



Monday, January 23, 2023  
6:00 p.m.

## ANNUAL EDA MEETING – AGENDA #1

Commissioners Hollies Winston, Christian Eriksen, Nichole Klonowski, Xp Lee, Boyd Morson, Maria Tran  
Executive Director Kim Berggren, and Assistant Executive Director Jay Stroebel

If you need these materials in an alternative format or reasonable accommodations for an EDA meeting, please provide a 72-hours' notice to Josephine Thao by calling 763-493-8059 or emailing [Josephine.Thao@brooklynpark.org](mailto:Josephine.Thao@brooklynpark.org). Para asistencia, 763-493-8059. Yog xav tau kev pab, hu 763-493-8059.

*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*

#### – SWEARING-IN CEREMONY –

Council Member Christian Eriksen

### I. ORGANIZATIONAL BUSINESS

#### 1. CALL TO ORDER/ROLL CALL

#### 2. PUBLIC COMMENT AND RESPONSE

Provides an opportunity for the public to address the EDA on items which are not on the agenda. Public Comment will be limited to 15 minutes (*if no one is in attendance for Public Comment, the regular meeting may begin*), and it may not be used to make personal attacks, to air personality grievances, to make political endorsements or for political campaign purposes. Commissioners will not enter into a dialogue with members of the public. Questions from the EDA will be for clarification only. Public Comment will not be used as a time for problem-solving or reacting to the comments made but, rather, for hearing from members of the public for informational purposes only.

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

#### 2B. PUBLIC COMMENT

#### 3A. APPROVAL OF AGENDA

#### 3B. PUBLIC PRESENTATIONS

**3B.1** History and Work of the Economic Development Authority

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

#### 4. CONSENT

**4.1** Consider Approving the EDA Meeting Minutes

**A.** APRIL 18, 2022 DRAFT MEETING MINUTES

**B.** DECEMBER 12, 2022 DRAFT MEETING MINUTES

- 4.2 Consider Approving the Proposed EDA Meeting Dates for 2023
  - A. 2023 REGULAR EDA MEETING DATES
- 4.3 Consider Designating U.S. Bank as the Official Depository for the Economic Development Authority for 2023

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

**5. PUBLIC HEARINGS**

- 5.1 None.

**6. GENERAL ACTION ITEMS**

- 6.1 Consider Election of Officers
  - A. BY-LAWS OF THE BROOKLYN PARK ECONOMIC DEVELOPMENT AUTHORITY
- 6.2 Consider Appointing an Economic Development Authority Representative to the Brooklyn Park Development Corporation
  - A. RESOLUTION

**III. DISCUSSION – These items will be discussion items, but the EDA may act upon them during the meeting.**

**7. DISCUSSION ITEMS**

- 7.1 Status Update
  - A. 2023 EDA LEGISLATIVE POLICY AND POSITIONS
- 7.2 Housing Update

**IV. ADJOURNMENT**

Since we do not have time to discuss every point presented, it may seem that decisions are preconceived. However, background information is provided for the EDA on each agenda item in advance from city staff; and decisions are based on this information and past experiences. Items requiring excessive time may be continued to another meeting.

The Brooklyn Park Economic Development Authority's agenda and packet is posted on the City's website. To access the agenda and packet, go to [www.brooklynpark.org](http://www.brooklynpark.org).  
**The next scheduled EDA meeting is Tuesday, February 21, 2023.**

# City of Brooklyn Park Request for EDA Action

<b>Agenda Item:</b>	3B.1	<b>Meeting Date:</b>	January 23, 2023
<b>Agenda Section:</b>	Public Presentations	<b>Prepared By:</b>	Kim Berggren, Executive Director
<b>Resolution:</b>	N/A	<b>Presented By:</b>	Kim Berggren, Executive Director
<b>Attachments:</b>	N/A		
<b>Item:</b>	History and Work of the Economic Development Authority		

## **Executive Director's Proposed Action:**

Presentation on the History and Work of the Economic Development Authority (EDA) in Brooklyn Park.

## **Overview:**

Staff will provide a presentation orienting the city to the history and work of the EDA.

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

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

**Attachments:** N/A

# City of Brooklyn Park Request for EDA Action

<b>Agenda Item:</b>	4.1	<b>Meeting Date:</b>	January 23, 2023
<b>Agenda Section:</b>	Consent	<b>Prepared By:</b>	Josephine Thao, Project Facilitator
<b>Resolution:</b>	N/A	<b>Presented By:</b>	Kim Berggren, Executive Director
<b>Attachments:</b>	2		
<b>Item:</b>	Consider Approving the EDA Meeting Minutes		

## Executive Director's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE THE APRIL 18, 2022 AND DECEMBER 12, 2022 EDA MEETING MINUTES.

**Overview:** N/A

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

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

## Attachments:

- 4.1A APRIL 18, 2022 DRAFT MEETING MINUTES
- 4.1B DECEMBER 12, 2022 DRAFT MEETING MINUTES

THE BROOKLYN PARK ECONOMIC DEVELOPMENT AUTHORITY  
OF THE CITY OF BROOKLYN PARK  
APRIL 18, 2022 MEETING MINUTES

I. ORGANIZATIONAL BUSINESS:

1. CALL TO ORDER: President Lisa Jacobson at 6:00 p.m.

ROLL CALL PRESENT: President Lisa Jacobson, Treasurer Tonja West-Hafner and Commissioners Boyd Morson, XP Lee, Terry Parks, and Susan Pha. Staff: Executive Director Kim Berggren, Development Project Coordinator Sarah Abe, and Business Development Coordinator Daniela Lorenz.

ABSENT/EXCUSED: Vice President Wynfred Russell.

2. PUBLIC COMMENT AND RESPONSE:

2. A Response to Prior Public Comment: None.

2. B Public Comment received: None.

- 3A. APPROVAL OF AGENDA

MOTION WEST-HAFNER, SECOND PARKS, APPROVING THE AGENDA AS PRESENTED. UPON A ROLL CALL VOTE, THE MOTION PASSED UNANIMOUSLY.

- 3B. PUBLIC PRESENTATIONS

3B.1 Presentation of Paadio Inc. Diversity in Procurement Project Recommendations

- A. Diversity in Procurement Project Report

Development Project Coordinator Sarah Abe stated that in April 2021, the EDA contracted with Paadio in a diversity procurement project.

Jude Nnadi, Paadio, reviewed the project goals that were created for the project and provided details on the project execution which included focus groups, interviews, and boot camps. He reviewed the key discoveries of the study as well as the critical items learned related to challenges for small businesses and large businesses. He provided details on the outcomes of the study including a two-day intensive business bootcamp, one month navigation for 21 small businesses, resources access and support services, steps for large businesses, and matchmaking between small businesses and larger corporations. He reviewed the conclusions of the study. He thanked the EDA for the opportunity to be a part of this opportunity.

President Jacobson recognized the great work that was done to complete the study and noted that she is excited about the certification process as that is something that is needed.

Commissioner Morson thanked Mr. Nnadi and his team for the research that was completed to identify barriers within the community as well as providing recommendations as to how small businesses can gain more opportunities and growth. He liked the idea of partnering large and small corporations. He applauded the effort, research, and initiative in order to move this forward.

Commissioner Pha commented that this is an interesting project that identifies many of the goals of the EDA within the community. She looked forward to continuing the conversation and pursuing ideas to make these things happen.

## II. STATUTORY BUSINESS:

### 4. CONSENT:

- 4.1 Consider Accepting a Grant from the Metropolitan Council from the Livable Communities Demonstration Account for Transit-Oriented Development Grant Funding for Tessman Ridge
  - A. Resolution
- 4.2 Consider Approving the Award of the Community Partnership Program Funding to Community-Based Organizations
  - A. Resolution
  - B. City Council Approved Allocation Matrix

MOTION WEST-HAFNER, SECOND PARKS, TO APPROVE THE CONSENT AGENDA. UPON A ROLL CALL VOTE, THE MOTION PASSED UNANIMOUSLY.

### 5. PUBLIC HEARINGS:

- 5.1 None.

### 6. GENERAL ACTION ITEMS:

- 6.1 None.

## III. DISCUSSION:

### 7. DISCUSSION ITEMS

#### 7.1 Status Update:

Executive Director Kim Berggren highlighted recent activities detailed within the report. She noted that there were many updates related to workforce development as that has been a goal for this year and provided a summary of those updates. She reported that the Metro BlueLine extension route modification report has been released and will go before the County Board and Metropolitan Council for approval in June.

Commissioner Morson asked if the mission statement for the Center for the Innovation of Arts was included in the report.

Executive Director Kim Berggren stated that will be included in the next packet but repeated the mission statement that was developed the previous week.

7.2 Housing Update:

Executive Director Kim Berggren stated that this report is meant to track all work related to housing and provided updates on items within the report.

Commissioner Morson asked if the housing work would enhance inspections of rental apartments.

Executive Director Kim Berggren stated that the work of the EDA does not cross over into the work of the City in terms of inspections. She noted that there could be overlap related to the CURA study related to living conditions, as those are being used to develop framework to be used across the City.

Commissioner Morson stated that he believes that inspections should be completed twice per year, funded by the apartment complex to ensure the facility meets the Code requirements.

IV. CLOSED SESSION

8.1 Close the Meeting Pursuant to MS Section 13d.05 Subdivision 3(b) to Discuss Claim Relating to First Industrial's Development Agreement

President Jacobson stated that the group will need to close the meeting for this portion of the meeting.

Executive Director Kim Berggren noted that would need to be done by motion and suggested that be done once the group meets in the next location.

President Jacobson recessed the regular meeting at 6:24 p.m.

V. ADJOURNMENT:

Meeting adjourned at 9:18 p.m.

THE BROOKLYN PARK ECONOMIC DEVELOPMENT AUTHORITY  
OF THE CITY OF BROOKLYN PARK  
DECEMBER 12, 2022 MEETING MINUTES

I. ORGANIZATIONAL BUSINESS:

1. CALL TO ORDER: President Lisa Jacobson at 6:00 p.m.

ROLL CALL PRESENT: President Lisa Jacobson, Vice President Wynfred Russell, Treasurer Tonja West-Hafner and Commissioners XP Lee, Terry Parks and Susan Pha. Staff: Executive Director Kim Berggren, and Economic Development and Housing Director Breanne Rothstein

ABSENT/EXCUSED: Commissioner Boyd Morson.

2. PUBLIC COMMENT AND RESPONSE:

2. A Response to Prior Public Comment: None.

2. B Public Comment received: Kamaty Diahn, Executive Director of OLM, stated that he would like to thank President Jacobson as she continues to be supportive of the issues of the community. He stated that Commissioner Parks has stood the test of time and has a good heart and Commissioner Russell is very passionate and informed. He stated that while he has not known Commissioner Lee for long, there will be time to become acquainted. He stated that Commissioner Pha is a trailblazer that defends the rights of minorities and hoped to see that continue in her new role. He stated that Commissioner West-Hafner was there from morning to evening when they were doing food distribution and noted that she is firm but passionate. He stated that he wanted to speak tonight to express his gratitude and stated that he is thankful for the cooperative efforts of this group.

3. APPROVAL OF AGENDA

MOTION WEST-HAFNER, SECOND PARKS APPROVING THE AGENDA AS PRESENTED. MOTION PASSED UNANIMOUSLY.

II. STATUTORY BUSINESS:

4. CONSENT:

- 4.1 Consider Approving and Authorizing the Execution of an HIA Development Agreement with Stonybrook Property Owners' Association Inc. in the Amount of up to \$1,154,635
- A. Resolution
  - B. Development Agreement
  - C. Ordinance #2022-1282
  - D. Fee Resolution #2022-29
  - E. Location Map

## F. HIA Application

MOTION WEST-HAFNER, SECOND PARKS TO APPROVE THE CONSENT AGENDA. MOTION PASSED UNANIMOUSLY.

## 5. PUBLIC HEARINGS:

5.1 None.

## 6. GENERAL ACTION ITEMS:

- 6.1 Consider Approving and Authorizing the Execution of a Third Amended and Restated Loan Agreement with Aeon BP, LLC (Huntington Place Apartments)
- A. Resolution
  - B. Revised Development Agreement with Redlines
  - C. Budget Amendment Chart

Economic Development and Housing Director Breanne Rothstein presented a request to consider an amended and restated loan agreement with Aeon for the improvements at Huntington Place. She provided background information on the development and loan agreement that was first approved by the EDA in January of 2020, amended in January of 2021, and amended again in late 2021. She also summarized the issues that have arisen through complaints from residents related to maintenance which set into motion other discussions of the Council/EDA. She stated that in October the Council asked staff and Aeon to address these issues and accountability through amendments to the agreement. She highlighted key provisions within the proposed amendment as well as the additional measures for accountability.

President Jacobson thanked the members of Aeon present tonight. She acknowledged that this process has been a journey and she will look forward to seeing where Aeon lands in the future.

MOTION JACOBSON, SECOND RUSSELL, TO WAIVE THE READING AND ADOPT RESOLUTION #2022-40 APPROVING AND AUTHORIZING THE EXECUTION OF A THIRD AMENDED AND RESTATED LOAN AGREEMENT WITH AEON BP, LLC (HUNTINGTON PLACE APARTMENTS). MOTION PASSED UNANIMOUSLY.

- 6.2 Consider Approving a Spending Plan for Tax Increment Financing District No. 1-24
- A. Resolution
  - B. Spending Plan for TIF #24

Economic Development and Housing Director Breanne Rothstein presented consideration of a spending plan for the TIF district #24. She welcomed any questions.

MOTION, JACOBSON, SECOND PHA, TO WAIVE THE READING AND ADOPT RESOLUTION #2022-41 APPROVING A SPENDING PLAN FOR TAX INCREMENT FINANCING DISTRICT NO. 1-24. MOTION PASSED UNANIMOUSLY.

III. DISCUSSION:

7. DISCUSSION ITEMS

Commissioner Russell stated that there is an emergency situation at the Brooklyn Executive Center, noting that there are a number of micro business owners that have received eviction letters. He asked if there is anything the EDA could do to provide emergency relief.

President Jacobson asked if staff is aware of how much money was expended for those business to move.

Executive Director Kim Berggren commented that staff is also aware of that situation, as is Hennepin County and others. She stated that this was discussed as the Displacement Task Force meeting. She stated that the BPDC moved quickly to provide funds when the first floor was displaced, and they would follow up to determine that could be done in this instance as well. She stated that the businesses were told they need to be out by the end of January and staff is going to ask if that deadline could be extended. She stated that the EDA could play a role in this situation. She stated that most of those leases are on a month-to-month basis and therefore there is little legal recourse for those businesses.

Economic Development and Housing Director Breanne Rothstein commented that the emergency loan program was very successful and those that took advantage are paying those funds back. She stated that Malcom is in the process of reaching out to those displaced businesses and staff would most likely request another round of BPDC loans. She noted that they are also working to find those businesses other available spaces to relocate to.

Commissioner Russell stated that he visited the site with DEED representatives and noted that other agencies have also toured and are exploring other mitigation efforts.

Commissioner West-Hafner stated that she would have trouble calling it displacement when it is a private company doing something different with their space compared to those that will be displaced because of the blue line. She stated that these businesses were given the appropriate notice and cautioned against using the word displacement when a lease has been canceled.

Executive Director Kim Berggren stated that this would be economic displacement and recognized that there are different types of displacement.

Commissioner Lee asked if there is anything the group could do to help these businesses make a transition into another space, perhaps collectively.

Executive Director Kim Berggren stated that may come as part of the discussions that continue, but recognized that would take a lot of coordination.

- IV. ADJOURNMENT:  
Meeting adjourned at 6:25 p.m.

# City of Brooklyn Park Request for EDA Action

<b>Agenda Item:</b>	4.2	<b>Meeting Date:</b>	January 23, 2023
<b>Agenda Section:</b>	Consent	<b>Prepared By:</b>	Josephine Thao, Project Facilitator
<b>Resolution:</b>	N/A	<b>Presented By:</b>	Kim Berggren, Executive Director
<b>Attachments:</b>	1		
<b>Item:</b>	Consider Approving the Proposed EDA Meeting Dates for 2023		

## Executive Director's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE THE PROPOSED EDA MEETING DATES FOR 2023.

## Overview:

Under the EDA By-Laws Section 3.4. Regular Meetings: Monthly meetings of the Board shall be held without notice at the regular meeting place of the Authority on the third Monday of each month, commencing at 6:00 o'clock p.m., unless the same shall be a legal holiday, in which event said regular meeting shall be held on the next succeeding secular day. To hold a regular meeting at a different time, notice shall be given as required for a special meeting.

At the December 12, 2022 Council Meeting, the City Council approved its 2023 meeting dates. There was only one change made to their schedule which impacted the EDA's meeting dates. Typically, the regular EDA meeting in January occurs on the Tuesday after the Martin Luther King Jr. Day holiday. In 2023, the monthly meeting will take place the Monday following the holiday on January 23.

## Primary Issues/Alternatives to Consider:

- **If the EDA needs to call a special meeting, how does the EDA By-Laws address changes to its meeting dates?**

The EDA By-Laws Section states that to hold a regular meeting at a different time, notice shall be given as required. Special meetings of the Authority may be called by the President, the Executive Director or any two members of the Board. The proposed action will fulfill this requirement.

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

## Recommendation:

The Executive Director of the Economic Development Authority recommends approval.

## Attachments:

4.2A 2023 REGULAR EDA MEETING DATES

**CITY OF BROOKLYN PARK**

**2023 REGULAR CITY COUNCIL, COUNCIL WORK SESSIONS AND EDA MEETING DATES**

Meetings begin at 6:00 p.m. – 1<sup>st</sup> four Mondays of the month

Brooklyn Park City Hall, 5200 85<sup>th</sup> Avenue North

Ph. 763-424-8000 Fax 763-493-8391

**NOTE: CHANGES WERE MADE TO THE REGULAR SCHEDULE; ALL DATES ARE SUBJECT TO CHANGE**

<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>
<p><del>3 – Council Work Session (Tues.)*</del> <i>Cancelled</i></p> <p>9 – Council 17 – Council (Tues)** <b>23 – EDA</b> 30 – Council *New Year’s Day Observed - 2 **Martin Luther King, Jr. Day - 16</p>	<p>6 – Council Work Session 13 – Council <b>21 – EDA (Tues)*</b> 27 – Council  *Presidents’ Day - 21</p>	<p>6 – Council Work Session 13 – Council <b>20 – EDA</b> 27 – Council</p>	<p>3 – Council Work Session 10 – Council <b>17 – EDA</b> 24 – Council</p>
<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUGUST</b>
<p>1 – Council Work Session 8 – Council <b>15 – EDA</b> 22 – Council 29 – 5<sup>th</sup> Monday – No Meeting – Memorial Day</p>	<p>5 – Council Work Session 12 – Council <b>20 – EDA (Tues)*</b> 26 – Council *Juneteenth - 19</p>	<p><del>3 – Council Work Session</del> <i>Cancelled</i> 10 – Council <b>17 – EDA</b> 24 – Council 31 – 5<sup>th</sup> Monday – No Meeting</p>	<p>7 – Council Work Session 14 – Council <b>21 – EDA</b> 28 – Council</p>
<b>SEPTEMBER</b>	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>
<p>5 – Council Work Session (Tues)* 11 – Council <b>18 – EDA</b> 25 – Council  *Labor Day - 4</p>	<p>2 – Council Work Session 9 – Council <b>16 – EDA</b> 23 – Council 30 – 5<sup>th</sup> Monday – No Meeting</p>	<p>6 – Council Work Session 13 – Council <b>20 – EDA</b> 27 – Council</p>	<p>4 – Council (regular meeting) 11 – Council <b>18 – EDA</b> <del>26 – Council (Tues)*</del> <i>Cancelled</i>  *Christmas Day - Dec. 25 Next meeting – Tuesday, Jan. 2, 2024</p>
			<b>PLEASE POST</b>

<b>City of Brooklyn Park</b>			
<b>Request for EDA Action</b>			
<b>Agenda Item:</b>	4.3	<b>Meeting Date:</b>	January 23, 2023
<b>Agenda Section:</b>	Consent	<b>Prepared By:</b>	Josephine Thao, Project Facilitator
<b>Resolution:</b>	N/A	<b>Presented By:</b>	Kim Berggren, Executive Director
<b>Attachments:</b>	N/A		
<b>Item:</b>	Consider Designating U.S. Bank as the Official Depository for the Economic Development Authority for 2023		

**Executive Director’s Proposed Action:**

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO DESIGNATE U.S. BANK AS THE OFFICIAL DEPOSITORY FOR THE ECONOMIC DEVELOPMENT AUTHORITY FOR 2023.

**Overview:**

Minnesota Statute [118A.02](#) states the governing body of each government entity shall designate, as a depository of its funds, one or more financial institutions and the governing body may authorize the treasurer or chief financial officer to:

- Designate depositories of the funds;
- Make investments of funds under sections [118A.01](#) to [118A.06](#) or other applicable law; or
- Both designate depositories and make investments as provided in this subdivision.

U.S. Bank has been the official depository for both the City of Brooklyn Park and Economic Development Authority since 2004. On January 9, 2023, the City Council designated U.S. Bank as the official depository for the City of Brooklyn Park for 2023.

**Primary Issues/Alternatives to Consider:**

- **Who has the responsibility to oversee and manage the EDAs funds?**

The Treasurer and the Assistant Treasurer (City Finance Director) shall receive and be responsible for Authority money, shall disburse authority money by check, keep an account of all Authority receipts and disbursements and the nature and purpose.

- **What does this action do?**

This action designates U.S. Bank as the official depository for the Economic Development Authority for the calendar year 2023.

**Budgetary/Fiscal Issues:**

There is no impact to the budget.

**Recommendation:**

The Executive Director of the Economic Development Authority recommends approval.

**Attachments:** N/A

# City of Brooklyn Park Request for EDA Action

<b>Agenda Item:</b>	6.1	<b>Meeting Date:</b>	January 23, 2023
<b>Agenda Section:</b>	General Action Items	<b>Prepared By:</b>	Josephine Thao, Project Facilitator
<b>Resolution:</b>	N/A	<b>Presented By:</b>	Kim Berggren, Executive Director
<b>Attachments:</b>	1		
<b>Item:</b>	Consider Election of Officers		

## Executive Director's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO ELECT \_\_\_\_\_ AS PRESIDENT OF THE BROOKLYN PARK ECONOMIC DEVELOPMENT AUTHORITY.

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO ELECT \_\_\_\_\_ AS VICE PRESIDENT OF THE BROOKLYN PARK ECONOMIC DEVELOPMENT AUTHORITY.

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO ELECT \_\_\_\_\_ AS TREASURER OF THE BROOKLYN PARK ECONOMIC DEVELOPMENT AUTHORITY.

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO ELECT \_\_\_\_\_ AS SECRETARY OF THE BROOKLYN PARK ECONOMIC DEVELOPMENT AUTHORITY.

## Overview:

The officers of the Authority shall consist of a President, a Vice President, a Secretary, a Treasurer and an Assistant Treasurer. The President, the Vice President and the Treasurer shall be members of the Board and shall be elected annually. No Commissioner may serve as President and Vice President at the same time. The offices of Secretary and Assistant Treasurer need not be held by a Commissioner.

The **President** shall preside at all meetings of the Board.

The **Vice President** shall preside at any meeting of the Board in the absence of the President and may exercise all powers and perform all responsibilities of the President if the President cannot exercise or perform the same due to absence or other inability.

The **Treasurer** shall receive and be responsible for Authority money, shall disburse authority money by check only, keep an account of all Authority receipts and disbursements and the nature and purpose relating thereto, shall file the Authority's financial statement with its secretary at least once a year as set by the Authority, and be responsible for the acts of the assistant treasurer.

The **Assistant Treasurer** shall be the **City Finance Director** and shall have all the powers and duties of the Treasurer, if the Treasurer is absent or disabled.

The **Secretary** shall keep or cause to be kept minutes of all meetings of the Board and shall maintain or cause to be maintained all records of the Authority. Traditionally this position has been held by the Executive Director's Assistant and staff recommends that Josephine Thao be appointed as the Secretary until the new Program Assistant is hired.

## Attachments:

6.1A BYLAWS OF THE BROOKLYN PARK ECONOMIC DEVELOPMENT AUTHORITY

**BY-LAWS OF THE BROOKLYN PARK  
ECONOMIC DEVELOPMENT AUTHORITY**

**ARTICLE I**

**The Authority**

Section 1.1. Name. The name of the Authority shall be the Brooklyn Park Economic Development Authority (the "Authority"), its governing body shall be called the board of commissioners (the "Board") and individual members of the Board shall be called its commissioners (the "Commissioners").

Section 1.2. Enabling Resolution. The Brooklyn Park City Council created the Authority on October 24, 1988 by enactment of Enabling Resolution Number 1988-273 (the "Enabling Resolution"), which, as amended, governs the powers and operations of the Authority.

Section 1.3. Office. The principal office of the Authority shall be at City Hall, 5200 85th Avenue North, Brooklyn Park, Minnesota.

Section 1.4. Seal. The Authority shall have an official seal, which shall be maintained by the Authority Secretary.

**ARTICLE II**

**Organization**

Section 2.1. The Board.

- (a) The Board shall consist of the duly elected and sworn members of the Brooklyn Park City Council, which are seven (7) in number. Each Commissioner's term shall be co-terminus with his or her City Council term. If a membership is vacated because a Commissioner leaves the City Council, the vacated position shall be open until filled by a duly elected or appointed and sworn successor.
- (b) Absent an amendment to the Enabling Resolution changing the requirement that City Council and Board membership shall be at all times the same, a duly elected and sworn member of the City Council may not resign his or her membership on the Board unless also vacating membership on the City Council.
- (c) A Commissioner shall not acquire any financial interest, direct or indirect, in any contract, matter or project over which the Board acts or has the right to act. If a Commissioner has reason to believe that he or she may have a conflict of interest under this provision, he or she shall seek the advice of the Authority's legal counsel.

Section 2.2. Removal of Board Member. A Commissioner may be removed by the City Council for inefficiency, neglect of duty or misconduct in office, after the submission of written charges and a hearing pursuant to *Minnesota Statutes*, §469.095, subdivision 5.

Section 2.3 Officers.

- (a) *Election.* Election of officers of the Authority shall be held at the annual meeting and those elected shall hold office for one (1) year or until their successors are elected and qualified. Officers may be elected to successive terms, without limitation.
- (b) *Offices.* The officers of the Authority shall consist of a President, a Vice President, a Secretary, a Treasurer and an Assistant Treasurer. The President, the Vice President, and the Treasurer shall be members of the Board. A Commissioner may not simultaneously serve as President and Vice President.
- (c) *President.*
  - (i) The President shall preside at all meetings of the Board. Except as otherwise provided in Section 4.3 or as otherwise authorized by resolution of the Board, the President shall sign all contracts, deeds and other instruments made by the Authority.
  - (ii) At any meeting of the Board, but subject to the notice provisions otherwise provided by law or these bylaws, the President shall submit such recommendations and information as he or she may consider proper concerning the business, affairs and policies of the Agency.
  - (iii) If the President vacates the office for any reason within one hundred eighty (180) days of last being elected President, another election shall be conducted by the Board at its next regular meeting or at a special meeting called for that purpose. If the President vacates the office of President after one hundred eighty (180) days of last being elected President, the Vice President shall assume the office of President for the remainder of the term.
- (d) *Vice President.* The Vice President shall preside at any meeting of the Board in the absence or incapacity of the President and may exercise all powers and perform all responsibilities of the President. When the office of Vice President becomes vacant, an election shall be held at the next regular meeting or at a special meeting called for that purpose.
- (e) *President Pro Tem.* In the event of the absence or incapacity of the President and the Vice President at a duly called meeting, a majority of those present, assuming a quorum, may appoint any remaining Commissioner as President Pro Tem to preside at such meeting.
- (f) *Treasurer.*
  - (i) The Treasurer shall receive and be responsible for Authority money, shall disburse Authority money by check only, keep an account of all Authority receipts and disbursements and the nature and purpose relating thereto, shall file the Authority's financial statement, as described in Section 4.4., with its Secretary at least once a year as set by the Authority, and be responsible for the acts of the Assistant Treasurer in matters of the Authority.

- (ii) The Treasurer shall give bond to the State conditioned for the faithful discharge of official duties. The bond must be approved as to form and surety by the Authority and filed with the Secretary of the Authority and must be for twice the amount of money likely to be on hand at any one time as determined at least annually by the Authority, provided, however, that said bond must not exceed \$300,000.
- (g) *Assistant Treasurer.* The Assistant Treasurer shall be the Finance Director of the City, shall act at the direction of the Treasurer and shall have all the powers and duties of the Treasurer if the Treasurer is absent or incapacitated. The Assistant Treasurer is authorized to perform all of the Treasurer's duties set forth in Minnesota Statutes, Section 469.096 and in Section 2.3(f) of these Bylaws.
- (h) *Secretary.* The Secretary shall keep or cause to be kept minutes of all meetings of the Board and shall maintain or cause to be maintained all records of the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe. The Secretary need not be a member of the Board.
- (i) *Executive Director.* The Director of Community Development of the City of Brooklyn Park, as appointed from time to time by the City Manager, shall be the chief administrative officer of the Authority and shall have such additional responsibilities and authority as the Board may from time to time by resolution prescribe. The City Manager shall act as the Assistant Executive Director.

### ARTICLE III

#### Procedures of Board of Commissioners

Section 3.1 Open Meetings. All meetings of the Board, whether as a whole or in committee, shall be open to the public. Meetings of a number of Commissioners equal to or greater than a majority of a quorum shall be held only after notice as provided in this Article. All meetings shall be held in accordance with the requirements of the Minnesota Open Meeting Law, *Minnesota Statutes*, Chapter 13D.

Section 3.2. Meeting Place. All meetings of the Board shall take place at the Brooklyn Park City Hall unless otherwise determined by the Board after notice as required for a special meeting.

Section 3.3. Annual Meeting. The annual meeting of the Board shall be held as a part of the January regular meeting each year, except that if, on or before the January regular meeting date, newly elected members of the City Council have not yet been sworn and seated to the City Council, the annual meeting shall be postponed until the first regular meeting after which all City Council members have been seated.

Section 3.4. Regular Meetings. Monthly meetings of the Board shall be held without notice at the regular meeting place of the Authority at the Brooklyn Park City Hall on the third Monday of each month, commencing at 6:00 o'clock p.m., unless the same shall be a legal holiday, in which event said regular meeting shall be held on the next succeeding secular day. To hold a regular meeting at a different time or place, notice shall be given as required for a special meeting.

Section 3.5 Special Meetings.

- (a) Special meetings of the Authority may be called by the President, the Executive Director or any two members of the Board for the purpose of transacting any business designated in the call.
- (b) Each Commissioner shall advise the Secretary, in writing, as to the method by which it wishes to receive notice of the time and purpose of special meetings, which may include by telephone message, mail, electronic mail, facsimile or other means. Notices shall be given by such means no later than forty-eight (48) hours before such meeting. In the event of failure of a Commissioner to so advise the Secretary, notice shall be sufficient if mailed to the business or home address of each Commissioner at least forty-eight (48) hours prior to the date of such special meeting.
- (c) At least three days prior to a special meeting, written notice of its date, time, place and purpose shall be (i) mailed or delivered to anyone who has specifically requested notice of special meetings or, as an alternative, published in the Authority's official newspaper, and (ii) posted on the "principal bulletin board" of the Authority or, if there is none, on the door of the Commissioner's "usual meeting room."
- (d) At such special meeting, no business shall be considered other than as designated in the call.

Section 3.6. Emergency Meetings. Meetings regarding matters which, in the reasonable judgment of those entitled to call a special meeting pursuant to Section 3.5(a) above, require the immediate consideration of the Authority may be held without regard to the notice requirements otherwise applicable to special meetings. The Authority shall make a good faith effort to give notice of such emergency meeting, including the purpose thereof, to any news medium that has filed such a written request with the Authority.

Section 3.7. Quorum. A quorum of the Board shall consist of four Commissioners. In the absence of a quorum, no official action may be taken by, on behalf of, or in the name of the Board or the Authority. When a quorum is in attendance, actions may be taken by the Board upon a vote of majority of the Commissioners present.

Section 3.8. Adoption of Resolutions.

- (a) Resolutions of the Board shall be deemed adopted if approved by not less than a simple majority of all Commissioners present.
- (b) Resolutions may but need not be read aloud prior to vote taken thereon and may, but need not be, executed after passage.
- (c) Voting on all questions coming before the Board may be by voice vote or, if requested by a Commissioner, by roll call vote. All ayes and nays shall be entered into the minutes of such meeting.

Section 3.9. Official Record. The minutes of all meetings of the Board, once approved, shall constitute the official record of all actions of the Board and the "journal" required to be maintained by *Minnesota Statutes*, §13D.01, subdivision 4.

Section 3.10. Rules of Order. Procedural matters pertaining to the conduct of Board meetings only shall be governed by the most recent edition of Robert's Rules of Order.

## ARTICLE IV

### Financial Matters

Section 4.1. Fiscal Year. The fiscal year of the Authority shall be the calendar year, but shall in all events be the same as the City's fiscal year.

Section 4.2. Depositories; Collateral; Investments.

- (a) *Designation of Depositories*. Every two years the Authority shall name national or state banks within the state of Minnesota as depositories of Authority funds. Before acting as a depository, a named bank shall give the Authority a bond approved as to form and surety by the Authority. The bonds must be conditioned for the safekeeping and prompt repayment of deposits. The amount of the bonds must be at least equal to the maximum sums expected to be deposited at any one time.
- (b) *Collateral and Investment*. Authority funds in designated depositories shall be collateralized and investment pursuant to *Minnesota Statutes*, Chapter 118A.

Section 4.3. Checks. All checks of the Authority must be signed by (1) the Treasurer and (2) one of the following: the President, Assistant Treasurer or Executive Director. The check must state the name of the payee and the purpose for which the check was issued.

Section 4.4. Financial Statements. Financial statements of the Authority, prepared and filed as described in Section 2.3(f)(i), shall show all receipts and disbursements, their nature, money on hand and the purposes to which it shall be applied, the Authority's credits and assets and its outstanding liabilities, all in a form consistent with the financial reporting requirements of the City. If the Authority finds the financial statement and Treasurer's vouchers to be correct, it shall approve them by resolution and enter the resolution in its records.

Section 4.5. Budget to City. The Authority shall annually send its budget to the City Council, which budget shall include a written estimate of the amount of money needed by the Authority from the City and from tax levies authorized by *Minnesota Statutes*, §§469.033, subdivision 6 and 469.107 in order for the Authority to conduct business during the upcoming fiscal year. The City Council may approve, reject or modify the budget submitted by the Authority.

## ARTICLE V

### Miscellaneous

Section 5.1. Report to City. The Authority shall annually, at a time designated by the City, make a report to the City Council giving a detailed account of its activities, its receipts and expenditures for the preceding calendar year and proposed changes to the Authority enabling resolution, if any.

Section 5.2. Employees. The Authority shall utilize such City staff and facilities as it may require and as assigned by the Executive Director.

Section 5.3. Services. The Authority may contract for the services of consultants, agents, public accountants, attorneys, appraisers and others as needed to perform its duties and to exercise its powers.

Section 5.4. Supplies, Purchasing, Facilities and Services. The Authority may purchase the supplies and materials it needs. The Authority may use the facilities of the City's purchasing department. The City may furnish offices, structures and space, stenographic, clerical, engineering and other assistance to the Authority and the Authority may agree to reimburse the City for the cost thereof.

Section 5.5. Execution of Contracts. All contracts, notes, and other written agreements or instruments to which the Authority is a party or signatory or by which the Authority may be bound shall be executed by the President and/or the Executive Director or by such other Commissioners or Officers of the Authority as the Board may by resolution prescribe.

Section 5.6. Amendment of By-Laws. These By-Laws may be amended by the Board by majority vote of all the Commissioners, provided that any such proposed amendment shall first have been delivered to each Commissioner at least five days prior to the meeting at which such amendment is voted upon.

<b>City of Brooklyn Park Request for EDA Action</b>			
<b>Agenda Item:</b>	6.2	<b>Meeting Date:</b>	January 23, 2023
<b>Agenda Section:</b>	General Action Items	<b>Prepared By:</b>	Breanne Rothstein, Economic Development and Housing Director
<b>Resolution:</b>	X	<b>Presented By:</b>	Kim Berggren, Executive Director
<b>Attachments:</b>	1		
<b>Item:</b>	Consider Appointing an Economic Development Authority Representative to the Brooklyn Park Development Corporation		

**Executive Director’s Proposed Action:**

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-\_\_\_\_\_ APPOINTING \_\_\_\_\_ AS THE ECONOMIC DEVELOPMENT AUTHORITY REPRESENTATIVE TO THE BROOKLYN PARK DEVELOPMENT CORPORATION.

**Overview:**

On an annual basis, the City Council and Brooklyn Park EDA make appointments to the Brooklyn Park Development Corporation (BPDC). The BPDC is an independent corporation that makes loans to the businesses in the city. It runs two primary programs – the micro-lending program, and a more traditional loan program for larger amounts.

The BPDC meets once or twice a quarter, as needed, during morning business hours. The meetings are virtual and usually last less than one hour.

The City Council has appointed Council Member Xp Lee as the Council representative. The BPDC needs one more appointment of an EDA commissioner to serve on the five-person board (soon to be expanded to seven).

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

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

**Attachments:**

6.2A RESOLUTION

THE BROOKLYN PARK ECONOMIC DEVELOPMENT AUTHORITY  
OF THE CITY OF BROOKLYN PARK

RESOLUTION #2023-\_\_\_\_\_

RESOLUTION APPOINTING \_\_\_\_\_  
AS THE ECONOMIC DEVELOPMENT AUTHORITY REPRESENTATIVE  
TO THE BROOKLYN PARK DEVELOPMENT CORPORATION

WHEREAS, the Brooklyn Park Development Corporation has bylaws that require participation from a member of the Brooklyn Park Economic Development Authority, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park as follows:

\_\_\_\_\_ is hereby appointed to the Brooklyn Park Development Corporation by the Brooklyn Park Economic Development Authority.



## MEMORANDUM

**DATE:** January 19, 2023

**TO:** EDA Commissioners

**FROM:** Kim Berggren, EDA Executive Director  
Breanne Rothstein, Economic Development and Housing Director

**SUBJECT:** Status Update

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### Overview:

This memo provides an update to the Brooklyn Park Economic Development Authority (EDA) and serves to keep interested community members informed. The EDA's housing-related work is summarized in a separate memo.

### **BUSINESS DEVELOPMENT**

#### **Brooklyn Park Development Corporation**

On April 15, 2022, African Career Education and Resource, Inc. (ACER) alerted city staff to the displacement of 12 businesses currently operating at 7710 Brooklyn Blvd. The businesses were informed that their leases would not be renewed as the owner of the space found a new tenant to occupy the entire first floor of the building on a longer-term lease.

On December 9, 2022, a tenant and small business owner located in the 7710 building informed city staff that the building owner had decided to give the remaining tenants in the same building a 30-days' non-renewal notice regarding their month-by-month lease, and shortly after, businesses located at 7714 Brooklyn Blvd received the same notice.

The Brooklyn Park Development Corporation (BPDC) is currently working toward reopening its Emergency Loan Program in an effort to assist the displacement of businesses located at 7710 and 7714 buildings with a second-round creation of the emergency re-location loan fund for businesses whose leases are not renewing. These businesses represent a variety of industries including hair care and beauty uses, professional services, and retail, and are all considered microbusinesses with many of them having two or less employees and several owned by Black, Indigenous, Person of Color (BIPOC) and immigrant entrepreneurs.

#### **Brooklyn Park Business Council**

On December 8, 2022, MetroNorth held the Brooklyn Park Business Council Meeting at North Hennepin Community College. This meeting focused on Education updates from Districts #279, #11, and #28, along with city updates provided by Malcolm Hicks, Business Development

Coordinator, and featured speakers Whitney Harvey, Senior Director of Workforce Diversity and Inclusion, and Brent Olinger, Director of Perkins and Workforce Collaborations. The Brooklyn Park Business Council's next meeting will take place at Rasmussen University on March 23, 2023, with a continued focus on workforce development and labor trends.

### **Nadia's Jamaican Kitchen Grand Opening**

On December 29, 2022, Nadia's Jamaican Kitchen opened its doors for business. On January 11, 2023, Nadia Wotrang, owner of Nadia's Jamaican Kitchen, celebrated her grand opening with a ribbon cutting ceremony attended by friends and family. Mayor Hollis Winston and Council Member Xp Lee were in attendance along with city staff. The event was a joyous occasion as Nadia's dream of owning her own restaurant came into fruition. Since choosing Brooklyn Park as home for her business, Nadia has taken advantage of the numerous resources provided by the City including the Sewer Availability and Water Access Charge Assistance Program, (SAC & WAC), along with attending Brooklyn Park Business Council meetings and Business Forward Forum. Nadia's Jamaican Kitchen is located in the Pinebrook Center at 9590 Noble Pkwy.



## **WORKFORCE DEVELOPMENT**

### **BrookLynk**

On January 2, 2023, BrookLynk launched its annual Get Ready! work readiness training for youth ages 14 to 24 that live in the Northwest suburbs. This year's training will be offered online self-paced, in-person event at Hennepin Technical College, and through area high schools' in partnership with the College and Career Centers. Youth can complete one of the three ways mentioned in preparation for landing a BrookLynk internship or job in the community. Get Ready! is a pre-requisite for summer internships.

### **Youth Entrepreneurship Program (YEP)**

2023 marks the second year of the Youth Entrepreneurship Program (YEP). This program is coordinated in partnership with the City of Brooklyn Center and Zanewood Community Center and provides training and internships to youth and young adults interested in business and entrepreneurship as a future career. During this six-week training program, participants will learn how to create a business using the Junior Achievement "It's My Business" curriculum. This program is a paid training experience and meets weekly in-person at Zanewood Community Center.

### **Career Pathways**

Career Pathways provides training and job coaching to individuals 16+ with at least one identified barrier to employment. In partnership with MnDOT, Hennepin Technical College, and Prime

Academy participants earn the skills and credentials needed to launch a career in technology or construction/trades industries. Participants of the Career Pathways program also receive assistance with childcare, transportation, uniforms/tools, etc. to ensure successful completion of the training programs and/or landing and keeping employment. Through this program we also have partnered with local employers to develop a pipeline to full time, part time, and seasonal employment in related industries such as manufacturing, public works, and highway heavy construction.

For more information on Workforce Development, contact Catrice O’Neal, Workforce Development Programs Director, at 763-493-8029 or [catrice.oneal@brooklynk.works](mailto:catrice.oneal@brooklynk.works).

## **OTHER**

### **Legislative Priorities and Positions**

The EDA has a significant interest in the outcomes of the 2023 Minnesota Legislature. Decisions made by the Legislature may affect the livability of the community. State elected officials representing Brooklyn Park are essential partners in addressing issues of concern in our community.

The City Council discussed the legislative items expressed in the City’s 2023 Federal and State Legislative Priorities and Positions at its meetings on January 9th and 17th and the document has incorporated items discussed (attachment 7.1A). The document will help guide staff and elected officials in determining which issues warrant the expenditure of time and effort to support or pursue.

### **Just Deeds – Removing Discriminatory Covenants**

A discriminatory covenant is a document attached to a property deed that prohibited the purchase, lease, or occupation of a piece of property by a particular group of people. Covenants identified groups such as “Jews, Negroes, Mongolians” and others who were not allowed to live in certain homes across the Twin Cities and the United States in the mid-1900s. Mapping Prejudice, a group begun in 2014 by the University of Minnesota, examined property deeds across Hennepin County and found 26,000 discriminatory covenants with approximately 100 were found in Brooklyn Park.

In September 2022, the Brooklyn Park City Council voted to join the Just Deeds Coalition, which was founded in 2020 by the City of Golden Valley and is committed to acknowledging and addressing systemic racism in housing in Minnesota. Coalition members provide free legal and title services to help property owners find discriminatory covenants and remove them from their property titles and will provide the foundation of education and acknowledgement necessary to pursue reconciliation and anti-racist solutions. EDA staff are currently collaborating with a team of Community Development, Community Engagement, and Racial Equity, Diversity and Inclusion staff to set up the process of discharging the covenants. Additionally, staff are working with the Just Deeds coalition founders to host 1-2 community conversations in March and April on this history and how we can address it today.

### **Minnesota Apartment Summit**

On January 12, 2022, Sarah Abe, Development Project Coordinator, attended a Minnesota Apartment Summit organized by the Minnesota Real Estate Journal. Topics included a Twin Cities market update, information on capital markets, and the outlook for multifamily development in 2023. Challenges over the past year included rising interest rates and construction costs as well

as market uncertainty. Positions varied on the economic outlook for 2023, but panelists agreed that the multifamily market will slow down this year.

### **METRO Blue Line Light Rail Extension**

In the fall of 2022, the METRO Blue Line Extension project began the environmental review process to understand the potential social, economic, and environmental impacts and benefits that may occur because of the design, construction, and operation of the Blue Line Extension route options. The environmental work, along with ongoing public feedback and agency coordination, will compare options, drive the design process, and guide project decisions so they avoid, minimize, or mitigate potential impacts of the modified route.

In 2023, the project will advance station and light rail planning and design, complete the draft environmental review document, and share the recommendations from the anti-displacement work group efforts. As the project moves into this next phase, project staff will continue to solicit feedback and communicate with the community to ensure the project delivers maximum benefit.

The Blue Line Extension anti-displacement workgroup is continuing to work to prevent displacement and maximize community benefits in the corridor. It includes representatives living in the community and from nonprofits, small businesses, and government. During the third and most recent workshop, which focused on business and cultural displacement, the group discussed cultural displacement and placemaking, policies to support businesses, and a structure for recommendations. The final workshops will occur in early 2023 and focus on anti-displacement recommendations.

Sign up to receive METRO Blue Line Extension project updates at [BlueLineExt.org](https://BlueLineExt.org) or visit [MyBlueLineExt.org](https://MyBlueLineExt.org) to share your vision for light rail in your community.

### **Brooklyn Boulevard Trail and Utility Undergrounding Project**

These two projects have now been completed. In May 2016, the EDA secured \$225,000 in grant funding from the Hennepin County Transit Oriented Development (TOD) program to construct Phase I of a one mile, 10-foot bituminous trail along the south side of Brooklyn Boulevard from Zane Avenue to West Broadway. This new trail creates a critical pedestrian and bike connection between the Brooklyn Boulevard commercial area, Starlite Transit Center, and the Village Creek neighborhood. The project completes the multi-modal trail connection from the planned Brooklyn Boulevard LRT station to the Shingle Creek regional trail. The trail construction was planned to occur in two phases. Phase I of the trail was completed in October 2018 and extended the trail from Zane Avenue to Hampshire Avenue.



Phase II of the construction project was planned from Hampshire Avenue to approximately 600 feet west of Kentucky Avenue where it will tie into the trail system to be constructed as part of the planned Blue Line Extension Light Rail Transit (BLRT) project. This phase of the project included replacing the existing 5-foot-wide sidewalk on the south side of Brooklyn Boulevard with a 10-foot bituminous multi-use trail; maintaining the existing 8-foot boulevard where feasible; and undergrounding utilities to the north side of Brooklyn Boulevard.

Funding secured towards Phase II of the Brooklyn Boulevard trail connection project included a \$100,000 Hennepin County Bikeway Program Grant and up to \$220,000 from the EDA. Additionally, the EDA approved about \$1.1 million in 2021 towards the undergrounding of utilities to the south side of Brooklyn Boulevard.

### **Professional Development Opportunities**

#### *Economic Development Association of Minnesota*

The Economic Development Association of Minnesota (EDAM) is hosting its 2023 Winter Conference at the InterContinental Minneapolis - St. Paul Airport from January 26-27. EDAM is a professional association providing a forum for individuals and organizations to stay current with economic development strategies and practices. There will be sessions exploring development in a post-pandemic environment, workforce challenges and funding resources. Commissioner Boyd Morson is registered to attend the 2-day conference in Bloomington, Minnesota.

#### *Ehlers, Inc.*

The Ehlers' 2023 Minnesota Public Finance Seminar is taking place at the Heritage Center of Brooklyn Center from February 2-3. Ehlers, Inc. is a financial advisory firm serving local governments and community development authorities. They host several workshops that cover the basics of municipal finance and seminars that offer tools to navigate tax increment financing and development concepts through case studies. This year, the Economic Development & Housing Director, Breanne Rothstein, will be a panelist to discuss how the City of Brooklyn Park has incentivized both small businesses and large companies to join and grow with the Brooklyn Park community. Each year, a few staff attend the two-day seminar.

For more information, please contact Josephine Thao at [josephine.thao@brooklynpark.org](mailto:josephine.thao@brooklynpark.org).

**Other Development Projects Currently Underway:**

- Former Park & Ride site at 4201 95th Avenue North – A panel of staff, neighborhood representatives, and an external consultant reviewed the seven proposals and participated in a developer interview. Next steps include financial feasibility screening and a community open house before a developer recommendation comes before the EDA.
- Christina’s Day Care – Land use application approved by City Council on October 24 and purchase and business subsidy agreement approved by the EDA on November 21, 2022. Planning to secure final financing and begin construction in 2023.
- Predevelopment projects funded by the Metropolitan Council Livable Communities Demonstration Account (LCDA) grants, including:
  - Zane Commons (7701 Brooklyn Blvd) – Updating proforma and planning initial community engagement at the site. Anticipating consideration of a purchase agreement to help secure financing for this project.
  - New Africa CDC / Innovation Hub (7495 Brooklyn Blvd) – Developing financing and site proposals for the full 11-acre Regent site.
  - The Villas – Cross Inc. has successfully acquired five of the six properties located at 5672-5692 Brookdale Drive N. Visioning and planning is currently underway with community engagement at the front and center of the process.

**Attachments:**

7.1A 2023 EDA LEGISLATIVE POLICY AND POSITIONS

# 2023 Federal and State Legislative Priorities and Positions

**Brooklyn Park**   
Unique. United. Undiscovered.

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## 2023 Legislative Policy Positions

### *Brooklyn Park Economic Development Authority*

#### Overview

Brooklyn Park works together with its partners to support proposals for new legislation in Minnesota designed to strengthen the community. The years of 2020 and 2021 brought numerous challenges and eye-opening moments that highlighted the weaknesses in the regional and state economy, housing situation, and workforce development systems.

The Brooklyn Park Economic Development Authority (EDA) supports many of the legislative policies of its partner organizations, including policies that help the City manage through difficult times and improve livability in the community.

For 2023, the Brooklyn Park EDA is focusing on housing funding, small business supports, and shifting economic development and housing efforts towards reducing racial wage, wealth, and employment gaps among black, indigenous, and people of color (BIPOC) populations within the city and the region.

#### I. Special Section: Budget Surplus Uses

This section is specific to responding to the budget surplus of the biennium. The year 2023/2024 is a special opportunity to invest in community needs as communities are recovering from the pandemic.

##### *Position*

- *Support to cities to support and/or incentivize the rehabilitation of older housing to maintain quality housing for lower income households, including at Huntington Place Apartments, which is the second largest apartment community in the State.*
- *Support to cities and non-profit partners in developing small business centers, incubators, and other affordable commercial opportunities for small and BIPOC owned businesses.*
- *Expansion of the Low Income Housing Tax Credit (LITHC) and deferred loan programs/bonding for private developers to develop more housing, especially housing affordable to 30% AMI and mixed income housing.*
- *Broad statewide expansion of down payment assistance programs for BIPOC households.*
- *Financial investment in rent and mortgage assistance and homelessness response strategies to stabilize housing.*
- *Additional financial resources and training for workforce development.*

#### II. Jobs and Economic Growth Funding

Stable and secure funding sources for economic development are critical to the community's long-term success. The State should support economic development funding and continue to enhance local development tools.

*Position*

- *Increase resources for the Mainstreet Program and modify the program to include acquisition as an eligible use, remove funding cap and reduce match, and allow cities to participate.*
- *Beyond the Mainstreet Program, we support the addition of other strategies and financial resources to support anti-displacement of small businesses*
- *Continue competitive funding for the Minnesota Investment Fund and the Job Creation Fund, including focus on local hiring and hiring of BIPOC.*
- *No changes that would further restrict the use of Tax Increment Financing (TIF) to accomplish the community's development/redevelopment objectives.*
- *Changes to the TIF statute that treat energy efficient and/or alternate energy technologies, sustainable site design and other "green" development alternatives as qualified development costs.*
- *Continued efforts to clarify the method for calculating available TIF pooling.*
- *The extension, clarification, and broadening of the Opportunity Zone and New Markets Tax Credit programs to further encourage and incentivize investment in these areas.*
- *Change to the TIF statute to allow use for re-habilitation of existing buildings and other displacement prevention initiatives.*
- *Change to the Minnesota Department of Employment and Economic Development (DEED) Workforce Development Fund and associated programs to focus on employer engagement and workforce development strategies that specifically seek to close the wage and employment gap for communities of color.*
- *Change to DEED programs that provides appropriate training for employers to increase their cultural competency and encourages employers to be employers of choice for BIPOC.*

### III. Neighborhood Vitality

Aging housing and infrastructure in areas with declining private investment strains local government resources and threatens to destabilize neighborhoods. The State of Minnesota needs to continue to take actions that provide the tools necessary to manage areas of disinvestment. While this problem requires additional resources, the State can take policy actions to alleviate some of the local impacts without stressing the State's budget.

*Position*

- *Increase flexibility of Tax Increment Financing (TIF) pooling for specialized uses, such as housing rehabilitation.*
- *Eliminate regulatory language that creates barriers to using the funds to reinvest in areas of disinvestment.*
- *Secure state and federal resources and provide financing tools for cities to help pay for costs associated with neighborhood reinvestment.*

## IV. Economic Inclusion

The City is committed to advancing policies and programs that specifically advance populations who have historically had unequal access to the economic benefits and opportunities in our community. The State of Minnesota should support efforts to acknowledge this unequal access and reverse it. Specifically, the following policies should be considered:

### *Position*

- *Support for BIPOC and local community members to become developers to keep and grow wealth in the community, preferencing local and BIPOC developers in funding formulas for development subsidy programs*
- *Support for BIPOC and local community members to access financing to purchase and improve residential and commercial investment properties in their community, similar to the NEON Commercial Loan Program in North Minneapolis*
- *Create more protections for tenants within commercial properties, with a focus on small lower-income businesses who are at greater risk of displacement.*
- *Requirements in state economic development subsidy programs for local and BIPOC hiring Increase workforce training funding options for local solutions including state funding for youth and adult workforce development programs with a priority on high unemployment census tracts.*
- *Continue funding for the Job Skills Partnership, DEED youth and adult workforce programs, youth employment programs and other workforce training programs administered by the state that led to jobs that provide a living wage and benefits and help address racial disparity gaps in employment and educational attainment.*
- *Establish innovative workforce programs and partnerships that foster workforce readiness, including state funding for youth and adult programs, the Minnesota State University System, and DEED Workforce Centers and its programs.*
- *Create a payroll tax credit for job training programs that invest in employees.*

## IV. Improved Multi-Modal Transportation Access and Mobility

Capturing the full economic development potential of new development and redevelopment in Brooklyn Park requires improved transportation investments in the region. Mobility is a major barrier to access to opportunities for many of our residents.

### *Position*

- *Provide State resources for strategies to complete the local requirements to leverage the federal funding for the METRO Blue Line Extension LRT (BLRT) project, which will bring five LRT stations to Brooklyn Park.*
- *Increase funding and maximum grant award amount for the Transportation Economic Development (TED) Program or similar programs to support strategic infrastructure investments that promote economic development.*
- *Increase the allocation of transit funds for BLRT operations and enhanced east-west bus connections and suburban circulator routes for better transit mobility.*
- *Increase funding for regional and local trail connections, especially in aging neighborhoods that lack connectivity, to improve pedestrian and bike connections*

*within and across communities.*

## V. Support Career Pathways in High Demand, High Wage Professions

Brooklyn Park promotes the growth of the manufacturing, IT, and healthcare sector within the community and throughout the state. These sectors provide an excellent opportunity for future economic growth and employment and should continue to be supported. Brooklyn Park supports programs that provide incentives for business to expand and continue to contribute toward increasing economic competitiveness for the state.

### *Position*

- *Continue and expand investment tax credits and other tax incentives for investing in the life science, medical device, and precision manufacturing, healthcare, and IT industries.*
- *Continue and expand venture capital funding pools for emerging companies.*
- *Modify Tax Increment Financing (TIF) pooling uses to support manufacturing, IT, and healthcare investments in communities with high poverty and/or unemployment*

## VII. Affordable Housing

Housing affordability and stability is a growing concern within the community, especially at the 30% Area Median Income (AMI) level. With the rising cost of housing, many of our residents are priced out or housing cost burdened. In addition, efforts need to be focused on reducing racial disparities in homeownership and housing cost burdens. More resources for getting pipelined affordable and attainable housing projects in the suburbs approved is critical in furthering opportunities and access to suburban communities for low and moderately income households.

### *Position*

- *Policy that results in better oversight of Homeowners' Associations.*
- *Reduce barriers to and promote fair housing and equal opportunity.*
- *Increase tax-exempt bond allocation to maximize and expand the development of affordable housing opportunities within the pipelined affordable housing projects in the suburbs.*
- *Increase investment in the preservation of Naturally Occurring Affordable Housing through re-habilitation and long-term affordability programs, including expansion of TIF for this purpose.*
- *Consider a statewide mixed- income housing policy to increase the number and dispersion of affordable housing in the state and provide resources through Minnesota Housing to develop such housing.*
- *Expand the project-based Housing Choice Voucher program regionally to support 30% AMI housing.*
- *Expand TIF to allow use for 30% AMI housing at a smaller percentage than the 20 percent of each project (i.e., 10% affordable at 30% AMI being eligible)*
- *Consider "just cause" eviction changes at state level*

## 2023 Policy Partners

- Metro Cities
- League of Minnesota Cities
- Economic Development Association of Minnesota
- Urban Land Institute Minnesota
- Minnesota Housing Partnership
- National Association of Housing and Redevelopment Officials
- Minnesota Chapter of the American Planning Association
- Mpls Regional Chamber
- North Metro Mayors
- Connect Blue Line Now Coalition! and Blue Line Coalition
- Center for Economic Inclusion
- Center for Urban and Regional Affairs at the University of Minnesota

# 2023 Federal Legislative Priorities and Positions

## *City of Brooklyn Park*

### **Overview**

Brooklyn Park works together with its partners to support proposals for new legislation in Washington DC designed to strengthen the community. The following list of federal priorities and positions constitute Brooklyn Park's federal agenda for 2023.

### **I. Permanent Residency for Liberians in a DED and TPS Status**

#### *Background*

Many Brooklyn Park residents immigrated from Liberia and were given a temporary protected status (TPS) when they originally moved to the United States. This legal residency status has been extended several times since 2007.

#### *Position*

The City supports continued efforts to assist Liberians and other residents on their pathway to citizenship.

### **II. Blue Line Light Rail Transit**

#### *Background*

The Blue Line Light Rail Transit (BLRT) Extension Project will extend the existing light rail line from Target Field in Minneapolis through four communities (Minneapolis, Robbinsdale, Crystal and Brooklyn Park) to Oak Grove Parkway, locating five stations in Brooklyn Park. Bringing LRT to the northwest suburbs will improve mobility and access to jobs and will ensure the northwest portion of the region remains competitive.

*Position*

The City of Brooklyn Park supports policies, laws, and funding (federal, state, regional and local) to finalize planning and move to the construction and operation phases of the BLRT extension project.

### III. Housing Policy and Resources

*Background*

Access to quality affordable housing is a growing problem in the nation impacting the stability of families in Brooklyn Park. Federal housing policies have a huge impact on the availability of affordable housing through programs and funding mechanisms that impact housing construction, housing rehabilitation, and homeowner lending. Data show households of color experience significantly lower homeownership rates and have more difficulties in finding quality affordable rental housing.

*Position*

The City supports programs and policies that improve the availability of quality affordable homeownership and rental housing, including reducing racial disparities in housing. For example, the Section 8 voucher program needs additional resources.

### IV. COVID-19

*Background*

COVID-19 has had a significant economic, social and health impact on all parts of our society, both locally and globally. For communities, the impact to societal well-being, economic and business prosperity, housing stability, youth education progression, and the overall physical and mental health of residents has been dramatic. To address the challenges of COVID, continued investments of federal, state and local resources and coordination are necessary to minimize its short and long-term impacts.

*Position*

The City of Brooklyn Park supports additional federal, state and local resources to aid our businesses and residents to navigate the challenges of COVID as best as possible. The Economic Development Authority (EDA) section of this document outlines specific needs to address local economic challenges.



## MEMORANDUM

**DATE:** January 19, 2023

**TO:** EDA Commissioners

**FROM:** Kim Berggren, Executive Director  
Breanne Rothstein, Economic Development and Housing Director

**SUBJECT:** Housing Update

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### Overview:

This memo provides an update to the Economic Development Authority (EDA) on housing-related items. In addition to updating the EDA, this memo serves to keep interested community members informed of this work.

### COVID-19 HOUSING UPDATES

#### HomeHelpMN

Minnesota homeowners who have experienced a financial hardship due to the COVID-19 pandemic and have past-due housing expenses may be eligible for financial assistance to bring their payments current. Applications for assistance can be submitted online at [HomeHelpMN.org](https://HomeHelpMN.org) or over the phone at 800-388-3226.

HomeHelpMN adopted program changes to expand eligibility. The changes took effect on August 12, 2022:

- The cap on assistance was increased to \$50,000 per household. The prior limit was \$35,000.
- There is no longer a time restriction on past-due expenses. Previously, expenses had to be incurred after January 21, 2020.
- Applicants who were previously denied but are still in need of assistance and meet eligibility criteria may request their case be reopened by calling 800-388-3226.

Applications accepted while funds are available. For applications being processed, the new criteria will be used, and no additional action is needed.

While there is no application deadline, homeowners with past-due expenses are encouraged to apply as soon as possible.

HomeHelpMN prioritizes applications for homeowners at imminent risk of foreclosure and housing displacement and communicates with third-party vendors to establish the vendor as payees and inform them of the homeowner's application for assistance to pay the amounts past due.

Homeowners can apply even if they are in discussions with their mortgage servicer about a loss mitigation workout, are in forbearance, or are in active foreclosure.

For questions about this program, visit the HomeHelpMN web page or call 1-800-388-3226. You can also sign up for e-newsletters from MN Housing.

## **NEW HOUSING DEVELOPMENT PROJECTS**

### **Real Estate Equities (Jefferson Highway and Decatur Drive)**

Real Estate Equities (REE) is proposing a development at 9500 Decatur Drive, a site in the northwest portion of the city. The proposal includes two phases of workforce housing and a total totaling approximately 356 units consisting of 1-bedroom, 2-bedroom, and 3-bedroom apartment homes. This project will use income averaging and have an average affordability to families making 60% of the area median income. Five percent (5%) of the units, or a total of 18 units, will be restricted to families making no greater than 30% AMI. The total unit mix is 77% 2-bedroom units and above with units of each size at both 30% and 60% AMI.

The EDA and City Council have taken several actions in support of this project, including when it was first proposed on the Revive Church property on West Broadway Avenue. Most recently, the EDA authorized a term sheet for each phase on Decatur Drive on November 21, 2022, and the City Council supported a Housing Infrastructure Bond (HIB) application to Minnesota Housing on December 12, 2022. The HIB process poses no financial risk or commitment from the City.

The term sheet for the North Building includes \$1.06 million in TIF and \$800,000 in a loan from the EDA's Housing Set Aside fund. The South Building includes \$1.49 million in TIF and a \$1.2 million loan from the Housing Set Aside Fund. Term sheets are not binding to the EDA but indicate a potential future interest in participating financially with the project should it receive its financing from other sources.

### **Tessman Ridge (6900 85th Avenue N - NHCC Site)**

On October 24, the City Council approved Duffy Development's land use application for Phase I of this project. Duffy will now work to complete its financing package and bring a development agreement to the EDA for consideration in March 2023 with construction anticipated to begin in spring 2023. Updates to the project timeline will be available at Duffy's website <https://tessman-ridge.webflow.io/>. Phase 1 includes 71 units with 8 efficiency, 12 one-bedroom, 32 two-bedroom, 14 three-bedroom and 5 four-bedroom units. Phase I will also include the EDA purchase of the full site from Minnesota State Colleges and Universities (MnSCU), the current property owner, and selling the land for the Phase I development to Duffy.

Phase II will include applying for additional financing and a separate land sale for the remainder of the property at a later date. Duffy is financing both phases of this development with an allocation of Low-Income Housing Tax Credits (LIHTC) from Minnesota Housing, a \$1,185,000 Metropolitan Council Livable Communities Demonstration Account – Transit Oriented Development (LCDA-TOD) grant, Tax Increment Financing (TIF) from the EDA, and other sources. The EDA approved the term sheet to provide TIF and approve the purchase agreement with Minnesota State Colleges and Universities (Minnesota State) and North Hennepin Community College at its

meeting on May 17, 2020. The EDA had solicited qualifications for the development of this vacant land in early 2020 and selected Duffy Development at that time.

### **Village Creek Apartments (7621 Brooklyn Boulevard)**

Due to rising interest rates and construction costs, the George North Group is currently considering a HUD loan and Low-Income Housing Tax Credits (LIHTC) to support this development project which represents a significant change in its financing structure. The EDA had previously approved TIF, and a land write down for a total of \$3,590,000 in financial support for this project. The EDA will consider the financing adjustments to this project at a later date. The goal of the developer is still to begin construction this year using an expedited process for this financing through HUD.

Village Creek Apartments is located on EDA-owned land at 7621 Brooklyn Boulevard. The project includes 83 units of mixed-income housing and a 10,000 square foot commercial component. The EDA first considered this project in 2018. The project has since received a Metropolitan Council's Livable Communities Development Account (LCDA) grant to assist with project costs and a Hennepin County Transit Oriented Development (TOD) in fall 2020.

## **RE-HABILITATION PROJECTS**

### **Huntington Place Apartments**

City staff continues to coordinate internally and with representatives from Aeon regarding the current livability at Huntington Place as well as the long-term sustainability of the 834-unit apartment community. Staff from Police, Community Development, Recreation and Parks departments as well as the Community Engagement division (Administration department) are collaborating on actions needed in response to the themes heard from Huntington Place residents over the past few months. A weekly memo is sent to City Council members and other interested parties summarizing the staff actions of the week. These memos and other related information is available on the city website at <https://www.brooklynpark.org/city-projects/huntington-place/>.

### **Sunrise Court Second HIA**

The Sunrise Court Second Homeowners Association applied and received about \$400,000 through the Housing Improvement Area (HIA) loan program for the replacement of all the existing driveways, addition of concrete aprons along garage openings, scaling of all sewer lines and the installation of cleanouts for sewer lines in each of the shared driveways, and restriping.

Sunrise Court (5501-5525 84th Avenue North and 8401-8455 Toledo Avenue North) was built in 1969 and consists of 64 individually owned townhome units that are managed by Genesis Property Management. There are 16 buildings at the community. The construction work for the project is now complete.



### **Stonybrook Housing Improvement Area HIA**

The EDA approved \$1.2 million through the Housing Improvement Area loan program for Stonybrook Property Owners Association. The funds will be used for the replacement of all the existing roadways and driveways, mill and overlay, restriping, landscaping as well as the installation of new exterior lighting within the Homeowners Association (HOA) as per the current layout. Located at 30084-69484 84th Court N, Stonybrook Townhomes were built in 1970s and consist of 88 buildings with 352 individually owned townhome units. Construction work on the project is anticipated to begin in the spring or early summer of this year.

### **OTHER HOUSING NEWS AND UPDATES**

There are several sources of relatively new and powerful data that tell the story of the need for affordable and accessible housing in the region, including:

- Key Facts on Housing 2022 (Minnesota Housing Partnership)
  - <https://mhponline.org/mhp-releases-key-facts-on-housing-2022/>
- Regional Housing Affordability Dashboard (Minneapolis Federal Reserve)
  - <https://minneapolisfed.shinyapps.io/ltasca-Housing-Dashboard/> - Indicators
  - <https://minneapolisfed.shinyapps.io/ltasca-Housing-Dashboard/> - Tracking three key goals for region
- Indicators for an Inclusive Regional Economy (disaggregated by cultural community) (Center for Economic Inclusion)
  - <https://indicators.centerforeconomicinclusion.org/>

### **Staff Participation in Housing Groups**

Staff participates regularly in various regional groups on the topic of housing, including:

- NOAH Working Group hosted by Minnesota Housing and focused on identifying strategies to advance the preservation of affordable housing regionally.
- Anti-displacement Working Group created by the Metro Blue Line Light Rail Transit Extension (BLRT) project office and Hennepin County.
- Housing Collaborative hosted by Twin Cities Local Initiatives Support Corporation (LISC) and focused on education, info sharing, and collaboration among city staff on housing programs and policies.
- Regional Housing Policy Work Group hosted by Urban Land Institute (ULI) Minnesota.
- Government Equitable Development Community of Practice hosted by the Metropolitan Council.

### **Other Housing Policy Work Currently Underway:**

- Research the establishment of a housing trust fund
- Apartment Action Plan 2.0 (2018-present)
- CURA Housing Stability study implementation
- Fair Housing Training – scheduled for October 25, November 15, and December 6

### **Housing Work Recently Completed:**

- CURA Housing Stability Study (2021-2022) – available at <https://www.cura.umn.edu/research/brooklyn-park-housing-project>
- EDA-owned former Park and Ride site at 4201 95th Avenue North (RFQ closed on October 28 – this site may or may not include housing)
- Transitional Housing Facility Rehabilitation (2018-2020)

- Fair Housing Policy (May 2019)
- Mixed-Income Housing Policy (2017)
- Tenant Notification Ordinance (October 2019)
- Autumn Ridge Apartments Rehabilitation Project (2018-2022)
- Homeowner Programs re-vamp (2019)
  - Senior Deferred Loan Program
  - Down Payment Assistance Program (tripled investment in 2021)
  - Code Correction Loan Program
  - Revolving Loan Program
  - Rental Rehabilitation Loan Program (for 1-16-unit rental properties. Details available at [www.mncee.org/services/financing/brooklynpark/-1](http://www.mncee.org/services/financing/brooklynpark/-1)) (April 2020)
  - Community Engagement and Environmental Sustainability Program (April 2020)
- Affordable Housing Preservation and Development Program (July 2019)
- Brooks Landing and Brook Gardens Rehabilitation Project (2019-2020)
- Park Villa Housing Improvement Area (HIA) Project
- Autumn Ridge Apartments Rehabilitation
- Evergreen Elevator Project (2022)

**Attachments:** N/A