

REGULAR COUNCIL MEETING – AGENDA #4

If you need these materials in an alternative format or need reasonable accommodations for a City Council meeting, please provide the City with 72-hours' notice by calling 763-424-8000 or emailing Josie Shardlow at josie.shardlow@brooklynpark.org.
Para asistencia, 763-424-8000; Yog xav tau kev pab, 763-424-8000.

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 Proclamation Declaring February 6, 2020, as "League of Women Voters Centennial Day" in the City of Brooklyn Park, Minnesota

A. PROCLAMATION

3B.2 Age-Friendly Brooklyn Park Update and Department Action Plans

A. AGE-FRIENDLY DEPARTMENT SUMMARY PRIORITIES

B. 2020 AGE-FRIENDLY DEPARTMENT ACTION PLANS

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 Adopt a Resolution Appointing Election Judges for the March 3, 2020 Presidential Nomination Primary Election

A. RESOLUTION

B. EXHIBIT A

4.2 Letters of Credit/Bond Releases, Escrow/Cash Bond Releases

4.3 Award the Bid for Community Activity Center Gym Air Conditioning to JPMI Construction

A. RESOLUTION

B. LETTER OF RECOMMENDATION WITH BID TAB FROM WOLD ARCHITECTS

- 4.4 Second Reading – Excell Academy – Rezone Property from Business Park to Public Institution at 6510 Zane Avenue North
 - A. ORDINANCE
 - B. LOCATION MAP
- 4.5 Approve Preparing for Emerald Ash Borer in Community Forests Grant Agreement with Department of Natural Resources
 - A. RESOLUTION
 - B. 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

- 5.1 Approve an On-Sale Intoxicating Liquor License for El Loro of Brooklyn Park Inc. dba El Loro Mexican Restaurant, 7901 Brooklyn Blvd, Brooklyn Park
- 5.2 Approve an On-Sale Cocktail Room License and Off-Sale Micro Distillery License for Skaalvenn Distillery, LLC. dba Skaalvenn Distillery, LLC, 8601 73rd Avenue N #14, Brooklyn Park

6. LAND USE ACTIONS

- 6.1 Skaalvenn Distillery (Tyson Schnitker) – Conditional Use Permit #19-130 for a Cocktail Room at 8601 73rd Avenue N, Suite 14
 - A. RESOLUTION
 - B. LOCATION MAP
 - C. PLANNING AND ZONING INFORMATION AND PHOTOS
 - D. PLANNING COMMISSION MINUTES
 - E. LETTER FROM APPLICANT
 - F. PLANS
- 6.2 “Gardner Brookwood Estates” (Jenna Gardner et al) – Re-Plat of Four Existing Lots into Six Lots to Create Two Lots for New Single-Family Homes at 5710-12, 5718-20, 5802-04, and 5810-12 84½ Avenue North
 - A. RESOLUTION
 - B. LOCATION MAP
 - C. PLANNING AND ZONING INFORMATION
 - D. PLANNING COMMISSION MINUTES
 - E. PLANS

7. GENERAL ACTION ITEMS

- 7.1 First Reading of an Ordinance Pertaining to Census 2020
 - A. ORDINANCE
 - B. U.S. CODE 223
 - C. LETTER TO PROPERTY OWNERS AND MANAGERS
- 7.2 Approve Travel for Mayor Lunde to Attend the State of the Union Address in Washington D.C.

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

| | | | |
|------------------------|---|------------------------------------|---------------------------|
| Agenda Item: | 3B.1 | Meeting Date: | January 27, 2020 |
| Agenda Section: | Public Presentations/ Proclamations/Receipt of General Communications | Originating Department: | Administration |
| Resolution: | N/A | Prepared By: | Devin Montero, City Clerk |
| Ordinance: | N/A | | |
| Attachments: | 1 | Presented By: | Mayor Jeffrey Lunde |
| Item: | Proclamation Declaring February 6, 2020, as "League of Women Voters Centennial Day" in the City of Brooklyn Park, Minnesota | | |

City Manager's Proposed Action:

The Mayor shall proclaim February 6, 2020, as League of Women Voters Centennial Day:

1. I, Jeffrey Lunde, Mayor of the City of Brooklyn Park, Minnesota, do hereby proclaim February 6, 2020 as "League of Women Voters Centennial Day" in the City of Brooklyn Park, Minnesota.

OR

2. By reading the proclamation.

Overview:

Minnesota granted women the right to vote in presidential elections on March 24, 1919, and later ratified the 19th Amendment on September 8, 1919.

The League of Women Voters of Minnesota was organized on October 29, 1919 in meetings called by the Minnesota Woman Suffrage Association. This year, they celebrate a century of civic engagement and invite you to join them in the celebration. There are 35 leagues in Minnesota with 2,200 statewide members.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

3B.1A PROCLAMATION

PROCLAMATION



PROCLAIMING FEBRUARY 6, 2020, AS “LEAGUE OF WOMEN VOTERS CENTENNIAL DAY” IN THE CITY OF BROOKLYN PARK, MINNESOTA

CONGRATULATING THE BROOKLYN PARK, OSSEO, MAPLE GROVE CHAPTER OF THE LEAGUE OF WOMEN VOTERS

WHEREAS, the League of Women Voters celebrates (LWV) its 100th anniversary; and

WHEREAS, the League of Women Voters was founded for the purpose of completing full enfranchisement of women and increasing effectiveness of women’s voices in furthering better government; and

WHEREAS, the League of Women Voters of Minnesota was founded in 1919 after state ratification of the Nineteenth Amendment, and the League of Women Voters of the United States was founded in 1920 after the Nineteenth Amendment was ratified by our country; and

WHEREAS, we recognize and celebrate a century of activism by the LWV; and

WHEREAS, we recall our nation’s history through a lens of diversity, equity and inclusion, acknowledging the hard truth that, in our origins, the League of Women Voters was late in joining to help protect all voters at the polls; and

WHEREAS, we remind our citizens that democracy depends on their participation, through educating themselves on the issues and through voting; and

WHEREAS, the Brooklyn Park, Osseo, Maple Grove Chapter of the League of Women Voters has served our community with dedication and integrity for 100 years with their commitment to Making Democracy Work for women and men through community education on public policy topics, holding nonpartisan voter registration drives, and hosting informative candidate forums for our local municipal, school board and county elections.

NOW, THEREFORE, I, Jeffrey Lunde, Mayor of the City of Brooklyn Park, Minnesota, do hereby proclaim February 6, 2020 as “League of Women Voters Centennial Day” in the City of Brooklyn Park and congratulate the Brooklyn Park, Osseo, Maple Grove Chapter of the League of Women Voters on LWV’s 100th Anniversary.



5200 85th Avenue North
Brooklyn Park, MN 55443

Jeffrey Joneal Lunde, Mayor

City of Brooklyn Park Request for Council Action

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|------------------------|---|--------------------------------|---|
| Agenda Item: | 3B.2 | Meeting Date: | January 27, 2020 |
| Agenda Section: | Public Presentations/ Proclamations/Receipt of General Communications | Originating Department: | Administration |
| Resolution: | N/A | Prepared By: | Jody Yungers, Director Recreation and Parks |
| Ordinance: | N/A | | |
| Attachments: | 2 | Presented By: | Jay Stroebel, City Manager; Lydia Morken, Consultant |
| Item: | Age-Friendly Brooklyn Park Update and Department Action Plans | | |

City Manager's Proposed Action:

Update on Age-Friendly Brooklyn Park and present Department Action Plans.

Overview:

In February 2019, consultant Lydia Morken presented highlights from the *Becoming an Age-Friendly Brooklyn Park Recommendations Report* to the City Council, which was based on a year-long community engagement process that helped identify strategic steps to become a more age-friendly community. The recommendations included both internal actions that focused on local government itself, as well as external actions concerning how the City can partner with other agencies and organizations throughout the community to advance this work.

Over the past year, each department has been working to identify its own age-friendly priorities and developed individual department work plans, as well as cross-departmental initiatives to advance this work. Consultant Lydia Morken will provide a brief overview of priority department initiatives. While the plans largely identify new actions, they also include advancing certain existing efforts that pertain to older adults. It is important to note that the 2020 Age-Friendly Department Work Plans do not reflect existing City efforts that support older residents and contribute to making Brooklyn Park an age-friendly community.

Additionally, in 2020, as we turn greater attention to partnering with the community, a Statewide Health Improvement Plan (SHIP) grant from Hennepin County will fund efforts to reach out to underserved older residents, including members of our multicultural communities. This work will involve identifying specific strategies to help increase physical activity opportunities for these residents.

Primary Issues/Alternatives to Consider:

Changing demographics—namely, the aging population—are inspiring many communities and other levels of government to take up age-friendly work. In recent months, both the State of Minnesota and Hennepin County joined the AARP Network of Age-Friendly States and Communities. Four Minnesota cities also are members: Alexandria, Maple Grove, Minneapolis, and Northfield (along with 430 other cities and counties around the country).

Should the City of Brooklyn Park consider joining the AARP Network of Age Friendly States and Communities?

Budgetary/Fiscal Issues:

Age-Friendly Brooklyn Park work is currently being funded through dollars refunded back to the City from Northwest Hennepin Human Services. Most of the department actions are no- to low-cost, as strategic efforts are integrated into the current work of the departments.

Attachments:

3B.2A AGE-FRIENDLY DEPARTMENT SUMMARY PRIORITIES
3B.2B 2020 AGE-FRIENDLY DEPARTMENT ACTION PLANS

Age-Friendly Brooklyn Park

SUMMARY: DEPARTMENT PRIORITIES 2020

This brief document summarizes each City department's priorities related to age-friendly work for the coming year. More detail is included in the attached document.

CROSS-DEPARTMENT EFFORTS

1. **Resource guide** that staff can use to provide residents with referrals to needed services
2. **Dementia training** to help staff become more educated and empathetic

Administration

1. Improve City Hall accessibility and functionality
2. Elections: Connect older residents to employment (as election judges) and voting (by making absentee ballots available at senior housing communities)
3. Accessible website: Ensure new City website incorporates age-friendly web design principles

Community Development

1. Senior housing: Develop new affordable senior housing (one possibility for the Regent site)
2. Improve trails and seating
3. Update accessory dwelling unit ordinance (with zoning code update) to provide additional means of creating new housing options

Finance

1. Customer service during quintile reviews
2. Connect residents to information/resources
3. Increase access to property tax refunds
4. Increase staff volunteerism in community

Fire

1. Standardized reporting and follow-up
2. Additional staff training (age-friendly, empathy)
3. Expand community outreach and educational opportunities at multi-unit complexes

Operations and Maintenance

1. Resident volunteer shoveling program
2. Age-friendly staff education: Add age-friendly information to employee on-boarding
3. No-fault sewer backup policy: Create a fund to help residents pay for clean-up of their home following a sewer backup
4. Appliance rebate program
5. Inventory ADA non-compliant spaces (buildings and outside)

Police

1. Bring more information sessions to older residents on-site at senior housing communities
2. Explore potential to regulate group homes
3. Consider adopting new technology to help track older adults with dementia who may wander

Recreation and Parks

1. Leadership: Serve as department sponsor for Age-Friendly Brooklyn Park; lead cross-department efforts to 1) train staff on dementia, and 2) create a resource directory focused on older adults.
2. Infrastructure: Year-round trail access on four key trails; incorporate universal design into park development.
3. Programs: Deepen inclusion for residents with physical or cognitive disabilities; formalize policy to ensure that senior adult fitness classes get space priority at CAC.
4. Edinburgh USA improvements: Improve parking and wayfinding; install new multi-tier countertops; provide handicapped golf flags for carts.

Age-Friendly Brooklyn Park

Department Action Plans

January 2020

Overview:

The following charts summarize each department’s priority age-friendly actions for the coming year or so. Departments may advance additional actions not detailed here depending on staff capacity, opportunities that arise, funding, and other factors. Likewise, this summary does not include many existing City efforts that support older residents and contribute to making Brooklyn Park an age-friendly community.

Each table includes the following:

- *Action*: Describes the action being taken
- *Action type*: Notes whether the action involves Policy, Program/Service, and/or Infrastructure
- *Domain*: Indicates which of the World Health Organization/AARP livability domains this action involves
- *Timeline*: Specifies when this action will be implemented
- *Impact/Alignment with Other Strategic Initiatives or Key Efforts*: Describes what impact this action will have on the community, and with which other City efforts the action aligns

| ADMINISTRATION | | | | |
|--|----------------|------------------------------|-----------|---|
| Action | Action Type | Domain | Timeline | Impact; Alignment with Other Strategic Initiatives or Key Efforts |
| <p>Improve City Hall accessibility and functionality:</p> <ul style="list-style-type: none"> • Additional service counters added immediately inside main entrance. • Computer kiosk in lobby where people could complete online tasks (e.g., fill out a City job application) and receive assistance if needed • Ensure counters have ADA accessible options | Infrastructure | Outdoor Spaces and Buildings | 2019-2020 | <p><i>Impact:</i> Ensure City Hall remodel results in a facility that is maximally usable by all residents and includes thoughtful design that goes beyond ADA accessibility.</p> <p><i>Strategic alignment:</i></p> <ul style="list-style-type: none"> • Customer Service Excellence • Inclusion |

| | | | | |
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| <ul style="list-style-type: none"> • Add appropriately designed seating immediately inside entrance • Ensure seating in main lobby area is age-friendly (not too low; has arms; is cushioned) • Add heated sidewalks and ramp outside • Provide additional signage to highlight ramp availability and location • Connect the two entrances with a sidewalk (ramp entrance currently not connected to main sidewalk) • Implement Assistive Listening Technology in large conference rooms | | | | |
| <p>Elections: Connect older residents to employment and voting</p> <ul style="list-style-type: none"> • Employ and train a significant number of seniors as election judges • Provide absentee ballot applications to residents at senior housing communities | <p>Programs/ Services</p> | <p>Civic Engagement and Employment</p> | <p>In progress</p> | <p><i>Impact:</i></p> <ul style="list-style-type: none"> • Utilize interested residents’ time and skills to fill a City need • Increase the number of older residents who vote by making it easy for them to participate in the process, esp. for residents of a senior housing community who may not have lived in the city very long and are unfamiliar with location of polling places <p><i>Strategic alignment:</i></p> <ul style="list-style-type: none"> • Customer Service • Inclusion |
| <p>Accessible website: Ensure new City website incorporates age-friendly web design principles</p> <ul style="list-style-type: none"> • Larger text feature on website • Adult programs page on website is easily accessible from homepage and features all adult offerings on one page: Home > Programs and Classes > Adult Programs | <p>Programs/ Services</p> | <p>Communication and Information</p> | <p>In progress</p> | <p><i>Impact:</i></p> <ul style="list-style-type: none"> • Ensure new City website, a critical source of information for residents, is easy for older residents to navigate and understand <p><i>Strategic alignment:</i></p> <ul style="list-style-type: none"> • Branding/Comm. • Customer Service • Inclusion |

| COMMUNITY DEVELOPMENT | | | | |
|---|----------------|------------------------------|----------|--|
| Action | Action Type | Domain | Timeline | Impact/Alignment with Other Strategic Initiatives or Key Efforts |
| Senior housing: Develop new affordable senior housing (one possibility for the Regent site) | Infrastructure | Housing | 2020 | <i>Impact:</i> Create needed additional housing options through construction of new housing <i>Strategic alignment:</i> Inclusion |
| Improve trails and seating: Trail implementation and bench licensing. | Infrastructure | Outdoor Spaces and Buildings | 2020 | <i>Impact:</i> Increase and improve opportunities for physical activity by improving/adding trails and adding benches <i>Strategic alignment:</i> <ul style="list-style-type: none"> • Park Bond Reinvestment • 2030 Comprehensive Plan |
| More housing through zoning code: Update accessory dwelling unit ordinance (with zoning code update) | Policy | Housing | 2020 | <i>Impact:</i> Create additional housing options through updates to zoning code |

| FINANCE | | | | |
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| Action | Action Type | Domain | Timeline | Impact |
| <p>Customer service during quintile reviews: Assessing staff will slow down and give time and attention to aging community members who may want the company and conversation in addition to discussing the review.</p> | Policy | <p>Communication and Information</p> <p>Respect and Social Inclusion</p> | Ongoing | <p><i>Impact:</i> Demonstrates respect for and value of aging residents through empathy and care</p> <p><i>Strategic alignment:</i> Customer Service</p> |
| <p>Connect residents to information/resources: Educate staff about available resources (programs, services) that may be useful to aging residents and be able to refer residents to those resources. May include programs at the CAC, Meals on Wheels, transportation services, etc. Develop and provide handouts with contact info to all staff.</p> | Programs/ Services | <p>Communication and Information</p> <p>Community Support and Health Services</p> | 2020 | <p><i>Impact:</i> With the help of the City, more aging residents will be connected with needed services or resources.</p> <p><i>Strategic alignment:</i> Customer Service</p> |
| <p>Increase access to property tax refunds: Inform seniors of available property tax refund programs. This can help to offset tax increases. If taxes increase over 12% there are additional programs available.</p> | Programs/ Services | <p>Community Support and Health Services</p> <p>Housing</p> | 2020 | <p><i>Impact:</i> Help more aging homeowners access property tax refunds that may be available to them.</p> <p><i>Strategic alignment:</i> Customer Service</p> |
| <p>Increase staff volunteerism in community: Advocate for and facilitate staff volunteerism. Identify areas of need. Encourage staff to participate/City-paid time to volunteer in an area of interest.</p> | <p>Programs/ Services</p> <p>Policy</p> | <p>Civic Engagement and Employment</p> | 2020 | <p><i>Impact:</i> Utilize city staff as community volunteers as a way to address community needs.</p> <p><i>Strategic alignment:</i> Continuous Improvement</p> |

| FIRE DEPARTMENT | | | | |
|--|--------------------|---|----------|---|
| Action | Action Type | Domain | Timeline | Impact/Alignment with Other Strategic Initiatives or Key Efforts |
| Standardized reporting and follow-up: Evaluate current reporting framework and processes to ensure referrals are being sent to appropriate agencies and ensure follow-up. | Policy; Service | Communication and Information Community Support Services | 2020 | <i>Impact:</i> Operate and serve residents more effectively and efficiently by improving a key process. <i>Strategic alignment:</i> <ul style="list-style-type: none"> • Customer Service • Process Improvement |
| Additional staff training: Provide age-friendly and empathic training to new recruits and existing staff. | Policy | Communication and Information Respect and Inclusion | 2020 | <i>Impact:</i> Additional training will help FD staff serve residents more knowledgeably, professionally, and sensitively. <i>Strategic alignment:</i> <ul style="list-style-type: none"> • Customer Service • Inclusion • Continuous Improvement |
| Expand community outreach and educational opportunities at multi-unit complexes. | Service | Communication and Information Respect and Social Inclusion | Underway | <i>Impact:</i> Increase number of residents who access important community information and education. <i>Strategic alignment:</i> <ul style="list-style-type: none"> • Customer Service • Inclusion • Continuous Improvement |

| OPERATIONS AND MAINTENANCE | | | | |
|---|--------------------|---|------------------------------------|---|
| Action | Action Type | Domain | Timeline | Impact/Alignment with Other Strategic Initiatives or Key Efforts |
| Resident volunteer shoveling program: Work with Community Engagement to organize this winter. | Service | Community Support Services Housing | Winter 2019-2020 | <i>Impact:</i> Addresses immediate need for help with clearing snow for residents who need assistance; engages interested residents as volunteers; promotes social connection among residents. <i>Strategic alignment:</i> <ul style="list-style-type: none"> Customer Service |
| Age-friendly staff education: Add age-friendly information to employee on-boarding | Policy | Comm. and Information Respect and Social Inclusion | Ongoing | <i>Impact:</i> <ul style="list-style-type: none"> Both current and future employees will be aware of age-friendly community philosophy, rationale, and related efforts <i>Strategic alignment:</i> <ul style="list-style-type: none"> Customer Service Inclusion |
| No-fault sewer backup policy: Create a fund to help residents pay for clean-up of their home following a sewer backup. | Policy | Community Support Services Housing | 2020 | <i>Impact:</i> Relieve financial burden of sewer backup cleaning for older (and other) homeowners on fixed incomes. |
| Appliance rebate program: Residents get a \$50 rebate when they replace existing appliances with ones that are energy and water efficient. Residents are also eligible to get a \$100 rebate on certain water softeners. | Policy; Program | Community Support Services Housing | 2020 (through \$10K grant funding) | <i>Impact:</i> <ul style="list-style-type: none"> More residents will be able to purchase efficient appliances, which save money over time. New water softeners improve water quality and reduce usage. |
| Inventory ADA non-compliant spaces (buildings and outside) | Infrastructure | Outdoor Spaces and Buildings | 2020-21 | <i>Impact:</i> Better knowledge of ADA non-compliant spaces will help the City address the gaps in a strategic |

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| | | | | <p>way, creating more accessible spaces for all residents</p> <p><i>Strategic alignment:</i></p> <ul style="list-style-type: none"> • ADA • Inclusion |
|--|--|--|--|---|

| POLICE DEPARTMENT | | | | |
|--|-------------|---|----------|--|
| Action | Action Type | Domain | Timeline | Impact |
| <p>Bring more information sessions to older residents on-site at senior housing communities.</p> | Service | <p>Communication and Information</p> <p>Community Support Services</p> <p>Housing</p> | 2020 | <p><i>Impact:</i></p> <ul style="list-style-type: none"> • Increase number of residents who can conveniently access important community and safety information from the police department <p><i>Strategic alignment:</i></p> <ul style="list-style-type: none"> • Customer Service |
| <p>Explore potential to regulate group homes, which are prevalent in BP. Not all of the city’s many group homes are well-managed and operated. The PD expends considerable resources on calls to group homes and observes unsafe or potentially unsafe conditions for residents, which include many older people who need assistance.</p> | Policy | <p>Community Support Services</p> <p>Housing</p> | 2020 | <p><i>Impact:</i></p> <ul style="list-style-type: none"> • Improve safety and well-being of residents at group homes • Free up police resources <p><i>Strategic alignment:</i></p> <ul style="list-style-type: none"> • Customer Service |

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| <p>Consider adopting new technology to help track older adults with dementia who may wander. This may involve a wireless GPS tracking device that can be worn by an older adult with special needs.</p> | <p>Program</p> | <p>Community Support Services</p> | <p>2020</p> | <p><i>Impact:</i></p> <ul style="list-style-type: none"> • Improve safety of vulnerable older residents • Conserve police resources by simplifying searches for older people who have wandered. <p><i>Strategic alignment:</i></p> <ul style="list-style-type: none"> • Continuous Improvement • Customer Service |
|--|----------------|-----------------------------------|-------------|---|

| <p>RECREATION AND PARKS</p> | | | | |
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| <p>Action</p> | <p>Action Type</p> | <p>Domain</p> | <p>Timeline</p> | <p>Impact/Alignment with Other Initiatives or Key Efforts</p> |
| <p>Leadership: Serve as lead department for Age-Friendly Brooklyn Park; lead creation of cross-department efforts to 1) provide dementia training to staff, and 2) develop a resource guide focused on older adults</p> | <p>Policy</p> | <p>All</p> | <p>Ongoing</p> | <p><i>Impact:</i></p> <ul style="list-style-type: none"> • Help City capture benefits of aging population prepare for challenges • Advance numerous community/City goals identified through <i>BP 2025</i> • Demonstrate City's value of older residents and their contributions <p><i>Strategic alignment:</i></p> <ul style="list-style-type: none"> • Continuous Improvement • Customer Service • ADA/Inclusion • Park Bond Reinvestment Projects |

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| <p>Infrastructure: Year-round trail access on four trails; incorporate universal design into park development, going beyond ADA</p> | <p>Infrastructure</p> | <p>Outdoor Spaces and Buildings Transportation</p> | <p>Planning: 2019-2020 Implementation: 2020-2022</p> | <p><i>Impact:</i></p> <ul style="list-style-type: none"> • Improve walkability and encourage year-round outdoor activity through infrastructure improvements • Increase older residents' utilization of the city's park system <p><i>Strategic alignment:</i></p> <ul style="list-style-type: none"> • ADA/Inclusion • Bike/Ped Master Plan • City-Wide Wayfinding Master Plan • Park Bond Reinvestment Projects • 2030 Comprehensive Plan |
| <p>Programs: Enhance inclusion for older adults with physical or cognitive disabilities; formalize policy to ensure that senior adult fitness classes get space priority at CAC.</p> | <p>Programs</p> | <p>Respect and Inclusion Social Participation</p> | <p>2020</p> | <p><i>Impact:</i></p> <ul style="list-style-type: none"> • City can better fulfill its responsibility to provide programming suitable for all residents • Increased access to beneficial City programs <p><i>Strategic alignment:</i></p> <ul style="list-style-type: none"> • ADA/Inclusion • Customer Service • Racial Equity |
| <p>Edinburgh USA: Improve parking and wayfinding; install new multi-tier counters; provide handicapped flags for golf carts</p> | <p>Infrastructure (Golf)</p> | <p>Outdoor Spaces and Buildings Transportation</p> | <p>2020 and 2021</p> | <p><i>Impact:</i> Improve access to and guest experience at Edinburgh facilities.</p> <p><i>Strategic alignment:</i></p> <ul style="list-style-type: none"> • ADA/Inclusion • Customer Service • Ed. USA - Business Development Plan |

City of Brooklyn Park Request for Council Action

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|------------------------|--|--------------------------------|---------------------------|
| Agenda Item: | 4.1 | Meeting Date: | January 27, 2020 |
| Agenda Section: | Consent | Originating Department: | Administration |
| Resolution: | X | Prepared By: | Devin Montero, City Clerk |
| Ordinance: | N/A | | |
| Attachments: | 2 | Presented By: | Devin Montero |
| Item: | Adopt a Resolution Appointing Election Judges for the March 3, 2020 Presidential Nomination Primary Election | | |

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2020-____ APPOINTING ELECTION JUDGES FOR THE MARCH 3, 2020 PRESIDENTIAL NOMINATION PRIMARY ELECTION.

Overview:

Minnesota State Statute, 204B.21, Subdivision 2, requires election judges for precincts in a municipality to be appointed by the governing body of the municipality at least 25 days before the election at which the election judges will serve. Attached is the list of election judges assigned to the Presidential Nomination Primary Election on March 3, 2020.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

- 4.1A RESOLUTION
- 4.1B EXHIBIT A

RESOLUTION #2020-

RESOLUTION APPOINTING ELECTION JUDGES FOR THE
MARCH 3, 2020 PRESIDENTIAL NOMINATION PRIMARY ELECTION

WHEREAS, Minnesota State Statute, 204B.21, Subdivision 2, requires election judges for precincts in a municipality to be appointed by the governing body of the municipality at least 25 days before the election.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park that the election judges for the March 3, 2020 Presidential Nomination Primary Election be appointed as presented by the City Clerk, per Exhibit A attached hereto and made a part hereof and further authorizing the City Clerk to appoint additional judges if and where needed.

| | | | |
|----------------------|----------|------------|------------------|
| Smile | Serenity | Nelson | Cheryl |
| Coleman | Kim | Neumann | Carol |
| Nelson | Katelyn | Nichols | Stephen |
| Keymer | John | Ringel | Tom |
| Walsh | Karoll | Swerdlick | Thomas J |
| Larson | Nancy | Warren | Brettany |
| Ng | Helen | Warren | Peggy |
| Banker | Alyssa | Zimmer | Jack (John) |
| Hockett | Shane | Zimmer | Elaine |
| Jarosz | Robert | Dosdall | Ellen |
| Turner | Robin | Dow | Linda |
| Gbeizon-Bornor | Etta | Fredrick | William |
| Whitfield | Anitra | Lueder | Brandon |
| Malecki | Robert | Whitby | Catherine |
| Alabi | Sunday | Baffa | Rosanna |
| Bunker | Suzette | Campe | Joan |
| Davies | Bolofil | Derhak | Craig |
| Enzenauer | Kirk | Elliot | Patricia |
| Frederickson | Kathy | Erickson | Celeste |
| Heiskala | Julie | Johnson | Thomas W. |
| Johnson | Eleanor | Jones | Jean |
| Kohanek | Tony | Maxie | Juanita |
| Shevlin- Woodcock | Cindy | Munsterman | Walter |
| Tilong | Denis | Nah | Frederick |
| Tran | Maria | Peasha | Ron |
| Walber | Lori | Piorek | Darlene |
| Wheaton | Lori | Shreve | LaFonda |
| Alstadt | Arlene | Shreve | Clinton |
| Andersland | Heather | Wray | Gloria |
| Broyles | Joe | Hanson | Susan |
| Butler | Denise | Oppegard | James |
| Erickson | Craig | Smith | Bruce |
| Holbrook | Kim | Venske | Margaret (Peggy) |
| Hughes | Diane | Vos | Craig |
| Isaacs | Peggy | Weekley | Mary |
| Johnson | Carla | Bonasera | Larry |
| Juntilla | Gerri | Casella | Joseph |
| Kennington | Diane | Casella | Beverly |
| Lause | Lee Ann | Catlin | Ted |
| Moore | Sarah | Grivna | Theanna |
| | | Koenig | Linda |

| | | | |
|------------|------------|-------------|--------------|
| Kpogba | Elias Joko | Sandberg | Christy |
| La Rose | Trudi | Steele | Wendy |
| Mann | Joann | Umland | Anita |
| McKinley | Carl | Beamon | Bernard |
| Moore | Vernitta | Bublitz | Frank |
| Munsterman | Adele | Derhak | Stephanie |
| Patterson | Patty | Desbonnet | Patrick |
| Plante | John | Dryke | Chester |
| Ranelle | Michelle | Dryke | Claire |
| Toner | David | Erickson | Jonathan |
| Vosika | Richard | Freemon | Linda |
| Lung | Pamela | Harris-Ward | Andrea |
| Bah | Fatou | Horn | Douglas |
| Geegbae | Wisseh | Johnson | Rachel |
| Chittester | Patrick | Kowalczyk | Albert |
| Sastry | Mark | Kurle | Christopher |
| Bonnicksen | Donna | Lemke | Terry II |
| Hagen | Thomas | McLain | John |
| Malecki | Kathleen | Mummah | Michael |
| Otten | Tammy | Nerud | Amanda |
| Parks | Carol | Niemi | Charmaine |
| Taylor | Eve | Pargo | Willie |
| Morales | Jeanne | Qureshi | Imran |
| Aleckson | Shirley | Raglin | Harriett |
| Bird | Melody | Rusinyak | Tracy |
| Boganey | Carolyn | Sorbie | Kathleen |
| Doe | Wayne | Tin | Tinna |
| Lacy | Cheryl | Tischler | Megan |
| Simmons | Scott | Yigan-Kohoe | Koffi Michel |
| Staus | Evelyn | Zimpleman | Linda |
| Hussain | Nausheena | Sjostedt | Sven |
| Levens | Joseph | Bednarczyk | Thomas |
| Chandler | Pamela | Bombich | Tami |
| Rafito | Thomas | Klaesges | John "Jack" |
| Fuller | Jeffery | Knuckey | Dorothy |
| Marcella | Joe | Montague | Louise |
| Flugaur | Patricia | Paynter | Brenda |
| Moritz | Carrie | Paynter | Mark |
| Nervig | Vickie | Riska | Pearl |
| Reinking | Shirley | Temkin | Simon |

| | | | |
|----------------------|--------------------|----------------|-----------|
| Kaliher (Watson) | Mary Rose | Harris | Marilyn |
| Besse | Barbara | Hendrickson | Westly |
| Burkland | Janice | Irvin | John |
| Hendrickson | Carolyn | Krasne | John |
| Laubersheimer | Charles | Larson | Cheryel |
| Mead | Susan | Leschisin | Cheryl |
| Miskowic | Jan | Leverentz | DeNae |
| Norris | Jane | Lindboe | Vesta |
| Paradis | Claude | Lucas | Laura |
| Pietari | Jenifer | Myers | Paul |
| Provo | Karen | Norberg | Karen |
| Webster | Harold | Peterson | Barbara |
| Erickson | Steven | Pham | Thanh |
| Grose | Audrey | Roers | Gertrude |
| Hedman | Sharon | Ronning-Allen | Susan |
| Meyers | Elizabeth | Stokes | Nicolle |
| Mohr | Patricia | Strand | Charles |
| Powell | Patti | Winn Klinbeil | Barbara |
| Swenson | Paul | Zeon Sr. | G Phillip |
| Boord | Warren | Carls-Steiskal | Marlys |
| Boord | Constance | Cole-Smith | Susan |
| Daggett | Janice | Derrick | Melia |
| Johnson | David | Grady | Alice |
| Wagener | Timothy | Gutzwiller | Sandra |
| Lambert | Teresa | Hanly | Lynda |
| Olson | Nancy | Hartfiel | Carolyn |
| Plunkett | Tyrone | Holland | Pamela |
| Welde | Ronald | Jahns | Dean |
| Zuomie | Gongwongbayebokaye | Johnson | Penelope |
| Bartsias | Kathy | Loewe | Curtis |
| Czech | Roman | Lunquist | Nanette |
| Felien | Mike | McGarvey | SueAnn |
| Lindberg | Theresa (Teri) | Olson | Michael |
| Abrahamson | Alver "AL" | Rasmussen | Lori |
| Engels- Chupurdia | Sharon | Reuter | Theresa |
| Maggi | Theresa (Teri) | Rugel | Scott |
| Brastad | Linda | Tapio | John |
| Fodstad | James | Vasquez | Susan |
| Gladen | Marla | McDonald | Patricia |
| | | Dahl | Julie |

| | |
|-----------|-----------|
| Dickson | Arthur |
| Gilbert | Duane |
| Johnson | Thomas R. |
| Molskness | Carolyn |
| Saltmarsh | Gail |
| Schuster | Ann |
| Schwagel | Donald |
| Simmons | Tenley |
| Wahlstrom | Marilyn |
| Bourgeois | Donna |
| Mabera | Susan |
| Stone | Zhenya |
| Wolff | Connie |
| Zeman | Donna |
| McJimsey | Betty |
| Sengita | Kenneth |
| Lawson | Shawnte |
| Stepan | Robert |
| Pudas | Anne |
| Nobleza | Jeffrey |
| Vasquez | Alexander |
| McKinney | Jean |
| Parks | Terry |
| Muhich | Michelle |
| Mokoro | Mockinon |

City of Brooklyn Park Request for Council Action

| | | | |
|------------------------|--|--------------------------------|--|
| Agenda Item: | 4.2 | Meeting Date: | January 27, 2020 |
| Agenda Section: | Consent | Originating Department: | Community Development |
| Resolution: | N/A | Prepared By: | JoAnn Millette, Development Specialist |
| Ordinance: | N/A | | |
| Attachments: | N/A | Presented By: | Cindy Sherman, Planning Director |
| Item: | Letters of Credit/Bond Releases, Escrow/Cash Bond Releases | | |

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO RELEASE THE ENGINEERING ESCROW (\$1,029) FOR SATISFACTORY COMPLETION OF THE "WINDCHIME TRAIL 4TH ADDITION" PROJECT #19-103 LOCATED AT 10214 REGENT AVE N FOR KEVIN AHLSTROM.

MOTION _____, SECOND _____, TO RELEASE THE ON AND OFF-SITE SUBDIVISION BOND BY DEVELOPERS SURETY AND INDEMNITY COMPANY #381450S (\$273,800) AND THE LETTER OF CREDIT BY BANK OF THE WEST #MB60516676 (\$334,834) FOR SATISFACTORY PROGRESS OF THE "AMESBURY PLACE 2ND AND 4TH ADDITIONS" PROJECT #17-101 LOCATED AT THE NE CORNER OF REGENT AND 93RD AVENUES N FOR LENNAR.

The City will continue to hold a cash bond in the amount of \$78,000 and an engineering escrow in the amount of approximately \$8,000 until the Amesbury (Avebury) project is completed.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments: N/A

City of Brooklyn Park Request for Council Action

| | | | |
|------------------------|---|--------------------------------|---|
| Agenda Item: | 4.3 | Meeting Date: | January 27, 2020 |
| Agenda Section: | Consent | Originating Department: | Recreation and Parks |
| Resolution: | X | Prepared By: | Brad Tullberg, Parks and Facilities Manager |
| Ordinance: | N/A | | |
| Attachments: | 2 | Presented By: | Brad Tullberg |
| Item: | Award the Bid for Community Activity Center Gym Air Conditioning to JPMI Construction | | |

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2020-____ TO AWARD THE BID FOR COMMUNITY ACTIVITY CENTER GYM AIR CONDITIONING TO JPMI CONSTRUCTION.

Overview:

The Community Activity Center Gym was built as part of the National Guard Armory addition to the Community Activity Center in 1986. This multi-purpose gym is used for fitness classes, summer camps, youth sports, craft shows, and pickleball as well as serving as a space for Minnesota National Guard training. The gym was constructed without air conditioning and becomes very hot and humid during the summer months.

As part of the shared use agreement with the National Guard, the air conditioning will be connected to the building management on the Armory side of the facility and air conditioning unit operating costs will be paid for by National Guard as part of their facility operations.

Staff contracted with Wold Architects to design an air conditioning system that would reduce the heat and humidity in the gym to allow for comfortable year-round use. The project was advertised in the Sun-Post on December 26, 2019. On January 21, 2020, a bid opening was held and four bids were received. The apparent low bidder, Corval Group, has indicated in writing that they have a bid error due to missing a significant mechanical unit cost and withdrew their bid. The lowest responsible bidder meeting all specifications in a responsive manner is JPMI Construction in the amount of \$128,000.

Primary Issues/Alternatives to Consider:

The architect, Wold Architects, and Recreation and Parks Department staff recommend awarding the Community Activity Center Gym Air Conditioning bid to JPMI Construction as the lowest responsible bidder meeting all specifications.

The Council has the following alternatives:

1. Award the bid as recommended.
2. Reject all bids and reconsider project.

Budgetary/Fiscal Issues:

This project is part of the 2020-2024 CIP as item #2040 and the 2020 budget as New World project #204020; the funding source is the Heritage Infrastructure Fund for a total project budget of \$150,000.

Attachments:

- 4.3A RESOLUTION
- 4.3B LETTER OF RECOMMENDATION WITH BID TAB FROM WOLD ARCHITECTS

RESOLUTION #2020-

RESOLUTION TO AWARD THE BID FOR COMMUNITY ACTIVITY CENTER GYM AIR CONDITIONING
TO JPMI CONSTRUCTION

WHEREAS, the Community Activity Center Gym was built as part of the National Guard Armory addition to the Community Activity Center in 1986; and

WHEREAS, this multi-purpose gym is used for fitness classes, summer camps, youth sports, craft shows, and pickleball as well as serving as a space for Minnesota National Guard training; and

WHEREAS, as part of the shared use agreement with the National Guard, the air conditioning will be connected to the building management on the Armory side of the facility and air conditioning unit operating costs will be paid for by National Guard as part of their facility operations; and

WHEREAS, staff contracted with Wold Architects to design an air conditioning system that would reduce the heat and humidity in the gym to allow for comfortable year-round use; and

WHEREAS, this project is part of the 2020-2024 CIP as item #2040 and the 2020 budget as New World project #204020; the funding source is the Heritage Infrastructure Fund for a total project budget of \$150,000; and

WHEREAS, the project was advertised in the Sun-Post on December 26, 2019, and four bids were received; and

WHEREAS, the apparent low bidder, Corval Group, has indicated in writing that they have a bid error due to missing a significant mechanical unit cost and withdrew their bid; and

WHEREAS, the lowest responsible bid of \$128,000 is from JPMI Construction and is within the estimated project budget, and is recommended for approval by Wold Architects, and Recreation and Parks staff.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to award the bid for Community Activity Center Gym Air Conditioning to JPMI Construction in the amount of \$128,000.

January 22, 2020



Brad Tullberg, Parks and Facilities Manager
City of Brooklyn Park
5600 85th Avenue North
Brooklyn Park, Minnesota 55443

Re: Brooklyn Park CAC/ Armory AC Unit Rebid
Commission No. 182132

Dear Brad:

On Tuesday, January 21, 2020 at 2:00pm bids were received for the Brooklyn Park CAC/ Armory AC Unit Rebid. A total of four (4) bids were received, see enclosed bid tabulation. The apparent low bidder Corval Group has indicated in writing that they have a bid error due to missing a significant mechanical unit cost. See enclosed letter from Corval Group for their request to withdraw their bid.

JPMI Construction from St. Paul, MN submitted the next low bid, with verified confirmation that their bid is inclusive of the items indicated in the contract documents. JPMI Construction submitted a bid amount of \$128,000, this amount is below the estimated budget for the project.

We recommend council approve the request from Corval Group to withdraw their bid, and to award the CAC/ Armory AC Unit Rebid for the amount of \$128,000 to JPMI Construction.

Again, we have contacted JPMI Construction, they are comfortable with their bid and are qualified for this project.

Sincerely,

Wold Architects and Engineers

A handwritten signature in black ink, appearing to read "John McNamara", written over a horizontal line.

John McNamara | AIA, LEED AP
Partner

Enclosure

cc: Melissa Stein (letter only)
Dan Ruiz (letter only)
Contract File (letter only)

Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, MN 55101
woldae.com | 651 227 7773

**PLANNERS
ARCHITECTS
ENGINEERS**



Melissa Stein <mstein@woldae.com>

Brooklyn Park CAC Armory

Todd Dougan <tdougan@corvalgroup.com>
To: "mstein@woldae.com" <mstein@woldae.com>
Cc: Timothy Van Heel <tvanheel@corvalgroup.com>

Tue, Jan 21, 2020 at 7:57 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Per our conversation earlier this evening Corval would appreciate the opportunity to pull our bid on this project. As I mentioned there was a significant calculation error in our bid and the equipment was left off. Please let me know if there is any additional follow up needed to support this.
Thank you for understanding

Todd

Sent from my iPhone

City of Brooklyn Park Request for Council Action

| | | | |
|------------------------|--|--------------------------------|----------------------------------|
| Agenda Item: | 4.4 | Meeting Date: | January 27, 2020 |
| Agenda Section: | Consent | Originating Department: | Community Development |
| Resolution: | N/A | Prepared By: | Todd A. Larson, Senior Planner |
| Ordinance: | SECOND READING | | |
| Attachments: | 2 | Presented By: | Cindy Sherman, Planning Director |
| Item: | Second Reading – Excell Academy – Rezone Property from Business Park to Public Institution at 6510 Zane Avenue North | | |

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT ON SECOND READING ORDINANCE #2020-____ AMENDING CHAPTER 152 REZONING 2.93 ACRES FROM BUSINESS PARK (BP) TO PUBLIC INSTITUTION (PI) AT 6510 ZANE AVENUE NORTH.

Overview:

The City Council unanimously approved the first reading of the rezoning ordinance on November 25, 2019. The property owner at the time requested that the second reading of the rezoning ordinance wait until after the closing happened. The sale has closed; the property is now owned by the school and the ordinance can move forward.

The school is working on final plans for the building addition and improvements in the park. They will be submitting an application for March reviews.

Budgetary/Fiscal Issues: N/A

Alternatives to consider:

1. Approve the rezoning as recommended by the Planning Commission.
2. Deny the rezoning based on certain findings, keeping the existing zoning in place.

Attachments:

- 4.4A ORDINANCE
- 4.4B LOCATION MAP

ORDINANCE #2020-

ORDINANCE AMENDING CHAPTER 152 REZONING 2.93 ACRES
FROM BUSINESS PARK (BP) TO PUBLIC INSTITUTION (PI)
AT 6510 ZANE AVENUE NORTH

WHEREAS, the subject property is legally described as:

Lot 2, Block 1, Brooklyn Park EDA Division 2, Hennepin County, Minnesota

WHEREAS, the site has been used for educational uses, in part, since 1998; and

WHEREAS, the subject property is adjacent to property zoned Public Institution (PI); and

WHEREAS, the intent is that the property will continue to be used wholly for educational purposes.

NOW, THEREFORE, the City of Brooklyn Park Does Ordain: Chapter 152 of the Zoning code is amended to rezone the subject property from Business Park District (BP) to Public Institution District (PI).

The zoning map of the City on file with the City Clerk and referred to in Chapter 152 of the City Code is hereby amended in accordance with the provisions of this ordinance.

Rezoning #19-124 Excell Academy
6510 Zane Ave N

Brooklyn Park
Community Development



Spring 2018 Air Photo.

100
Feet



Map Date October 23, 2019

City of Brooklyn Park Request for Council Action

| | | | |
|------------------------|---|--------------------------------|--|
| Agenda Item: | 4.5 | Meeting Date: | January 27, 2020 |
| Agenda Section: | Consent | Originating Department: | Operations and Maintenance |
| Resolution: | X | Prepared By: | Greg Hoag, Park and Building Maintenance Manager |
| Ordinance: | N/A | | |
| Attachments: | 2 | Presented By: | Greg Hoag |
| Item: | Approve Preparing for Emerald Ash Borer in Community Forests Grant Agreement with Department of Natural Resources | | |

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2020_____ TO AUTHORIZE THE MAYOR AND CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE DEPARTMENT OF NATURAL RESOURCES FOR THE PREPARING FOR EMERALD ASH BORER IN COMMUNITY FORESTS GRANT PROGRAM.

Overview:

Emerald ash borer (EAB) is a non-native insect that infests and kills ash trees. EAB was first discovered in Brooklyn Park in August 2017. The cost to remove and replace all public ash trees in Brooklyn Park is estimated to be \$5-\$6 million.

In September 2019, the Department of Natural Resources (DNR) opened a Preparing for Emerald Ash Borer in Community Forests Grant Solicitation process. The DNR goals of the grant are to assist communities in managing ash trees for EAB. Staff applied for funds through this solicitation process and, in December, the DNR awarded a \$100,000 grant to Brooklyn Park.

Primary Issues/Alternatives to Consider:

Operations and Maintenance staff recommend acceptance of the Grant as presented.

Budgetary/Fiscal Issues:

This grant has a minimum 25% match requirement for the grant award of \$100,000. The city's matching fund for the project total is \$51,500 and is available through current planned 2020 forestry expenses from both the EAB Capital Fund and the Park Maintenance Forestry General Fund budget.

Attachments:

- 4.5A RESOLUTION
- 4.5B AGREEMENT

RESOLUTION #2020-

RESOLUTION TO AUTHORIZE THE MAYOR AND CITY MANAGER TO ENTER INTO AN AGREEMENT
WITH THE DEPARTMENT OF NATURAL RESOURCES FOR THE PREPARING FOR EMERALD ASH
BORER IN COMMUNITY FORESTS GRANT PROGRAM

WHEREAS, in September 2019, the Department of Natural Resources opened a grant solicitation for the Preparing for Emerald Ash Borer in Community Forests; and

WHEREAS, in November 2019, Operations and Maintenance staff submitted an application for funds from this grant program; and

WHEREAS, in December 2019, the Department of Natural Resources awarded Brooklyn Park a \$100,000.00 grant.

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 an Agreement with the Department of Natural Resources for the Preparing for Emerald Ash Borer in Communities Program.

**STATE OF MINNESOTA
GRANT CONTRACT**

This grant contract is between the State of Minnesota, acting through its Commissioner of Natural Resources, Division of Forestry, 500 Lafayette Rd., St. Paul, MN 55155 (“State”) and the City of Brooklyn Park, 5200 85th Ave. N., Brooklyn Park, MN 55443 (“Grantee”).

Recitals

1. Under Minn.Stat. §84.026, Subd. 1, and Minnesota Session Law 2019, 1st Special Session, 191, Chapter 4, Article 1, Section 3, Subdivision 4(h) and 4(i), the State is empowered to enter into this grant.
2. The State is in need of Urban and Community Forestry Services.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to [Minn.Stat. §16B.98](#), Subd. 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Contract

1 Term of Grant Contract

1.1 Effective date:

January 15, 2020, or the date the State obtains all required signatures under [Minn. Stat. §16B.98](#), Subd. 5, whichever is later. Per [Minn.Stat. §16B.98](#) Subd. 7, no payments will be made to the Grantee until this grant contract is fully executed.

1.2 Expiration date:

June 1, 2022, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 Survival of Terms.

The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

2 Grantee’s Duties

The Grantee, who is not a state employee, will:

Comply with required grants management policies and procedures set forth through [Minn.Stat. §16B.97](#), Subd. 4 (a) (1).

Perform the duties specified in Exhibit A, Exhibit B, and Exhibit C, which are incorporated and made a part of this agreement.

3 Time

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

4 Consideration and Payment

4.1 Consideration.

The State will pay for all services performed by the Grantee under this grant contract as follows:

(a) Compensation

The Grantee will be paid compensation in an amount not to exceed \$100,000.00; on a reimbursement basis for qualifying purchases.

According to the breakdown of costs contained in Exhibit B, which is attached and incorporated into this grant contract, the Grantee certifies that a minimum 25% matching requirement for the grant will be met by the City of Brooklyn Park. The total project cost is \$151,500.00. Grantee agrees to match at least \$51,500.00 of this project cost.

(b) Travel Expenses

Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract will not exceed \$0.00; provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

(c) Total Obligation.

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed \$100,000.00.

4.2 Payment**(a) Invoices**

The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule:

1. June 1, 2020
2. December 1, 2020
3. June 1, 2021
4. December 1, 2021
5. June 1, 2022

(b) Unexpended Funds

The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

4.3 Subcontractors, Contracting, and Bidding Requirements

The Grantee agrees that if it subcontracts any portion of this project to another entity, the agreement with the subcontractor will contain all applicable provisions of the agreement with the State.

Per [Minnesota Statute 471.345](#), **Municipalities** as defined in Subd.1 must follow that Uniform Municipal Contracting Law if contracting funds from this grant contract agreement for any supplies, materials, equipment, or the rental thereof, or the construction, alteration, repair, or maintenance of real or personal property.

(a) Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.

(b) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minnesota Statute 177.41](#) through [177.44](#). Consequently, the bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

5 Conditions of Payment

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representative

The State's Authorized Representative is *Emma Schultz, Community Forest Project Specialist, 500 Lafayette Rd., St. Paul, MN 55155, (651) 259-5274, emma.schultz@state.mn.us*, or her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under

this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is *Greg Hoag, Park & Building Maintenance Manager, 8300 Noble Ave. N., Brooklyn Park, MN 55443, (763) 493-8350, greg.hoag@brooklynpark.org*. If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Contract Complete

7.1 Assignment

The Grantee shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the State, approved by the same parties who executed and approved this grant contract, or their successors in office.

7.2 Amendments

Any amendments to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 Waiver

If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

7.4 Grant Contract Complete

This grant contract contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract.

9 State Audits

Under [Minn. Stat. § 16B.98](#), Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10 Government Data Practices and Intellectual Property Rights

10.1 Government Data Practices

The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable laws.

10.2 Intellectual Property Rights - Not Applicable

11 Workers Compensation

The Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Publicity and Endorsement

The Grantee will publicly post and promote project information and purpose as pertains to this grant contract.

12.1 *Publicity*

Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

12.2 *Endorsement*

The Grantee must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination

14.1 *Termination by the State*

The State may immediately terminate this grant contract with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 *Termination for Cause*

The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 *Termination for Insufficient Funding*

The State may immediately terminate this grant contract if:

(a) It does not obtain funding from the Minnesota Legislature.

(b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

14.4 *Additional Alternate Termination Language*

Additional alternate termination language may be negotiated on a case-by-case basis after the state agency has consulted with their legal and finance teams.

15 Data Disclosure

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05

Signed: Jen Franklin

Date: January 15, 2020

SWIFT Contract/PO No(s). 171389 / 3-165630

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

Distribution:
Agency
Grantee
State's Authorized Representative

Exhibit A: Grant Project Deliverables
Preparing for Emerald Ash Borer in Community Forests
City of Brooklyn Park Deliverables

Grant Sum Total: \$100,000.00

Grant Contact Deliverables

- Grantee must be willing to participate in work by the Minnesota Department of Agriculture and University of Minnesota to evaluate project impacts
- Community must have adopted or will adopt and EAB management plan through this grant process
- Each ash tree removed must be replaced with a newly planted tree

Work with DNR to fully execute and report on the impacts of the work plan by meeting the requirements as submitted in the City of Brooklyn Park's application:

Project Overview

The current city tree inventory on publicly owned land identifies 4,860 ash trees (17,837 total trees). In 2019 an update to the inventory was completed to rate each ash tree with a 0-3 rating, 3 being good health (2,707 trees), 2 being marginal (1,202 trees), 1 being poor (523 trees) and 0 being remove as soon as possible (6 trees), for a total ash tree count of 4,438 trees. The City believes a balanced approach to dealing with EAB is the most appropriate. In 2019 Brooklyn Park will plant approximately 100 new trees, treated approximately 1,460 trees, and will remove 75-100 ash trees. The proposed grant project is a request for \$100,000. With this money, Brooklyn Park proposes to remove and replace approximately 100 trees. This will be a citywide project focusing on parks boulevards and other public-owned property. For the needed match the City would absorb any additional costs related to the removal and planting as well as continue the treatment plan treating approximately 1,300 trees. This funding will help supplement current funding of \$175,000 per year. At this funding level, it would take 25+ years to remove and replace currently-inventoried ash trees.

Timeline

Winter 2020:

- Identify Trees for phase I removal, approximately 50 trees
- Bid contract for removal

Winter-Early Spring 2020:

- Remove as many trees as possible

Summer 2020:

- Treat existing good condition ash trees approximately 1,300 trees (Match Funds)

Late Spring & Fall 2020:

- Replant all removed trees
- GIS all planted trees

Late Summer 2020:

- Identify remaining trees for removal
- Re-bid removal contract if needed

October 2020-April 2021:

- Complete needed removals

May-June 2021 & September-October 2021:

- Replant for removed trees
- GIS all trees planted

November-December 2021:

- Complete & submit final grant request

Project Impacts on Priority Landscapes and Populations

Community Mission Statement: Brooklyn Park, a thriving community inspiring pride where opportunities exist for all.

Brooklyn Park has a population of 80,866 and is the 6th largest city in the state; it is the 11th fastest-growing city in Minnesota. Brooklyn Park is the 3rd most diverse city in the state with 54% of its residents being people of color. 22% of the population is foreign born. 26% of the residents speak a language other than English at home. 11% of the residents live in poverty. Ash trees represent a higher percentage of the tree canopy in many lower income neighborhoods. The entire eastern edge of the city is the Mississippi River which is a great asset to the region, as well as the entire State of Minnesota. By using the balanced approach of treating, removing and planting Brooklyn Park can maintain a health tree canopy longer as new "buddy" trees develop and grow. Ash trees currently make up 27% of the city-inventoried trees. The City currently uses the Hennepin County recommended tree planting list as a guide for selecting trees. The City's goal is to continue to increase diversity in the city tree canopy by working toward the 20-10-5 guidelines.

Communication

With the assistance of the Communications Division, Brooklyn Park will provide press releases to the media, targeted neighborhood emails, post information on the website and use other sources of social media to help promote, educate and seek volunteers to assist in tree planting events.

The Community Engagement Division and the Communications Division will work with the Operations & Maintenance Division to target neighborhoods (through the next door system) and community groups to solicit volunteers. The City will work with these teams and Tree Trust to organize the volunteer tree planting events. Additionally, the City will be doing replacements of boulevard trees through this grant. The plan is to work with and educate the adjacent homeowners who will act as volunteers to assist in watering and communicating possible issues with the newly planted trees.

Personnel

The key partner in this grant request is Tree Trust. Karen Zumach, Director of Community Forestry, has been a great asset to the city in assisting with several tree planting events in the past several years. Her expertise, along with the City's professional staff who have assisted in these events, are the key staff. Tree Trust's knowledge of planting follows the guidelines set out in the MN DNR Pocket Guide to Planting Trees. The City will most likely partner with Tree Trust for the re-planting part of this project. Tree removal will be completed by hired contractors. It is the City's preference that contractors working in the City have a minimum of one Arborist on each job.

Brooklyn Park's professional staff's certifications include:

- ISA Arborist
- (7) MNDNR Tree Inspectors
- (4) MDA Non-Commercial Pesticide Applicators

Internal staff will assist in planting and maintaining these trees throughout their life. The City has planted and maintained trees within the city for many years. For 30+ years the City has had an identified forestry budget and diseased tree program.

The city has also received Tree City USA designation 18 years and has received the growth award 12 years.

Tree Planting

Grant funds will not fund the purchase of trees that are over-represented in your community. Any genera that comprise 10% or more of the community forest make-up will not be funded.

Numbers derived from the Minnesota Department of Natural Resources 2010 Rapid Assessment will be used unless an updated inventory is provided. For Brooklyn Park this means grant funds cannot be spent on purchasing:

- *Acer* (maple): 25.0%
- *Fraxinus* (ash): 18.2%
- *Picea* (spruce): 14.9%
- *Malus* (apple): 12.8%

No trees may be planted other than those specified in the Species List provided by grantee. As stated in the RFA, species list and numbers can be amended following the submissions of tree inventory/survey data. All trees planted with grant funds are expected to be maintained based on the City of Brooklyn Park's Three Year Maintenance Plan submitted as Exhibit C. Trees that do not survive will need to be replaced prior to grant close-out utilizing the warranty the city has with the nursery that stock was purchased from, or at the expense of the City of Brooklyn Park.

Requesting Reimbursement

Accomplishment reports and maps of completed work will be submitted with all requests for reimbursement.

- Partial payment form along with invoices and proof of payment for grant-funded purchases, Cash Match form along with proof of payment, and In-Kind Match form
- Partial payments may be submitted as needed and must include all up-to-date required documents and accomplishment reports
- Accomplishment reports will include grant contract deliverables and their impacts
- Photo documentation of the project's progress at appropriate phases, and illustrations, diagrams, charts, graphs, and maps to show results
- Maps will:
 - Identify the location ash have been removed
 - Identify the location ash stumps have been ground
 - Identify the location and Diameter at Breast Height (DBH) of ash that have been treated
 - Identify the location and species of trees that have been planted

- All trees removed, treated, and planted will be mapped and submitted as shapefiles, with the planted trees identified by species, to obtain grand fund reimbursement. If your community does not have access to shapefile-generating software, please notify your DNR Urban and Community Forestry Team Member, and they will work to assist you.

Following the submission of invoices and accomplishment reports, a compliance check will be conducted by Minnesota Department of Natural Resources staff. Staff will do a site evaluation ensuring that tree species submitted on maps are correctly identified and planted in accordance with the standards set in the Minnesota Department of Natural Resources [Pocket Guide to Planting Trees](#).

Staff will also ensure that the project adheres to the 20-10-5 guideline which means that following planting, a community has no more than 20% of their trees within a single family, no more than 10% of their trees within a single genus, and no more than 5% of their trees within a single species. Staff will confirm that planted tree stock is 1-2” caliper bareroot or a container class size #15 or smaller.

Acknowledgment

The Minnesota Department of Natural Resources needs to be acknowledged in publications, audiovisuals, and electronic media developed as a result of this award.

- Including any publications or outreach materials related to this grant or agreement, a statement of affiliation with Minnesota Department of Natural Resources, e.g., “This publication made possible through a grant from the Minnesota Department of Natural Resources.” OR “This project was conducted in cooperation with the Minnesota Department of Natural Resources.”
- Logo is permitted for use and can be obtained by contacting an Urban and Community Forestry Team Member

Exhibit B: Project Budget
Preparing for Emerald Ash Borer in Community Forests
City of Brooklyn Park

| Item | State Grant Funds | Cash Match | In-kind Match | Total |
|-------------------------------|--------------------------|--------------------|----------------------|---------------------|
| Personnel and Owned Equipment | | | \$1,500.00 | \$1,500.00 |
| Eligible Expenses | \$100,000.00 | \$50,000.00 | | \$150,000.00 |
| Totals | \$100,000.00 | \$50,000.00 | \$1,500.00 | \$151,500.00 |

Tree Maintenance Plan Template for Newly Planted Trees

Organization: City of Brooklyn Park

Year and Season of Planting: 2020 (Fall), 2021 (Spring/Fall)

Project Coordinator: Greg Hoag

Phone: 763-493-8350

Email: greg.hoag@brooklynpark.org

of Trees to be Planted: 160

Size (caliper for deciduous, height for conifers): 1"-1.5", 2-3'

Type of Stock to be Planted (Bare root, etc.): Most of the trees will be bare root, there will be some #5 container trees to assist in increasing available varieties

Describe how the activities below will be completed.

1. Tree Maintenance Personnel

- a. Describe who is responsible for maintenance.

Our in-house Forestry division will be responsible for maintenance. This staff includes an ISA Arborist, several tree inspectors and certified pesticide applicators.

- b. Volunteers, homeowners, or inexperienced staff that will provide maintenance should receive basic training and literature on proper maintenance techniques. Is training needed and how will you do it?

Volunteers will be used for the planting events. They are trained on-site by pairing them with Tree Trust Staff and City professional staff.

- c. How will you inspect tree maintenance work periodically to make sure it is being done correctly?

Our City Forester will inspect and monitor the trees to assure that needed maintenance and watering is being provided correctly.

2. Tree Watering Process

Describe in detail how trees will be watered, the time period and frequency of watering. Trees should be watered weekly for the first 3 to 5 years when the ground is thawed, unless it has rained 1 inch in a week.

We utilize both tree watering bags and direct watering from our 2000 gallon tank trucks. Watering is completed when weekly rainfall falls below 1" per week. By clustering plantings in our parks it provides for a more efficient process for watering.

3. Mulching Trees

Will you mulch your trees and if so, how will you maintain mulch?

Trees will be mulched when planted. Mulch will be re-freshed as needed on an annual basis.

4. Staking and Tying Trees

Explain if staking is necessary due to mowing, vandalism, or wind conditions, and describe plans for inspection and removal.

Staking is only provided for trees that need it to support upright growth. Once the tree has established itself the stakes are removed.

5. Checking Tree Health

The grantee will check trees every 6 – 12 months to identify and address problems. Describe inspection process and follow-up.

Our Forestry staff will complete a formal inspection of all newly planted trees a minimum of twice per year. Our other park maintenance staff will report any noticed urgent needs to the forestry division to further follow up on and address.

6. Tree Protection

Young trees in busy urban areas may be easily damaged by human activity, animals, and equipment. Describe how planted trees will be protected.

when needed we protect our trees with tree guards and or create cages around trees in areas where deer and other animals are present.

7. Pruning

Newly planted trees should need little pruning, if they were properly cared for in the nursery. In the first year after planting, remove only dead or broken branches. In later years, weakly attached limbs can be removed, and corrective pruning can be done if needed. Describe your pruning maintenance cycle.

Our current pruning schedule is to routinely get to all parks within 10 years. We do however focus our pruning on our newer planted trees. We have a goal to visit and trim if needed annually.

8. Tree Warranty

Tree planting should include a warranty from the nursery for replacement (due to poor condition or mortality). The grantee should be prepared to fully replace all trees that are in poor condition or die prior to inspection at the end of the project grant agreement, unless loss was due to natural disaster. Describe your tree warranty or how trees will be replaced.

We typically buy our trees wholesale without a warranty. By purchasing this way we can buy them cheaper. We will replace any trees due to mortality or poor health annually by purchasing or using existing stock from our 70 tree gravel bed.

City of Brooklyn Park Request for Council Action

| | | | |
|------------------------|--|--------------------------------|---|
| Agenda Item: | 5.1 | Meeting Date: | January 27, 2020 |
| Agenda Section: | Public Hearings | Originating Department: | Community Development |
| Resolution: | N/A | Prepared By: | Megan Bookey, Program Assistant III |
| Ordinance: | N/A | | |
| Attachments: | N/A | Presented By: | Keith Jullie, Rental and Business Licensing Manager |
| Item: | Approve an On-Sale Intoxicating Liquor License for El Loro of Brooklyn Park Inc. dba El Loro Mexican Restaurant, 7901 Brooklyn Blvd, Brooklyn Park | | |

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO APPROVE AN ON-SALE INTOXICATING LIQUOR LICENSE FOR EL LORO OF BROOKLYN PARK INC. DBA EL LORO MEXICAN RESTAURANT, 7901 BROOKLYN BLVD, BROOKLYN PARK.

Overview:

This is a new on-sale intoxicating liquor license for El Loro of Brooklyn Park, Inc. dba El Loro Mexican Restaurant, 7901 Brooklyn Blvd, Brooklyn Park. This site was previously occupied by Applebees.

The Community Development Department approved the original application on January 16, 2020. The Police Department has completed their investigation of the new business owner. There are currently no known code violations at the property location.

The Community Development Department, Fire Department and Police Department find no reason that would preclude the issuance of this license.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments: N/A

City of Brooklyn Park Request for Council Action

| | | | |
|------------------------|--|--------------------------------|---|
| Agenda Item: | 5.2 | Meeting Date: | January 27, 2020 |
| Agenda Section: | Public Hearings | Originating Department: | Community Development |
| Resolution: | N/A | Prepared By: | Megan Bookey, Program Assistant III |
| Ordinance: | N/A | | |
| Attachments: | N/A | Presented By: | Keith Jullie, Rental and Business Licensing Manager |
| Item: | Approve an On-Sale Cocktail Room License and Off-Sale Micro Distillery License for Skaalvenn Distillery, LLC. dba Skaalvenn Distillery, LLC, 8601 73 RD Avenue N #14, Brooklyn Park | | |

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO APPROVE AN ON-SALE COCKTAIL ROOM LICENSE FOR SKAALVENN DISTILLERY, LLC, DBA SKAALVENN, DISTILLERY, LLC, 8601 73RD AVENUE N #14, BROOKLYN PARK.

MOTION _____, SECOND _____, TO APPROVE AN OFF-SALE MICRO DISTILLERY LICENSE FOR SKAALVENN DISTILLERY, LLC, DBA SKAALVENN, DISTILLERY, LLC, 8601 73RD AVENUE N #14, BROOKLYN PARK.

Overview:

This is a new on-sale cocktail room license and off-sale micro distillery license for Skaalvenn Distillery, LLC, dba Skaalvenn Distillery, LLC, 8601 73RD Avenue N #14, Brooklyn Park. Skaalvenn Distillery, LLC has been distilling spirits at this location with the proper state licensure for wholesale since April 2015.

The Community Development Department approved the original application on January 16, 2020. The Police Department has completed their investigation of the business owners. There are no known code violations related to the business or property.

The Community Development Department, Fire Department and Police Department find no reason that would preclude the issuance of this license. The Conditional Use Permit (CUP) for the cocktail room is item 6.1 on tonight's City Council meeting agenda.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments: N/A

City of Brooklyn Park Request for Council Action

| | | | |
|------------------------|---|--------------------------------|----------------------------------|
| Agenda Item: | 6.1 | Meeting Date: | January 27, 2020 |
| Agenda Section: | Land Use Actions | Originating Department: | Community Development |
| Resolution: | X | Prepared By: | Todd A. Larson, Senior Planner |
| Ordinance: | N/A | | |
| Attachments: | 6 | Presented By: | Cindy Sherman, Planning Director |
| Item: | Skaalvenn Distillery (Tyson Schnitker) – Conditional Use Permit #19-130 for a Cocktail Room at 8601 73 rd Avenue N, Suite 14 | | |

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2020-____ APPROVING A CONDITIONAL USE PERMIT FOR A COCKTAIL ROOM AT 8601 73RD AVENUE NORTH, SUITE 14.

Planning Commission Recommendation:

At its meeting on January 8, 2020, the Planning Commission unanimously (7-0) recommended approval of the conditional use permit (CUP) with the conditions that are listed in the attached resolution.

Overview:

Skaalvenn Distillery has been producing spirits for just under five years. When the business expanded into the current space, the owners envisioned a future cocktail room. They are now requesting the CUP to finish out the bar space and open the cocktail room.

A cocktail room is a conditional accessory use in the Business Park (BP) zoning district. A cocktail room is similar to a taproom for a brewery (such as Blue Wolf's). The distiller can serve drinks made with its products on site. There are only a handful of distillers currently operating cocktail rooms in Minnesota.

The distillery is located within the Timberland North III building near the southwest corner. Customers visiting the site will use the building entrances and walk down the hall to the tenant space. The space does have direct access to the outside; however, it is an undesirable location as an entrance next to the loading dock. Restrooms are available in the building's common area.

The applicant's request letter lists weddings or other private events at the site. The BP zoning district does not allow for assembly uses, so this type of event will require a Special Event permit handled administratively with staff. The applicant has stated that these events are not expected often, so it is recommended that these events are limited to one per month. Other requests such as live music is allowed, provided no cover charge is collected. Food service is allowed too, either prepared onsite (with a food license) or via a food truck. Two patios are also noted as possibilities, one on the room and one on the side of the building, although there are no plans to build either at this time.

This item is related to Item #5.2 on tonight's agenda. Approval of the CUP is contingent upon approval of the liquor license.

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 AND PHOTOS
- 6.1D PLANNING COMMISSION MINUTES
- 6.1E LETTER FROM APPLICANT
- 6.1F PLANS

RESOLUTION #2020-

RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR A COCKTAIL ROOM
AT 8601 73RD AVENUE NORTH, SUITE 14

Planning Commission File #19-130

WHEREAS, Tyson Schnitker of Skaalvenn Distilling has made an application for a Conditional Use Permit (CUP) to operate a cocktail room, an accessory use to the existing distillery, on property legally described as:

That part of the North 396 feet of the Northwest quarter of the southeast quarter lying West of a line as measured at right angles from a point in the South like thereof a distance of 623.49 feet East from the Southwest corner thereof, except roads, Section 30, Township 119, Range 21, Hennepin County, Minnesota

WHEREAS, the matter has been referred to the Planning Commission who have given their advice and recommendation to the City Council; and

WHEREAS, the effect of the proposed use upon the health, safety, and welfare of surrounding lands, existing and anticipated traffic conditions and its effect on the neighborhood have been considered.

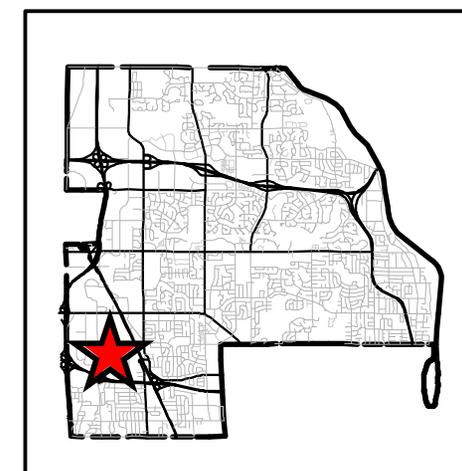
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park that the Conditional Use Permit for an accessory cocktail room is hereby granted subject to the following conditions:

1. Per undated site plans presented to the Planning Commission and City Council.
2. Patio expansions along the side of the building or on the roof is allowed in the future with any necessary building permits.
3. The business must obtain and maintain the required distillery and cocktail room license(s).
4. Food service is allowed with the appropriate food license from the Environmental Health Division.
5. Special events, such as weddings, are allowed with a Special Event Permit and are limited to one per month.
6. Live music is allowed provided no cover charge is collected.
7. This resolution must be recorded with the Hennepin County Recorder's office.
8. This resolution expires one year from the date of approval, unless all conditions are met.

Conditional Use Permit #19-130 Skaalvenn Distillery
8601 73rd Ave. N., Suite 14



Spring 2018 Air Photo.



Map Date December 20, 2019

| | |
|--------------------|--|
| Land Use Plan | Business Park |
| Current Zoning | Business Park (BP) |
| Surrounding Zoning | East, South, and West – Business Park (BP) North – Public Institution (PI) <i>Osseo Area Learning Center</i> |
| Neighborhood | Northland |
| Site Area | 5.02 acres |
| Building Area | 90,036 ft ² |
| Tenant Space | 3,600 ft ² |
| Conforms to: | |
| | Land Use Plan – Yes |
| | Zoning Code – Yes |
| | Variances Needed – None |
| Notification | 26 Mailed Notices Sun Post Legal Notices Neighborhood Update Email – Northland |



Photo 1. The bar will be constructed in space in the back center of this picture.



Photo 2. The bar will be constructed in the back left portion of this picture in the area where the floor is not polished.



Photo 3. The production area of the distillery.

PLANNING COMMISSION MINUTES
Wednesday, January 8, 2020
UNAPPROVED MINUTES

1. CALL TO ORDER

The meeting was called to order at 7:00 PM.

2. ROLL CALL/PLEDGE OF ALLEGIANCE

Those present were: Commissioners Herbers, Husain, Kiekow, Mersereau, Mohamed, Morton-Spears, and Vosberg; Senior Planner Larson; Planning Director Sherman.

Those not present were: Commissioner Hanson, Kisch; Council Liaison Russell.

7. PUBLIC HEARING

A. Skaalvenn Distillery (Tyson Schnitker) - Conditional Use Permit #19-130 to allow for a cocktail room at 8601 73rd Ave N, Suite 14.

Senior Planner Larson introduced the application for Skaalvenn Distillery has operated in Brooklyn Park for a few years, and they are looking to expand their business at their current location to include a cocktail room as an accessory use. Blue Wolf Brewery's taproom is an example of a similar business as a cocktail room is the equivalent for a distillery. Staff recommends approval of the conditional use permit which includes conditions to address some requests in the applicant's letter such as a future patio, allowance of food, and hosting special events up to once a month with a special event permit to prevent the cocktail room from turning into an event space. He explained the reasoning for this condition is that the Business Park zoning designation doesn't allow assembly halls, convention centers, and banquet centers.

Tyson Shnitker, the applicant, introduced himself and his wife, Mary, the owners of Skaalvenn Distillery. He noted he has lived in Brooklyn Park since 2004, and their business has operated since 2014. He stated he is available to answer any questions.

Commissioner Chair Vosberg opened the public hearing.

Dan Denchfield, 10309 Oregon Ave N, introduced himself as the property manager for Timberland North. He stated his support of the proposal and is available to answer questions regarding the facility.

Seeing no one approach the podium, Commissioner Chair Vosberg closed the public hearing.

MOTION MERSEREAU, SECOND MOHAMED TO RECOMMEND APPROVAL OF CONDITIONAL USE PERMIT #19-130 FOR A COCKTAIL ROOM AT 8601 73RD AVENUE NORTH, SUITE 14, SUBJECT TO CONDITIONS IN THE DRAFT RESOLUTION.

Commissioner Mohamed thanked Tyson and Mary for operating their business in Brooklyn Park, and he hopes the Planning Commission can support their success in the community.

Commissioner Kiekow asked if there is adequate parking to handle the anticipated 20 customers at time.

Tyson Schnitker confirmed the building has ample parking to support 20 customers, and they want to keep the customer seating minimal. He explained the cocktail room will be operating after normal business hours after 4 PM, and he estimates parking around the building totals around 100 spaces.

Commissioner Kiekow said he drives by this building weekly, and never realized the distillery was located in the building. He asked if they have any signage.

Tyson Schnitker said there is a small sign on the Timberland monument sign at the corner of 73rd Ave and Boone Ave. He noted that once the cocktail room is open there will be mobile signs they will bring out while being mindful of the Brooklyn Park City Code and the landlord's rules. He admitted it can be a difficult area to find, so they will need to direct people somewhat.

Commissioner Kiekow asked for the distilling capacity.

Tyson Schnitker answered the utilize a 350 gallon still.

Commissioner Vosberg stated she has heard about the distiller's good reputation, and that her workplace across the street is excited for the cocktail room.

Tyson Schnitker said anyone is welcome to request a tour.

MOTION CARRIED UNANIMOUSLY.

Planning Director Sherman stated this proposal will go to City Council on January 27, 2020.

29 November 2019

To: City of Brooklyn Park

From: Tyson Schnitker, President of Skaalvenn Distillery, LLC

Subject: Application for Conditional Use Permit for Microdistillery Cocktail Room Expansion

To whom it may concern,

This letter is to state my intent to expand our existing, licensed microdistillery operations to include a cocktail room and allow for on-sale of spirits in accordance with state and local laws and ordinances.

The people involved with this project are as follows:

- Skaalvenn Distillery President and Vice President
 - Tyson Schnitker (70% ownership)
 - Mary Schnitker (30% ownership)
- Bruce Hellier – Architect
- Timberland Partners – Current owner of the building

At the time of this letter Skaalvenn Distillery has been licensed and operating in the City of Brooklyn Park for approximately 4 years and 8 months. In spring of 2018 we relocated from our original 1800 square foot space at 8601 73rd Ave North and into a 3600 square foot suite. During that time we worked with our architect, building owner, city planners and officials to ensure that the building and site met all the required codes in order for us to continue with the planned cocktail room. So it is my hope that everything goes smoothly as we move towards this next milestone.

I do want to ask the city for a special request, and that is to allow Skaalvenn Distillery a few extra days to secure the required plans and signatures from the building owners for the Conditional Use Permit. I was hoping to have the plans from the architect earlier. I have been working with him since September, but he's been overloaded with work due to the vast amounts of construction projects happening right now. I also must admit that I forgot about the CUP process, as I'm a one-man operation who runs the distillery business, operations, marketing, cocktail room planning, etc. I was originally hoping to have the cocktail room open around 01 January, but obviously this is not happening, and if I am not able to submit the partial application 03 December, it will push everything behind by an entire month.

Our plan for the cocktail room is to bring something very unique, and special to Brooklyn Park, and something unlike anything else in the Midwest. Our intent is to create a low volume, high quality establishment where the customers are treated to an exceptional experience, both from the ambiance, service, and presentation of the cocktails. Our goal is to not fill the space and sell as many cocktails as we can but rather, our goal is to have about 20 customers in the space and charge a higher price per cocktail to limit consumption and also reduce potential issues that come with higher volume and lower prices. Skaalvenn Distillery has every intention on being placed in national publication lists of top cocktail bars in the country.

I am also requesting to potentially be able to do the following in the future:

- Occasional wedding or other private events
- Rooftop patio expansion (the owner of the property brought up this idea)
- Patio (drawn in red line on plan)
- Live music
- Limited food service

These were just extra ideas which we were advised to include into the C.U.P. Application. At this time Skaalvenn Distillery has no immediate plans of the above except limited food service (pre-prepared/packaged foods or foods requiring limited prep--with approval from the MN Department of Agriculture).

It is my hope that Skaalvenn Distillery can provide the city and it's residents (my wife and I have also lived here since 2004) with a high end destination which becomes the envy of other cities and states. Safety of employees and visitors, being good neighbors, and running an ethical and clean business are among my top priorities. Rest assured that I am not at all interested in opening a night club or having an establishment where binge drinking or any other troublesome activities will occur.

If there are any questions or concerns, please let me know.

Thank you.



Tyson Schnitker
President of Skaalvenn Distillery, LLC

651-592-9195
tyson@skaalvenn.com

City of Brooklyn Park Request for Council Action

| | | | |
|------------------------|---|--------------------------------|----------------------------------|
| Agenda Item: | 6.2 | Meeting Date: | January 27, 2020 |
| Agenda Section: | Land Use Actions | Originating Department: | Community Development |
| Resolution: | X | Prepared By: | Todd A. Larson, Senior Planner |
| Ordinance: | N/A | | |
| Attachments: | 5 | Presented By: | Cindy Sherman, Planning Director |
| Item: | "Gardner Brookwood Estates" (Jenna Gardner et al) – Re-Plat of Four Existing Lots into Six Lots to Create Two Lots for New Single-Family Homes at 5710-12, 5718-20, 5802-04, and 5810-12 84½ Avenue North | | |

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2020-____ APPROVING PRELIMINARY AND FINAL PLAT OF "GARDNER BROOKWOOD ESTATES" AT THE NORTHEAST AND NORTHWEST CORNERS OF YATES AVENUE AND 84½ AVENUE NORTH.

Planning Commission Recommendation:

At its meeting on December 11, 2019, the Planning Commission recommended approval (6-1) of the proposed plat with the conditions listed in the attached resolution as the proposal meets all of the requirements of the zoning district.

Overview:

The proposed plat was continued from the January 6, 2020 City Council meeting as the vote was 3-3 without the full Council present.

Members of the Gardner family own four side-by-side double bungalow buildings along 84½ Avenue. These lots are oversized and are located at both corners with Yates Avenue. They are requesting to replat the properties so that two additional lots are created, one on each side of Yates Avenue, for new single-family home construction. There are eight single-family homes further east on 84½ Avenue.

The properties are zoned R4 (single- and two-family residential). The R4 District has several different lot dimension and area requirements based on what type of unit (single-family versus two-family) and when it was constructed. The two new lots that are proposed for construction may only be used for single-family homes. They are too small to be used for two-family structures. The immediate neighborhood has a mix of side-by-sides, single-family homes, and quad townhomes.

Utilities are located under Yates Avenue but not directly in front of the properties, so extension and services will need to be installed for the two new homes. Additionally, screening of Zane Avenue will need to be installed in the form of fencing, berming, landscaping, or any combination thereof. The plans just note landscaped screening.

Budgetary/Fiscal Issues:

Park dedication is required on both lots created for new single-family homes.

Alternatives to consider:

1. Approve the plat as recommended by the Planning Commission.
2. Approve the plat with modifications.
3. Deny the plat based on certain findings.

Attachments:

- 6.2A RESOLUTION
- 6.2B LOCATION MAP
- 6.2C PLANNING AND ZONING INFORMATION
- 6.2D PLANNING COMMISSION MINUTES
- 6.2E PLANS

RESOLUTION #2020-

RESOLUTION APPROVING PRELIMINARY AND FINAL PLAT OF
"GARDNER BROOKWOOD ESTATES"
AT THE NORTHEAST AND NORTHWEST CORNERS OF YATES AVENUE AND 84½ AVENUE NORTH

Planning Commission File #19-129

WHEREAS, the plat of "Gardner Brookwood Estates" has been submitted in the manner required for platting of land under the Brooklyn Park Codes and under Chapter 462 of the Minnesota Statutes and all proceedings have been duly had thereunder on properties currently legally described as:

Lot 1, Block 1, Brookwood Estates, Hennepin County, Minnesota
Lot 2, Block 1, Brookwood Estates, Hennepin County, Minnesota
Lot 1, Block 2, Brookwood Estates, Hennepin County, Minnesota
Lot 2, Block 2, Brookwood Estates, Hennepin County, Minnesota

WHEREAS, said plat is consistent with the Comprehensive Plan and the regulations and requirements of the laws of the State of Minnesota and codes of the City of Brooklyn Park, Chapters 151 and 152; and

WHEREAS, the granting of this plat will not be detrimental to the public welfare nor injurious to the other property in the neighborhood; and

WHEREAS, the granting of this plat will not have an adverse effect upon traffic and traffic safety or pedestrians and pedestrian safety; and

WHEREAS, the proposed subdivision meets the minimum requirements of the R4 zoning district.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park, Preliminary Plat Request #19-129 "Gardner Brookwood Estates" shall be approved subject to the following conditions:

1.0 DRAWINGS

1.01 Preliminary plans on file in the City Clerk's office dated 05-05-2019 as revised 11-18-2019 for six lots upon compliance with the following requirements:

2.00 BONDS, ESCROWS AND DIRECT PAYMENTS

2.01 A development bond or letter of credit in the amount of \$9,200.00 cash bond in the amount of \$400.00 and a developer's escrow in the amount of \$300.00 are required guaranteeing the proper installation of the sanitary sewer and water services to the new lots. The developer's escrow must be posted with the City to cover engineering, legal and administrative costs incurred by the City and other conditions listed within this resolution. If the account becomes deficient, it shall be the developer's responsibility to deposit additional funds. This must be done before final bonding obligations are complete.

2.02 Payment of any special assessments on the property.

- 2.03 Park dedication in the amount of \$4,600 per lot on each of the two lots created for new construction shall be paid prior to recording the final plat.

3.00 REQUIRED DOCUMENTS

- 3.01 Approval of Title by the City Attorney.
- 3.02 A final plat showing the correct square footage for each lot area must be submitted prior to recording of the final plat.
- 3.03 A 5-foot trail easement adjacent to Zane Avenue will be prepared by the City Attorney's office and recorded with the plat.

4.00 GENERAL CONDITIONS

- 4.01 It shall be the developer's responsibility to keep active and up to date the developer's contract and financial surety (Letter of Credit, bonds, etc.). These documents must remain active until the developer has been released from any further obligation by City Council motion received in writing from the Engineering Department.
- 4.02 Screening, as required by City Code Section 152.275(D and E) of Zane Avenue is required in the form of fencing, landscaping, berming, or any combination thereof for proposed Lot 1, Block 1, and shall be reviewed with the building permit landscape escrow.
- 4.03 No driveway access to Zane Avenue is permitted per Hennepin County.
- 4.04 Lot 1, Block 1, and Lot 1, Block 2 may only be used for single-family home construction as those lots are too small under the zoning requirement for two-family homes.

5.00 FINAL PLAT

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Brooklyn Park, Final Plat Request #19-129 "Gardner Brookwood Estates" shall be approved subject to the following conditions:

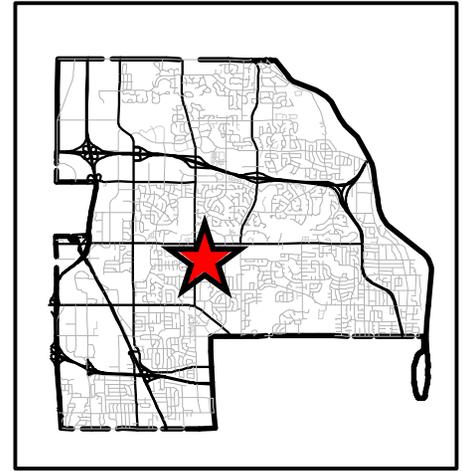
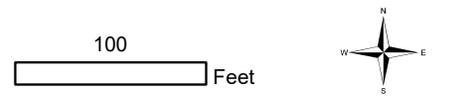
- 5.01 Title review by the City Attorney and all conditions therein.
- 5.02 Easement review by the City Engineer and all conditions therein.
- 5.03 Per requirements set forth in this resolution or as subsequently amended by motion, approving the preliminary plat of "Gardner Brookwood Estates" which is part of this resolution by reference and is on file and can be examined in the City Clerk's office.
- 5.04 Submission of a letter from the land surveyor or engineer indicating the square footage contained in each lot on the plat, per Section 151.043, Subdivision J, of the City Code.
- 5.05 Submission of a CAD copy of the plat.
- 5.06 Park dedication in amount of \$4,600 per lot for each of the new lots created for new construction for a total of \$9,200.00.

BE IT FURTHER RESOLVED that such execution of the certificate upon said plat by the Mayor and City Manager shall be conclusive showing of proper compliance therewith by the subdivider and City officials and shall entitle such plat to be placed on record forthwith without further formality, all in compliance with M.S.A. 462 and the Ordinance of the City.

**Plat #19-12 Gardner Brookwood Estates
5710-5812 84 1/2 Ave. N.**



Spring 2018 Air Photo.



Map Date November 18, 2019

| | | |
|-------------------------|---|-------------------|
| Land Use Plan | Medium Density Residential (3-9 units/acre) | |
| Current Zoning | Detached Single- and Attached Two-Family Residential (R4) | |
| Surrounding Zoning | All Sides - Detached Single- and Attached Two-Family Residential (R4) | |
| Neighborhood | Central | |
| Site Area | 1.45 acres | |
| | <u>Existing</u> | <u>Proposed</u> |
| Number of Lots | 4 | 6 |
| Number of Units | 8 | 10 |
| Average Density | 5.5 units/acre | 6.9 units/acre |
| Lot Requirements | <u>Lot Areas</u> | <u>Lot Widths</u> |
| Detached Lots | 8,500 ft ² | 70 feet |
| Attached Lots | 10,800 ft ² | 80 feet |
| Conforms to: | | |
| Land Use Plan – Yes | | |
| Zoning Code – Yes | | |
| Subdivision Code – Yes | | |
| Variances Needed – None | | |
| Public Notification | 116 Mailed notices Sun Post Legal Notices Neighborhood Update Email – Central 2 Proposed Development signs | |



Photo 1. The east side of Yates Avenue where one new single-family house is proposed (11-25-2019).



Photo 2. The west side of Yates Avenue where one new single-family house is proposed (11-25-2019).

UNAPPROVED MINUTES
MINUTES OF THE BROOKLYN PARK PLANNING COMMISSION
Regular Meeting – December 11, 2019

1. CALL TO ORDER

The meeting was called to order at 7:00 PM.

2. ROLL CALL/PLEDGE OF ALLEGIANCE

Those present were: Commissioners Hanson, Herbers, Husain, Kiekow, Kisch, Mersereau, Vosberg; Council Liaison West-Hafner; Senior Planner Larson; Planning Director Sherman.

Those not present were: Commissioners Mohamed and Morton-Spears.

6. PUBLIC HEARING

- A. “Gardner Brookwood Estates” (Jenna Gardner et al)** – Replat of four existing lots into six lots to create two lots for new single-family homes at 5710-12, 5718-20, 5802-04, and 5810-12 84½ Ave. N.

Senior Planner Larson provided an overview of the request to replat four oversized lots to allow for a single-family home on each side of Yates Ave. He noted the R4 zoning designation of the property allows single- and two-family homes with multiple lot sizes based on the use and the construction year. The new lot sizes will conform to the applicable requirements with the new lots only suitable for single-family homes. Staff recommends approval.

Commissioner Chair Hanson opened the public hearing.

Kathy Ruhland, 8402 Yates Ave N, noted she is happy the proposal is only for single-family homes. She stated concerns of a potential impact to parking and traffic on Yates Ave as it is heavily utilized by those who live on 84 ½ Ave. She asked if the new homes will have garages, and if they will be used as rentals.

Seeing no one approach the podium, Commissioner Chair Hanson closed the public hearing.

Ms. Jenna Gardner, the applicant, explained intent to construct a 3-car garage to provide plenty of parking spots for the new homes. They anticipate keeping the new homes as rentals as they have owned the current twin homes as rentals without any issues.

Commissioner Chair Hanson asked for clarification as to what the applicant meant by saying they haven't had any issues.

Ms. Gardner clarified that they didn't have any concerns brought to them by the City, and they haven't had any troubles with their tenants.

Planning Director Sherman added the applicants represents the owners of the current 8 twin home units. She confirmed there haven't been any concerns in the last 15 years.

Commissioner Herbers agreed with parking concerns on Yates Ave which may be exacerbated by two new homes. He pointed to discussion in the staff report about screening from Zane Ave. He asked why a fence wouldn't be required on that property line.

Senior Planner Larson explained that City Code allows for options that include landscaping, berming, fencing, or any combination. In this instance, the applicant has chosen landscaping.

Commissioner Herbers stated his preference for fencing to match the existing lots on that side.

Commissioner Vosberg asked for confirmation that the homes would be accessed by Yates Ave.

Ms. Gardner confirmed yes.

Commissioner Vosberg asked for confirmation that they would construct 3-car garages.

Ms. Gardner confirmed yes.

Commissioner Vosberg asked if the driveways would be long enough for 2 full vehicles.

Senior Planner Larson explained typical driveways in this part of town accommodate 2 vehicles.

Commissioner Vosberg asked if there would be any exceptions to the dimensions.

Senior Planner Larson explained the minimum garage size is 480 sq. ft. and a 3-car garage is closer to 600 sq. ft.

Commissioner Vosberg said she has no issue if the site can adhere to all the city requirements.

Commissioner Kiekow asked if utilities run down Yates Ave with adequate volume for new homes.

Senior Planner Larson confirmed there is adequate access and capacity.

Commissioner Kiekow asked if the trees that are removed for the new properties will be replaced.

Senior Planner Larson explained the standard for single-family homes is 5 trees total, two in the front and three anywhere else in the lot, in addition to 10 shrubs.

Commissioner Kisch clarified that they are only approving a replat based on the city requirements and setbacks to allow for construction of a new home. He believes these are two useable lots, and he doesn't see a reason to deny the replat as proposed.

MOTION HUSAIN, SECOND VOSBERG TO RECOMMEND APPROVAL OF PRELIMINARY PLAT OF "GARDNER BROOKWOOD ESTATES" AT THE NORTHEAST AND NORTHWEST CORNERS OF YATES AVENUE AND 84½ AVENUE NORTH, SUBJECT TO CONDITIONS IN THE DRAFT RESOLUTION.

Commissioner Chair Hanson explained she wouldn't vote to recommend the proposal as she doesn't believe this to be a good fit in the surrounding neighborhood. She expressed concerns with the rentals and parking in this area based on conversations with those who live nearby.

MOTION CARRIED 6-1. COMMISSIONER CHAIR HANSON VOTED NAY.

PRELIMINARY PLAT
GARDNER BROOKWOOD ESTATES
 City of Brooklyn Park Hennepin County, MN

Legal Description

Lots 1 and 2, Block 1 and Lots 1 and 2, Block 2, BROOKWOOD ESTATES, Hennepin County, Minnesota.

All parcels are Abstract property.

Miscellaneous Notes

- (MN 1)** Property Address and PID Number per County Tax Records:
 5810 84 1/2 Ave. N. (Lot 1, Block 1, Brookwood Estates) PID No. 21.119.21.21.0018
 5802 84 1/2 Ave. N. (Lot 2, Block 1, Brookwood Estates) PID No. 21.119.21.21.0019
 5718 84 1/2 Ave. N. (Lot 1, Block 2, Brookwood Estates) PID No. 21.119.21.21.0020
 5710 84 1/2 Ave. N. (Lot 2, Block 2, Brookwood Estates) PID No. 21.119.21.21.0021
- (MN 2)** Total Area of Parcels = 63209 sq.ft
- (MN 3)** Benchmark: Top nut of hydrant located on west side of Yates Ave. N. as shown hereon.
 Elevation = 878.33 feet
- (MN 4)** Property is in Flood Zone "X" (an Area of minimum flooding) per FEMA Flood Zone Map No. 27053C0201F, dated 11/04/2016.
- (MN 5)** Title insurance commitment showing property description and any encumbrances of record not provided, survey subject to change.
- (MN 6)** To insure that there is no future confusion in regards to the underlying easements causing problems, it is recommended that the existing drainage and utility easements for the subject parcels be entirely vacated and then rededicated on the proposed plat.

Personnel

| CURRENT OWNERS | DEVELOPER | SURVEYOR |
|---|--|--|
| For Lots 1 & 2, Block 1: Robert & Janice Gardner 8103 Ithaca Lane N. Maple Grove, MN 55311 | Jenna Nepper 8103 Ithaca Lane N. Maple Grove, MN 55311 | Demarc Surveying and Engineering 7601 73rd Avenue N. Brooklyn Park, MN 55428 Attn: Greg Prasch phone: 763-560-3093 fax: 763-560-3522 e-mail: gregprasch@demarcinc.com |
| For Lots 1 & 2, Block 2: Robert Gardner, Jr. 6562 Zircon Lane N. Maple Grove, MN 55311 | | |

Development Standards

ZONING REQUIREMENTS:

Current & Proposed Zoning - R-4 Single Family Residential

- Setback Requirements per Zoning Ordinance:
 Main Structure Only
 Front Arterial Street - 50 feet (Zane Ave)
 Front Street - 30 feet
 Side Street - 20 feet
 Interior Side - 10 feet
 Rear - 30 feet

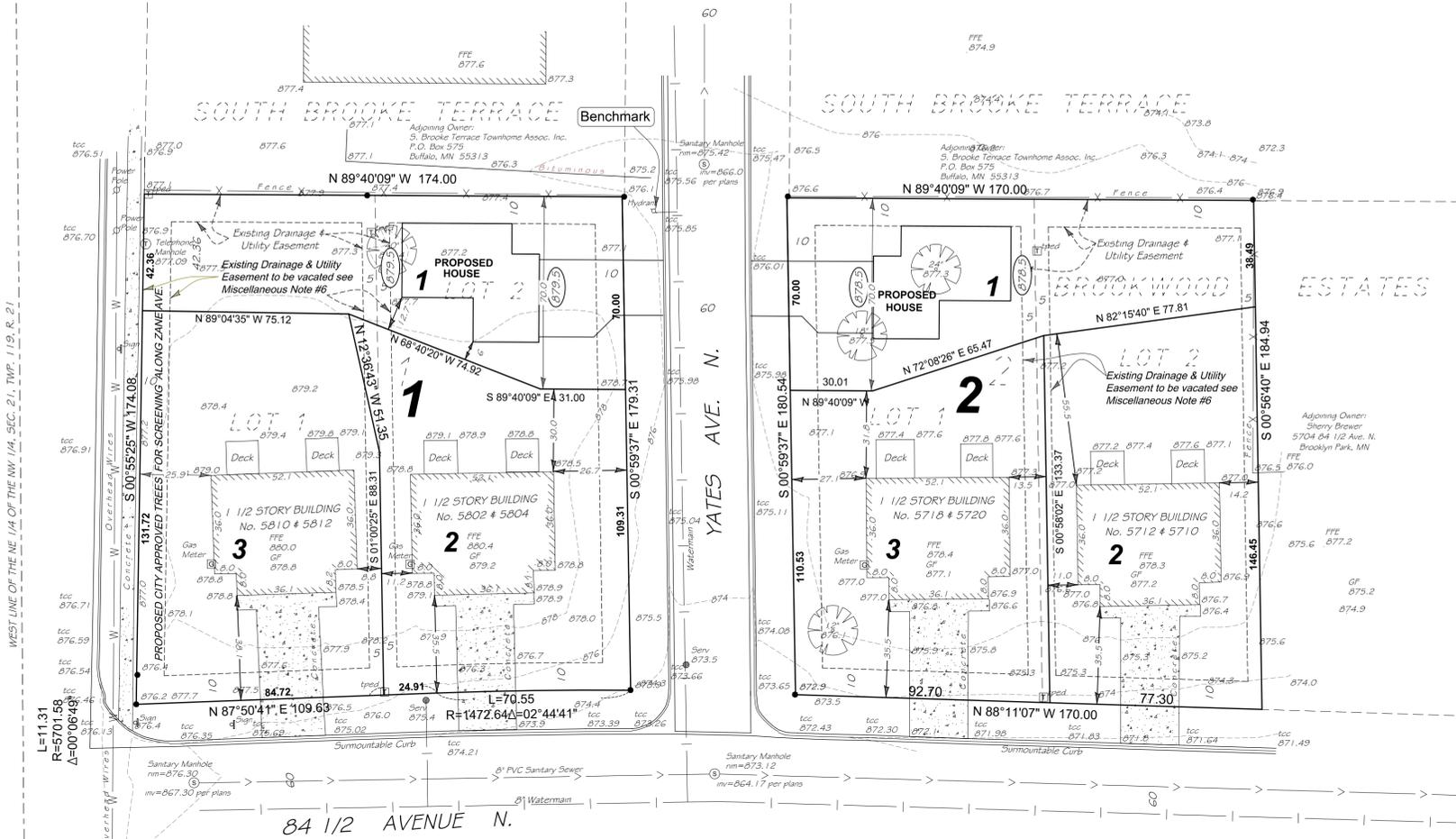
- Lot Requirements:
 Lot Area for 1 family dwelling - 8500 sq.ft
 Lot Area for 2 family dwelling - 10800 sq.ft (prior 2/1/1980)
 Lot Area for 2 family dwelling - 16200 sq.ft (post 2/1/1980)
 Note: existing structures shown built in 1979
 Lot Width - 70 feet
 Lot Depth - not listed
 Building Height - 40 feet

Refer to City Code for other requirements.

PROPOSED LOT AREAS:
 Total number of Lots = 6

- Block 1:**
 Lot 1 = 9270 sq.ft
 Lot 2 = 10807 sq.ft
 Lot 3 = 12091 sq.ft
- Block 2:**
 Lot 1 = 9253 sq.ft
 Lot 2 = 10800 sq.ft
 Lot 3 = 10988 sq.ft

Right of Way Dedication = 0 sq.ft



Proposed Drainage & Utility Easements are shown thus:

REFER TO FINAL PLAT FOR PROPOSED LOCATIONS



BEING 10 FEET IN WIDTH AND ADJOINING RIGHT OF WAY LINES AND 5 FEET IN WIDTH AND ADJOINING INTERIOR LOT LINES.

Legend

- Gas Main
- Underground Communications
- Underground Electric
- Sanitary Sewer
- Storm Sewer
- Watermain
- Overhead Wires
- Denotes Existing Contours
- Denotes Proposed Elevation
- Denotes Surface Drainage
- Denotes Found Iron Monument
- Denotes Iron Monument Set
- Bollard
- Light
- Power Pole
- Sanitary Manhole
- Storm Manhole
- Water Manhole
- Catch Basin
- Denotes Existing Elevation

FOR THE PURPOSES OF THIS PLAT THE NORTH LINE OF Block 2, BROOKWOOD ESTATES IS ASSUMED TO BEAR NORTH 89°40'09" WEST



PRELIMINARY PLAT FOR:
Jenna Nepper
 8103 Ithaca Lane N.
 Maple Grove, MN 55311

Certification

I certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated this 5th day of May, 2019.
 Revised July 1, 2019 prop. lot lines
 Revised Oct. 17, 2019 prop. lot lines
 Revised Nov18, 2019 City comments

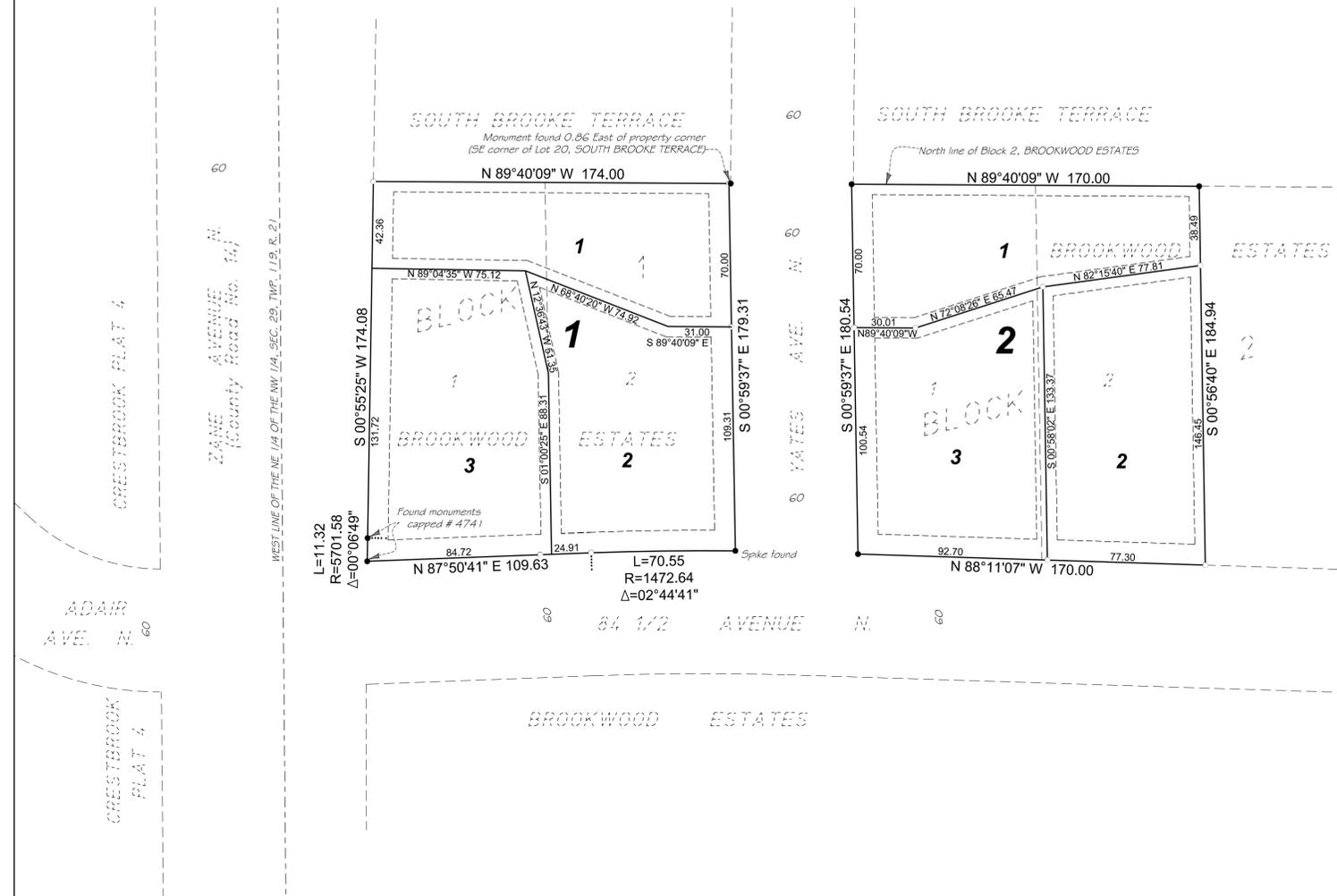
Prepared by:



Signed: *Gregory R. Prasch*
 Gregory R. Prasch, Minn. Reg. No. 24992

GARDNER BROOKWOOD ESTATES

C. R. DOC. No. _____



KNOW ALL PERSONS BY THESE PRESENTS: That Robert H. Gardner, Sr. and Janice M. Gardner a.k.a. Jan M. Gardner, husband and wife, owners of the following described property situate in the County of Hennepin, State of Minnesota, to wit:

Lots 1 and 2, Block 1, BROOKWOOD ESTATES.

And that Robert Gardner, Jr. and Kelly Gardner, husband and wife, owners of the following described property situate in the County of Hennepin, State of Minnesota, to wit:

Lots 1 and 2, Block 2, BROOKWOOD ESTATES.

Has caused the same to be surveyed and platted as GARDNER BROOKWOOD ESTATES and does hereby dedicate to the public for public use forever the easements for utility and drainage purposes and the public ways as shown on the plat.

In witness whereof said Robert H. Gardner, Sr. and Janice M. Gardner a.k.a. Jan M. Gardner, husband and wife, owners, have set their hands this _____ day of _____, 20____.

Robert Gardner Sr. Janice M. Gardner

STATE OF MINNESOTA
COUNTY OF _____
The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by, Robert H. Gardner, Sr. and Janice M. Gardner a.k.a. Jan M. Gardner, husband and wife, owners.

(signature) (printed name)
Notary Public, _____ County, Minnesota, My Commission Expires _____

In witness whereof said Robert Gardner, Jr. and Kelly Gardner, husband and wife, owners, have set their hands this _____ day of _____, 20____.

Robert Gardner, Jr. Kelly Gardner

STATE OF MINNESOTA
COUNTY OF _____
The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by, Robert Gardner, Jr. and Kelly Gardner, husband and wife, owners.

(signature) (printed name)
Notary Public, _____ County, Minnesota, My Commission Expires _____

I Gregory R. Prashch do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.
Dated this _____ day of _____, 20____.

Gregory R. Prashch, Land Surveyor
Minnesota License No. 24992

STATE OF MINNESOTA
COUNTY OF HENNEPIN
This instrument was acknowledged before me on this _____ day of _____, 20____, by Gregory R. Prashch.

Signature of Notary _____ (Notary's Printed Name) _____
Notary Public, _____ County, Minnesota. My commission expires _____

City Council, City of Brooklyn Park, Minnesota
This plat of GARDNER BROOKWOOD ESTATES was approved and accepted by the City Council of the City of Brooklyn Park, Minnesota, at a regular meeting thereof held this _____ day of _____, 20____, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subdivision 2.

City Council, City of Brooklyn Park, Minnesota
By _____ Mayor By _____ City Manager

RESIDENT AND REAL ESTATE SERVICES, Hennepin County, Minnesota
I hereby certify that the taxes payable in _____ and prior years have been paid for land described on this plat, dated this _____ day of _____, 20____.

Mark V. Chapin, County Auditor By _____ Deputy

SURVEY DIVISION, Hennepin County, Minnesota
Pursuant to Minnesota Statutes, Sec. 383B.565 (1969) this plat has been approved this _____ day of _____, 20____.

Chris F. Mavis, County Surveyor By _____

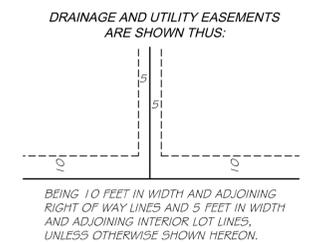
COUNTY RECORDER, Hennepin County, Minnesota
I hereby certify that the within plat of GARDNER BROOKWOOD ESTATES was recorded in this office this _____ day of _____, 20____, at _____ o'clock _____ M.

Martin McCormick, County Recorder By _____ Deputy



• DENOTES 1/2 INCH BY 1/4 INCH IRON PIPE MONUMENT SET AND MARKED BY LICENSE NUMBER 24992.
● DENOTES FOUND 1/2 INCH IRON PIPE MONUMENT UNLESS OTHERWISE NOTED.

FOR THE PURPOSES OF THIS PLAT THE NORTH LINE OF Block 2, BROOKWOOD ESTATES IS ASSUMED TO BEAR NORTH 89°40'09\"/>



BEING 10 FEET IN WIDTH AND ADJOINING RIGHT OF WAY LINES AND 5 FEET IN WIDTH AND ADJOINING INTERIOR LOT LINES, UNLESS OTHERWISE SHOWN HEREON.



7601 73rd Avenue North (783) 566-3093 Minneapolis, Minnesota 55428 DemarcInc.com

City of Brooklyn Park Request for Council Action

| | | | |
|------------------------|---|--------------------------------|--|
| Agenda Item: | 7.1 | Meeting Date: | January 27, 2020 |
| Agenda Section: | General Action Items | Originating Department: | Administration |
| Resolution: | N/A | Prepared By: | Josie Shardlow, Community Engagement Manager |
| Ordinance: | FIRST READING | | |
| Attachments: | 3 | Presented By: | Josie Shardlow |
| Item: | First Reading of an Ordinance Pertaining to Census 2020 | | |

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT ON FIRST READING AN ORDINANCE AMENDING CHAPTER 134 OF THE BROOKLYN PARK CITY CODE PERTAINING TO ACCESS TO MULTI-UNIT HOUSING STRUCTURES BY UNITED STATES CENSUS BUREAU EMPLOYEES.

Overview:

The proposed ordinance reinforces 13 U.S. Code § 223 which prevents property owners from denying Census Bureau employees access to multi-unit housing structures during the decennial census for the purpose of reaching households that have not yet participated. While the U.S. code exists, the Census Bureau does not prosecute non-compliance. The language of the proposed ordinance is modeled after Minnesota Statute 211b.20, which grants political candidates access to apartments.

The benefits of passing this ordinance could include:

- Get a more complete count as enumerators will more easily be able to access apartment communities
- Opportunity to educate and raise awareness of the Census among apartment property owners
- Give apartment dwellers a more equitable opportunity to be counted

Census takers are required to pass a background check and be fingerprinted. They complete training and carry photo identification.

Ideally residents will complete the Census after a reminder or two. However, we know that renters (along with people of color, immigrants and other populations, many of whom live in apartment communities) are less likely to self-respond. Census Bureau employees will need to follow up in person with residents who do not self-respond after five mailed reminders.

Key points about the ordinance:

- U.S. Census Bureau employees would need to display current, valid Census Bureau credentials and be engaged in official counting operations during the census.
 - o Census takers only work during standard operational hours of 9 a.m. - 9 p.m.
- Census employees granted access must be permitted to leave census materials in an orderly manner for residents at their doors.
- Rental property managers would not have to give access to a particular apartment unit.
- Rental property managers could limit visits to a reasonable number of census employees.
- Rental property managers could require a prior appointment or notification to gain access.
- Rental property managers could deny admittance or expulsion of an individual employee from the building for good cause.

Budgetary/Fiscal Issues: N/A

Attachments:

- 7.1A ORDINANCE
- 7.1B 13 U.S. CODE 223
- 7.1C LETTER TO PROPERTY OWNERS AND MANAGERS

ORDINANCE #2020-

ORDINANCE AMENDING CHAPTER 134 OF THE BROOKLYN PARK CITY CODE
PERTAINING TO ACCESS TO MULTI-UNIT HOUSING STRUCTURES BY UNITED STATES
CENSUS BUREAU EMPLOYEES

~~Test with strikeout is proposed for deletion~~

Underlined text is proposed for insertion

The City of Brooklyn Park does ordain

Section 1. Chapter 134 is amended by adding Section 134:05 as follows:

134:05. Access To Multi-Unit Housing Structures By United States Census Bureau Employees1. Declaration; Purpose.

(a) The United States Constitution directs a decennial census count of all persons living in the United States.

(b) Complete, accurate census data is of critical importance to all residents of Brooklyn Park for equal political representation, fair distribution of federal and state funding, and sound planning and investment in infrastructure, real estate, business development, and public policy and programming.

(c) During the decennial census, the United States Census Bureau conducts Non-Response Follow-up Operations (NRFU), when employees of the United States Census Bureau visit households that have not yet submitted a census form.

(d) Renters and others who live in multi-unit housing structures have historically been at higher risk of being undercounted in the decennial census, with the number of renter households in an area being the most influential variable affecting an area's census self-response rate; in other words, the more renters in an area, the lower the self-response rate of that area.

(e) The risk of an undercount is compounded in areas with high concentrations of communities that have been consistently undercounted in the past and who are more likely to be renters, including low income households, communities of color, Native American/American Indian communities, immigrants and refugees, and young people.

(f) Multi-unit housing structures can be difficult for Census Bureau employees to enter due to security barriers.

(g) It is critical that Census Bureau employees have access to multi-unit housing structures during the decennial census, so they can reach households that have not yet participated.

(h) 13 U.S. Code § 223 authorizes Census Bureau employees to access "any hotel, apartment house, boarding or lodging house, tenement, or other building."

2. It is unlawful for a person, either directly or indirectly, to deny access to an apartment building, dormitory, nursing home, manufactured home park, other multi-unit structure used as a residence, or an area in which one or more single-family dwellings are located on private roadways to employees of the United States Census Bureau who display current, valid Census Bureau credentials and who are engaged in official census

counting operations during the Census Bureau's standard operational hours of 9:00 a.m. to 9:00 p.m. (local time) during the decennial census.

3. Census Bureau employees granted access must be permitted to leave census materials in an orderly manner for residents at their doors, except that the manager of a nursing home may direct that the materials be left at a central location within the facility.

4. This ordinance does not prohibit (1) denial of admittance into a particular apartment, room, manufactured home, or personal residential unit; (2) denial of permission to visit certain persons for valid health reasons, in the case of a nursing home or a Registered Housing with Services Establishment providing assisted-living services meeting the requirements of Minnesota Statutes, section 144G.03, subdivision 2; (3) limiting visits to a reasonable number of census employees; (4) requiring a prior appointment or notification to gain access to the structure; or (5) denial of admittance to or expulsion of an individual employee from a multi-unit housing structure for good cause.

13 U.S. Code § 223. Refusal, by owners, proprietors, etc., to assist census employees

- Whoever, being the owner, proprietor, manager, superintendent, or agent of any hotel, apartment house, boarding or lodging house, tenement, or other building, refuses or willfully neglects, when requested by the [Secretary](#) or by any other officer or employee of the Department of Commerce or [bureau](#) or agency thereof, acting under the instructions of the [Secretary](#), to furnish the names of the occupants of such premises, or to give free ingress thereto and egress therefrom to any duly accredited representative of such Department or [bureau](#) or agency thereof, so as to permit the collection of statistics with respect to any census provided for in subchapters I and II of [chapter 5 of this title](#), or any [survey](#) authorized by subchapter IV or V of such chapter insofar as such [survey](#) relates to any of the subjects for which censuses are provided by such subchapters I and II, including, when relevant to the census or [survey](#) being taken or made, the proper and correct enumeration of all persons having their usual place of abode in such premises, shall be fined not more than \$500.
(Aug. 31, 1954, ch. 1158, [68 Stat. 1023](#); [Pub. L. 85-207, § 17](#), Aug. 28, 1957, [71 Stat. 484](#).)



January 22, 2020

Dear Brooklyn Park rental property owners and managers,

The purpose of this letter is to inform you about the first reading for a proposed ordinance that will be heard by the City Council on Monday, January 27, and to inform you more broadly about the 2020 Census.

Property managers like you are critical to the success of the 2020 Census. It is estimated that 20% of Brooklyn Park residents, many of them renters, will not self-respond. As a trusted voice among your tenants, you can raise awareness of the 2020 Census and increase response rates in Brooklyn Park, which will lead to increased community resources.

What is the timeline?

- In March, every household in the United States, including those living in rental housing, will receive a notice to complete the census online, by phone, or by mail.
- Non-response follow-up will begin in late April/May and continue no later than August. Residents will receive five reminders via U.S. mail before Census takers will come out. The sooner residents complete the form, the less chance they have of someone following up in person.

What's my role?

Participation in the Census is **required by law**, so property managers are advised to provide Census takers with **access to rental properties** (*federal law requires owners and managers of multi-unit housing structures to provide access to census takers*). This includes allowing census takers to knock on apartment doors or buzz apartment call boxes. The city will encourage Census employees to check in with you and we encourage you to notify your tenants.

How do I benefit?

Accurate new data is essential in determining where to build new rental properties and how to market your business.

How will I identify census takers and is the 2020 Census secure?

Official census takers will always carry government-issued identification with them. In all cases, property managers should ask for official identification before cooperating with any Census Bureau employees, which in most cases will be limited to a Census badge and bag. **All information** collected during the federal census is **kept confidential** (*per Title 13*) and only used for compiling aggregate statistics.

How can I help if I want to do more?

- Share information with tenants so they know when and what to expect
- Post 2020 Census recruitment posters at your site. Census taker jobs in Hennepin County are flexible and pay an hourly rate of \$27.50. (2020census.gov/jobs)
- Host a census completion day at your site or a 2020 Census community kick-off event

- Reach out to Brenda Morales, Community Liaison, if you want to explore doing something like this. The city can provide materials.
Brenda.morales@brooklynpark.org or 763-315-8466

Where can I get more information?

- For questions on how to fill out the form or how to verify that a mailing is from the Census Bureau, go to www.2020census.gov or text your question to MN2020 (662020). You can text your question in English, Spanish, Hmong or Somali.
- To verify that someone actually is a census taker, you can use the staff search function on the Census website. <https://www.census.gov/cgi-bin/main/email.cgi> You can also contact the regional office: (630) 288-9200 or 1-800-865-6384

What's the proposed ordinance about?

The City Council is considering passing a local version of the federal law that already exists, which authorizes Census Bureau employees to gain access to multi-unit buildings. The actual ordinance language is attached to this email.

Some key things included in the ordinance:

- U.S. Census Bureau employees would need to display current, valid Census Bureau credentials and be engaged in official counting operations during the census during standard operational hours of 9 a.m. – 9 p.m.
- Census employees granted access must be permitted to leave census materials in an orderly manner for residents at their doors.
- Rental property managers would not have to give access to a particular apartment unit.
- Rental property managers could limit visits to a reasonable number of census employees.
- Rental property managers could require a prior appointment or notification to gain access.
- Rental property managers could deny admittance or expulsion of an individual employee from the building for good cause.

The **first reading of the ordinance** will take place on Monday, January 27, at the City Council meeting at 7 p.m. at City Hall (5200 85th Ave N). You are welcome to attend. If you have questions or concerns, you are welcome to reach out to the Mayor, City Council Members, or you can direct them to me, Josie Shardlow, Community Engagement Manager at josie.shardlow@brooklynpark.org or 763-493-8388.

Thank you for your help making sure that #BrooklynsCount!



Sincerely,

Josie Shardlow

Administration – Community Engagement Manager

W. 763-493-8388 Email: josie.shardlow@brooklynpark.org

City of Brooklyn Park Request for Council Action

| | | | |
|------------------------|--|--------------------------------|---------------------------|
| Agenda Item: | 7.2 | Meeting Date: | January 27, 2020 |
| Agenda Section: | General Action Items | Originating Department: | Administration |
| Resolution: | N/A | Prepared By: | Devin Montero, City Clerk |
| Ordinance: | N/A | | |
| Attachments: | N/A | | |
| Item: | Approve Travel for Mayor Lunde to Attend the State of the Union Address in Washington D.C. | | |

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO APPROVE TRAVEL FOR MAYOR JEFFREY LUNDE TO ATTEND THE STATE OF THE UNION ADDRESS IN WASHINGTON D.C. ON FEBRUARY 4, 2020.

Overview:

Mayor Lunde was invited to attend the President's State of the Union address in Washington D.C. on February 4, 2020.

The Overnight Travel Policy states:

The event, workshop, conference or assignment must be approved in advance by the City Council at an open meeting and must include an estimate of the cost of travel.

Primary Issues/Alternatives to Consider:

This expenditure is expected to be covered under existing 2020 budgeted resources in the Mayor and Council travel expense line.

Budgetary/Fiscal Issues:

Airfare, lodging and expenses for mileage, per diem, cabs, etc. are expected to range between \$1,500 and \$2,000.

Attachments: N/A