

Monday, April 6, 2020
7:00 p.m.

Brooklyn Park Council Chambers
Via Telephone
5200 85th Avenue North

COUNCIL WORK SESSION – AGENDA #14

All members of the City Council will participate in the meeting by telephone pursuant to Minnesota Statutes, Section 13D.021 rather than in-person at the City Council's regular meeting place at City Hall, 5200 85th Avenue North, Brooklyn Park, Minnesota. Members of the public can monitor the Council meeting by calling into the Conference Call Number: Dial 1-312-626-6799 US (Chicago) Meeting ID: 797 526 750. After you join, press # when you are asked to enter a Participant ID.

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

- A. CALL TO ORDER – Mayor Jeffrey Lunde**
- B. GENERAL INFORMATION**
None
- C. DISCUSSION ITEMS/GENERAL ACTION ITEMS – These items will be discussion items but the City Council may act upon them during the course of the meeting.**
 - C.1** Community Impact Survey Results
 - A.** RESULTS OF COMMUNITY IMPACT SURVEY
 - B.** PRESENTATION
 - C.2** GreenStep Cities
 - A.** GREENSTEP CITIES SAMPLE RESOLUTION
 - B.** POWERPOINT PRESENTATION
 - C.3** Curbside Bulky Waste Collection Program
 - A.** EMAIL CORRESPONDENCE WITH REPUBLIC SERVICES
 - B.** EMAIL CORRESPONDENCE WITH THE CITY OF BLOOMINGTON
 - C.4** Assessing Valuation Process Overview
 - A.** PRESENTATION
- D. VERBAL REPORTS AND ANNOUNCEMENTS**
 - D.1 COUNCIL MEMBER REPORTS AND ANNOUNCEMENTS**
 - D.2 CITY MANAGER REPORTS AND ANNOUNCEMENTS**
- E. ADJOURNMENT**

City of Brooklyn Park Council Work Session

| | | | |
|------------------------|---|--------------------------------|--|
| Meeting Date: | April 6, 2020 | Originating Department: | Administration |
| Agenda Item: | C.1 | Prepared By: | Josie Shardlow, Community Engagement Manager |
| Agenda Section: | Discussion Items/ General Action Items | Presented By: | Josie Shardlow |
| Item: | Community Impact Survey Results | | |

Summary:

In light of the COVID-19 pandemic, city staff initiated a community impact survey, which was open from March 25 through the morning of March 30.

The objective of the survey was to get rapid feedback on the current state and needs in our community and then for the results to be shared back with the Emergency Operations Center, City Council, partners and community-at-large.

The questions centered around these evaluation questions:

- Do residents have enough information and what are their information sources?
- How concerned do residents feel about their ability to access what they need?
- What do residents need to feel safe and take care of their families?

Staff will share the key takeaways from the survey results and give a brief overview of the other strategies we're using to gather similar information from young people, housing providers, community organizations and our business community.

This work is being conducted under the Community Support branch of the city's Emergency Operations Center.

Attachments:

- C.1A RESULTS OF COMMUNITY IMPACT SURVEY
- C.1B PRESENTATION

City of Brooklyn Park
COMMUNITY IMPACT SURVEY RESULTS
March 31, 2020

INTRODUCTION

Objective

The objective of the Community Impact Survey was to get rapid feedback on the current state and needs in our community. The results will be shared with the Emergency Operations Center, City Council, partners and community-at-large.

Evaluation Questions

The evaluation questions were:

- Do residents have enough information and what are their information sources?
- How concerned do residents feel about their ability to access what they need?
- What do residents need to feel safe and take care of their families?

METHODOLOGY

The survey was open from March 25 through the morning of March 30.

Internet – The majority of respondents took the survey via the web, having received the link from an email, social media, or a flyer at their apartment community

Phone – Staff also called residents whose numbers we had (i.e., from Recreation and Parks programming or because they are a homeowner association member).

Thanks to Ivan Lui, Brooklyn Bridge Alliance for Youth, for cleaning, analyzing and reporting out the data.

DEMOGRAPHICS

| | Number | % | Census % |
|---|--------|-----|-------------|
| | 2,170 | 100 | 26,928 (HH) |
| Household includes people ages 0 – 24 years old | 1,053 | 49% | 41% (0-18) |
| Household includes people ages 25 – 54 years old | 1,293 | 60% | |
| Household includes people 55 years or older | 901 | 42% | 32% (60+) |
| Household includes someone at high risk for COVID-19 – underlying health condition, pregnant, over 65 years old, etc. | 721 | 33% | |
| Renter | 207 | 10% | 29% |
| Homeowner | 1,748 | 81% | 71% |
| Black American | 254 | 12% | 15% |
| Hispanic or Latino/a | 83 | 4% | 8% |
| Southeast Asian or Asian | 144 | 7% | 15% |
| West African or African | 55 | 3% | 12% |

| | | | |
|--------------------------|-------|-----|-----|
| White | 1,515 | 70% | 46% |
| Other / No answer | 330 | 15% | 4% |

The 2,170 surveys completed represent about 8% of the households in Brooklyn Park, if we assume that not more than one household member participated. The demographics as compared to data from the US Census Bureau are relatively similar when looking at households who have youth or older residents. There was an oversampling of homeowners and of white residents. To achieve a more accurate sample, the results were weighted according to an estimate from the Census data on the race and ethnicity categories represented in the city. (Black American X1.3, Hispanic or Latino/A X2.1, Southeast Asian or Asian, X2.3, West African or African, X3.8, White X0.7, Other X0.3)

SURVEY QUESTIONS

The survey questions and results are listed below, and broken down by race/ethnicity, age, high risk for COVID-19, and rental/homeowner status.

Are you receiving the information you need on COVID-19 and strategies to slow the spread?

| | Overall (weight) | Black American | Hispanic or Latino/a | Southeast Asian or Asian | West African or African | White | Other |
|---------------------|-------------------------|-----------------------|-----------------------------|---------------------------------|--------------------------------|--------------|--------------|
| Yes, I am | 99% | 98% | 100% | 97% | 99% | 99% | 97% |
| No, I am not | 1% | 1% | 0% | 2% | 1% | 1% | 1% |

| | HH includes youth (0-24) | HH includes seniors (55+) | HH includes COVID-19 high-risk | Renter | Homeowner |
|---------------------|---------------------------------|----------------------------------|---------------------------------------|---------------|------------------|
| Yes, I am | 99% | 99% | 98% | 98% | 99% |
| No, I am not | 1% | 1% | 1% | 1% | 1% |

Almost all respondents indicated that they are receiving the information they need on COVID-19 and strategies to slow the spread. However, notice later that when asked what they needed to stay safe and take care of themselves and their families, one of the top answers given was to continue to receive accurate and timely information.

What sources are you using to get information about local efforts to address COVID-19? (Check all that apply)

| | Overall (weight) | Black American | Hispanic or Latino/a | South-east Asian or Asian | West African or African | White | Other |
|---|-------------------------|-----------------------|-----------------------------|----------------------------------|--------------------------------|--------------|--------------|
| Television | 67% | 69% | 57% | 56% | 76% | 68% | 66% |
| Federal or State websites (CDC, MDH) | 57% | 58% | 59% | 67% | 61% | 51% | 56% |
| Social Media | 57% | 55% | 54% | 67% | 69% | 51% | 49% |
| Emails from the city | 47% | 44% | 45% | 53% | 46% | 46% | 37% |

| | | | | | | | |
|---|-----|-----|-----|-----|-----|-----|-----|
| COVID-19 webpage on the City's website | 31% | 32% | 37% | 38% | 42% | 24% | 25% |
| Radio | 26% | 22% | 22% | 23% | 30% | 27% | 27% |

| | HH includes youth (0-24) | HH includes seniors (55+) | HH includes COVID-19 high-risk | Renter | Home-owner |
|---|---------------------------------|----------------------------------|---------------------------------------|---------------|-------------------|
| Television | 62% | 75% | 73% | 62% | 67% |
| Federal or State websites (CDC, MDH) | 63% | 44% | 59% | 54% | 53% |
| Social Media | 60% | 55% | 54% | 63% | 52% |
| Emails from the city | 44% | 49% | 52% | 38% | 47% |
| COVID-19 webpage on the City's website | 25% | 27% | 30% | 30% | 26% |
| Radio | 24% | 29% | 24% | 27% | 26% |

Respondents mostly received information from television, the CDC and MDH websites, and social media. Almost half of respondents are on the city's email list, although only 31% accessed the city's webpage on COVID-19.

Other places that residents received information included their places of employment or schools, newspapers (StarTribune), and the websites of television, radio, and newspaper media. When asked about the specific television channel respondents watched, the top answers were WCCO (CBS), KARE11 (NBC), KSTP (ABC), KMSP (Fox), TPT (PBS) CNN, Fox New, and MSNBC. Top answers for radio were MPR/NPR, WCCO, KDWB (101.3), KFAN (100.3), KS95 (94.5), KTIS (98.5), and MyTalk (107.1).

Are you concerned about getting access to these basic needs either now or in the next couple of weeks? (Check all that apply)

| | Overall (weight) | Black American | Hispanic or Latino/a | South-east Asian or Asian | West African or African | White | Other |
|---|-------------------------|-----------------------|-----------------------------|----------------------------------|--------------------------------|--------------|--------------|
| Cleaning products and toiletries | 49% | 50% | 57% | 57% | 68% | 39% | 43% |
| Food for your household | 36% | 41% | 47% | 44% | 57% | 23% | 26% |
| Medications | 24% | 25% | 31% | 33% | 41% | 15% | 16% |
| Medical care | 22% | 20% | 28% | 29% | 31% | 16% | 16% |
| Helping children with schoolwork | 18% | 25% | 24% | 27% | 28% | 9% | 9% |
| Mental or emotional support | 13% | 18% | 17% | 19% | 18% | 8% | 7% |
| Internet access | 13% | 17% | 14% | 17% | 22% | 7% | 9% |

| | | | | | | | |
|--------------------------------------|----|-----|-----|-----|-----|----|----|
| Computer/laptop/tablet access | 7% | 13% | 8% | 8% | 15% | 3% | 4% |
| Childcare | 7% | 9% | 10% | 11% | 11% | 3% | 3% |
| Housing | 6% | 11% | 10% | 12% | 8% | 2% | 3% |
| Transportation | 4% | 5% | 4% | 7% | 14% | 1% | 2% |
| Other | 8% | 7% | 6% | 10% | 7% | 8% | 9% |

| | HH includes youth (0-24) | HH includes seniors (55+) | HH includes COVID-19 high-risk | Renter | Home-owner |
|---|---------------------------------|----------------------------------|---------------------------------------|---------------|-------------------|
| Cleaning products and toiletries | 46% | 40% | 46% | 57% | 41% |
| Food for your household | 31% | 25% | 32% | 47% | 26% |
| Medications | 19% | 17% | 25% | 28% | 17% |
| Medical care | 18% | 18% | 22% | 23% | 17% |
| Helping children with schoolwork | 22% | 6% | 11% | 16% | 12% |
| Mental or emotional support | 11% | 7% | 11% | 21% | 8% |
| Internet access | 11% | 9% | 11% | 17% | 9% |
| Computer/laptop/tablet access | 6% | 3% | 5% | 14% | 4% |
| Childcare | 7% | 2% | 4% | 9% | 4% |
| Housing | 6% | 2% | 4% | 17% | 2% |
| Transportation | 2% | 2% | 4% | 10% | 1% |
| Other | 7% | 8% | 10% | 9% | 8% |

Cells shaded yellow indicate a 7% - 9% higher percentage than the overall. Cells shaded red indicate a 10%+ higher percentage.

Overall, respondents said that getting cleaning products and toiletries, and food were their top concerns. Our cultural communities (especially West African or African) and renters were especially concerned with getting those groceries, plus access to medicines, helping their children with schoolwork, housing, and transportation.

What do you need during this time to feel safe and to take care of yourself and your family?

This question was asked open-ended on the survey. Respondents could write whatever they felt was appropriate. The results were read, themed, and quantified. Thus, many of the following answers are repeated from the previous multiple-choice question.

| | Overall (weight) | Black American | Hispanic or Latino/a | South-east Asian or Asian | West African or African | White | Other |
|------------------------------|-------------------------|-----------------------|-----------------------------|----------------------------------|--------------------------------|--------------|--------------|
| We are okay / Nothing | 17% | 11% | 9% | 12% | 6% | 25% | 16% |

| | | | | | | | |
|--|-----|-----|-----|-----|-----|-----|-----|
| Supplies (cleaning products, TP, PPE) | 18% | 17% | 13% | 14% | 25% | 15% | 19% |
| Everyone follow social distance and hygiene guidelines | 14% | 9% | 18% | 14% | 11% | 14% | 12% |
| Food (availability, delivery) | 15% | 20% | 18% | 12% | 15% | 11% | 15% |
| Information and updates about COVID-19 | 14% | 18% | 20% | 11% | 9% | 12% | 12% |
| Money / relief from bills | 14% | 17% | 9% | 12% | 30% | 6% | 7% |
| Public safety (police patrols, protection for Asians from harassment) | 11% | 1% | 9% | 33% | 6% | 5% | 10% |
| Availability of medical care (treatment, testing, vaccine) | 5% | 4% | 2% | 5% | 2% | 5% | 4% |
| Positivity and calmness | 3% | 1% | 0% | 2% | 0% | 4% | 9% |
| Jobs and job security | 4% | 6% | 2% | 4% | 4% | 4% | 3% |

| | HH includes youth (0-24) | HH includes seniors (55+) | HH includes COVID-19 high-risk | Renter | Home-owner |
|--|---------------------------------|----------------------------------|---------------------------------------|---------------|-------------------|
| We are okay / Nothing | 13% | 29% | 19% | 10% | 23% |
| Supplies (cleaning products, TP, PPE) | 16% | 16% | 19% | 20% | 15% |
| Everyone follow social distance and hygiene guidelines | 15% | 10% | 14% | 12% | 13% |
| Food (availability, delivery) | 14% | 13% | 14% | 16% | 12% |
| Information and updates about COVID-19 | 13% | 12% | 13% | 5% | 13% |
| Money / relief from bills | 12% | 5% | 7% | 27% | 7% |
| Public safety (police patrols, protection for Asians from harassment) | 10% | 6% | 6% | 8% | 8% |
| Availability of medical care (treatment, testing, vaccine) | 5% | 6% | 5% | 5% | 5% |

| | | | | | |
|--------------------------------|----|----|----|----|----|
| Positivity and calmness | 4% | 4% | 4% | 1% | 4% |
| Jobs and job security | 5% | 4% | 4% | 5% | 4% |

Cells shaded yellow indicate a 7% - 9% higher percentage than the overall. Cells shaded red indicate a 10%+ higher percentage.

Other answers included exercise and activity, people to stop hoarding, childcare and education, for local government to take action, medicines, contact with family and friends, internet connectivity, God and faith, mental health services, PPE for medical staff, and help for local businesses.

Similar to the previous question, many respondents reported that they need supplies (cleaning products, TP, PPE) and food. Many responses wondered if delivery could be improved for those groceries. Respondents wanted other people to obey social distancing guidelines (especially for young people they had observed out in the community) and businesses to be cleaning their facilities. Many people said that they needed timely and accurate information about COVID-19, especially on a local level.

Specifically, the Southeast Asian or Asian community was very concerned about their safety in light of the reports and personal experiences of Asians being harassed because of the belief that they are the cause of COVID-19. Also, the West African or African community and renters were very concerned about having enough money for rent or bills.

Note that a representative sample of the comments is included in the Appendix.

Questions about receiving a weekly wellness call, follow-up call, or informational emails from the city

| | Yes |
|---|------------|
| If you or a household member are over 55, do you want a weekly wellness call? | 54 |
| Do you want someone to follow up with you and direct you to resources? | 129 |
| If you don't already get emails from the City of Brooklyn Park, do you want us to sign you up? | 150 |

About 10% of the respondents requested some sort of communication from the city. The Recreation and Parks Department staff will provide the weekly wellness calls to seniors, and the Community Engagement Division staff followed up with those respondents who requested it. Communications staff signed up the respondents up who wanted to be on the city's email list.

KEY TAKEAWAYS

- **Residents are most concerned about having access to supplies (cleaning products, toiletries, and PPE), food, and medicines when they need it.** The perception is that stores are running out daily because some people are hoarding food and supplies. Residents are also concerned about their safety when having to venture outside of their homes to resupply. Delivery services are overwhelmed so people aren't able to access them to get groceries in a timely manner.
- **Residents are concerned about public safety and potential increase in crime or unrest.** There is a perception that crime has increased or will increase in the short-term.
- **Residents, especially those from our Asian community, are very concerned about racial discrimination and harassment tied to COVID-19.** Many respondents shared their personal experiences of racism because they were Asian, and others felt that police and the city should respond to those incidences proactively.
- **Residents said that they are currently receiving the information they need about COVID-19 but also said that getting up-to-date and accurate information is a priority.** The information about COVID-19 is changing so quickly and the response by the US government, the state of Minnesota, the county, the schools, and the city are not always aligned. The fact that so many residents responded to this survey shows that many residents trust the City of Brooklyn Park enough to engage in a discussion about their needs. Half of the respondents get their information about the pandemic from city emails and about a third visit the COVID-19 webpage on the city website.
- **Residents will soon (if they are not already) face challenges with paying for rent, utilities, etc.** Even if the shelter-in-place period doesn't last longer than the 2-weeks it is scheduled for, many people who live paycheck to paycheck will be weeks behind on their financial obligations.
- **Residents in households with youth (especially those in cultural communities) are reporting a need for support with schoolwork.** Parents are being suddenly thrust into a position to become teachers for their children. Teachers are also being placed in new roles as they navigate how to teach without seeing their students face-to-face, so they may not be able to provide the support right away. Many schools are just beginning distance learning, so we need to wait and see, but residents already indicated that they have noticed more young people out. Developmentally, we know that youth have a need for social interaction that not all will be able to meet just with social media. With the weather getting nicer, it will be a challenge to keep youth engaged in distance learning, while keeping them away from other people outside their homes.
- **Residents indicated some households have challenges related to accessing the technology (computers and tablets) and internet they need to function online while staying safe at home.** Not every school district has been able to provide digital devices for its students and even when they do, not every household is connected to the internet. This is not only difficult for students trying to complete their schoolwork, but adds barriers to families trying to get information, stay connected, or work from home.

APPENDIX: SELECT COMMENTS

What do you need during this time to feel safe and to take care of yourself and your family?

We are okay / We need nothing

- At the moment we are in 14-day quarantine due to a positive covid-19 test in the household. We have a great support system of family/friends so we have everything we need at this time.
- I feel safe, I have what I need and depend on my adult children.
- I feel like we are in a good position and prepared for the next couple of weeks.
- We feel safe. Everything's mostly an inconvenience now while we learn how to handle the new challenges this virus is presenting.
- We are good right now. I just worry what will happen after the two week shelter in place.
- We are doing ok so far - so grateful for our parks and trails!
- My family is fine. Though my husband will drive me crazy.

Supplies (cleaning products, TP, PPE)

- Assurances that hoarding will not prevent us from finding food or basic needs such as sanitation products (rubbing alcohol, disinfectant lotions, etc.).
- More "grocery pickup options" - Walmart on Lakeland has no "appointments" for the next 7 days. While I am young and healthy this forces vulnerable people to go into the store or spend money on delivery services. That needs to change. Every person in these stores risks exposure not matter if physical distancing rules are followed or not.
- I am an essential employee so by the time I am able to make it to the store the shelves are bare. It would be nice to have a time for essential workers to be in the store before everything is picked over.
- Consistent access to household goods like Toilet Paper. Status updates from the city on how we are managing and communicating with businesses
- For people to stay home and grocery stores to have delivery - Festival has stopped their pick-up and delivery, Hy-Vee is also on hold. Using Shipt but sometimes that is also not available.
- For hand sanitizer to be more available. Andover did a hand sanitizer drive. I have not been able to find it. it would be great if all gas stations had some or grocery stores so after payment we could sanitize.

Everyone follow social distance and hygiene guidelines

- Assurance that my apt management is actually cleaning our building, to ensure that I won't catch COVID-19 when doing laundry in the shared laundry room, or from touching doors when going in and out of the building.
- City needs to go to shelter in place or lockdown. No one is social distancing, neighbors are having daily get-togethers
- It would be nice if the city would declare a stay at home order. I've been home for 2 weeks, but see teens, young adults and families out and about in large groups. This is only going to prolong the spread of the virus.
- Neighborhoods & parks minding the social distancing guidelines! SO many children running about, there is a REASON schools are not in session.
- I need people to stay home as much as possible so that my Mom doesn't catch covid-19. My Mom is especially vulnerable and I couldn't bear to lose her.
- I need people to practice social distancing when walking on trails. The trails we often walk are now crowded with people, and they do not try to distance themselves.

- Are people taking this seriously and staying home. I can't be responsible for curbing the spread if you are still out and about in the city infecting people. That's not fair.

Food (availability, delivery)

- Availability of basic goods. Every time I go to the store there is another missing staple: sugar, flour, eggs, meat, t.p (still).
- Have the ability to know we are able to get basic groceries when we need them. We have been to Cub off Zane and 610 and basics are not available-milk, eggs, bread, toilet paper, etc. We would prefer not to keep going up to check and things aren't there.
- To know that food supply will not run out.
- Just food. I've never seen so many shelves empty. Cub off of Zane has senior time at 6 am to 7 am. I don't get up until 7. Worried that by the time I get there at 9, everything I need is gone (ie., Bread).
- Also, govt should help in accessing/delivering basic necessities: water, milk bread, tp. Meds. Delivery services ARE swamped and unreliable

Information and updates about COVID-19

- More information on the following: - Local updates about whether or not people and many have tested positive for the virus in the BP, MG, CR and surrounding areas. - updates on preventative and cure medicines.
- Clear information on the external cleanliness of items delivered to our home (mail, FedEx, etc.) and do we need to decontaminate items handled by others.
- I want to know that the City is aware and keeps us informed about the situation. It is difficult to trust in the media (social, tv, radio, etc.) since it doesn't seem to really care about people and it just alarming, or have political implication. I believe more what the City says in all of this.
- I want regular updates about what is going on, at least weekly.
- Facts based on data. Stopping the national media's doomsday message. Governor Waltz continued message of data based information
- Updates on essential city services that things are going well or if services are reduced. Fire, police, recycling, utilities, etc.
- Frequent updates on what is happening and or going to happen to know what to expect in the coming weeks.

Money / relief from bills

- Help with mortgage going forward since my business was forced closed by the state so there is no income coming in/events are cancelling and money is being refunded.
- I think a pause on paying rent would help my family at this time.
- Necesitamos dinero para comprar lo suficiente para no salir, ya que solo podemos comprar y vivir al dia (We need money to buy enough to not have to go out, since we can only buy and live day by day.)
- When income is disrupted due to shut down of businesses, how do we keep utilities and mortgage payments current?
- Things are financially tight, but we will make it. The water bill - extending the bill payment out for residents during this time or figure out some type of payment plan to help people stretch out their money for bills.
- Reassurance. Help now instead of later. For landlords to be more understanding of the situation we're in and some people have already lost their jobs and cannot afford rent with or without a

discount. What can the city do to help people financially right away or ease our anxiety about still needing to pay all our bills during this time?

Public safety (police patrols, protection for Asians from harassment)

- I need our leaders to communicate that this is not an Asian virus, meaning just because you're Asian you have the virus and to stop the xenophobic attacks on Asian Americans. More police patrol because violence against American Asians are on the rise. I was targeted the other day while at Michael's.
- Please send a message to our city to condemn Hate crimes against Asians. I'm too scared to leave my house, even to the grocery store because of anxiety that I may encounter racial discrimination because I am Asian.
- More police presence in the Candlewood neighborhood. Theft from mailboxes, doorsteps, vehicles is rampant.
- I need for law enforcement to swing through city parks and nicely ask the young people gathering to leave. Three days in a row the park (Willows of Aspen) has had 10 or more kids playing basketball.
- We feel a bit unsettled when our age group is going to Cub at 6-7am and it is dark outside. This past week we had uneasy feelings, Elderly people can be overpowered easily. Is it possible to have a police presence for that short time?

Availability of medical care (treatment, testing, vaccine)

- My family is all sick we don't know if we have Covid-19 or not because by here are no tests. We are supposed to stay home if ill, but then how do you get necessities? We were relying on delivery but that is no longer an option.
- Knowing a test and medical care would be available should someone in my family become ill.
- I'm eight months pregnant, so my primary concerns right now surround my prenatal care (which my OB-Gyn has been great about accommodating) and uncertainty about where I'll be able to deliver our baby and whether my husband will be there
- Guaranteed food supply, toilet paper, drive up testing for covid 19, info on hospital capacity or "where to go" info if sickness gets serious.
- To make sure we have access, online or email to ask questions with our Dr. and get the medical treatment if needed without having covid-19.

Positivity and calmness

- Peace of mind that life will go back to normal.
- Reduce the panic, neighbors staying calm.
- Less media sensationalism and more positive information that will help folks deal with this global crisis. Anxiety levels are high enough without media causing more fear.
- Kind reassuring words
- I need to remain calm and carry on. I meditate, this too will pass.
- Some sort of positive message that we can share in the community would be helpful - I know there is a movement of people putting paper hearts on their windows

Jobs and job security

- My husband's hours have been in half and are hoping even that continues but we are not sure. He works for IFS which is in Brooklyn park as well.

- I probably need a source of income. I just moved to reside in Minnesota about over a month ago. And now can't seem to find a job amidst this pandemic. Can't exactly file for unemployment benefit since I haven't worked in the last 18months. I still got to feed and pay rents and utility bills.
- I need to know I will still have a job. Everything cascades from that.
- I am being laid off because of the pandemic and its impact on my company. I'm concerned about being able to wait this out while remaining housed and with the basic necessities.
- As a small business owner in BP my biggest issue is money. I don't qualify for unemployment insurance being a business owner, and I have almost no income coming in right now. Loans may help keep the business going, but having no other income won't help me at home. There is the very real chance that I have to decide to eat over paying the mortgage.

C.1 Community Impact Survey Results

City Council Work Session

4/6/20

Josie Shardlow, Community Engagement Manager

Survey methodology

- Objective: rapid feedback on how community is faring and their needs
- Open from March 25-30
- Internet and phone
- 2170 respondents
- Collaboration with Brooklyn Bridge Alliance for Youth

What we heard: Information

Are you receiving the information you need on COVID-19 and strategies to slow the spread?

- Overall 99% said YES

**What sources are you using to get information?
(Could select more than one)**

- Top responses were TV, federal or state websites and social media, followed by emails from the city

What we heard: Concerns

Are you concerned about getting access to these basic needs either now or in the next couple of weeks? (They could check all that applied.)

| | Overall (weight) | Black American | Hispanic or Latino/a | South-east Asian or Asian | West African or African | White | Other |
|----------------------------------|------------------|----------------|----------------------|---------------------------|-------------------------|-------|-------|
| Cleaning products and toiletries | 49% | 50% | 57% | 57% | 68% | 39% | 43% |
| Food for your household | 36% | 41% | 47% | 44% | 57% | 23% | 26% |
| Medications | 24% | 25% | 31% | 33% | 41% | 15% | 16% |
| Medical care | 22% | 20% | 28% | 29% | 31% | 16% | 16% |
| Helping children with schoolwork | 18% | 25% | 24% | 27% | 28% | 9% | 9% |
| Mental or emotional support | 13% | 18% | 17% | 19% | 18% | 8% | 7% |
| Internet access | 13% | 17% | 14% | 17% | 22% | 7% | 9% |
| Computer/laptop/tablet access | 7% | 13% | 8% | 8% | 15% | 3% | 4% |
| Childcare | 7% | 9% | 10% | 11% | 11% | 3% | 3% |
| Housing | 6% | 11% | 10% | 12% | 8% | 2% | 3% |
| Transportation | 4% | 5% | 4% | 7% | 14% | 1% | 2% |
| Other | 8% | 7% | 6% | 10% | 7% | 8% | 9% |

What we heard: Concerns

Are you concerned about getting access to these basic needs either now or in the next couple of weeks? (They could check all that applied.)

| | Renter | Home-owner |
|----------------------------------|--------|------------|
| Cleaning products and toiletries | 57% | 41% |
| Food for your household | 47% | 26% |
| Medications | 28% | 17% |
| Medical care | 23% | 17% |
| Helping children with schoolwork | 16% | 12% |
| Mental or emotional support | 21% | 8% |
| Internet access | 17% | 9% |
| Computer/laptop/ tablet access | 14% | 4% |
| Childcare | 9% | 4% |
| Housing | 17% | 2% |
| Transportation | 10% | 1% |
| Other | 9% | 8% |

What we heard: Needs

What do you need during this time to feel safe and to take care of yourself and your family? (open-ended)

| Rank | Theme | # of respondents | Percentage of respondents |
|------|--|------------------|---------------------------|
| 1 | We are ok/Nothing | 244 | 21% |
| 2 | Supplies, cleaning products, TP, PPE | 180 | 16% |
| 3 | Social distance, hygiene | 150 | 13% |
| 4 | Food | 139 | 12% |
| 5 | Info updates re: COVID-19 | 12% | 13% |
| 6 | Money/relief | 100 | 9% |
| 7 | Public safety/Police patrols/protection for Asians | 90 | 8% |
| 8 | Available medical care/testing | 58 | 5% |
| 9 | Positivity/calmness | 46 | 4% |
| 10 | Job security/work | 47 | 4% |

What we heard: Needs

Some differences among demographic groups

| | Renter | Home-owner |
|----------------------------------|------------|------------|
| Money / relief from bills | 27% | 7% |

| | Overall (weight) | Black American | Hispanic or Latino/a | South-east Asian or Asian | West African or African | White | Other |
|--|------------------|----------------|----------------------|---------------------------|-------------------------|-------|-------|
| Supplies (cleaning products, TP, PPE) | 18% | 17% | 13% | 14% | 25% | 15% | 19% |
| Money / relief from bills | 14% | 17% | 9% | 12% | 30% | 6% | 7% |
| Public safety (police patrols, protection for Asians from harassment) | 11% | 1% | 9% | 33% | 6% | 5% | 10% |

Key Takeaways – **Residents are concerned about...**

- Having access to supplies (cleaning products, toiletries, and PPE), food, and medicines.
- Public safety and potential increase in crime or unrest.
- Racial discrimination and harassment tied to COVID-19 (especially residents from our Asian communities)
- Getting up-to-date and accurate information.

Key Takeaways – **Residents are concerned about...**

- Challenges with paying for rent, utilities, etc.
- Needing support with schoolwork for households with youth.
- Challenges related to accessing the technology (computers and tablets) and internet they need to function online while staying safe at home.

Survey follow up

- 54 wanted weekly wellness calls from staff
- 117 wanted staff to follow up with them on resources
- 135 wanted to sign up for city emails

Community Support – EOC



Community Resources

- Community Impact Survey
- Resource mapping – building out and vetting resource list and identifying gaps
- Calls to community organizations, cultural associations, apartment communities, group homes and faith leaders
- Drafting recommendations for EOC based on info from the community

Youth and Senior Services

Youth Outreach Work

Youth Impact Survey – e-mails and phone calls directly with youth

- BrookLynk Youth
- Zanewood Participants
- CU/MBK (Cohort and Sound Off Stations)
- YMCA Intervention Youth
- BBAY – Youth Council

Business and Housing Resources

- Understanding needs - survey of businesses, connecting with apartment managers
- Identifying businesses producing emergency response related items

EDA staff working on:

- Monitoring state and local programs, making connections
- Connecting businesses to resources
- Working on proposed programs for small businesses
- Funding for local non-profits providing emergency services



Questions
or reflections
from the Council?

City of Brooklyn Park Council Work Session

| | | | |
|------------------------|---|--------------------------------|------------------------------|
| Meeting Date: | April 6, 2020 | Originating Department: | Operations and Maintenance |
| Agenda Item: | C.2 | Prepared By: | Tim Pratt, Recycling Manager |
| Agenda Section: | Discussion Items/ General Action Items | Presented By: | Tim Pratt |
| Item: | GreenStep Cities | | |

Summary:

The Community Long-range Improvement Commission recommends the City of Brooklyn Park become a GreenStep City.

GreenStep Cities is a free, voluntary program designed to help Minnesota cities meet environmental sustainability goals through the implementation of 29 best practices with 170 possible actions. Program partners include the League of Minnesota Cities, the Minnesota Pollution Control Agency and the Clean Energy Resource Teams. Currently there are 132 participating cities located throughout the state, including our neighboring cities of: Brooklyn Center, Coon Rapids, Crystal, Fridley, Maple Grove and New Hope.

Best Practices are in five different categories: Buildings and Lighting, Land Use, Transportation, Environmental Management, and Economic and Community Development. Staff reviewed the list of Best Practices and found that we have already achieved or are engaged in 66 of the 170 possible actions. A complete list of the actions steps can be found on the GreenStep Cities website www.mngreenstepcities.org

To become a GreenStep City, the Council needs to pass a resolution authorizing the City to participate in the program (see Attachment A), designate an employee to be the City's GreenStep Cities coordinator (City Manager Jay Stroebel has identified Recycling Manager Tim Pratt), and that coordinator enters information into the GreenStep Cities database about current action steps. That achieves steps one and two. To achieve step three, the city must attain 16 action steps – some of which are required, such as entering data about the City's buildings' energy and water use. Step four requires the City to set measurable goals to improve its performance and track progress toward those goals. It's up to each city to determine which steps they wish to achieve.

Because of this aspirational design of the program (i.e., we are encouraged to set goals and improve our performance), it is a good fit with our *Brooklyn Park 2025* Goal 3: A balanced economic environment that empowers businesses and people to thrive. And specifically, the indicator, "We are a leader in environmental sustainability, benefitting our economy and community."

Staff is asking Council if they wish to have Brooklyn Park become a GreenStep City. If so, we will prepare a resolution for Council approval. We will then submit the resolution and data needed to the program in time for the award to be presented by the League of Minnesota Cities. In the past, this was done at the annual conference in June. When the awards will be presented in 2020 has not been announced.

Attachments:

- C.2A GREENSTEP CITIES SAMPLE RESOLUTION
- C.2B POWERPOINT PRESENTATION

- sample resolution -

RESOLUTION _____
CITY OF _____
COUNTY OF _____
STATE OF MINNESOTA

A RESOLUTION AUTHORIZING THE CITY OF _____
TO PARTICIPATE IN THE MINNESOTA GREENSTEP CITIES PROGRAM

The GreenStep Cities program aims to provide Minnesota cities a clear pathway to greater sustainability and resiliency based upon implementing best practices specific to Minnesota cities of differing sizes and capabilities. Due to the multiple environmental, economic and social dimensions of the best practices, leadership from the city council is needed to oversee their implementation and integration with other city and community activities and with other governmental jurisdictions (such as surrounding townships) as appropriate.

To join the GreenStep Cities program as a Step One city, cities adopt a GreenStep participation resolution that names a contact person to be the city's GreenStep coordinator. This person can be an existing city staff person, an elected official or an appointed community member. Cities are encouraged to empower an existing or new committee to lead and coordinate the implementation of GreenStep best practices. Many cities find it easier to complete more GreenStep actions faster with a committee. The committee can be an existing city commission or task force, an existing civic group, a city staff "green team," or a new group. A new group could include city elected officials/staff and community members, including representatives from civic and religious groups, business organizations and educational institutions.

Below is a sample GreenStep participation resolution, which should be tailored as needed to fit the unique situation in your city. Please insert, as desired, relevant "WHEREAS" statements – see sample ones on the next page – prior to the THEREFORE statement below, which can be modified but which should include the basic elements below.

NOW, THEREFORE, be it resolved that the City Council of the City of _____ does hereby authorize the City of _____ (the City) to participate in the Minnesota GreenStep Cities program that offers a free, voluntary continuous improvement framework. Passage of this participation resolution allows the City to be recognized as a Step One GreenStep City by the League of Minnesota Cities. Be it further resolved that the City:

- 1. Appoints [name of contact person] to serve as the City's GreenStep coordinator for best practice documentation/implementation (and, as appropriate, identifies [name of group] as the city's GreenStep coordination team); and**
- 2. Will facilitate the involvement of community members and other units of government as appropriate [name specific groups here as appropriate] in the planning, promoting and/or implementing of GreenStep Cities best practices; and**
3. [optional] Grants to the GreenStep program staff review access to the City's B3 Benchmarking Database so as to facilitate analysis and cost-saving technical assistance to the City regarding its buildings' energy use; and
- 4. Will provide feedback once a year on how well the GreenStep program is serving the city and on city needs from the program; and**
- 5. Will claim credit for having implemented and will work at its own pace toward implementing any [4, 6 or 8, depending on your city category of C, B or A] GreenStep best practices that will result in energy use reduction, economic savings, quality of life improvement, reduction in the City's greenhouse gas footprint, and recognition by the League of Minnesota Cities as a Step Two GreenStep City. An on-going summary of the City's implementation of best practices will be posted by the City on the Minnesota GreenStep Cities web site.**

By: _____
Mayor

ATTEST:

City Administrator/ Manager/ Clerk

Date: _____

- sample WHEREAS statements -

WHEREAS, Minnesota GreenStep Cities is a voluntary challenge, assistance and recognition program to help cities achieve their sustainability and quality-of-life goals. GreenStep is a free, continuous improvement program, managed by a State agency-non-profit partnership, and based upon 29 best practices. Each best practice can be implemented by completing one or more actions at a 1, 2 or 3-star level, from a list of four to eight actions. These actions are tailored to all Minnesota cities, focus on cost savings and energy use reduction, and encourage civic innovation; and

WHEREAS, steps taken toward sustainable solutions aim to improve community quality of life, building community capital and increasing government efficiency, accountability and transparency; and

WHEREAS, local governments have the unique opportunity to achieve both energy use and greenhouse gas reductions and cost savings through building and facilities management; land use and transportation planning; environmental management; and through economic and community development; and

WHEREAS, efforts to address energy and climate issues provide an opportunity to move toward energy self-reliance and greater community resiliency and quality of life; provide environmentally healthy and cheaper-to-operate public buildings; encourage new economic development and local jobs; and support local food and renewable energy production; and

WHEREAS, the City of _____ has [insert one or more energy/climate/quality of life/sustainability actions or initiatives or resolutions enacted by the city or by others in the city]; and

WHEREAS, uncertainty in energy prices and the transition away from fossil fuel energy sources present new challenges and opportunities to both the City of _____ and to the economic health of its citizens and businesses; and

WHEREAS, climate changes have been observed in Minnesota and have the potential to negatively impact local, regional and state economies; infrastructure development; habitat; ecological communities, including native fish and wildlife populations; spread invasive species and exotic diseases; reduce drinking water supplies and recreational opportunities; and pose flooding, drought and health threats to our citizens; and

WHEREAS, Minnesota Session Laws 2008, Chapter 356, Section 13 directed the Minnesota Pollution Control Agency (“MPCA”) and Office of Energy Security in the Department of Commerce (“Office of Energy Security”), in

collaboration with Clean Energy Resource Teams (“CERTs”), to recommend municipal actions and policies that work toward meeting the State’s greenhouse gas emissions reduction goals; and

WHEREAS, the Next Generation Act of 2007, Minnesota Session Laws 2007 - Chapter 136:

- (1) sets State greenhouse gas emissions reduction goals of cutting emissions to 15 percent below 2005 levels by 2015, 30 percent below 2005 levels by 2025, and 80 percent below 2005 levels by 2050;
- (2) sets a State energy conservation goal of achieving annual energy savings equal to 1.5 percent of annual retail energy sales of electricity and natural gas;
- (3) establishes an energy policy goal that the per capita use of fossil fuel as an energy input be reduced by 15 percent by the year 2015, through increased reliance on energy efficiency and renewable energy alternatives;
- (4) establishes an energy policy goal that 25 percent of the electricity used in the state be derived from renewable energy resources by the year 2025; and

WHEREAS, a broad coalition of public and private stakeholders including the League of Minnesota Cities, the MPCA, Office of Energy Security and CERTs responded to the 2008 legislation by establishing the Minnesota GreenStep Cities program to provide a series of sustainable development best practices focusing on local government opportunities to reduce energy use and greenhouse gases; and

WHEREAS, the Minnesota GreenStep Cities program assists in facilitating technical assistance for the implementation of these sustainable development best practices; and

WHEREAS, the Minnesota GreenStep Cities program provides cost-effective sustainable development best practices in the following five categories: (1) Buildings and Lighting; (2) Transportation; (3) Land Use; (4) Environmental Management; and (5) Economic and Community Development;

Green Step Cities

Brooklyn Park City Council

April 6, 2020



Green Step Cities

Free, voluntary program designed to help Minnesota cities meet environmental sustainability goals through the implementation of 29 best practices with 170 possible actions.

Partners:

League of Minnesota Cities

3 State Agencies: MPCA, EQB, Commerce

Great Plains Institute

Clean Energy Resource Teams

3 other non-profits:

Izaak Walton League – MN Division

Urban Land Institute – MN, & Regional Council of Mayors

Preservation Alliance of Minnesota

Best Practices – the What



Buildings and Lighting

- Public Buildings
- Private Buildings
- New Buildings
- Lighting & Signals
- Building
Redevelopment



Land Use

- Comp Plans
- City Growth
- Mixed Uses
- Auto-oriented
Development
- Design for
Natural
Resource
Conservation



Transportation

- Living Streets
- Mobility Options
- City Fleets
- Demand-Side
Travel Planning



Best Practices (con't)



Environmental Management

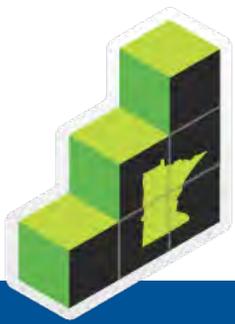
- Sustainable Purchasing
- Urban Forests
- Stormwater
- Parks & Trails
- Water & Wastewater Facilities
- Septic Systems
- Solid Waste Reduction
- Local Air Quality



Economic and Community Development

- Benchmarks & Community Engagement
- Green Business Development
- Renewable Energy
- Local Food
- Business Synergies
- Climate Adaptation & Community Resilience



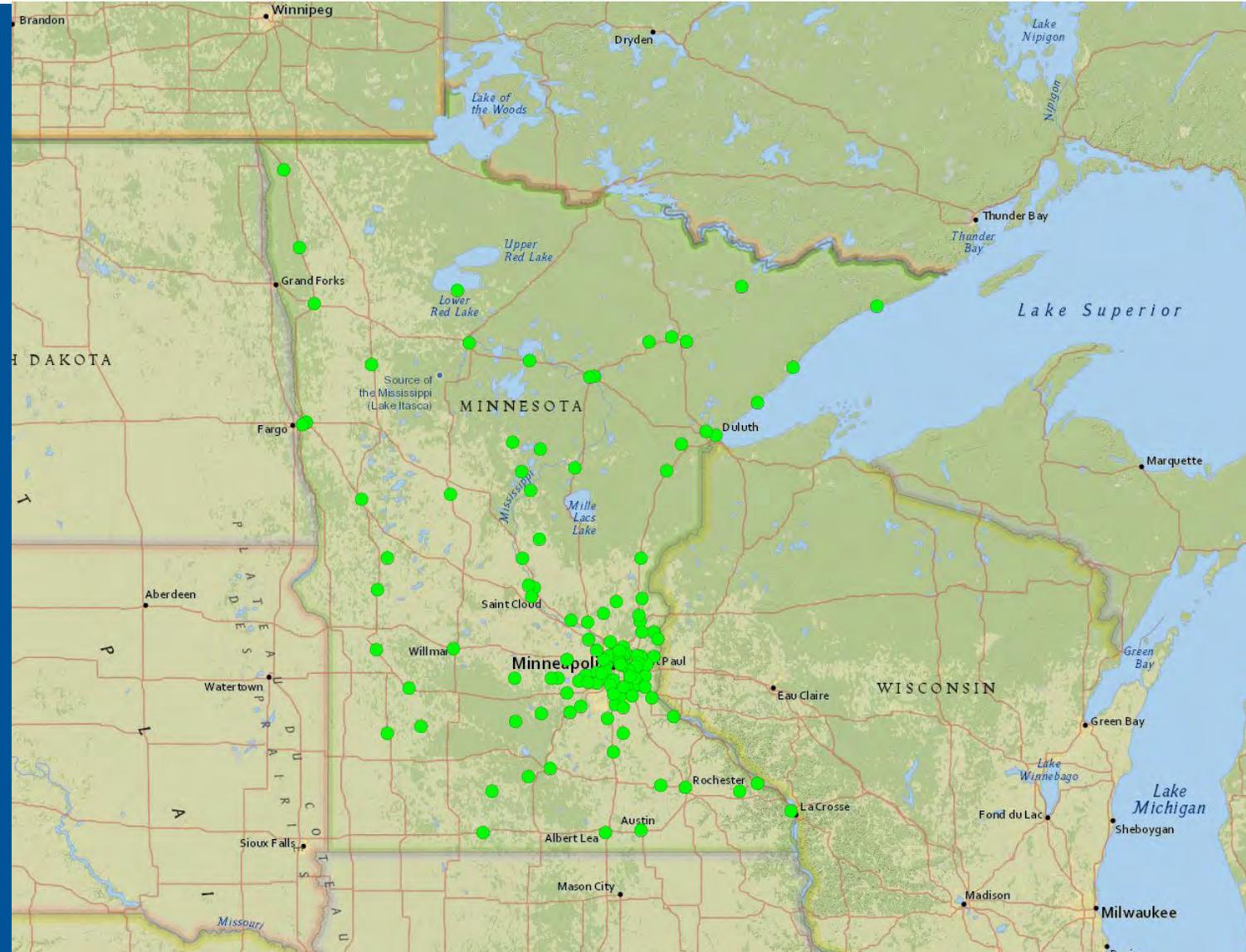


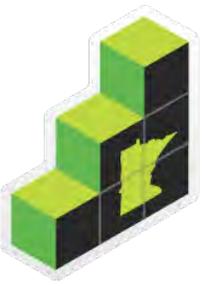
Minnesota
GreenStep

Cities & Tribal Nations



Currently 135 Participants
including three Tribal
Nations





**Minnesota
GreenStep**

Our Neighboring GSC

Brooklyn Center

Coon Rapids

Crystal

Fridley

Maple Grove

New Hope

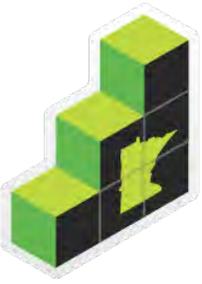
Robbinsdale

Meets BP 2025 Goal

3: A balanced economic environment that empowers businesses and people to thrive.

- We are a leader in environmental sustainability, benefiting our economy and community.





Minnesota
GreenStep

The Steps

Recognition levels:

- Step 1: join
- Step 2: complete any 8 BPs
- Step 3: complete 16 BPs with a few high priority ones
- Step 4: report city performance metrics
- Step 5: show metric improvement



Best Practices

MINNESOTA GREENSTEP CITIES BEST PRACTICES, ACTION OPTIONS AND PROGRAM RECOGNITION MINIMUMS (November 2019)

Initial inventory column:
check off which actions are **completed, in-process, planned, not relevant.**
Note relevant responsible person / entity.

Step 3 Recognition Minimums for a Category A city

Buildings & Lighting Best Practices Category: BPs 1 - 5

BP #1 plus ONE other Building BP needed for Step 3 recognition

Best Practice #1: Efficient Existing Public Buildings

Action # 1. Enter building information into the **Minnesota B3 Benchmarking database** and routinely enter monthly energy, water use data for all city-owned buildings.

2. Make **no/low cost** indoor lighting and operational changes in city-owned/school buildings to reduce energy costs.

3. **Invest in larger energy efficiency projects** through larger financed projects or through smaller retro-commissioning/retrofit projects in city-owned/school buildings.

4. Implement **information technology efforts and city employee engagement** to reduce plug loads, building energy use and workflow efficiency.

5. Document that the **new construction or major remodeling** of a public building has met the SB 2030 energy standard or has met or qualified under a green building or energy framework.

6. Improve the **operations & maintenance** of city-owned/school buildings and leased buildings by using a customized online energy efficiency tool, asset management tool, green building framework or green lease.

needed BP

needed action

needed action

needed: choose one additional BP action from actions (3) - (7)

How to Proceed

- Council approves resolution to become a Green Step City
- Staff enters data into the Green Step Cities website
- Award presented at LMC conference in June

Questions?



City of Brooklyn Park Council Work Session

| | | | |
|------------------------|---|--------------------------------|------------------------------|
| Meeting Date: | April 6, 2020 | Originating Department: | Operations and Maintenance |
| Agenda Item: | C.3 | Prepared By: | Tim Pratt, Recycling Manager |
| Agenda Section: | Discussion Items/ General Action Items | Presented By: | Tim Pratt |
| Item: | Curbside Bulky Waste Collection Program | | |

Summary:

The City of Brooklyn Park has contracted for the curbside collection of residential bulky waste for more than a decade. The Curbside Cleanup is a convenient way for residents to dispose of bulky items such as used furniture as well as unwanted material that has built up in garages and basements. The program provides for collection in one-third of the city each year.

The amount of material collected during the Curbside Bulky Waste Collection has been growing steadily. Here are two charts to demonstrate the increase. Figure One shows the substantial increase in the tons of trash and the number of appliances collected.

Figure One

| Bulky Waste Collection | | | | | | | | |
|------------------------|--------|---------|------|--------|---------|------|--------|---------|
| | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 |
| | West | Central | East | West | Central | East | West | Central |
| Trash (tons) | 268.24 | 282.86 | | 418.91 | 464.17 | 774 | 641.15 | 813 |
| Appliances | 188 | 280 | 405 | 288 | 268 | 838 | 437 | 965 |
| Participation | | | | 57.5% | 42% | 50% | 76% | 56% |

The City pays the contractor a per household fee to cover the fixed costs of the trucks and staff needed to conduct the cleanup as well as the disposal costs for the trash and recycling costs for the appliances. Figure Two shows that the cost of the program has more than doubled in the past five years.

Figure Two

| Year | Cost | Households | Cost Per HH |
|-------------|--------------|------------|-------------|
| <u>2012</u> | \$107,055.34 | 5400 units | \$18.42 |
| <u>2013</u> | \$125,662.49 | 7485 units | \$15.84 |
| <u>2014</u> | \$149,487.82 | 7985 units | \$18.72 |
| <u>2015</u> | \$137,030.43 | 5900 units | \$23.23 |
| <u>2016</u> | \$177,603.40 | 7485 units | \$23.73 |
| <u>2017</u> | \$226,561.75 | 7985 units | \$28.37 |
| <u>2018</u> | \$216,547.92 | 6382 units | \$33.93 |
| <u>2019</u> | \$300,290.14 | 7893 units | \$38.05 |

This rapid increase has resulted in the contractor (Republic Services) not being able to complete a collection zone in two of the past three years. The city assessed liquidated damages in both 2017 and 2019. Republic Services has expressed displeasure at the assessment saying that they are being penalized for an unforeseeable, sudden and significant increase in the amount of material put out for collection (see Attachment A). They are asking to limit the amount of garbage they pick up per household to a load no larger than can fit in a standard size pickup truck bed. Here is the contract clause related to load limits with the referenced sentence highlighted:

2. Acceptable Items: Acceptable items must include, but are not exclusively limited to the following:

Refuse: Refuse is waste that normally results from the operation of a household including rubbish. Refuse includes, but is not limited to, carpeting (bundled and tied into rolls no more than five feet long and three feet wide), household furnishings and furniture, scrap wood, scrap metal and household construction materials. Household construction materials are limited to no more than what can fit inside a level standard size pickup truck bed per household. Refuse does not include body waste, food waste, leaves, grass or other soft-bodied garden waste. Refuse also does not include construction or remodeling debris from a business such as a contractor, stumps, recyclables, tires, filters, fluorescent lamps, electronics, household hazardous waste, and/or any other item prohibited by County, State and Federal statute from solid waste management processing facilities.

It's rare that cities offer curbside bulky waste collection programs. Staff is only aware of one similar program and that is in Bloomington. In response to growing amounts of trash being put out, Bloomington imposed strictly enforced load limits a few years back. Those limits are communicated to residents ahead of the cleanup. During the event, the contractors leave tags for loads that are oversized and provide a copy of the tag to the city for appropriate follow up (See Attachment B – email from City of Bloomington).

Staff is asking Council for direction on both the implementation of this year's bulky waste collection and the future of the program.

For this year, does the Council wish to implement per household load limits?

For future years, does the Council wish to continue the Curbside Bulky Waste Collection program? If so, does the Council wish to include per household load limits? Are there other aspects of the program you wish to modify?

Attachments:

- C.3A EMAIL CORRESPONDENCE WITH REPUBLIC SERVICES
- C.3B EMAIL CORRESPONDENCE WITH THE CITY OF BLOOMINGTON

Tim Pratt

From: Latham, David <DLatham2@republicservices.com>
Sent: Tuesday, March 10, 2020 12:20 PM
To: Tim Pratt
Cc: Dan Ruiz
Subject: RE: Brooklyn Park Clean Up; 2020

Hi Tim,

Republic Services looks forward to our continued partnership and in serving the residents of Brooklyn Park for the upcoming 2020 Curbside Bulky Waste Collection event.

Although I can understand your explanation to impose liquidated damages, I believe they are being imposed unfairly as Republic Services exhausted every means necessary to ensure that residents and the City of Brooklyn Park received the services in excess of what was covered under the Agreement.

As I mentioned in my previous email, there were egregious amounts of excess trash left on the public streets and sidewalks which we collected for the City, some volumes that could easily fill multiple 40yd debris containers. Allowing residents to advertise and sell yard space for non-residents to leave their waste materials out for collection is outside of our agreement and created additional labor and financial burden on Republic Services.

For this year's clean up event, I am recommending that Republic Services continue to follow what is already outlined in our current Agreement Terms and Service Requirements listed (below). Republic Services will service "no more than what can fit inside a level standard size pickup truck bed per household". Any additional rubbish outside of what is currently covered by the existing agreement will not be collected, or covered by the terms of our existing Agreement. Republic Services will not be held liable and held harmless of any additional liquidated damages for any items not serviced and/or collected and which are not covered under our current Agreement.

The City and Contractor, for the consideration hereinafter stated, agree as follows:

I. AGREEMENT TERMS AND SERVICE REQUIREMENTS:

1. **Contractor Service Requirements:** The Contractor agrees to provide CURBSIDE COLLECT REFUSE and/or APPLIANCES for up to 6,382 households in 2018, 7,893 households in 2019, and 7,985 households in 2020. The households represent all single family through eight unit separate residential dwellings in a designated area of the City. A map of the designated collection area is included as Attachment II.
2. **Acceptable Items:** Acceptable items include, but are not exclusively limited to the following:
 - A. **Refuse:** Refuse is waste that normally results from the operation of a household including but is not limited to, carpeting (bundled and tied into rolls no more than 12 feet long and three feet wide), household furnishings and furniture, scrap wood, miscellaneous metal, and household construction materials. Household construction materials are limited to no more than what can fit inside a level standard size pickup truck bed per household. Refuse does not include body waste, food waste, leaves, grass or other soft-bodied garden waste. Refuse does not include construction or remodeling debris resulting from a contractor, stumps, recyclables, tires, filters, fluorescent lamps, household hazardous waste, and/or any other items prohibited by County, State and Federal statute from solid waste management processing.

Thank you for your time and consideration.

David Latham

Division Manager

8661 Rendova St NE

Blaine, MN 55014

e dlatham2@republicservices.com

o 763-259-5569 c 612-244-5581

w RepublicServices.com



We'll handle it from here.®

From: Tim Pratt <Tim.Pratt@BrooklynPark.Org>
Sent: Friday, January 31, 2020 9:30 AM
To: Latham, David <DLatham2@republicservices.com>
Cc: Dan Ruiz <Dan.Ruiz@BrooklynPark.Org>
Subject: RE: Brooklyn Park Clean Up; 2020

Note that (Tim.Pratt@BrooklynPark.Org) is an external email. Report suspicious emails by clicking on "Report Phishing"

David,

I received your email. We value our partnership with Republic Services on the Curbside Bulky Waste Collection program, and we look forward to partnering with you this fall. It is one of the most popular programs we provide our residents. We appreciate the hard work of you and your staff.

You asked two questions and here are our responses.

1. Why were liquidated damages applied?

When Republic Services identified the zones of the 2019 Curbside Bulky Waste Collection, we expressed concern that the September 14 zone was too large. It had run heavy in 2016 and we were concerned that the crews would run into the same situation in 2019. Especially since the zone would be the same size and you would potentially be running fewer trucks. Kyle acknowledged that that was a valid concern but expressed optimism that the crews could finish on time.

Liquidated damages are an estimate of otherwise intangible or hard-to-define losses. Those losses include the significant staff time we spent responding to resident questions and complaints in the days following the September 14 curbside cleanup event. Additionally, we were informed by residents in at least one townhome development that they brought their material back in lest they be in violation of their HOA rules. Some of those residents brought their items to the Special Materials Drop-Off Day October 12 where we agreed to accept those items for free. Other residents disposed of items at other facilities and incurred fees to do so.

Thus, we believe the liquidated damages were properly applied.

2. Prior to the 2020 Curbside Bulky Waste Collection we need a written agreement dealing with household load limits

We are happy to discuss an agreement. Please provide us with your recommendations. We'll review them and find a time to discuss them.

Tim Pratt

O & M – Recycling/Support Services Manager
W. 763-493-8120

From: Latham, David <DLatham2@republicservices.com>
Sent: Sunday, January 26, 2020 3:36 PM
To: Tim Pratt <Tim.Pratt@BrooklynPark.Org>
Subject: RE: Brooklyn Park Clean Up; 2020

Hi Tim,

Appreciate it, and thank you for the email.

On a separate note, I did have some conversation with Kyle and my controller about the subsequent penalty you imposed on Republic Services in the amount of \$5000.00 for our most recent cleanup efforts.

It was brought to my attention that there were previous conversations between yourself and Kyle, regarding the language in our current agreement; how any penalties would be administered following the 2018 clean up.

As you know, we worked extremely hard to complete and stay caught up with the excessive amounts of debris & waste that were left for us to collect throughout this year's collection area; with most households generating more than we were contractually obligated to service (see highlights below).

Although I understand the City's right to impose penalties in certain situations, I have concerns that it is being administered and applied appropriately and fairly. We worked to collect over 400/tons of material during the first weekend of the clean up, and our crews ran extra to clean up the additional waste left out at each household; much of which was more than what was outlined in our agreement below. Put simply, the household volumes exceeded the limits stated in the agreement. Under these circumstances, and in effort to work together to resolve this issue, I respectfully request the following:

1. Please provide me with an understanding as to why this penalty was applied.
2. Prior to the 2020 curbside collection I will need the City's detailed, written interpretation of the house hold limits along with direction as to how Republic Services will respond to those households who are non-compliant with the volume limits.

As discussed in our previous phone conversations, there were egregious amounts of excess trash left on the public streets and sidewalks which we collected for the City, some volumes that could easily fill multiple 40yd debris containers. Allowing residents to advertise and sell yard space for non-residents to leave their waste materials out for collection is outside of our agreement and created additional labor and financial burden on Republic Services.

I'd like to ask that you reconsider the imposed penalty being assessed, and that we continue to partner together to continue to best serve the residents of Brooklyn Park.

The City and Contractor, for the consideration hereinafter stated, agree as follows:

I. AGREEMENT TERMS AND SERVICE REQUIREMENTS:

1. **Contractor Service Requirements:** The Contractor agrees to provide CURB SIDE REFUSE and/or APPLIANCES for up to 6,382 households in 2018, 7,800 households in 2019, and 7,985 households in 2020. The households represent all single family three bedroom residential dwellings in a designated area of the City. A map of the designated area is included as Attachment II.
2. **Acceptable Items:** Acceptable items include, but are not exclusively limited to:
 - A. **Refuse:** Refuse is waste that normally results from the operation of a household. Refuse includes, but is not limited to, carpeting (bundled and tied in a bundle no longer than eight feet long and three feet wide), household furnishings and furniture, scrap metal, and household construction materials. Household construction materials include, but are not limited to, more than what can fit inside a level standard size pickup truck bed. Refuse does not include body waste, food waste, leaves, grass or other soft-bodied items. Refuse does not include construction or remodeling debris resulting from a major renovation project. Recyclables, tires, filters, fluorescent lamps, household hazardous waste, and other items prohibited by County, State and Federal statute from solid waste management are not acceptable.

Thank you and I look forward to your reply.

Respectfully,

David Latham

Division Manager

8661 Rendova St NE

Blaine, MN 55014

e dlatham2@republicservices.com

o 763-259-5569 c 612-244-5581

w RepublicServices.com



We'll handle it from here.®

Tim Pratt

From: Horner, Laura <lhorner@BloomingtonMN.gov>
Sent: Friday, March 13, 2020 5:09 PM
To: Tim Pratt
Subject: RE: Dealing with oversized loads at curbside cleanup
Attachments: CurbsideCleanup_2018 1up Postcard.pdf; Curbside_Cleanup_Postcard_2019_Final.pdf; RE: Curbside; Briefing_March2019 Cleanup Article 4.pdf; Curbside Cleanup Tag_2019_FINAL.PDF; RE: 2019 Curbside Cleanup TAGS wk 1; 2019 Tag Summary.pdf

Hi Tim,

We provide a lot of public education regarding what is and is not accepted, and state that the pile size limits are strictly enforced. I attached our 2018 and 2019 postcards that were mailed to residents. We also promote what is accepted/not accepted in the city's monthly newsletter in February, March and April. We have a video posted on our website, and also send out information via our E-Subscribe Curbside Cleanup Group.

We developed an educational tag (attached) with our haulers that haulers use when piles exceed pile size/quantity limitations, or contain items not accepted. The tag has a carbon copy, so one is left on the pile/items not picked up, and the carbon copy is dropped off to the City that same day after each cleanup (we 5 cleanup days, on 5 consecutive Saturdays starting the first Saturday in April). We have a staff person that comes into the office that Saturday and enters all the tag information into our billing software database (or it could be entered into a spreadsheet, or simply kept in the event someone calls).

Then, if a resident calls that their pile was not picked up we can check to see if it was tagged. If the pile wasn't picked up and they weren't tagged, we work with the hauler to see if it was missed or if they didn't set the material out on time.

We also give the list of tagged addresses to our Environmental Health Code Enforcement team. They drive through the area one week after each cleanup to ensure that no more material is left on the curb. EH will then leave letters and start an additional enforcement process if needed to make sure the materials do not remain on the curb. (See email titled 2019 Curbside Cleanup TAGS wk 1).

It is a bit time consuming during Curbside Cleanup, but we have seen significant decrease in tonnage once we started strictly enforcing pile sizes and quantity limitations.

Let me know if I can provide any further information!

Thanks,
Laura



LAURA HORNER Public Works Project Coordinator
Pronouns: (she/her/hers)
PH: 952-563-4659 **EMAIL:** lhorner@bloomingtonmn.gov
1700 West 98th Street, Bloomington, MN 55431

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City of Brooklyn Park Council Work Session

| | | | |
|------------------------|---|--------------------------------|--|
| Meeting Date: | April 6, 2020 | Originating Department: | Finance |
| Agenda Item: | C.4 | Prepared By: | Tracy Bauer-Anderson, City Assessor |
| Agenda Section: | Discussion Items/ General Action Items | Presented By: | Tracy Bauer-Anderson |
| Item: | Assessing Valuation Process Overview | | |

Summary:

Changes in the real estate market and our 2020 market values will be discussed. State law requires the Assessor to value all property at market value. By state law, under the direction of the Department of Revenue, we must fit into a median value range between 90% and 105% of the sales prices. The presentation will include information from Hennepin County and our office as to what has happened to the real estate market and what changes we have made.

C.4A PRESENTATION

City of Brooklyn Park

Board of Appeal and Equalization
April 13, 2020



Brooklyn Park 
Unique. United. Undiscovered.

The Meeting

Purpose of Local Board of Appeal and Equalization



Review the Estimated Market Value and Classification for the 2020 Assessment, which will be reflected for taxes payable for 2021.

Any questions regarding the taxes payable in 2020 cannot be addressed at this meeting because they are based on the assessment made in 2019. This Board has no authority to act on the 2020 taxes as per MN statute, Sec. 274.01.

Market values are based on sales of properties within the Brooklyn Park marketing area. The Minnesota Department of Revenue requires the overall level of assessment to be between 90% and 105% of market value. If sales indicate the market values have changed, the assessor must follow the trend indicated, whether it is to increase or decrease property values.

Mass appraisal is the method used by assessors to estimate the market value of properties. Each property is physically viewed every five years. In addition, all new construction, alterations, or improvements will be appraised annually.

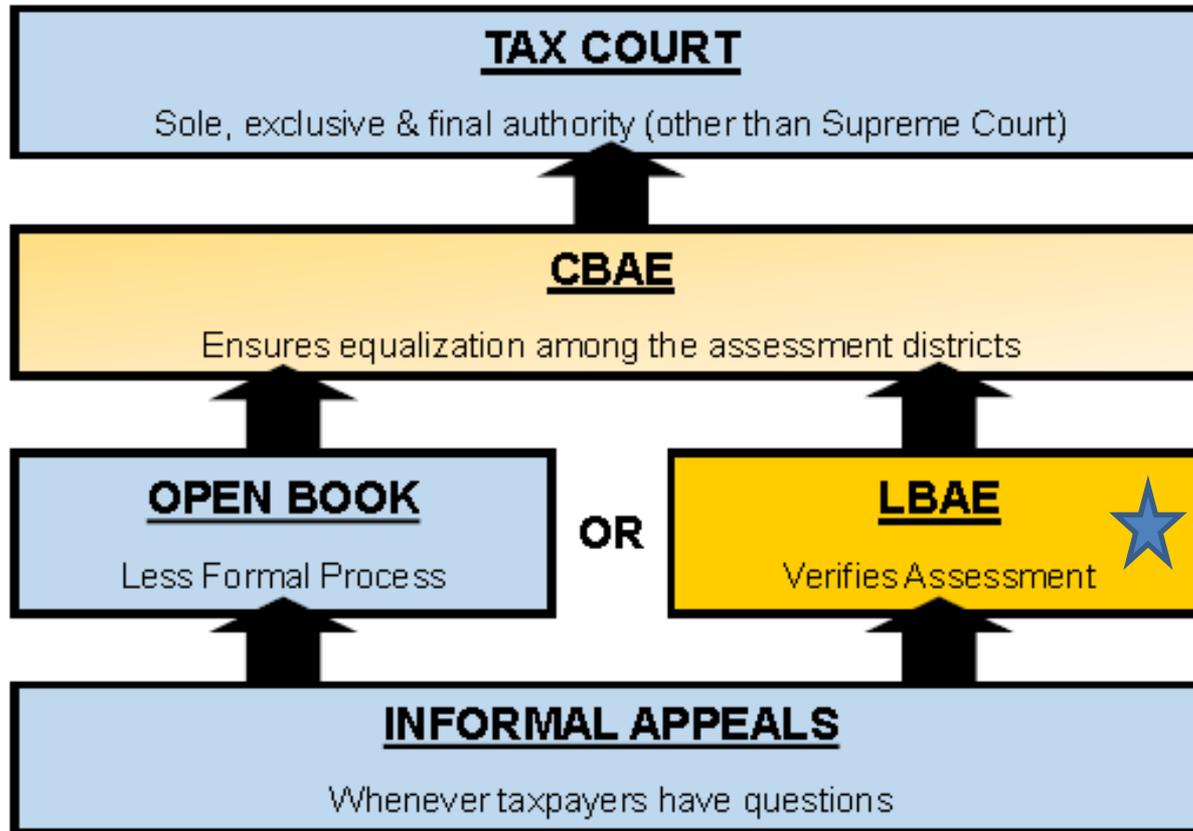
Role of Board Members In Assessment Process



- Has authority to change valuation or classification of a property for the current (2020) assessment year.
- Prior year assessment/s are not within the jurisdiction of the board (i.e. 2019).
- Informed decisions made by Board must be supported by facts and by Minnesota law to ensure all taxpayers are treated fairly and uniformly.

Appeal Options

Appeals Process Overview



Compliant?

Each local board must include a voting member who has completed the MN Department of Revenue training course within the last four years.

It is recommended to have all members of the board trained.

Note: MN State Statute 274.014



Certification Form



- A certification form must be completed for each local board meeting held.
- All board members present at the meeting must sign the form.
- Hennepin County personnel must check the form is completed, and include their signature, title and license number.

Whose Meeting is it Anyway?

- The board should take charge of the meeting.
- It is not the assessor's meeting.
- The board's decisions are between the board and the appellant.
- It is the task of the local board to review the facts and make decisions as it deems based on the facts.



General Meeting Procedure

- Local Board Chairperson should provide a statement of purpose and an overview of the meeting format to those present.
- It's suggested to note to appellants how much time will be allowed (i.e. 5 minutes) to present any data or information relevant to the market value or classification of the property.
- Questions will be addressed to and from the board only. The assessor should not respond directly to any questions from the appellant.

What Can the Local Board Do?

- *Reduce* the value of a property
- *Increase* the value of a property
- *Sustain* the value of a property (no change)
- *Add* improvements to the assessment roll
- Change the *classification* of a property
- Add properties to the assessment roll



What the Local Board Can't Do



- Consider prior assessments
- Reduce the aggregate assessment of the jurisdiction by more than 1.00%
- The board can't exempt property
- A member of the board cannot make changes to a property that he/she has a conflict of interest or financial interest in.
- The board can't grant special program status for programs requiring an application process, such as green acres, disabled veterans, disaster credit, etc.
- The board can't grant changes benefiting a property owner who refuses entry by the assessor.

Board Member Decisions

- Focus on market value and facts that impact market value or classification.
- It is assumed that assessor valued property correctly.
- The burden of proof rests with property owner, who must present factual evidence to disprove the assessor's value.
- All decisions must meet statutory guidelines.





Scenario:



- **“I came to the local board, but I have no data to support my value is incorrect, why won’t you just give me a reduction since I took the time to appeal?”**
- The board can only make changes that are substantiated by facts and supported by law. If the board reduces values for no valid reason, they are treating all other taxpayers *unfairly*. When the value of one property goes down, the levy amount doesn’t change so all other properties pay more taxes to make up the difference.

The Reconvene

- For local boards, the **reconvene meeting must be held within 20 calendar days** (including the day of the initial meeting) unless the local board requests a time extension from the Department of Revenue, and the time extension is granted by the department.
- The date and time for the reconvene meeting must be determined before the initial meeting is recessed. *Reconvene date April 22, 2020.
- Once the Board of Appeal and Equalization has adjourned, it **cannot** reconvene.



Once the Meeting Adjourns



- No changes can be made by the local board after it adjourns
- No value or classification changes may be made by the assessor after the local board adjourns
- Each Appellant must be notified by **letter** and/or phone of the Local Board Action taken, and include information regarding their options to continue their appeal.

Property Owner Options

If owner is unsatisfied with local board decision, they can:

- Appeal by written, representative or in person to the County Board of Appeal and Equalization; and/or
- Appeal to Tax Court.

** Owners must appeal to local board to be able to appeal to the County Board.*

Tax Court

- Minnesota has a specific court established to hear and determine all questions of law and fact arising under the tax laws of the state.
- The petitioner must file in Tax Court on or before April 30 of the year in which the tax is payable, *not the year of the assessment*.
- There is a filing fee and other fees associated with appealing to Tax Court. More information is available at:
www.taxcourt.state.mn.us.

Board of Appeal and Equalization Process:

- The day of the Local Board,
Each appellant will:
 1. Complete the Property Appeal Form.
 2. Schedule an appointment for inspection.

(No value changes can be made without interior inspection.)
- Written appeals will be read into the meeting record. Petitioners have the option to address the board.

Process Continued:

- Each property owner who wishes to contest their value should present proof to the Board as to why they believe the property is incorrectly valued or classified.
- Board Members may also question the property owner or the City Assessor.

Process Continued:

- The assessor re-inspects and re-appraises each property and presents the report back to the Board. Final decisions will be made within 20 days at the Reconvene meeting.
- The Board then compares the information presented by the assessor to the information presented by the property owner and makes a determination of what is the actual fair market value of each property.

Process Continued:

- Before the meeting reconvenes, property owners will be notified of the assessors recommendation and may readdress the Board.
- All property owners will be notified in writing of the final Board decision and their options to continue their appeal.

Process Continued:

- County Board of Appeal and Equalization is June 17, 2020.
- Appointments are requested.

- **At the Local Board and at the Reconvene,**

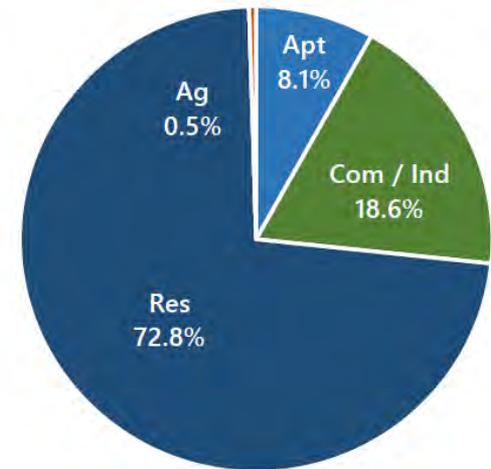
the DOR recommends that the assessor reads each parcel separately, the Board votes, seconds it and then the next property is read.

- The key is that for each appeal we make an action to raise, lower, or make no change after the Assessor has the opportunity to inspect the property.
- It is acceptable for the Assessor to read into the record, the 10 day changes individually and for the Board to make a single action. There is also no objection to appeals, where the taxpayer agrees with our recommendation, being treated similarly with a single motion.
- What cannot happen is for there to be an appearance that the Board isn't considering each the appeal separately in the appeal process.

City Totals

| | |
|------------------------|--------|
| Estimated Market Value | 6.2% |
| Deferred Value | -14.6% |
| Homestead Exclusion | -7.3% |
| Veteran's Exclusion | 16.5% |
| Taxable Market Value | 6.7% |
| Net Tax Capacity | 6.7% |

Estimated Market Value by Property Type



| Property Type | 2019 | | 2020 | | Gross Growth | New Construction | | Net Growth |
|--------------------------------|---------------|----------------------|---------------|----------------------|--------------|------------------|-------------------|-------------|
| | Parcels | Est Market Value | Parcels | Est Market Value | | Parcels | Improvement Val | |
| Agricultural | 35 | 27,201,300 | 38 | 40,284,000 | 48.1% | 0 | 0 | 48.1% |
| Farm | 17 | 14,222,300 | 20 | 24,737,500 | 73.9% | 0 | 0 | 73.9% |
| Rural Vacant Land | 18 | 12,979,000 | 18 | 15,546,500 | 19.8% | 0 | 0 | 19.8% |
| Apartment | 79 | 615,847,300 | 82 | 678,037,200 | 10.1% | 3 | 7,660,500 | 8.9% |
| Apartment | 74 | 615,243,000 | 77 | 677,413,000 | 10.1% | 3 | 7,660,500 | 8.9% |
| Vacant Apt Land | 5 | 604,300 | 5 | 624,200 | 3.3% | 0 | 0 | 3.3% |
| Commercial / Industrial | 530 | 1,454,563,800 | 531 | 1,552,034,900 | 6.7% | 13 | 16,584,300 | 5.6% |
| Automotive | 57 | 84,695,900 | 56 | 88,832,400 | 4.9% | 0 | 0 | 4.9% |
| Bank | 8 | 7,831,400 | 8 | 8,875,300 | 13.3% | 1 | 243,300 | 10.2% |
| Fitness | 1 | 8,151,500 | 1 | 9,511,300 | 16.7% | 0 | 0 | 16.7% |
| Food / Entertainment | 32 | 27,949,900 | 31 | 29,653,100 | 6.1% | 0 | 0 | 6.1% |
| Hospitality | 4 | 39,452,500 | 4 | 40,001,200 | 1.4% | 1 | 347,800 | 0.5% |
| Industrial | 213 | 811,071,000 | 220 | 895,638,500 | 10.4% | 7 | 14,613,400 | 8.6% |
| Medical | 18 | 47,272,500 | 18 | 50,128,200 | 6.0% | 0 | 0 | 6.0% |
| Office | 44 | 141,180,100 | 43 | 144,958,600 | 2.7% | 0 | 0 | 2.7% |
| Other | 15 | 22,794,600 | 24 | 34,498,200 | 51.3% | 3 | 1,129,900 | 46.4% |
| Retail | 67 | 216,557,900 | 67 | 210,169,900 | -2.9% | 1 | 249,900 | -3.1% |
| Vacant Comm/Ind Land | 71 | 47,606,500 | 59 | 39,768,200 | -16.5% | 0 | 0 | -16.5% |
| Residential | 23,247 | 5,777,478,500 | 23,353 | 6,092,562,100 | 5.5% | 638 | 31,329,400 | 4.9% |
| Co-Op | 99 | 10,302,300 | 99 | 10,985,500 | 6.6% | 0 | 0 | 6.6% |
| Condominium | 1,282 | 165,130,300 | 1,281 | 180,473,400 | 9.3% | 11 | 140,900 | 9.2% |
| Duplex (DB) / Triplex | 323 | 86,004,600 | 323 | 92,334,200 | 7.4% | 4 | 134,200 | 7.2% |
| Single Family | 17,356 | 4,743,836,400 | 17,364 | 4,961,547,400 | 4.6% | 497 | 14,059,000 | 4.3% |
| Townhome | 3,506 | 711,183,300 | 3,599 | 780,357,300 | 9.7% | 121 | 16,798,300 | 7.4% |
| Zero Lot Line | 328 | 51,869,000 | 328 | 56,695,300 | 9.3% | 5 | 197,000 | 8.9% |
| Other Residential | 10 | 741,600 | 10 | 841,100 | 13.4% | 0 | 0 | 13.4% |
| Vacant Res Land | 343 | 8,411,000 | 349 | 9,327,900 | 10.9% | 0 | 0 | 10.9% |
| State Assessed | 11 | 2,446,600 | 10 | 2,508,100 | 2.5% | 0 | 0 | 2.5% |
| Railroad | 8 | 0 | 7 | 0 | N/A | 0 | 0 | N/A |
| Utility | 3 | 2,446,600 | 3 | 2,508,100 | 2.5% | 0 | 0 | 2.5% |
| Total Real Property | 23,902 | 7,877,537,500 | 24,014 | 8,365,426,300 | 6.2% | 654 | 55,574,200 | 5.5% |

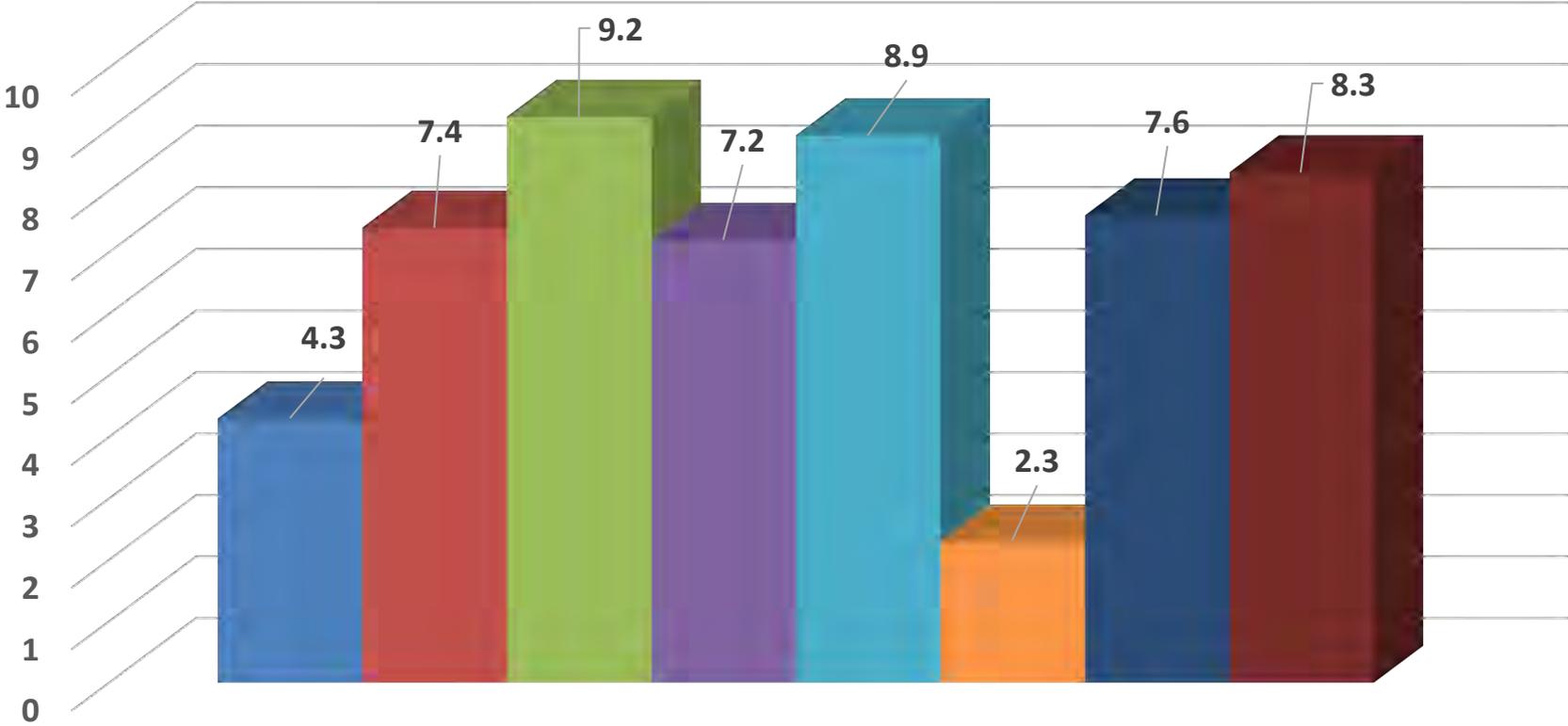
Mean and Median Sale Prices

| City | Jan - Dec 2016 | | | Jan - Dec 2017 | | | Jan - Dec 2018 | | | Jan - Dec 2019 | | |
|---------------|----------------|---------|-------|----------------|---------|-------|----------------|---------|-------|----------------|---------|-------|
| | Mean | Median | Sales |
| Brooklyn Park | 243,936 | 224,200 | 894 | 255,978 | 238,350 | 798 | 277,351 | 260,000 | 839 | 258,920 | 252,200 | 1,196 |

Historical Growth by City and Property Type (Cumulative Growth Report)

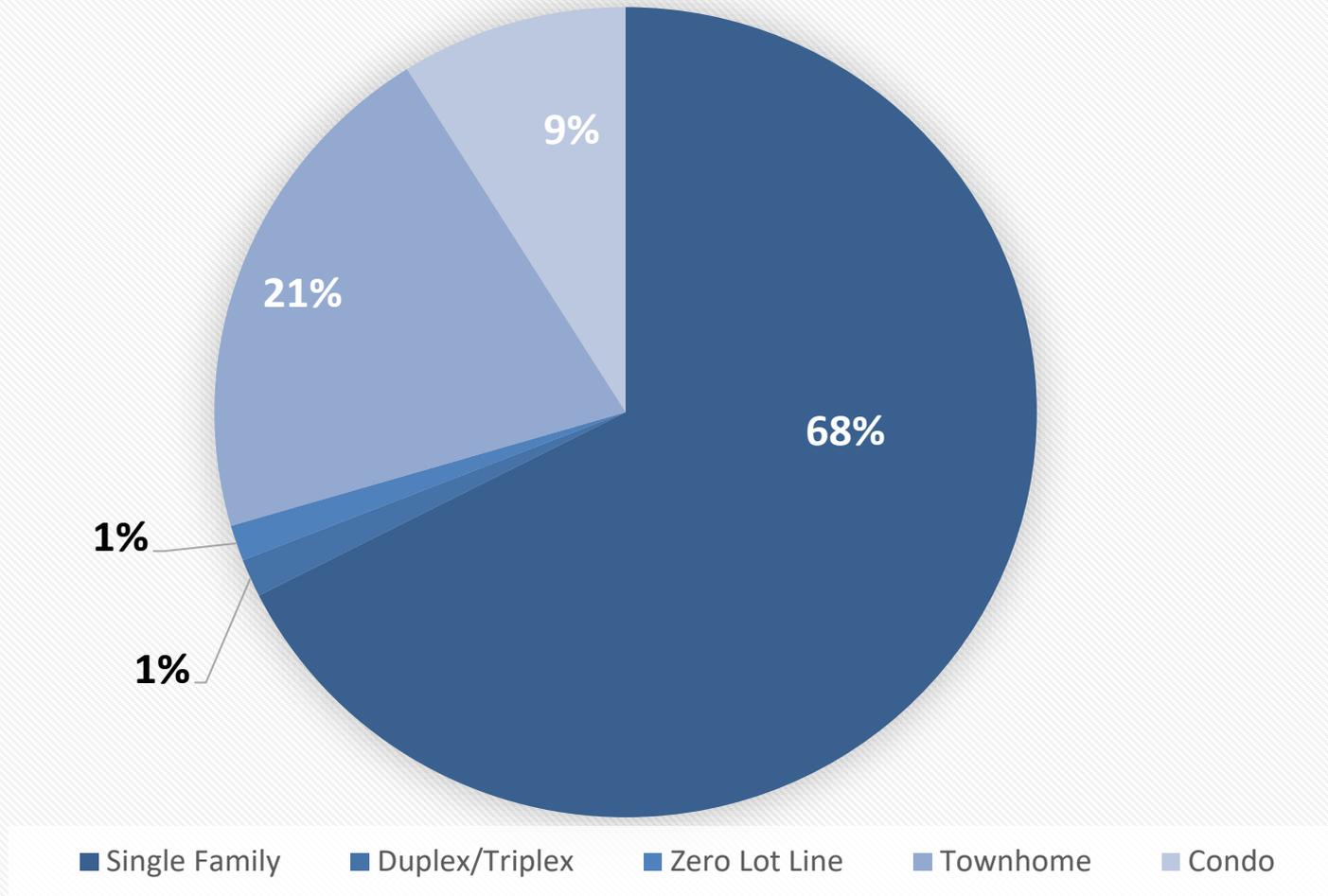
| Property Type | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 5 Yr Chg | 10 Yr Chg | |
|---------------|-----------------------|------|-------|------|------|------|------|------|------|------|----------|-----------|--------|
| Brooklyn Park | Agricultural (F) | -8.1 | -5.3 | -7.4 | 1.9 | 2.6 | -1.9 | 4.1 | 0.1 | 0.2 | 17.3 | 20.2% | 1.3% |
| | Apartment (A) | -3.7 | 0.3 | -2.3 | 11.5 | 13.4 | 18.6 | 6.2 | 6.5 | 16.7 | 8.3 | 69.6% | 102.3% |
| | Commercial (C) | -6.1 | -1.2 | -5.7 | 0.1 | 4.3 | 0.8 | 3.7 | 0.6 | -2.8 | 2.3 | 4.6% | -4.5% |
| | Industrial (I) | -4.0 | -0.3 | -2.7 | -0.3 | 3.4 | 0.8 | 4.9 | 3.4 | 4.6 | 7.6 | 23.0% | 18.1% |
| | Res Condo (X) | -7.3 | -15.4 | -2.2 | 5.9 | 10.1 | 7.7 | 13.8 | 9.9 | 16.6 | 9.4 | 71.8% | 53.6% |
| | Res Single Family (R) | -5.2 | -5.3 | -0.1 | 10.7 | 5.1 | 4.2 | 9.3 | 5.3 | 7.0 | 4.3 | 33.9% | 39.7% |
| | Res Townhome (Y) | -8.1 | -7.8 | -3.0 | 10.7 | 8.9 | 5.7 | 10.5 | 5.9 | 8.7 | 6.6 | 43.3% | 42.0% |

Final 2020 Valuation Changes by Property Type

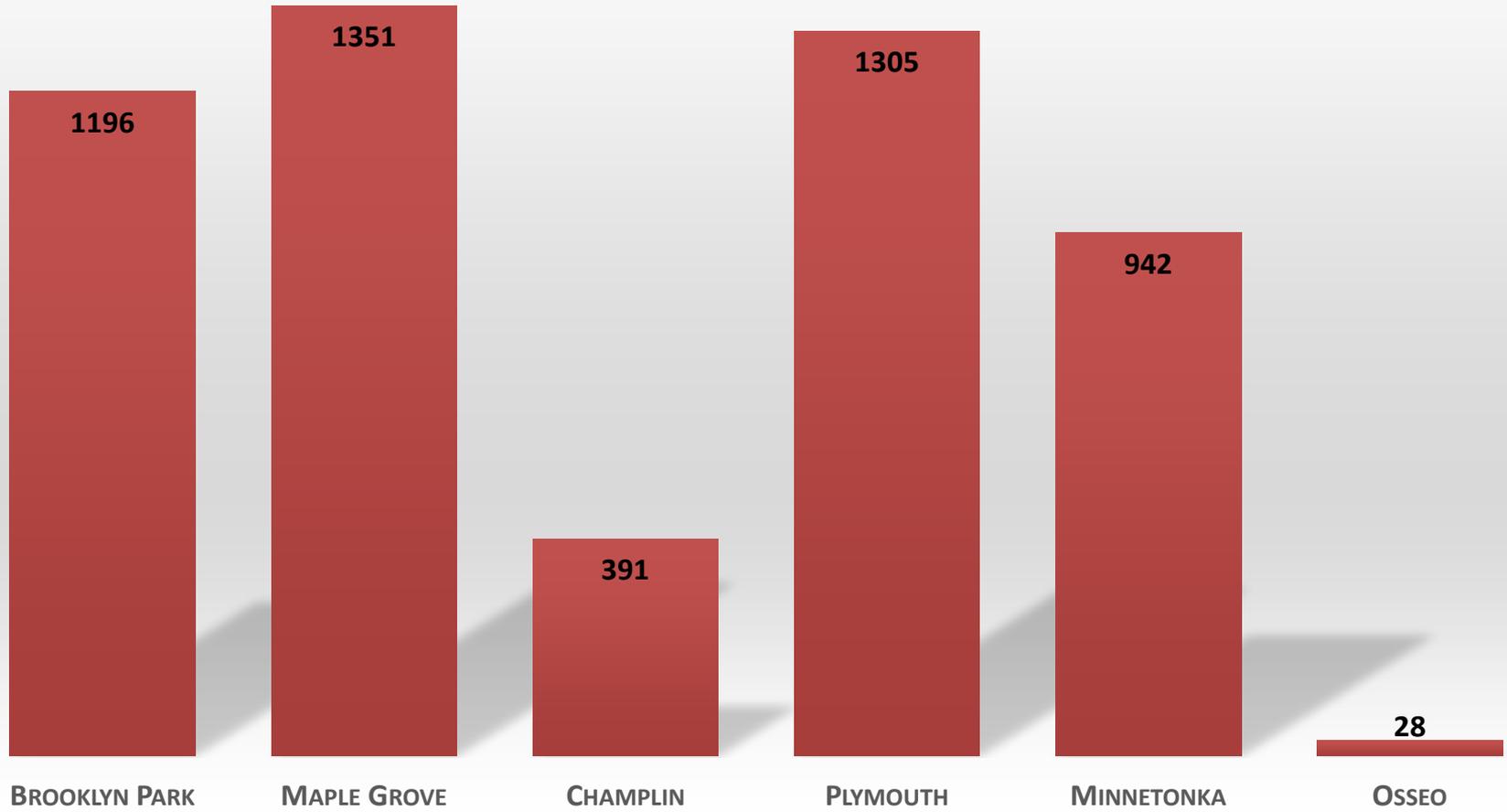


- Single Family Residential ■ Townhomes ■ Condominiums
- Double Bungalow/Triplex ■ RZ/Zero Lot Line ■ Commercial
- Industrial ■ Apartments

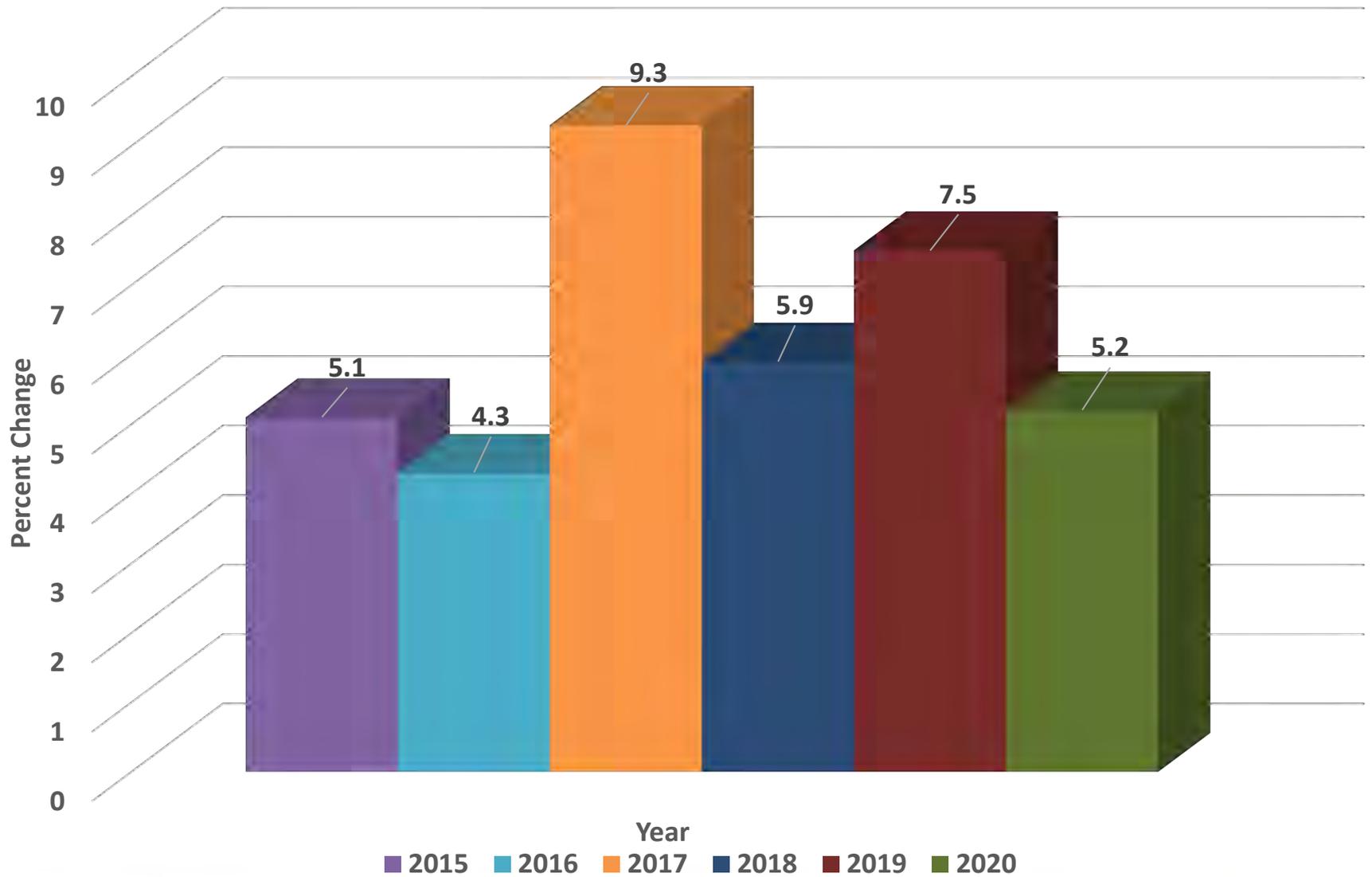
Brooklyn Park Sales by Property Type



North/West Metro Home Sales 2020



Residential Value History



The Assessment Process

APPRAISING vs. ASSESSING

APPRAISING



- USED TO ESTIMATE CURRENT MARKET VALUE FOR FINANCE PURPOSE.

ASSESSING



- USED TO ESTIMATE MARKET VALUE FOR TAXATION PURPOSE.



Appraised Value vs. Assessed Value



- **Appraised value** looks at an *individual property*, comparing it to similar properties that sold within the past 3 months.
- **Assessed value** uses *Mass Appraisal*, which studies all comparable sales within a jurisdiction that sold from Oct. 1 to Sept. 30 of prior year, to estimate value on next assessment date, January 2.

Why Mass Appraisal is Used

- Individual property appraisal is not financially feasible, as it would require interior inspections on all properties within a jurisdiction, within 3 months of assessment date.
- This would require a lot of appraisers, for the approximately 24,000 properties within the City of Brooklyn Park. It would also cost the City (and taxpayers) a lot of money!



Factors utilized for the valuation of property

- Vacant land sales
- Replacement cost schedules
- Sales data and other sources

Estimated Market Value

- The estimated market value of each property is set as of **January 2**, of each year.
- Main items that attribute to value:
 - Size of building Style of building
 - Quality of building Condition of building
- Other factors that attribute to value:
 - Lower level finish Bedrooms and bathrooms
 - Fireplaces Porches, patios, decks
 - Location Garages, sheds

Mass Appraisal Sales Analysis

- *Qualified sales* from October 1, 2018 through September 30, 2019 are reviewed to determine how the value of all properties will be adjusted.
- All properties are revalued as of *January 2* of each year.
- Neighborhoods are broken up based on property type, age, style, and location. Sales within each neighborhood are then used to make adjustments from year to year.

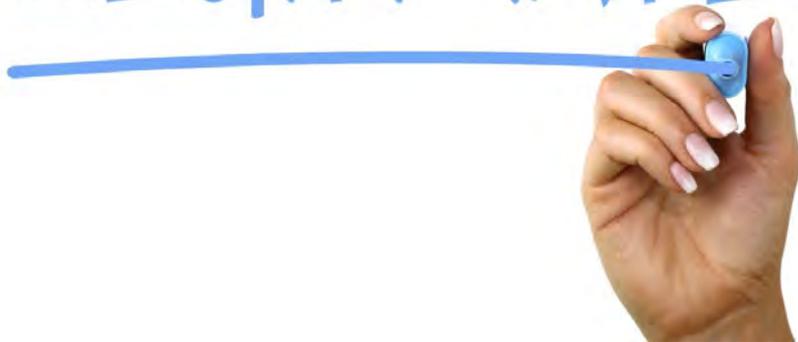
Sales verification

- Each sale used in the sales ratio study is verified to determine if it is an open-market, arms-length transaction
- The certificate of real estate value (CRV) provides transactional information on each sale in the city
- If a sale is determined to not be open-market or arms-length, it is not used in the sales ratio analysis



What Isn't Arms-Length?

LEGITIMATE



A few examples of what the state asks us to reject:

- Sales between relatives
- Trade, gift, or estate
- Physical change (substantially improved between assessment date and sale date, includes new construction)
- Exempt party sales (buyer or seller)
- Bank Sales
- Distressed sales (to avoid foreclosure such as short sales)
- Sales involving legal action – divorces, bankruptcies, foreclosures

Ratio Study Guidelines

- Monitored and set by the Department of Revenue.
 - The median sale in each neighborhood is used to calculate the sales ratio.
 - Ratio median must meet acceptable levels of 90% to 105% per state guidelines.
 - Department of Revenue will take corrective action, if ratio is not in acceptable range.

Sales Ratio Analysis

- Sales Ratio = $\frac{\text{Assessor EMV}}{\text{Sales Price}}$
- The percent change to the median sale is made to all properties in that neighborhood
- Because the median sale is used, and all properties within that neighborhood the get same percentage, some sales will be above and some below.

Note:

The Sales Ratio Study is required by Minnesota Statute 270.12. Department of Revenue monitors and sets the acceptable median ratio range at 90 to 105 %.

“Us” vs “Them”

- Do property values in all areas increase or decrease at the same rate?
- No. Local real estate markets can be affected by a wide range of factors, such as new construction, changing demand for property, or economic trends.
- Each area or neighborhood is different; its values can change at a faster (or slower) rate than others.



Time Trends

- All sales in the city are time-trended based on monthly percentages provided by the state and county.
- All sales prices are adjusted to January 2 of the assessment year using the time trend.
- When all sale prices are adjusted to the same point in time, the median ratio better reflects the overall assessment level.

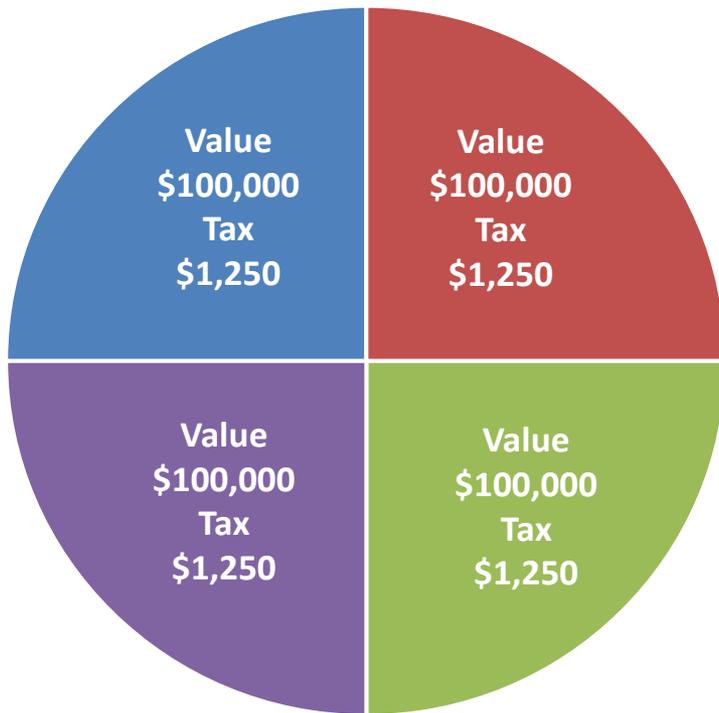


Property Value and Property Tax

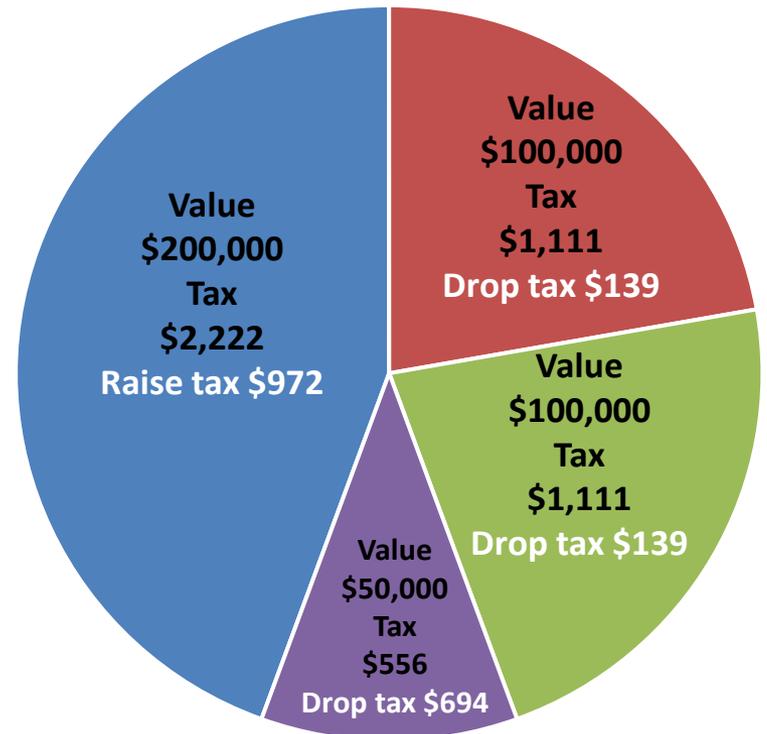
- The estimated market value is used to calculate the *share* or *distribution* of the local property tax levy for the year
- An increase or decrease in the estimated market value does not change the amount of property tax revenue collected by the city
- An increase in property value does not necessarily mean an increase in property taxes and vice versa

Explaining the Effect of Assessed Value Changes on Budget Driven Systems: Table 1

2019 Assessed Value



2020 Assessed Value



- A
- B
- C
- D

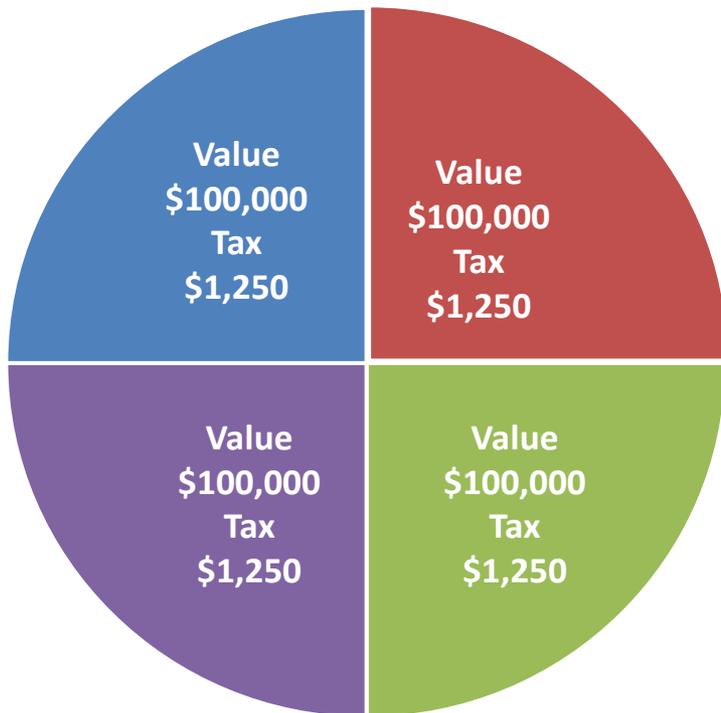
$\$5,000/\$400,000=1.25\%$

Budget constant at \$5,000

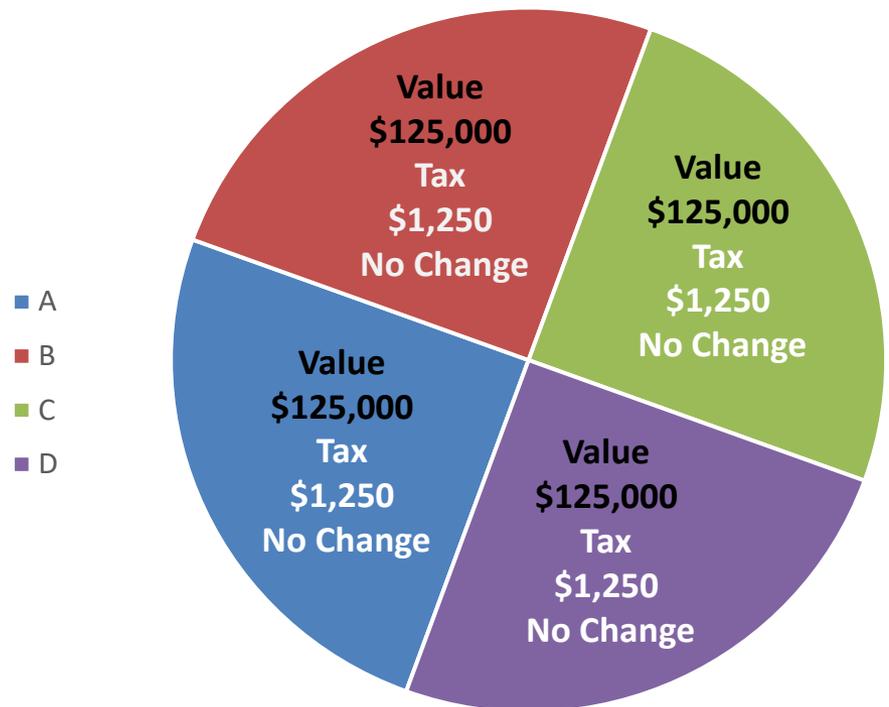
$\$5,000/\$450,000=1.11\%$

Explaining the Effect of Assessed Value Changes on Budget Driven Systems: Table 2

2019 Assessed Value



2020 Assessed Value



$\$5,000/\$400,000=1.25\%$

Budget constant at \$5,000

$\$5,000/\$500,000=1\%$

So What Do Tables 1 and 2 Really Tell Us?

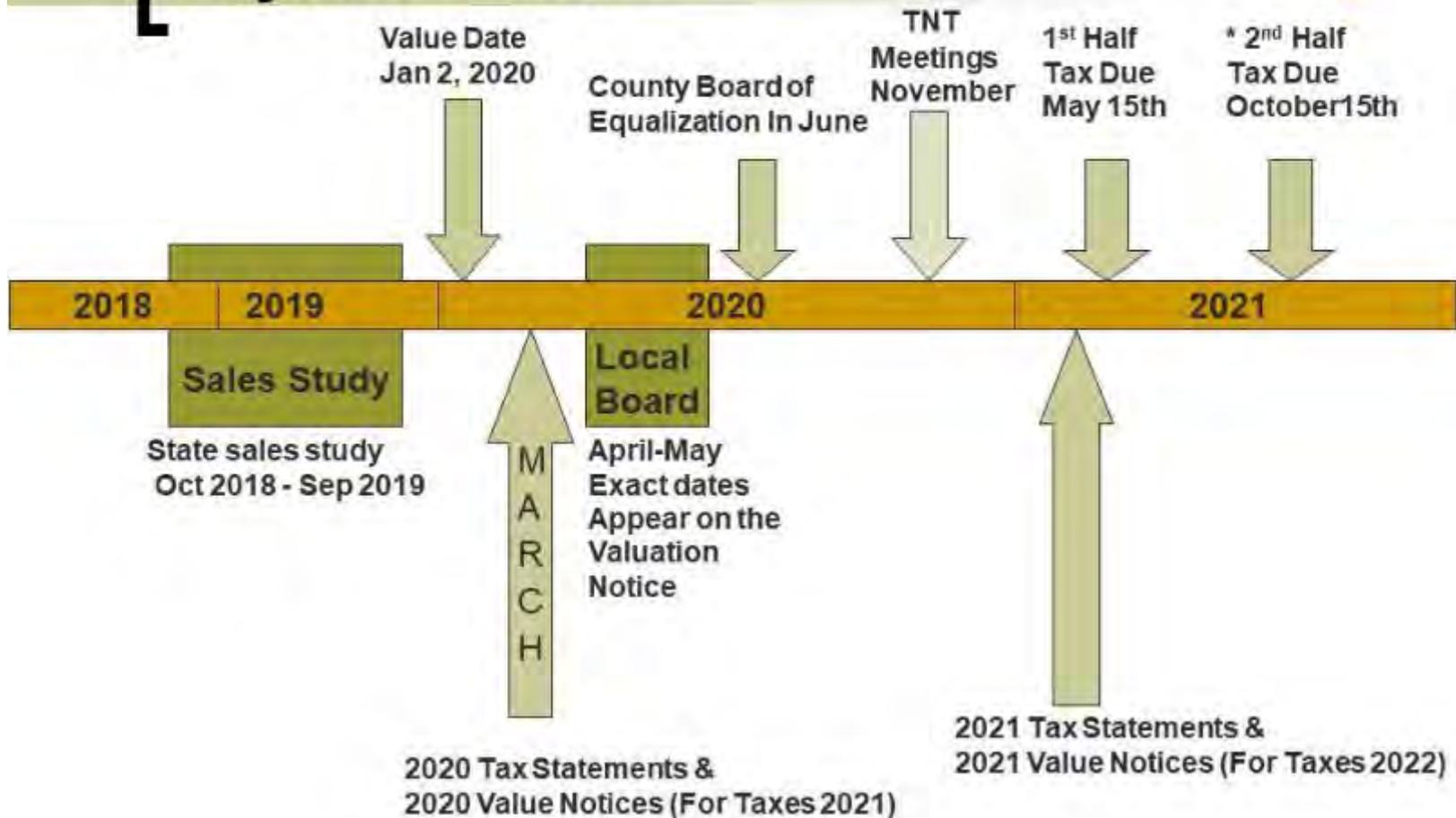
- Assessment changes affect the *distribution*, not the overall amount, of the property tax – given a budget driven system.
- Assuming a frozen budget, the tax increases or decreases relate to the changes in share of total value represented.



Who is involved in Process?

- State
 - Legislature sets the rules of the property tax system.
- County Taxing Jurisdictions
 - Sets budgets
- City Assessor
 - Sets value, which calculates the **distribution** of the tax you pay.
 - Property Valuation and Classification determine the slice of property tax pie each parcel pays.

Timeline for Property Taxes Payable in 2021



Market Valuation And Classification

- This meeting is about property valuation and classification for **Valuation Notice: 2020 Values for Taxes Payable in 2021 only.**
- Per Minnesota Statute, prior year (2019) valuation and classification appeals cannot be heard. *These can only be addressed through tax court.*

With Regard To Taxes



- This meeting *does not* address taxes.
- Proposed Levies and Tax Statements will be sent to taxpayers in November, with separate meetings to address taxing by jurisdictions (City, County, State/School and Specials).

Keep In Mind:



- Any value changes made by board must be substantiated by facts (ie. appraisal, comparable sales, photos).
- Any value changes must be justified, because they have the effect of shifting the tax burden to other property in the jurisdiction.
- Any changes made by board must meet statutory guidelines.



Market Value Facts

- Market value is the price that property would likely sell under typical, normal competitive open market conditions.
- The assessor must value property at market value each year. There is no limit to the amount of increase or decrease in estimated market values in a given year.
- All property is subject to valuation changes to reflect economic and market conditions, as well as physical changes.

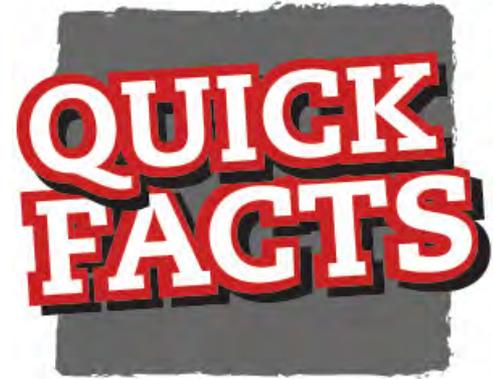
Note: State law requires that all property shall be valued **AT** market value (Minnesota Statutes, Section 273.11, subdivision 1).

Property Classification



- Assessor assigns a classification to all property, based upon the actual use of the property on January 2 of each year.
- Examples of property classes included residential, agricultural, commercial-industrial, apartment and seasonal residential recreations.

- **All** homes are inspected every 5 years.
- If no one is home, a notice is left that the appraiser was there.
- It is *homeowner's* responsibility to notify assessor of property changes.



The Assessor Sets Value By

- **Comparing** properties to **similar** properties which have sold during a specific historical time period.
- Following the sales trends on different properties to make sure they are equalized.
- Looking at sales first in the neighborhood, and then at a city, county and state levels.

Sales Comparable Time Line

- January 2, 2020 Assessment Value
 - Uses the sale period of
 - October 1, 2018 to September 30, 2019

This time period for ratio studies is set by Minnesota Statute and is used throughout the State.

LITTLE KNOWN FACTS

- Even if you do nothing to your property, the value may change. Change is based on sales activity, not improvements or lack of them.
- Property must be assessed at 100% of market value, per Minnesota statute.
- Your house can be assessed for more than you just paid for it, because one sale does not make a market.

WHY ARE APPEALS WITHDRAWN?

- After explanation of process, owner understands how value was derived.
- After interior inspection, an increase would be necessary. As a courtesy, we do not make changes that increase value until the following year.
- Specific sales are made known to owner they were not aware of.

WHY WOULD ASSESSOR RECORD BE INCORRECT?

- Assessor never received final or changed blueprints from builder.
- Homeowner has never answered door or responded by phone.
- Homeowners and contractors do not always pull work permits.
- Incorrect MLS sales information.
- Homeowners don't report damage (i.e. fire, water).
- Inability to access rental properties.
- No adult home at time of inspection.

Why does it seem like a majority of values decrease after appeal?

- Usually, the only persons appealing value are doing so due to an issue with their property.
- We are not aware of changes made between the five-year time period we were last there.
- Property condition can change faster than the five-year time period between reviews.

Thank you!

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Resources

Board of Appeal and Equalization
Handbook – January 2020

MN Statutes Chapter 274

MN Property Tax Administrator's Manual

Module 8 – Assessment Review,
Appeals/Equalization, and Correction

2020 LBAE Instructions

Property Tax Fact Sheets

Hennepin County LBAE Procedure