

Thursday, May 9, 2019

7:00 P.M.

Brooklyn Park City Hall – Steve Lampi Room

5200 85<sup>th</sup> Avenue North

## COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION (CLIC)

CLIC Officers: Kathy Fraser, Chair; Kaade Wallace, Vice Chair

CLIC Members: Doneva Carter, Sarah Dettmann, Cory Funk, Etta Gbeizon-Bornor, Tom Hayes, Heidi Heinzl, Devale Hodge, Sheila Iteghete, Yordanos Kiflu-Martin, Amy Meuers, Erik Meyers, Laura Sell, Robin Turner

City: CLIC Council Liaison Terry Parks and CLIC Staff Liaison Jesse Struve

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

***Our Goals:***

***Strong Neighborhoods • Adapting to Changing Demographics • Public Safety  
Financial Sustainability • Community Image • Focused Redevelopment and Development***

### I. ORGANIZATIONAL BUSINESS

1. CALL TO ORDER/ROLL CALL
2. APPROVAL OF AGENDA

### II. CLIC STATUTORY BUSINESS

#### 3. CONSENT

- 3.1** Consider Approving CLIC April 10, 2019 Draft Minutes
- 3.1A** April 10, 2019 Draft Minutes

#### 4. GENERAL AGENDA ITEMS

- 4.1** Community Development / Planning Division Communication Update
- 4.2** CLIC Charter Changes
- 4.2A** Redline of Proposed Changes to Charter based on 1/10/19 CLIC meeting

#### 5. STANDING ITEMS

- 5.1** Age Friendly Brooklyn Park
- 5.2** Communications
- 5.3** Housing Continuum
- 5.4** Redevelopment / Development
- 5.5** Future Planning

#### 6. VERBAL REPORTS AND ANNOUNCEMENTS

- 6.1** City Council Report: Council Member Terry Parks
- 6.2** Staff Liaison Update: Cindy Sherman
- 6.3** Open Discussion

#### 7. ADJOURNMENT

- 7.1** Adjournment

# City of Brooklyn Park Community Long-Range Improvement Commission

<b>Agenda Item:</b>	3.1	<b>Meeting Date:</b>	May 9, 2019
<b>Agenda Section:</b>	CONSENT	<b>Originating Department:</b>	Staff Liaison
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jesse Struve
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A		
<b>Item:</b>	Consider Approving CLIC April 10, 2019 Draft Minutes		

**Proposed Action:**

Consider Approving CLIC April 10, 2019 Draft Minutes.

**Overview:**

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**DRAFT**  
**COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION (CLIC)**  
**City of Brooklyn Park**  
**April 10, 2019 CLIC Meeting Minutes**

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I. ORGANIZATIONAL BUSINESS

1. **CALL TO ORDER:** Chair Fraser called the meeting to order at 7:01 p.m.  
ROLL CALL PRESENT: Kathy Fraser, Cory Funk, Etta Gbeizon-Bornor, Tom Hayes, Sheila Iteghete, Amy Meuers, Erik Meyers, Laura Sell, Robin Turner.

**City Staff and Council Present:** Jesse Struve, Councilmember Terry Parks  
**Guest:** Chris Eriksen, Chair-Human Rights Commission (HRC)

**ABSENT:** Sarah Dettmann, Deval Hodge, Kaade Wallace

**EXCUSED:** Doneva Carter, Heidi Heinzl, Yordanos Kiflu-Martin  
Roll Call established that a quorum did exist.

2. **APPROVAL OF AGENDA**

MOTION Funk, SECOND Turner, TO APPROVE THE AGENDA. MOTION PASSED UNANIMOUSLY APPROVING THE AGENDA as presented.

II. STATUTORY BUSINESS

3. **CONSIDERATION OF MINUTES**

MOTION Hayes, SECOND Meyers, APPROVING THE MARCH 14, 2019 MINUTES. MOTION PASSED UNANIMOUSLY with moving Hayes and Meyers to Excused Absence edits.

4. **GENERAL AGENDA ITEMS**

4.1 Update on what Human Rights Commission (HRC) is doing with housing policy

- Chris Eriksen, HRC Chair, presented the HRC Workplan and provided a review of the 3 HRC Subcommittees, one of which is on housing.
- Chair Eriksen stated the focus is on affordability and fair housing (equity) practices.
- Councilmember Parks provided background overview information on the City Council work to date.
- Turner and Gbeizon-Bornor had questions on the work plan that Chair Erikson responded to.
- Funk questioned if HRC was also reviewing the Comprehensive Plan housing policy section 4.5.1. Chair Erikson indicated that was new to HRC and he would take this back for review. CLIC may also want to review the EDA or Neighborhood Action Plan (NAP) programs.
- Letter memo from Erika Boyd to Jesse Struve dated April 4<sup>th</sup> summarized the Met Council fair housing policy guidelines and the HRC March 21 meeting discussion, but also provided notice that Staff intends to bring a policy to City Council by June.
- Chair Erikson commented on the DRAFT City of Brooklyn Park Fair Housing Policy document as required by the Met Council, is an Executive Summary and somewhat “bare bones”, and that it is currently with the City’s legal counsel being reviewed.

- Sell suggested training and how City Staff can effectively see signs or potential issues.

## 5. STANDING ITEMS

### 5.1 Age Friendly Brooklyn Park

- No new information shared.

### 5.2 Communications

- No new information shared.
- Funk did note that the City has achieved TREE CITY USA status for the 18<sup>th</sup> year, also a TREE CITY USA Growth Award for the 12<sup>th</sup> year as reported on the website and in the local Sun Post newspaper.

### 5.3 Housing Continuum

- Chair Fraser stressed that we need to avoid any duplication of efforts with the work the Human Rights Commission (HRC) is doing.
- Meyers questioned barriers to affordable housing and why housing costs often do not match income levels. Struve responded on the difficulty involved.
- Funk spoke about rental housing vs homeownership which is part of a past discussion.
- Chair Fraser commented on Age demographics, census results, and longterm needs. Councilmember Parks noted that 2020 census numbers should help direct this.
- Meuers noted that youth outreach and homelessness is needed for connectivity.
- Hayes complimented the City on the citizen engagement thus far.
- Chair Fraser asked for a list of CLIC next steps on this topic – 6 were provided not in any specific order: 2020 census review, EDA annual review, housing info resources, NAP action plan, grant applications, future demographics data.

### 5.4 Redevelopment / Development

- Project Hotdish withdrawn by developer.
- County Road 81 from 71<sup>st</sup>/73<sup>rd</sup> area north to Greenhaven will be reconstructed over 2 summers – closed this summer completely – open winters.
- 101<sup>st</sup>/Hwy 169 project is fully funded – starts Oct/Nov 2019 and complete Fall 2020.
- City street mill and overlay plans for summer 2019 reviewed.
- 63<sup>rd</sup> Ave. N. on Brooklyn Center border to the west will be reconstructed also.
- No further discussion on Hwy 252 reconstruction and timeline. Project 2023-24.
- Chair Fraser and Past-Chair Funk were both selected for the Metro Blue Line LRT overview committee. No meetings planned while MNDOT and the railroad (lack of) discussion remains an issue. Project startup in 2022 or later?
- No further Village Creek discussion.

### 5.5 Future Planning

- 2040 Comprehensive Plan submitted to the Met Council for final evaluation.
- CIP and CEP plans – no new discussions.
- BP2025 – no new discussions.
- Citywide Park System Plan – planning continues. Construction at Mississippi Gateway has begun and Park Center field, dome, lighting is moving fast.
- Naming and Memorial Donation Policy – no items to discuss.

- Resilient Communities Project (RCP) – City department updates as needed, UMN to conduct Five Year Review in 2022. \*\*\*Note: need to update standing items document for 5-year review.

## 6. VERBAL REPORTS AND ANNOUNCEMENTS

### 6.1 City Council Report: Council Member Terry Parks provided an update.

- 2020 census group in Brooklyn Park is teaming with Brooklyn Center.
- Mayor Lunde is taking his State of the City address on the road to local organizations that are willing to have him present it again.
- Youth Day on the City Council is coming up.
- Edinburgh Golf Course is open and The Brooklyns restaurant operated by D'Amico's Catering will open the end of April.

### 6.2 Staff Liaison Update: Jesse Struve

- Nothing more to add than already discussed.

### 6.3 Open Discussion

- Welcome to our new CLIC Commissioners!
- Anyone not attending the April 3 Commissioner Orientation needs to pickup the new handbook and sign the waver form – return to Jesse Struve.
- Turner attended the Active Aging Events held at the CAC and provided positive reviews highlighting the “Seniors Helping Seniors” group.
- Sell provided commentary on Time Banks, a form of barter system.
- \*\*\*Youth Liaison for appointment to CLIC needs to be taken up with Mayor Lunde.
- Chair Fraser will not be able to attend the normally scheduled May meeting due to other commitments. May meeting will be held on the normal 2<sup>nd</sup> Thursday of the month.

## 7. ADJOURNMENT

### 7.1 Adjournment:

MOTION Fraser, SECOND Gbeizon-Bornor, TO ADJOURN. MOTION PASSED UNANIMOUSLY.

The meeting was adjourned at 8:48 p.m.  
Respectfully Submitted,  
Cory Funk

# City of Brooklyn Park Citizen Long-Range Improvement Committee

<b>Agenda Item:</b>	4.1	<b>Meeting Date:</b>	May 9, 2019
<b>Agenda Section:</b>	GENERAL AGENDA ITEMS	<b>Originating Department:</b>	Staff Liaison
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jesse Struve
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Cindy Sherman
<b>Item:</b>	Community Development / Planning Division Communication Update		

## Proposed Action:

## Overview:

The Planning Division has an important role in reviewing new developments to be sure they meet the zoning and land use regulations of the City. The planning division are often the first to see details on new businesses, new buildings, and projects proposed for development within the City. They also bring projects to the Planning Commission and provide recommendations to both the Planning Commission and City Council. Cindy Sherman, Planning Director, is the staff liaison for the Planning Commission and oversees the planning division and will provide an overview of the process that new developments go through, including the communication required for the projects.

## Attachments:

# City of Brooklyn Park Citizen Long-Range Improvement Committee

<b>Agenda Item:</b>	4.2	<b>Meeting Date:</b>	May 9, 2019
<b>Agenda Section:</b>	GENERAL AGENDA ITEMS	<b>Originating Department:</b>	Staff Liaison
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jesse Struve
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A		
<b>Item:</b>	CLIC Charter Changes		

**Proposed Action:**

Discuss potential changes to Charter as discussed on 1/10/19. There was one discussion about section B and the appointments. Jesse talked with staff and it was determined all commission had this language, so it allowed for staggered terms. It was decided to keep this in the charter to provide a historical perspective of how the staggered terms began.

*Commission*

SECTION 9.04 CAPITAL LONG-RANGE IMPROVEMENT COMMITTEE

Section 9.04 amended by Ordinance #1975-178(A) Effect. 4/13/75.; Section 9.04 repealed by Ordinance #1986-518(A) Effect. 5/20/86; Section 9.04 added by an Election held 11/8/94 Effect. 12/8/94.

SECTION 9.04 COMMUNITY LONG RANGE-IMPROVEMENT COMMISSION (Amended by Ordinance #1998-866 Effect. 5/27/98; Ordinance #2006-1053 Effect. 4/26/06; Ordinance #2006-1066 Effect 3/7/07; Ordinance 2018-1229 Effect. 7/4/18)

A. ORGANIZATION. There shall be a Community Long-Range Improvement 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 Commission who shall not be considered a member of the Commission. The Commission shall select its own officers, establish procedural rules and conduct as many meetings as necessary to perform its duties. The Commission shall be able to establish any subcommittees deemed necessary from time to time in order to more effectively perform its duties. The Commission may appoint a task force(s) as they deem necessary to facilitate investigations and research for the Commission. These task force members serve in an advisory capacity only to the Commission. Community Long-Range Improvement Commission members may be members of a task force(s) as deemed necessary.

B. TERM OF OFFICE - VACANCIES. The Mayor shall appoint the Commission with the approval of the City Council with the following staggered terms of office from Brooklyn Park residents who have applied for 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. Appointments to the Commission replacing members whose terms are expiring shall be made by the Mayor with the approval of the City Council by April 1 of each year.

C. DUTIES. The 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. 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-initiated requests for improvements are heard and considered. The 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 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.



the end of the 1st quarter

Annual Work Plan

4. Any other factors necessary or helpful in determining improvements for the City. The 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 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 years budget. The recommendations of this Commission to the City Council shall be advisory. The 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 Community Long-range Improvement Commission 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 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 Commission within sixty (60) days after the submission of the report.

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# City of Brooklyn Park Community Long-Range Improvement Commission

<b>Agenda Item:</b>	5.1	<b>Meeting Date:</b>	May 9, 2019
<b>Agenda Section:</b>	STANDING ITEMS	<b>Originating Department:</b>	Staff Liaison
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jesse Struve
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Cindy Sherman
<b>Item:</b>	Age Friendly Brooklyn Park		

**Proposed Action:**

No Action Required

**Overview:**

Discuss steps the city is doing to become a more age friendly city. Items identified on CLIC's 2018 work plan include:

- Formation of Advisory Group to work with staff.
- Ways to keep this in front of the City Council.
- Have a designated employee to lead projects.
- Work toward Brooklyn Park to be designated as an Age Friendly City by the World Health Organization.
- Review the Park System Plan to make sure age friendly items are being incorporated.

# City of Brooklyn Park Community Long-Range Improvement Commission

<b>Agenda Item:</b>	5.2	<b>Meeting Date:</b>	May 9, 2019
<b>Agenda Section:</b>	STANDING ITEMS	<b>Originating Department:</b>	Staff Liaison
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jesse Struve
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A		
<b>Item:</b>	Communications		

**Proposed Action:**

No action required.

**Overview:**

CLIC has been interested in ways the City communicates both internally and externally. This is an opportunity for CLIC to discuss ways the City can be more effective in this communication and provides CLIC an opportunity to weigh-in on how the City can incorporate branding into projects. Items called out on CLIC's 2019 work plan include:

- Review and comment on website redesign.
- Review, comment, and provide recommendations on how communication is used and presented internally and externally.
- Discuss the design and branding presented for the water tower by Brookdale Dr.

# City of Brooklyn Park Community Long-Range Improvement Commission

<b>Agenda Item:</b>	5.3	<b>Meeting Date:</b>	May 9, 2019
<b>Agenda Section:</b>	STANDING ITEMS	<b>Originating Department:</b>	Staff Liaison
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jesse Struve
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A		
<b>Item:</b>	Housing Continuum		

**Proposed Action:**

No action required.

**Overview:**

CLIC is looking for ways for Brooklyn Park to meet the housing needs of a wide range of people. Items included in CLIC's 2019 work plan include:

- Review City's newly adopted policy on housing.
- Form a task force to look at housing affordability.

# City of Brooklyn Park Community Long-Range Improvement Commission

<b>Agenda Item:</b>	5.4	<b>Meeting Date:</b>	May 9, 2019
<b>Agenda Section:</b>	STANDING ITEMS	<b>Originating Department:</b>	Staff Liaison
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jesse Struve
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A		
<b>Item:</b>	Redevelopment / Development		

**Proposed Action:**

No action required.

**Overview:**

CLIC has expressed interest at looking how zoning drives redevelopment and development. Items included in CLIC's 2019 work plan include:

- Review and recommend a layout for proposed 252 Reconstruction.
- Look at long term effects of light rail, gentrification, effects on rent levels, and connection to the system (east-west mobility).
- Village Creek and redevelopment of the area.

# City of Brooklyn Park Community Long-Range Improvement Commission

<b>Agenda Item:</b>	5.5	<b>Meeting Date:</b>	May 9, 2019
<b>Agenda Section:</b>	STANDING ITEMS	<b>Originating Department:</b>	Staff Liaison
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jesse Struve
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Kathy Fraser
<b>Item:</b>	Future Planning		

**Proposed Action:**

No action required.

**Overview:**

CLIC would like to review and comment on long range planning for the City. Items in CLIC's 2019 work plan include:

- Review and Comment on 2040 Comprehensive Plan.
- Review and comment on Capital Improvement Plan (CIP) and Capital Equipment Plan (CEP).
- Keep updated with progress of BP 2025.
- Review and Comment on Park System Plan.
- Facility Naming and Memorial Donation Policy.
- 1-year Review of Resilient Communities Project.

# City of Brooklyn Park Community Long-Range Improvement Commission

<b>Agenda Item:</b>	6.1	<b>Meeting Date:</b>	May 9, 2019
<b>Agenda Section:</b>	VERBAL REPORTS AND ANNOUNCEMENTS	<b>Originating Department:</b>	Staff Liaison
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jesse Struve
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Council Member Terry Parks
<b>Item:</b>	City Council Report: Council Member Terry Parks		

**Proposed Action:**

Hear Council Report.

**Overview:**

Each month the Committee will receive an update from the Council Liaison.

# City of Brooklyn Park Community Long-Range Improvement Commission

<b>Agenda Item:</b>	6.2	<b>Meeting Date:</b>	May 9, 2019
<b>Agenda Section:</b>	VERBAL REPORTS AND ANNOUNCEMENTS	<b>Originating Department:</b>	Staff Liaison
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jesse Struve
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Cindy Sherman
<b>Item:</b>	Staff Liaison Update: Cindy Sherman		

**Proposed Action:**

Hear Staff Liaison Update.

**Overview:**



# City of Brooklyn Park Community Long-Range Improvement Commission

<b>Agenda Item:</b>	6.3	<b>Meeting Date:</b>	May 9, 2019
<b>Agenda Section:</b>	VERBAL REPORTS AND ANNOUNCEMENTS	<b>Originating Department:</b>	Staff Liaison
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jesse Struve
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Kathy Fraser
<b>Item:</b>	Open Discussion		

**Proposed Action:**

Open Discussion.

**Overview:**

Allow for discussion about future agendas topics and what other CLIC members would like more information about.

# City of Brooklyn Park Community Long-Range Improvement Commission

<b>Agenda Item:</b>	7.1	<b>Meeting Date:</b>	May 9, 2019
<b>Agenda Section:</b>	ADJOURNMENT	<b>Originating Department:</b>	Staff Liaison
<b>Resolution:</b>	N/A		
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A		
<b>Item:</b>	Adjournment		

**Proposed Action:**

MOTION \_\_\_\_\_, SECONDED BY \_\_\_\_\_, TO ADJOURN THE MAY 9, 2019 MEETING OF CLIC.

**Overview:**