300	\$55,200			6,000	\$144,000
13 ADA Pedestrian Curb Ramp	each	\$150,000										
14 Concrete Curb and Gutter	lin. ft.	\$140,000	7,410	\$1,037,400			4,740	\$663,600			12,150	\$1,701,000
15 Pavement Edge Drains	lin. ft.	\$140,000	9,470	\$1,325,800	14,240	\$1,993,600	8,400	\$1,176,000			32,080	\$4,505,400
16 Removals - Pavement	sq. yd.	\$7.33	6,950	\$50,933	10,230	\$75,129	8,350	\$61,183			25,530	\$187,245
17 Removals - Concrete Curb and Gutter	lin. ft.	\$2.50	820	\$2,050	100	\$250	280	\$700			1,200	\$3,000
18 Removals - Drainage Apron	each	\$200,000	8	\$1,600,000								
19 Removals - Drainage Culvert/Pipe	lin. ft.	\$20	305	\$6,100			270	\$5,400			575	\$11,500
20 Removals - Signs	ls	\$5,000										
SUBTOTAL PAVING AND GRADING COSTS:				\$3,417,330		\$1,392,436		\$2,074,425				\$6,884,191
DRAINAGE, UTILITIES AND EROSION CONTROL												
1 Local Utilities - Sanitary Sewers	ls									\$48,840		\$48,840
2 Local Utilities - Watermain	lin. ft.	\$80							455	\$36,372		\$36,372
3 Water Quality Ponds	ls			\$1,313,970				\$182,880				\$1,496,850
4 Drainage	ls			\$1,313,970				\$182,880				\$1,496,850
5 Turf Establishment & Erosion Control	10%			\$140,000				\$208,000				\$348,000
6 Landscaping	2%			\$68,000				\$92,000				\$160,000
SUBTOTAL DRAINAGE, UTILITIES AND EROSION CONTROL				\$1,993,320		\$178,200		\$701,830		\$85,212		\$2,958,562
BRIDGE COSTS												
1 Bridge - 27W46	(6)	ls		\$2,620,000								\$2,620,000
SUBTOTAL BRIDGE COSTS:				\$2,620,000								\$2,620,000
SIGNAL AND LIGHTING COSTS												
1 Signals (permanent)	ls			\$410,000								\$410,000
2 Mainline Lighting (permanent)	ls			\$42,070			\$121,485					\$163,555
SUBTOTAL SIGNAL AND LIGHTING COSTS:				\$452,070		\$121,485						\$573,555
SIGNING & STRIPING COSTS												
1 Mainline Signing	(5)	ls		\$15,000			\$205,000					\$220,000
2 Mainline Striping	ls			\$5,000			\$10,000					\$15,000
SUBTOTAL SIGNING & STRIPING COSTS:				\$20,000		\$215,000		\$15,000				\$250,000
SUBTOTAL CONSTRUCTION COSTS:				\$8,502,720		\$1,907,121		\$2,791,255		\$85,212		\$13,286,308
MISCELLANEOUS COSTS												
1 Mobilization		5%		\$226,000		\$95,000		\$140,000		\$5,000		\$666,000
2 Non Quantified Minor Items		15%		\$1,276,000		\$287,000		\$19,000		\$1,995,000		\$1,995,000
3 Temporary Pavement & Drainage		5%						\$140,000		\$5,000		\$145,000
4 Traffic Control		3%		\$256,000		\$58,000		\$84,000		\$3,000		\$401,000
SUBTOTAL MISCELLANEOUS COSTS:				\$1,558,000		\$441,000		\$783,000		\$26,000		\$3,208,000
ESTIMATED TOTAL CONSTRUCTION COSTS without Contingency:				\$10,460,720		\$2,348,121		\$3,574,255		\$111,212		\$16,494,308
1 Contingency or "risk"		10%		\$1,047,000		\$235,000		\$358,000		\$12,000		\$1,652,000
ESTIMATED TOTAL CONSTRUCTION COSTS PLUS CONTINGENCY:				\$11,507,720		\$2,583,121		\$3,932,255		\$123,212		\$18,146,308

NOTE (1) Assumes 6" Bituminous and 12" Aggregate Base.  
(2) Assumes 4" Bituminous and 14" Aggregate Base.  
(3) Includes Aggregate Base Class 5.  
(4) Assumes 8" Concrete and 10" Aggregate Base.  
(5) Includes OH Signs on TH 169.  
(6) Bridge Lump Sum Includes Required Excavation and Fill, Bridge Foundation is Spread Footing.

Parcel Code	Owner	PIN	Developable Area (Acres)	FLU 2040	Est. Utility Year	\$/s.f. (trip analysis) - \$3.5M	Assessment
1	MARWAY FAMILY FARM LLLP	0611921210001	8.72	MX	5-10 years	\$0.00	\$971
2	MARWAY FAMILY FARM LLLP	0611921210002	19.30	MX	5-10 years	\$0.00	\$2,151
3	MARWAY FAMILY FARM LLLP	0611921240002	27.20	MX	5-10 years	\$0.00	\$3,031
4	RONALD E GARDINIER	0611921320001	2.48	MX	5-10 years	\$0.07	\$7,465
5	M & A TIMM	0611921320002	0.82	MX	5-10 years	\$0.07	\$2,472
6	BERNARD K GILVIN	0611921320003	4.79	MX	5-10 years	\$0.07	\$14,430
7	City of Brooklyn Park	0611921320004	0.32	MX	5-10 years	\$0.07	\$959
8	SPUDSTERS LLC	0611921320006	14.93	MX	10-15 years	\$0.05	\$35,333
9	THREE RIVERS PARK DISTRICT	0611921320007	0.00	P	10-15 years	\$0.00	\$0
10	D B HASNER & D H HASNER	0611921320008	5.44	MX	10-15 years	\$0.05	\$12,878
11	THREE RIVERS PARK DISTRICT	0611921330005	0.00	P	10-15 years	\$0.00	\$0
12	ANJUMAN-E-ASGHARI	0611921330006	3.39	IN	10-15 years	\$0.01	\$2,006
13	THREE RIVERS PARK DISTRICT	0611921330007	0.00	P	10-15 years	\$0.00	\$0
14	CROSSROADS ALLIANCE CHURCH	0611921330008	13.14	IN	0-5 years	\$0.11	\$60,118
15	D & B STROOTMAN	0611921330009	5.44	EC	0-5 years	\$0.21	\$49,752
16	R A SIMONS ETAL	0611921340002	0.00	EC	0-5 years	\$0.00	\$0
17	KEVIN THURS	0611921340003	0.00	EC	0-5 years	\$0.00	\$0
18	KEVIN THURS	0611921340004	0.20	EC	0-5 years	\$0.21	\$1,819
19	BEVERLY A GLOR	0611921340006	5.40	EC	0-5 years	\$0.21	\$49,450
20	KEVIN A THURS	0611921340007	1.60	EC	0-5 years	\$0.21	\$14,669
21	City of Brooklyn Park	0611921430002	0.00	P	Current	\$0.00	\$0
22	THREE RIVERS PARK DISTRICT	0611921430006	0.00	P	Current	\$0.00	\$0
23	Target Corporation	0611921440001	0.61	MX	Current	\$0.56	\$14,928
24	City of Brooklyn Park	0611921440003	11.46	P	Current	\$0.13	\$62,757
25	Target Corporation	0711921110005	3.30	MX	0-5 years	\$0.43	\$61,267
26	Target Corporation	0711921120001	15.76	MX	0-5 years	\$0.69	\$470,827
27	GRACE FELLOWSHIP	0711921120004	16.30	IN	0-5 years	\$0.17	\$121,758
28	Target Corporation	0711921140001	0.88	MX	5-10 years	\$0.05	\$1,929
29	Target Corporation	0711921140002	5.74	MX	5-10 years	\$0.05	\$12,630
30	Target Corporation	0711921140005	19.69	MX	5-10 years	\$0.05	\$43,356
31	Target Corporation	0711921140006	9.57	MX	5-10 years	\$0.05	\$21,083
32	FIVE SONS/TWO DAUGHTERS LLC	0711921210001	29.02	MX	0-5 years	\$0.13	\$169,418
33	DALE PROPERTIES LLC	0711921220003	28.52	MX	0-5 years	\$0.04	\$51,362
34	METROPOLITAN COUNCIL	0711921230001	0.00	IN	0-5 years	\$0.00	\$0
35	PADDOCK PROPERTIES LTD PTSHP	0711921230002	32.17	MX	0-5 years	\$0.04	\$59,047
36	Target Corporation	0811921230002	8.59	MX	0-5 years	\$0.04	\$14,830
37	Target Corporation	0811921230004	21.05	MX	0-5 years	\$0.04	\$36,395
38	THE CH OF ST STEPHEN/ANOKA	0611921220001	18.25	MX	10-15 years	\$0.00	\$314
39	THE CH OF ST STEPHEN/ANOKA	0611921220001	18.86	MX	10-15 years	\$0.00	\$324
40	Target Corporation	0711921110002	4.57	MX	0-5 years	\$0.35	\$70,319
41	Target Corporation	0711921110003	4.86	MX	0-5 years	\$0.37	\$79,033
42	Target Corporation	0711921110004	4.61	MX	0-5 years	\$0.42	\$84,010
43	Target Corporation	0711921110006	9.51	MX	5-10 years	\$0.24	\$98,255
44	Target Corporation	0811921220002	12.59	MX	Current	\$0.14	\$79,381
50	JAMES H BARTHEL	0611921310002	8.89	MX	5-10 years	\$0.07	\$26,795
51	JAMES H BARTHEL	0611921310002	4.35	P	10-15 years	\$0.04	\$7,154
53	Dale Properties Llc	0711921220003	7.10	MX	0-5 years	\$0.04	\$12,790
54	SPUDSTERS LLC	0611921230002	25.79	MX	10-15 years	\$0.00	\$443
55	SPUDSTERS LLC	0611921230002	0.00	P	10-15 years	\$0.00	\$0
66	Scannell Properties #258 Llc	0611921410003	3.00	EC	Current	\$0.06	\$7,848
67	Brooklyn Holdings Lp Et Al	0611921110002	147.17	EC	Current	\$0.21	\$1,347,913
68	Scannell Properties #259 Llc	0611921420002	13.63	EC	Current	\$0.10	\$60,555
69	Scannell Properties #265 Llc	0611921420003	15.23	EC	Current	\$0.10	\$67,446
70	City of Brooklyn Park	0611921410005	0.00	P	Current	\$0.00	\$0
71	City of Brooklyn Park	0611921420004	0.00	P	Current	\$0.00	\$0
73	Target Corporation	0711921140006	0.97	MX	5-10 years	\$0.05	\$2,134
74	City of Brooklyn Park		12.95	MX	5-10 years	\$0.04	\$25,223
76	Target Corporation	0611921220001	1.60	MX	Current	\$0.14	\$10,105
651	SCANNELL PROPERTIES #258	0611921410009	14.38	EC	Current	\$0.08	\$49,233
652	SCANNELL PROPERTIES #258	0611921410008	13.46	EC	Current	\$0.08	\$46,073
653	NOTT CO-RUBBER FABRICATION	0611921410006	6.72	EC	Current	\$0.08	\$22,991