

## REGULAR CITY COUNCIL MEETING – AGENDA #8

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](mailto:josie.shardlow@brooklynpark.org).  
Para asistencia, 763-424-8000; Yog xav tau kev pab, 763-424-8000.

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

### *Our Brooklyn Park 2025 Goals:*

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

## I. ORGANIZATIONAL BUSINESS

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

**2. PUBLIC COMMENT AND RESPONSE 6:00 p.m.** Provides an opportunity for the public to address the Council on items which are not on the agenda. Public Comment will be limited to 15 minutes (*if no one is in attendance for Public Comment, the regular meeting may begin*), and it may not be used to make personal attacks, to air personality grievances, to make political endorsements or for political campaign purposes. Individuals should limit their comments to three minutes. Council Members will not enter into a dialogue with residents. Questions from the Council will be for clarification only. Public Comment will not be used as a time for problem solving or reacting to the comments made, but rather for hearing the residents for informational purposes only.

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

#### 2B. PUBLIC COMMENT

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

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

**3B.1** Interview Applicants for Commissions

**A.** ATTENDANCE SHEET AND VOTING FORM

**3B.2** Presentation of Police Department Community Award

**3B.3** Recreation and Parks Advisory Commission 2022 Year-in-Review and 2023 Workplan

**A.** 2023 RPAC WORKPLAN

**3B.4** Charter Commission 2022 Annual Report and 2023 Work Plan Presentation

**A.** CHARTER COMMISSION 2022 ANNUAL REPORT

**B.** CHARTER COMMISSION 2023 WORK PLAN

**3B.5** Community Long-range Improvement Commission 2022-2023 Annual Report and 2023 Work Plan

**A.** CLIC 2022-2023 ANNUAL REPORT

**B.** CLIC 2023 WORK PLAN

## II. STATUTORY BUSINESS AND/OR POLICY IMPLEMENTATION

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

**4.1** Approve Shingle Creek and West Mississippi Watershed Legal Boundary Update

**A.** RESOLUTION

**B.** BOUNDARY UPDATE MEMO

**4.2** Authorize the Acceptance of Donations/Gifts

- A.** RESOLUTION
- 4.3** Set a Public Hearing on March 13, 2023, to Consider the Issuance of an On-Sale Wine License and 3.2 Malt Liquor License for Linh Huynh Food Inc., Doing Business as Soke BBQ & Hot Pot, Located at 8586 Edinburgh Centre Drive North
  - A.** PUBLIC HEARING NOTICE
- 4.4** Tetrahydrocannabinol (THC) Licenses for six businesses including Love is an Ingredient (two locations), Neighborhood Gas and Tobacco, E-Vapor and Tobacco, New Superette, and Winner Gas
- 4.5** Development Bond Reductions/Releases
- 4.6** Approve the City of Brooklyn Park's Pay Equity Report for 2022 in Compliance with the 1984 Local Government Pay Equity Act
  - A.** RESOLUTION
- 4.7** Extend Agreement with Minnesota Acts Now for Violence Intervention Services
- 4.8** Edinburgh Center Third Addition - Final Plat, #22-122 for the Reconfiguration of Three Lots to Create a Buildable Site for Future Development on a Property Zoned PCDD – Planned Community Development District
  - A.** RESOLUTION
  - B.** LOCATION MAP
  - C.** PLANNING COMMISSION MINUTES
  - D.** PLAT OPINION
  - E.** FINAL PLAT
- 4.9** Accept Bid and Award Contract for the Water Treatment Plant High Service Pumps Check Valve Replacement to Minnesota Mechanical Solutions
  - A.** RESOLUTION
- 4.10** Accept Bids and Award Contract for the Sanitary Sewer Televising and Inspection to Pipe Services Corporation
  - A.** RESOLUTION
  - B.** LOCATION MAP

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

**5. PUBLIC HEARINGS**

- 5.1** Public Hearing for the Vacation of Drainage and Utility Easement on Six Ten Zane Outlot A
  - A.** RESOLUTION
  - B.** PROPOSED EASEMENT VACATION AREA

**6. LAND USE ACTIONS**

None

**7. GENERAL ACTION ITEMS**

- 7.1** Sister City Agreements Approval
  - A.** SISTER CITY AGREEMENT
  - B.** SPONSOR AGREEMENT
  - C.** SISTER CITY PROPOSAL
- 7.2** Approve Proposed Use of Fiscal Year 2023/2024 Urban Hennepin County Community Development Block Grant Program Funds and Authorize Execution of Subrecipient Agreement with Hennepin County and Any Third-Party Agreements
  - A.** RESOLUTION
  - B.** HOME REHABILITATION DEFERRED LOAN – RFP 2023
  - C.** ENVIRONMENTAL HEALTH PROGRAM – RFP 2023
  - D.** ZANEWOOD TEEN CENTER – RFP 2023
  - E.** PUBLIC NOTICE
  - F.** MARKETING FLYER

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

**8. DISCUSSION ITEMS**

None

**IV. VERBAL REPORTS AND ANNOUNCEMENTS**

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

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

**V. ADJOURNMENT**

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

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	3B.1	<b>Meeting Date:</b>	February 27, 2023
<b>Agenda Section:</b>	Public Presentations/ Proclamations/Receipt of General Communications	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Marlene Kryder, Katrina Doshier Program Assistant
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Mayor Hollies Winston
<b>Item:</b>	Interview Applicants for Commissions		

## City Manager's Proposed Action:

Interview applicants to fill current and upcoming openings on commissions.

## Overview:

The City has advertised to fill openings on the Budget Advisory Commission, Community Long-range Improvement Commission, Human Rights Commission, Planning Commission and the Recreation and Parks Advisory Commission. The appointments are to fill upcoming openings due to terms ending April 1, 2023. Applicants have been contacted; an attendance sheet is attached.

Per Resolution #2019-46, there are district requirements on all of these city commissions. The City Council will make the appointments taking into consideration the representation required by each commission. An applicant who represents outside of his/her residing district and is seeking reappointment to a commission is eligible for reappointment to the same seat even if other individuals who reside in the appropriate district apply for the seat.

The regular openings are for three-year terms effective April 1, 2023 and to expire April 1, 2026 unless indicated otherwise. The Emerging Leader openings (ages 18-24) are for one-year terms effective April 1, 2023 and to expire April 1, 2024.

Nathania Amenuvor, BAC Emerging Leader, is requesting reappointment. Andy Vue, HRC, Emerging Leader, is eligible for either the Emerging Leader seat or to fill a three-year appointment. No applications were received for the Recreation and Parks Youth Liaison (ages 14-17) seats.

## **Budget Advisory Commission – Four openings (three regular and one emerging leader)**

- City At-large (1) – replacing Lisa Thao
- Central (1) – reappointing or replacing Nancy Omondi
- East (1) – reappointing or replacing William Petty
- City-At Large Emerging Leader (1) – reappointing or replacing Nathania Amenuvor

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

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

- City At-large (2) – replacing Whitney McClusky and Benjamin Swanson
- Central (1) – reappointing or replacing Shelley Marbut
- East (1) – reappointing or replacing Brenda Reeves
- West (1) – reappointing or replacing Tekoa Cochran

**Human Rights Commission – Three openings (two regular and one possible emerging leader)**

East (1) – replacing Kate Lundquist

West (1) – reappointing or replacing Chelsea Younquist

City-At Large (1) Emerging Leader reappointing or replacing Andy Vue\*

*\*Unless Andy Vue is appointed for East District three-year term*

**Planning Commission – Three openings**

City At-large (1) – replacing Syed Husain

East (1) – replacing Rich Xiong

West (1) – reappointing or replacing Christopher Udomah

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

City At-large (2) – reappointing or replacing Maggie Borer (if she is not selected for Planning or CLIC - her 1<sup>st</sup> and 2<sup>nd</sup> choices), and reappointing or replacing Latrina Caldwell

Central (1) – replacing Monica Dillenburg

East (1) – replacing Christy Sandberg

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

In the packet are voting forms to indicate your choices. At the end of the meeting, please pass your voting forms to Mayor Winston with your choices indicated. He will consolidate the votes to determine who will be appointed to the commissions. The appointments will be made during the March 13, 2023 Council meeting.

After appointments are made, staff will re-advertise for openings that are not filled. There will be unfilled Emerging Leader and Youth Liaison seats.

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

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

**Attachments:**

3B.1A ATTENDANCE SHEET AND VOTING FORM

**Brooklyn Park City Boards and Commissions Interviews**  
**Commission Applicant Attendance and City Council Voting Form**  
**Monday, February 27, 2023 6:00 p.m.**

Council Member \_\_\_\_\_

**Note: Three-year terms will be effective April 1, 2023 and will expire April 1, 2026.**

**One-year terms (Emerging Leaders and Youth Liaisons) will be effective April 1, 2023 and will expire April 1, 2024.**

***Interviews are grouped by applicant's commission choices***

Applicant's Name (Alpha order)	Confirmed Attendance	First Choice	Second Choice	Third Choice	Residing District
<b>BUDGET ADVISORY COMMISSION 4 openings</b> (Three-year terms: 1 City At-large; 1 Central; 1 East. One-year terms: 1 City At-large Emerging Leaders [ages 18-24]; only 1 applicant)					
Amenuvor, Nathania <i>(Emerging Leader)</i> (reappointment)	?	Budget Advisory	Human Rights	--	Central
Omondi, Nancy (reappointment)	Yes	Budget Advisory	Human Rights	Planning	East
Petty, William (reappointment)	Yes	Budget Advisory	Planning	Rec and Parks	East

**Note: Budget Advisory Commissioners can also serve on one other city commission.**

*My choices:*

City At-large \_\_\_\_\_ (replacing Lisa Thao)

Central District \_\_\_\_\_ (reappointing or replacing Nancy Omondi – Nancy Omondi resides in the East District, represents Central)

East District \_\_\_\_\_ (reappointing or replacing William Petty)

City At-large Emerging Leaders (ages 18-24) \_\_\_\_\_ (reappointing or replacing Nathania Amenuvor)

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

Cochran, Tekoa (reappointment)	Yes	CLIC	CLIC	Human Rights	East
Marbut, Shelley (reappointment)	Yes	CLIC	--	--	Central
Pharr, John	Yes	CLIC	Budget Advisory	Planning	East
Reeves, Brenda (reappointment)	Yes	CLIC	--	--	East
Schaefer, John	Interviewed 1/30/23	CLIC	Budget Advisory	Rec and Parks	Central

*My choices:*

City At-large \_\_\_\_\_ (replacing Whitney McClusky)

City At-large \_\_\_\_\_ (replacing Benjamin Swanson)

Central District \_\_\_\_\_ (reappointing or replacing Shelley Marbut)

East District \_\_\_\_\_ (reappointing or replacing Brenda Reeves)

West District \_\_\_\_\_ (reappointing or replacing Tekoa Cochran)

**HUMAN RIGHTS COMMISSION 3 openings (Three-year terms: 1 East; 1 West. One-year terms: 1 City At-large Emerging Leaders [ages 18-24]; only 1 possible applicant)**

Elrite, Kathryn	Yes	Human Rights	CLIC	Budget Advisory	West
Olaleye, Omosola	Yes	Human Rights	Planning	Planning	Central
Tin, Tinna	Virtual	Human Rights	Planning	Rec and Parks	Central
Vue, Andy <i>(Emerging Leader reappointment or three-year East District seat)</i>	Yes	Human Rights	CLIC	Planning	East
Youngquist, Chelsea (reappointment)	Yes	Human Rights	Planning	CLIC	West

*My choices:*

East District \_\_\_\_\_ (replacing Kate Lundquist)

West District \_\_\_\_\_ (reappointing or replacing Chelsea Youngquist)

City At-large Emerging Leaders (ages 18-24) \_\_\_\_\_ (reappointing or replacing Andy Vue)

**PLANNING COMMISSION 3 openings (Three-year terms: 1 City At-large; 1 East; 1 West)**

Borer, Maggie*	Yes	Planning	CLIC	Rec and Parks	Central
Korosso, Abdo	Yes	Planning	CLIC	West Mississippi Watershed	Central
Megrud, Ann	Yes	Planning	--	--	Central
Nelson, Teresa	Yes	Planning	Human Rights	CLIC	West
Singleton, David	Yes	Planning	Human Rights	Rec and Parks	East
Udomah, Christopher (reappointment)	Yes	Planning	--	--	West
Ukwuoma, Emmatine	Yes	NW Cable	Planning	Shingle Creek Watershed	Central
Wako, Teshite**	Yes	Planning	Budget Advisory	--	Central

\*Maggie Borer's term is expiring on the Recreation and Parks Advisory Commission April 1. Her first choice now is Planning, second CLIC, or RPAC reappointment if not appointed to her 1<sup>st</sup> or 2<sup>nd</sup> choice.

\*\*Teshite Wako currently serves on the Budget Advisory Commission but would like to be considered for the Planning Commission and is willing to serve on both commissions.

*My choices:*

City At-large \_\_\_\_\_ (replacing Syed Husain)

East District \_\_\_\_\_ (replacing Rich Xiong)

West District \_\_\_\_\_ (reappointing or replacing Christopher Udomah)

**RECREATION AND PARKS ADVISORY COMMISSION 4 openings (Three-year terms: 2 City At-large; 1 Central; 1 East)**

Caldwell, Latrina (reappointment)	Yes	Rec and Parks	--	--	Central
Murray, Taylor	Virtual	Rec and Parks	Planning	CLIC	East
Parks, Terry	Yes	Rec and Parks	--	--	East
Purcell, Judith	Yes	Rec and Parks	Planning	--	Central

*My choices:*

City At-large \_\_\_\_\_ (reappointing Maggie Borer, or replacing if selected for Planning or CLIC)

City At-large \_\_\_\_\_ (reappointing or replacing Latrina Caldwell)

Central \_\_\_\_\_ (replacing Monica Dillenburg)

East District \_\_\_\_\_ (replacing Christy Sandberg)



# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	3B.2	<b>Meeting Date:</b>	February 27, 2023
<b>Agenda Section:</b>	Public Presentations/ Proclamations/Receipt of General Communications	<b>Originating Department:</b>	Police
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Stephanie Heiberger, Administrative Assistant
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Chief Mark Bruley
<b>Item:</b>	Presentation of Police Department Community Award		

## City Manager's Proposed Action:

Recognize the Golden Needles for their actions.

## Overview:

Those who live in, work in, and spend time in the City of Brooklyn Park play essential roles in helping the Police Department address crime and livability in the community. The purpose of this agenda item is to publicly recognize the Golden Needles for their continuing contributions to the Police Department and the City of Brooklyn Park.

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

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

**Attachments:** N/A

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	3B.3	<b>Meeting Date:</b>	February 27, 2023
<b>Agenda Section:</b>	Public Presentations/ Proclamations/Receipt of General Communications	<b>Originating Department:</b>	Recreation and Parks
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Mark Nolen, RPAC Chair, Brad Tullberg, Director of Recreation and Parks
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Mark Nolen, RPAC 2022 Chair
<b>Item:</b>	Recreation and Parks Advisory Commission 2022 Year-in-Review and 2023 Workplan		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO ACCEPT THE RECREATION AND PARKS ADVISORY COMMISSION 2023 WORKPLAN.

## Overview:

The Recreation and Parks Advisory Commission (RPAC) Chair, Mark Nolen, will provide highlights of the RPAC 2022 accomplishments and the 2023 RPAC priorities to help advance the BP 2025 Community Goals.

## Primary Issues/Alternatives to Consider:

Do the RPAC priorities for 2023 align with the goals and priorities of the City Council?

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

## Attachments:

3B.3A 2023 RPAC WORKPLAN

# Recreation & Parks Advisory Commission Annual Report to City Council

**February 27, 2023**

Mark Nolen, RPAC Chairperson

# Recreation & Parks Advisory Commission

## 2022

Mark Nolen, Chair  
 Christy Sandberg, Vice-Chair  
 Dwain Erickson  
 Latrina Caldwell  
 Monica Dillenburg  
 Joe Gomez  
 Johnny Hoang  
 Deborah Lande  
 Miriam Osammor  
 Kellina Quigley  
 Maggie Borer  
 Jane Wilson

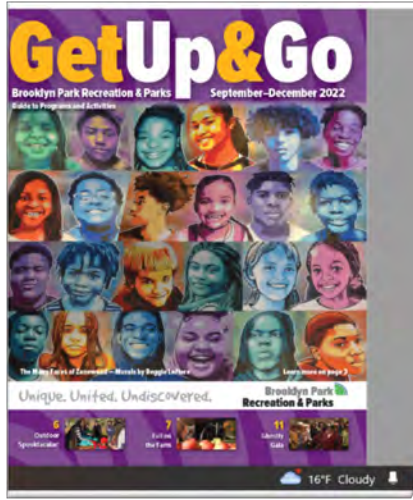
Councilmember Terry Parks



## 2023

Mark Nolen, Chair  
 Dwain Erickson, Vice-Chair  
 Latrina Caldwell  
 Monica Dillenburg  
 Joe Gomez  
 Johnny Hoang  
 Deborah Lande  
 Miriam Osammor  
 Kellina Quigley  
 Christy Sandberg  
 Maggie Borer  
 William Birdnecklace

Councilmember XP Lee



# 2022 RPAC ACCOMPLISHMENTS

- Redevelopment of Hartkopf, Lakeland & Norwood Park Redevelopment
- Get Up N Go transition to Park Pages
- Amplified Sound Discussion
- Aquatics / CAC Improvements

**PROGRAM NAME**  
**WHEN:** Somewhere in Brooklyn Park  
Mon - Fri  
12 pm - 3 pm  
**AGES:** 9 - 12  
**COST:** \$100

**PROGRAM NAME**  
**WHEN:** Somewhere in Brooklyn Park  
Mon - Fri  
12 pm - 3 pm  
**AGES:** 9 - 12  
**COST:** \$100

**PROGRAM NAME**  
**WHEN:** Somewhere in Brooklyn Park  
Mon - Fri  
12 pm - 3 pm  
**AGES:** 9 - 12  
**COST:** \$100

**PROGRAM NAME**  
**WHEN:** Somewhere in Brooklyn Park  
Mon - Fri  
12 pm - 3 pm  
**AGES:** 9 - 12  
**COST:** \$100

**RECREATION AND PARKS!**  
JANUARY - FEBRUARY 2022  
Programs, events, facilities, and services for all ages

**K-5 FUSION**  
Zanewood Recreation Center  
7100 Zano Ave No  
Brooklyn Park  
Jan 9th - June 8th  
5:30pm - 7:30pm

**CHESS CLUB**  
Zanewood Recreation Center  
7100 Zano Ave No  
Brooklyn Park  
Fridays,  
Jan 12 - May 26  
4pm - 6pm

**CUSTOM SHOE DESIGN CLASS**  
Zanewood Recreation Center  
7100 Zano Ave No  
Brooklyn Park  
Fridays,  
Feb 2 - 24  
4pm - 7pm

**WINTERFEST**  
Bring your skis and sleds and enjoy a day of winter fun at the Brooklyn Park Sports Center at the end of the season. The best snow in the city!

**MOVIES IN THE DOME**  
Bring your blanket or chair and enjoy a movie in the Brooklyn Park Sports Center at the end of the season. The best snow in the city!

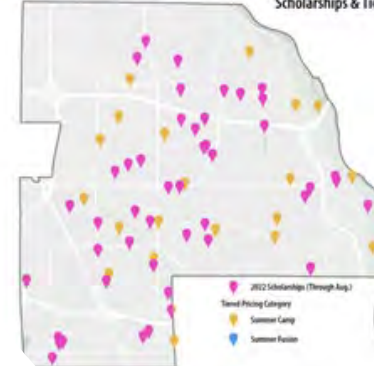
**HOW TO REGISTER FOR PROGRAMS**  
OVER 150+ PROGRAMS  
Have a credit card ready to register by phone and don't want to go in person?  
Community Activity Center, 5600 Elm Avenue E  
7100 Zano Ave No  
CHILDRN  
We have a variety of programs for children of all ages. Register today to see how we can help your child enjoy the best of Brooklyn Park!

**NOW HIRING**  
Apply now to be part of the team that makes our city a better place to live. We are looking for people who are passionate about recreation and parks. We have several positions available for our staff. If you are interested, please apply online at [www.brooklynpark.org](http://www.brooklynpark.org) or call us at 763-437-1000.

# 2023 RPAC WORK PRIORITIES



2022 Recreation Programming  
Scholarships & Tiered Pricing



- Distribution of Programming throughout the City
- Programming for Young Adults (Ages 20 – 55)
- Activating Age Friendly Work
- Youth & Teen Recreation Center
- Develop Park App for Phone use

# 2023 RPAC OTHER AREAS OF EMPHASIS

Amplified Sound

Program & Event Transportation

Natural Resource Management

Public Art

CAC Improvements and Senior Center

ADA/Adaptive Recreation

Reimagining Public Safety

# Questions?

**Mark Nolen, Chairperson**

Recreation & Parks Advisory Commission

**Brad Tullberg, Director**

Recreation & Parks Department

(O) 763.493.8344

[Brad.Tullberg@BrooklynPark.org](mailto:Brad.Tullberg@BrooklynPark.org)





# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	3B.4	<b>Meeting Date:</b>	February 27, 2023
<b>Agenda Section:</b>	Public Presentations/ Proclamations/Receipt of General Communications	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Devin Montero, City Clerk
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Dennis Secara, Charter Commission Chair
<b>Item:</b>	Charter Commission 2022 Annual Report and 2023 Work Plan Presentation		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO ACCEPT THE CHARTER COMMISSION 2023 WORK PLAN.

## Overview:

Charter Commission Chair Dennis Secara will present the 2022 Charter Commission Annual Report and 2023 Work Plan.

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

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

## Attachments:

3B.4A CHARTER COMMISSION 2022 ANNUAL REPORT  
3B.4B CHARTER COMMISSION 2023 WORK PLAN

## BROOKLYN PARK CHARTER COMMISSION 2022 Annual Report

### MEETINGS

- The Charter Commission held monthly meetings in **January 12, February 9, March 2, April 13, May 11, June 8, September 14, October 12** and **November 9, and December 14**. Special meetings were held on **February 19, February 24, and March 2, 2022**. The March 9, July 13, and August 10 meetings were canceled.

### CHARTER ACTION ITEMS IN 2022

#### ***City Charter Section 2.04 Districts And Redistricting Procedures***

At the **January 12, 2022**, Charter Commission meeting, in preparation of the redistricting, the commissioners reviewed and discussed communities of interest, Redistricting webpage. The commissioners adopted the Minnesota State Secretary's definition of communities of interest, add it to the work plan,

At the **February 9, 2022**, meeting, the Commissioners reviewed and discussed special meeting dates in preparation of the legislative lines being released, reviewed the explanation of redistricting guidelines. The commissioners adopted the Redistricting Guidelines and directed staff to post the guidelines on the Redistricting webpage.

At the **February 19, 2022**, special meeting, the commissioners reviewed and discussed the new legislative redistricting maps and boundaries affecting Brooklyn Park. Draft redistricting maps for Brooklyn Park were presented and discussed.

At the **February 24, 2022**, special meeting, the commissioner review draft redistricted maps of Brooklyn Park where Scenario Map #2 emerged as the possible selection for redistricting Brooklyn Park. Discussions were held on the timelines to send to the council and approval of ordinance changing the district lines. The Commissioners adopted Scenario #2 to be presented to the Council on February 28, 2022.

At the **March 2, 2022**, special meeting, the commissioners discussed feedback from the council after presenting Scenario #2 to the Council at its February 28 meeting. Discussions were held on the draft Scenario #3 to address comments related to balancing apartment communities throughout the districts. Discussions were held on the Charter Commission's Redistricting Resolution and adopted the resolution to be presented to the Council on March 21 for the public hearing and first reading of the ordinance. The commissioners approved the Charter Commission Redistricting Resolution recommending changes to the district lines using Scenario #2.

At the **April 13, 2022**, meeting, the Commissioners discussed the redistricting presentation to the council on March 21 and approving the redistricting on March 28.

### CHARTER PROVISIONS AND ISSUES DISCUSSED IN 2022

#### ***Ranked Choice Voting***

At the **May 11, 2022**, meeting, Jean Massey, FairVote Minnesota, advocate for RCV, presented

to the Commissioners. Discussions were held on the process for putting the Ranked Choice Voting question on the ballot.

At the **June 8, 2022**, meeting, Aaron Grossman, City of Minneapolis, Elections and Voter Services presented on their city perspective on RCV. Discussions were held on the process, overvotes, tabulations, and declaring a winner.

Kath Franz, Residents for a Better Bloomington, who opposed RCV, presented the organizations perspective on why the opposed RCV.

Discussions were held on a ranked choice voting ballot question by the Commissioners, the deadline for adding the question to the ballot and the process on sending the question and or amendment to the council.

At the **October 12, 2022**, meeting discussions were held on RCV and where the city stood on RCV, the city held its elections in even years, to keep the RCV subject on the work plan and adding it to the agenda anytime when needed, the council adopting a resolution calling on the legislature to allow cities to use RCV, use RCV for special elections only, or converting to odd year elections.

Discussions were held on how long the RCV discussion item had been in the Charter Commission of 8 years; Senate and House bills related to RCV. The commissioners made a motion to remove RCV from the work plan until the legislature passed a bill allowing RCV or until the council took it upon themselves to pass an ordinance allowing the city to use it.

### ***Council Compensation***

At the **May 11, 2022**, meeting, the Commissioners held discussions on how many council members received per diem, compensation for expenditures, how other cities addressed compensation and to also consider COLA when considering the council compensation.

At the **September 14, 2022**, meeting discussions were held by the commissioners on how many times the council increased their compensation, the Mayor's responsibility was more than the Council members, using an automatic inflation formula and the difference between supplemental compensation and per diem rates.

The commissioners voted and approved to recommend to the council a 20% salary increase to the mayor's salary only. Chair Secara presented this information to the Council at its meeting September 26, 2022. On October 10, 2022, the Council passed the First reading and on October 24, 2022, the Council passed the Second reading of the ordinance amending the city code related to the council salaries.

### ***Redistricting and Equal Representation***

At the September 14, 2022, meeting, discussions were held on the procedure for council members being redistricting out of the current districts when redistricting occurred. Currently there were three council members representing the East District, one representing the Central District and two representing the East District. Discussions were held on amending the Charter and tabled the discussion until March 2023.

## ***Charter Amendments Proposed by Council Member Morson***

At the **September 14, 2022**, meeting, discussions were held on numerous Charter amendment proposals submitted by Council Member Morson. A motion was made to form a subcommittee to review the proposed amendments, determine which were Charter items, coordinate with the city attorney and make a recommendation to the full Commission. Commissioners Williams, Hanson, Simmons and Alabi volunteered to be on the subcommittee.

### **Proposed Charter Amendments (Topics)**

- *Mayor/Council Compensation without an adopted strong mayor government structure*
- *Mayor/Council Staff Liaison*
- *Mayor/Council designated space*
- *Mayor/Council Meetings agenda*
- *City Government restructure with mayor operated control*
- *Mayor/Council city apparel allowance*
- *Mayor/Council Grievance Police and Procedure*
- *Mayor/Council Identity/Security*
- *Mayor/Council Newly Elected Training*
- *Mayor/Council Commission Appointments*
- *Mayor/Council Residents Response*
- *Mayor/Council Travel Policy*
- *Business Liquor License Ordinance Change*
- *Ethics Commission*
- *Commission Additional Qualifications*
- *Civil Rights Commission*
- *Human Rights Commission*
- *Murals Painted on exterior walls of business*
- *City apartment inspectors*
- *Mayor/Council cannot block resident emails*
- *All apartment agreements holding renters responsible and accountable*

At the **October 12, 2022**, meeting, Chair of the Subcommittee Hanson updated the Commissioners on their meetings and came up with six items that related to the Charter. Chair Hanson stated at the next meeting Council Member Morson would be invited.

At the **November 9, 2022**, meeting. Subcommittee Chair Hanson briefed the Commissions on their meetings and provided the six items they thought were related to the Charter with a recommendation.

- *City Government restructure with mayor operated control (Should the commission choose to discuss it further, the appropriate action would be to add it to the work plan)*
- *Ethics Commission (Move forward to the full commission without an action recommended as the committee recognizes it was potential commission jurisdictional issue)*
- *Civil Rights Commission (Recommend to the council they look at the proposal and council take action if the felt those items should be included in HRC. That HRC look at their duties in alignment with and including the responsibility of including the proposed items from the civil rights commission as outlined.)*
- *Human Rights Commission (the item was addressed in the previous proposal)*

- *Proposal #2 as it related to the city manager's performance review (Recommended the full commission look at language to mandate the city manager's review.)*
- *Ethics Commission – related to contracts (For council member Morson to review the purchasing manual and if he felt there still gaps to bring it back to the commission)*

## ***Appendix to the Charter***

At the **December 14, 2022**, meeting, sections of the Charter were presented identified as being redundant or out of date to be moved to a proposed appendix. Discussion were held on some sections not being able to be moved to the appendix because it was still current, such as Section 4.02, had language about elections, timing and date. Discussions were also held if the appendix would require a charter ordinance. Chair Secara would send a draft to the city attorney for review and opinion and if it needed an ordinance.

## ***Examine Mayor/City Manager Positions***

At the **December 14, 2022**, meeting, discussions were held on one of the items related to Council Member Morson's proposed Charter amendments regarding the mayor or city manager structure. Discussions were held on using a consultant to conduct a study, city manager's performance review, charter section related to the city manager not in the charter.

Discussion was held that instead of using a consultant to do some fact finding and report back to the Commission. Commissioner LaDawn Severin volunteered to do the fact finding and she stated it would cover contacting several people from the city to discover the current structure of check on the checks and balances and accountability between hired staff and elected officials. Commissioners also suggested addressing: the city manager's role, performance reviews, timing, and who did them; job description, past performance reviews if they had been done, list of questions used, what were the repercussions, what were the performance metrics, was it tied to any compensation with an annual merit, and who can ask for the review to happen, the city manager or council.

## ***OTHER***

- In **April 2022** Commissioner Shanna Woods resigned.
- In **June 2022**, Commissioners Sunday Alabi, Barbara Bor and Beatrice Otieno were reappointed.
- In **June 2022**, LaDawn Severin and Amy Hanson, Adam Hunt met all statutory requirements and were appointed as a duly qualified member of the Brooklyn Park Charter Commission by Chief District Court Judge Ivy Bernhardson.
- In **January 2022**, Gregory Szach met all statutory requirements and were appointed as a duly qualified member of the Brooklyn Park Charter Commission by Chief District Court Todd Barnette.
- At the **February 22, 2021**, City Council meeting, Chair Dennis Secara gave the Annual Verbal Charter Commission report.
- The Annual Joint Goal Setting meeting with the City Council in August was canceled due to COVID-19.

Respectfully submitted,

Dennis Secara, Chair  
Brooklyn Park Charter Commission

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

Devin Montero, City Clerk  
Chief Judge Todd Barnette  
Charter Commission Members

# Work Plan | CHARTER COMMISSION

# 2023

Time Frame CC Meeting	Project or Task(s)	BP2025	Purpose (see next page for info)	Outcome (fill in after completed)
TBD	Review Non-Planning ordinance changes not affecting land use that affect city laws and City Charter	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input type="checkbox"/> Commission <input checked="" type="checkbox"/> Council <input type="checkbox"/> City Manager	Note: From the Governance Task Force Recommendation, Final Report-5/17/2011; Work Plan reviewed and updated January 11, 2023.
Discussed at Dec 11, 2019	Review what other Charter Commissions are doing (work plans, ordinances, etc.)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	Note: Discussed at December 11, 2019 meeting. Work Plan reviewed and updated January 11, 2023.
Discussed at June 8, 2022	Review of Charter Sections - For Outdated Information	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	Notes: Work Plan reviewed and updated January 11, 2023.
March 2023	City Manager's Population Report	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	Notes: Work Plan reviewed and updated January 11, 2023.

1: United Community   2: Beautiful Places   3: Thriving Economy   4: Healthy & Safe People   5: Increased Equity   6: Effective & Engaging Gov't

# Workplan Projects: What's the purpose?

2023

Commissions can either initiate a project themselves OR be asked by the Council or City Manager to do one of the following:

## Report/Comment

- Commission studies a specific issue or topic and **reports its findings or comments to the Council**, either in writing or in a Council meeting.
- Commission does not vote.
- No direct action is taken.

*Example: Charter Commissioner provided a memo on the topic of Council Members being employed by the City part-time, at the Council's request.*

## Recommend

- Commission reviews a specific policy issue and **makes a formal recommendation** to City Council on what action to take.
- A recommendation requires a majority of the Commissioners' support.
- Individual member comments are not included.

*Examples: Planning Commission recommends approval on land use actions; RPAC made a recommendation on amplified sound policy.*

## Act

- Commission **initiates or takes on a project**, approved by Council through their workplan.

*Example: HRC partnered with a community organization on an event; City Manager requests that HRC coordinate the "All Are Welcome" sign contest.*



# Brooklyn Park 2025 Community Goals

**Working together to make Brooklyn Park a thriving community  
inspiring pride where opportunities exist for all.**

We asked and you answered! Our community wants to accomplish these goals by the year 2025:

## **Unified Community**

**A united and welcoming community, strengthened by our diversity.**

- We have connected neighbors who understand and celebrate our unique cultures.
- Brooklyn Park is unified with a strong positive identity and image.
- Our community's activities, events and services are inclusive, multi-cultural, and accessible.
- We have places and spaces for diverse communities to gather.
- Residents of every age contribute to our community.

## **Beautiful Places**

**Beautiful spaces and quality infrastructure make Brooklyn Park a unique destination.**

- Modern transportation options (drive, ride, walk, bike) connect people to education, jobs, and recreation.
- Quality recreation and park amenities inspire activity for all ages and interests.
- Our rich diversity is showcased through our vibrant music, art, food, entertainment, and cultural scene.
- Attractive key corridors, corners, and city centers create destinations that meet community needs.
- Neighborhoods are well-maintained with quality housing for all ages and incomes integrated throughout the community.

## **Thriving Economy**

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

- People of all ages and backgrounds enjoy financial stability.
- Residents and visitors support an abundance of retail stores, restaurants, and entertainment venues.
- Our business environment inspires private investment and job growth.
- Business and organizations of all types, sizes and specialties start, stay and grow here.
- We are a leader in environmental sustainability, benefiting our economy and community.

## **Healthy and Safe People**

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

- Neighborhoods are empowered and supported by strengthened positive relationships with police.
- Youth are engaged in positive and quality experiences.
- Aging adults have services and amenities to thrive and age in place.
- Everyone has access to quality healthy food options.
- People have access to quality medical and emergency care.

## **Increased Equity**

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

- Each resident has access to the training and support needed to get and keep a living wage job.
- Each student graduates high school with a pathway to college or career.
- Aging neighborhoods and commercial centers are revitalized through continuous investment.
- The community provides necessary supports and services for community members to overcome life challenges such as hunger, mental illness, and homelessness.

## **Effective, Engaging Government**

**Effective and engaging government recognized as a leader.**

- The City provides quality services at a reasonable cost.
- Elected officials, commissions, and City staff reflect the diversity of the community and are culturally competent.
- City information is clear, accessible, and delivered in ways that meet the community's needs.
- City laws are understandable, equitably enforced, and relevant to the community.
- The City is well-managed and recognized as a great place to work.

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	3B.5	<b>Meeting Date:</b>	February 27, 2023
<b>Agenda Section:</b>	Public Presentations/ Proclamations/Receipt of General Communications	<b>Originating Department:</b>	Operations and Maintenance Engineering Services Division
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Mitch Robinson, Water Resources Engineer
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Brenda Reeves, Community Long-range Improvement Commission Chair
<b>Item:</b>	Community Long-range Improvement Commission 2022-2023 Annual Report and 2023 Work Plan		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO ACCEPT THE COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION 2023 WORK PLAN.

## Overview:

Brenda Reeves, Community Long-range Improvement Commission Chair, will present the Community Long-range Improvement Commission's Annual Report and Work Plan.

The Community Long-range Improvement Commission (CLIC) is required to submit and have accepted by Council written and verbal reports consisting of review of work from the previous year and proposed work plan for the current year.

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

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

## Attachments:

3B.5A CLIC 2022-2023 ANNUAL REPORT  
3B.5B CLIC 2023 WORK PLAN

# ANNUAL REPORT TO COUNCIL

2022-2023

*Presented by Brenda Reeves, Chair*

# CLIC 2022-2023 ANNUAL REPORT TO COUNCIL

## CLIC 2022-2023 OVERVIEW

1. Reporting period: March 2022–February 2023
2. Fifteen Commissioners, 1 Council Member, 1 Staff Liaison, 0 Youth Members
3. 10 monthly meetings – 10 quorums – average attendance = 10

## CLIC 2022-2023 HIGHLIGHTS

### 1. **Age Friendly City**

- Discussed plans moving forward with Age Friendly.
- Discussed options to include all age groups for consideration.

### 2. **Communications**

- Received update from the city’s Community Engagement Manager on outreach efforts.

### 3. **Redevelopment/Development**

- Discussed role for involvement with HRC and affordable housing in City.
- Provided feedback on the Wayfinding project.
- Discussed and provided input on BLRT impact and success factors.
- Explored opportunities for improved mobility in Brooklyn Park for the upcoming light rail or 252 projects.
- Reviewed and discussed what the city is doing for development, planning / zoning, and strategies to bring in high value development.

### 4. **Future Planning**

- Reviewed/Commented on Capital Improvement Plan (CIP)/ Capital Equipment Plan (CEP).

# CLIC 2022-2023 ANNUAL REPORT TO COUNCIL

## CLIC 2022-2023 ACTIONABLE ITEMS

1. 2023- 2027 CIP-CEP Recommendation Approvals.
2. 2023- 2024 Work Plan completed.
3. 2023 Elections: Brenda Reeves (Chair), Tekoa Cochran (Vice Chair), Amy Meuers (Secretary).

## CLIC 2023-2024 WORK PLAN (SEE ATTACHMENT)

1. **Friendly and Safe City For All Ages** - Review/Comment/Recommend/Act
  - Keep in front of the Council and continue to monitor progress of recommendations.
  - Participate in planning of Senior Center and Park System Plan Projects.
  - Review BP's Age Friendly Plan and provide recommendations to include all age groups.
  - Identify ways to stay engaged in state programs
  - Incorporate best practices outlined in the AARP Age Friendly guidelines.
  - Youth Wellbeing – improve existing programs and explore new ones.
2. **Community Engagement** – Ongoing Review/Comment/Recommend/Act
  - Review the City engagement plan. Are there any constraints limiting how effective the engagement could be?
  - Keep informed about new engagement strategies.
  - Provide recommendations for improvement with the Community Engagement Team.
  - Create ways to celebrate all cultures in BP
  - Create a subcommittee to explore how to improve connections with neighbors and the community through increased participation in programs such as National Night Out, open street concept etc.
3. **Housing** - Ongoing Review/Comment/Recommend
  - Review Housing Study recommendations (CURA) and City Policy on housing.
  - Work with the HRC to ensure policies / programs are included in the housing study to promote home ownership that reflects the community.
  - Collaborate and Support the HRC in their Housing efforts.
  - Continue to explore long term housing for life transitions.

# CLIC 2022-2023 ANNUAL REPORT TO COUNCIL

- Look for ways to ensure safe housing for all.
4. **Mobility**– Ongoing Updates/Review/Comment/Recommend
    - Make recommendations for improved East-West Mobility (Transit, trails, & sidewalks).
    - Engage Development / transportation improvement (LRT and 252 projects) impacts on gentrification, rent levels, property taxes, & housing policy.
    - Identify best practices for bike and ped safety.
    -
  5. **Future Planning** - Ongoing Review/Comment/Recommend
    - Promote progress for increasing steps in the GreenStep program
    - Review, comment, and question how the CIP / CEP supports CLIC’s work plan.
    - 2024 CLIC work plan.
    - Use results of the Census to inform future recommendations and decisions.
    - Monitor, advocate, and comment on Village Creek redevelopment in that area.

## COMMISSION INFORMATION

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

City of Brooklyn Park  
5200 85th Avenue North  
Brooklyn Park, MN 55443

763-424-8000

<http://www.brooklynpark.org/commissions/citizen-long-range-improvement/>

Community Long-range Improvement Commission (CLIC) members study long-term trends and makes recommendations to the City Council on improvements to Brooklyn Park's future. CLIC is the only commission specifically mentioned in the City Charter (9.04).

Issues range from promoting business development, making transit connections, using of social media and mobile technology and partnering with groups in the community. The Community Long-range Improvement Commission also reviews the City's infrastructure planning (streets, sewers, and public buildings) where public funds will be involved.

The Community Long-range Improvement Commission studies city departments, initiatives and

# CLIC 2022-2023 ANNUAL REPORT TO COUNCIL

processes to see if anything can be improved. This committee works with all the departments.

- Make recommendations to the City Council if there are improvements that should be made to better meet the needs of the community
- When improvements are brought to the table, help the City Council determine which improvements are done first.

BRENDA REEVES  
CHAIR

**Tel**

brendajreeves@gmail.com

ETTA GBEIZON-BORNOR  
VICE CHAIR

**Tel**

gbeizon@aol.com

JESSE STRUVE  
STAFF LIAISON

**Tel** 763-493-8114

jesse.struve@brooklynpark.org

# Workplan | Community Long-Range Improvement Commission

Mar. 2023 - Feb. 2024

Time frame	Project or Task(s)	BP2025	Purpose (see next page for info)	Outcome (fill in after completed)
Late 2023	<p><b>Friendly and Safe City For all Ages</b></p> <p><u>Purpose Statement</u> People of all ages have the resources they need to feel healthy and safe.</p>	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input checked="" type="checkbox"/> Recommend <input checked="" type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input checked="" type="checkbox"/> Council <input type="checkbox"/> City Manager	<ul style="list-style-type: none"> <li>Keep this topic in front of the Council</li> <li>Participate in planning of Senior Center and Park System Plan Projects.</li> <li>Review BP's Age Friendly Plan and provide recommendations to include all age groups.</li> <li>Identify ways to stay engaged in state programs</li> <li>Incorporate best practices outlined in the AARP Age Friendly guidelines.</li> <li>Youth Wellbeing – improve existing programs and explore new ones.</li> </ul>
Late-2023	<p><b>Community Engagement</b></p> <p><u>Purpose Statement</u> To promote resident engagement that supports inclusion, decision making, and diversity.</p>	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input checked="" type="checkbox"/> Recommend <input checked="" type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	<ul style="list-style-type: none"> <li>Review the City engagement plan. Are there any constraints limiting how effective the engagement could be?</li> <li>Keep informed about new engagement strategies.</li> <li>Provide recommendations for improvement with the Community Engagement Team.</li> <li>Create ways to celebrate all cultures in BP.</li> <li>Create a subcommittee to explore how to improve creating connections with neighbors and the community through increased participation in programs such as National Night out, open street concept, etc...</li> </ul>
Late-2023	<p><b>Housing</b></p> <p><u>Purpose Statement</u> Advocating for creating and maintaining habitable and affordable housing for all residents.</p>	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input checked="" type="checkbox"/> Recommend <input checked="" type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	<ul style="list-style-type: none"> <li>Review Housing Study recommendations (CURA) and City Policy on housing.</li> <li>Work with HRC to ensure policies / programs are included to promote home ownership that reflects the community.</li> <li>Collaborate and Support the HRC in their Housing efforts to improve housing.</li> <li>Continue to explore long term housing for life transitions.</li> <li>Look for ways to ensure safe housing for all.</li> </ul>
ongoing	<p><b>Mobility</b></p> <p><u>Purpose Statement</u> To improve the ped environment and infrastructure to encourage walking, biking, and transit as a safe and accessible mode of transportation in BP.</p>	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input checked="" type="checkbox"/> Recommend <input checked="" type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	<ul style="list-style-type: none"> <li>Make recommendations for improved East-West Mobility (Transit, trails, &amp; sidewalks).</li> <li>Engage Development / transportation improvement (LRT and 252 projects) impacts on gentrification, rent levels, property taxes, &amp; housing policy.</li> <li>Identify best practices for bike and ped safety.</li> </ul>



# Workplan | Community Long-Range Improvement Commission

Mar. 2023 - Feb. 2024

						<ul style="list-style-type: none"> <li>• Conduct self-assessment through the Walk Friendly Communities organization.</li> <li>• Add BP to PlacesForBikes City Ratings program.</li> </ul>
<b>Future Planning</b>				<input checked="" type="checkbox"/> Report/Comment <input checked="" type="checkbox"/> Recommend <input type="checkbox"/> Act		
				Initiated by:		
				<input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager		
2023		<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 2		<ul style="list-style-type: none"> <li>• Promote progress for increasing steps in the GreenStep program</li> <li>• Review, comment, and question how the CIP / CEP supports CLIC's work plan.</li> <li>• 2024 CLIC work plan.</li> <li>• Use results of the Census to inform future recommendations and decisions.</li> <li>• Monitor, advocate, and comment on Village Creek redevelopment in that area.</li> </ul>	
		<input checked="" type="checkbox"/> 3	<input checked="" type="checkbox"/> 4			
		<input checked="" type="checkbox"/> 5	<input checked="" type="checkbox"/> 6			

1: United Community    2: Beautiful Places    3. Thriving Economy    4. Healthy & Safe People    5. Increased Equity    6. Effective & Engaging Gov't

**Notes:**

**Communication**

- How do we measure "improvement" with communications?

Main topics of concern. Sub-committees to form on the following projects:

1. Housing
  - a. Beauty, Cindy, Tekoa, Brenda
2. Friendly and Safe
  - a. Mary, Umebe, Amy, Etta, Cindy
3. Mobility
  - a. Shelley, Edna, Nicholas

## Workplan Projects: What's the purpose?

# Workplan | Community Long-Range Improvement Commission

Mar. 2023 - Feb. 2024

Commissions can either initiate a project themselves OR be asked by the Council or City Manager to do one of the following:

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## Workplan | Community Long-Range Improvement

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# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.1	<b>Meeting Date:</b>	February 27, 2023
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Operations and Maintenance Engineering Services Division
<b>Resolution:</b>	X	<b>Prepared By:</b>	Mitch Robinson, Water Resources Engineer
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Jesse Struve, City Engineer
<b>Item:</b>	Approve Shingle Creek and West Mississippi Watershed Legal Boundary Update		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-\_\_\_\_\_ APPROVING SHINGLE CREEK AND WEST MISSISSIPPI WATERSHED LEGAL BOUNDARY UPDATE.

## Overview:

The Shingle Creek Watershed Management Commission and West Mississippi Watershed Management Commission established the existing legal boundaries after the organizations formed in 1984 using parcels and hydrologic data present at that time. Parcel subdivisions, topographic changes, and the construction and modification of stormwater conveyance systems have occurred over the years. The Commission completed a review and update of the watershed's legal boundary to ensure the boundary better reflects today's hydrologic conditions.

City staff has reviewed the boundary updates and recommends approval.

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

## Budgetary/Fiscal Issues:

The boundary update will cause some parcels to switch watersheds. There is not a significant tax difference between the two watersheds.

## Attachments:

- 4.1A RESOLUTION
- 4.1B BOUNDARY UPDATE MEMO

RESOLUTION #2023-

RESOLUTION APPROVING SHINGLE CREEK AND WEST MISSISSIPPI WATERSHED  
LEGAL BOUNDARY UPDATE

WHEREAS, the Shingle Creek Watershed Management Commission and the West Mississippi Watershed Management Commission (collectively, the "Requesting WMOs") have undertaken a process to review and amend as needed their boundaries with neighboring watersheds in accordance with the requirements of Minnesota Statutes, section 103B.215 ("Act"); and

WHEREAS, the Act requires the Requesting WMOs to include with their petition for a watershed boundary change to the Minnesota Board of Water and Soil Resources "a written statement of concurrence in the petition from the governing body of each statutory or home rule charter city and town and each watershed management organization having jurisdiction over the territory proposed to be added or transferred"; and

WHEREAS, the Requesting WMOs prepared and provided maps showing the proposed boundary changes ("Boundary Change Maps"), which are incorporated herein by reference; and

WHEREAS, the Boundary Changes identified in the Boundary Change Maps were developed using updated hydrologic information, they more accurately reflect the hydrologic boundaries, and so the City Council determines it is appropriate to issue a written statement of concurrence to change the boundaries as reflected in the Boundary Change Maps submitted by the Requesting WMOs.

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

1. The City concurs with the boundary changes proposed by the Requesting WMOs and as reflected in the Boundary Change Maps.
2. The City Clerk shall forward this Resolution to the Requesting WMOs, which shall serve as the City's written statement of concurrence with the proposed boundary change.



Memo

To: Amy Dietl, Clerk, City of Maple Grove  
Katrina Jones, Clerk, City of Osseo  
Devin Montero, Clerk, City of Brooklyn Park  
Barb Suciu, Clerk, City of Brooklyn Center

From: Todd Shoemaker, PE  
Lisa Tilman, PE

Project: Shingle Creek & West Mississippi  
Watershed Legal Boundary Update:  
Municipal Concurrence

Date: February 8, 2023

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Stantec Project #: 227705202

The Shingle Creek Watershed Management Commission (SCWMC) and West Mississippi Watershed Management Commissions (WMWMC) are in the process of updating their legal boundaries to better reflect the current hydrologic condition. SCWMC and WMWMC request that the City review the proposed boundary and take action to provide concurrence with the revision. We attached a resolution template that may be used for concurrence by the City.

The proposed Shingle Creek and West Mississippi Watershed boundary may be viewed at: [SCWM Legal Boundary Review - PUBLIC \(arcgis.com\)](#).

The SCWMC and the WMWMC received concurrence from the three neighboring watersheds: Elm Creek Watershed Management Commission, Bassett Creek Watershed Management Commission and Mississippi Watershed Management Organization. Their concurrence letters are attached for your reference. After municipal concurrence, SCWMC and WMWMC will submit the boundary revision to the Minnesota Board of Water and Soil Resources and to Hennepin County for updating of official property records.

**Legal Boundary Update Process Summary**

The Shingle Creek Watershed Management Commission and West Mississippi Watershed Management Commission established the existing legal boundaries after the organizations formed in 1984 using parcels and hydrologic data present at that time. Parcel subdivisions, topographic changes, and the construction and modification of stormwater conveyance systems have occurred over the years. The Commission completed a review and update of the watershed's legal boundary to ensure the boundary better reflects today's hydrologic conditions.

The SCWMC and WMWMC used the following process to define a legal boundary that most accurately reflects current hydrologic conditions:

Reference: 227705202

- (1) Stantec used the Shingle Creek hydrologic boundary, which was updated in 2020, and the Elm Creek hydrologic boundary, which was updated in 2021, to delineate a proposed boundary. Parcels were considered within the Shingle Creek Watershed legal boundary if over 50% of the parcel area was inside the Shingle Creek hydrologic boundary.
- (2) Stantec then confirmed the digitized legal boundary with a review comparing the hydrologic boundary against stormsewer networks and hydrologic boundaries defined by neighboring watersheds. The review also drew on input from municipal staff serving on the Technical Advisory Committee to incorporate their specific knowledge of municipal stormsewer networks and drainage patterns.
- (3) The neighboring watersheds of Elm Creek Watershed Management Commission, Bassett Creek Watershed Management Commission and Mississippi Watershed Management Organization reviewed the boundary to provide further refinements and ultimately concurrence with the proposed boundary.

Tables 1 and 2 summarize how area and parcels will change with the proposed SCWMC Legal Boundary among the adjacent WMOs and member cities.

**Table 1. Changes in Shingle Creek Watershed Area by Watershed**

	Moving into Shingle Creek		Moving out of Shingle Creek	
	Area (acres)	Parcels (number)	Area (acres)	Parcels (number)
<b>Bassett Creek Watershed</b>	76	223	627	782
<b>Elm Creek Watershed</b>	60	361	378	509
<b>Mississippi Watershed</b>	26	192	109	560
<b>West Mississippi Watershed</b>	89	119	173	249

**Table 2. Changes in Shingle Creek Watershed Area by City**

	Moving into Shingle Creek		Moving out of Shingle Creek	
	Area (acres)	Parcels (number)	Area (acres)	Parcels (number)
<b>Brooklyn Center</b>	13	25	89	123
<b>Brooklyn Park</b>	41	74	34	77
<b>Crystal</b>	1	4	34	140
<b>Maple Grove</b>	56	149	139	144
<b>Minneapolis</b>	32	232	110	565
<b>New Hope</b>	0.4	1	117	73
<b>Osseo</b>	3	10	49	42
<b>Plymouth</b>	95	328	668	823
<b>Robbinsdale</b>	10	70	35	97

Tables 3 and 4 summarize how area and parcels will change with the proposed WMWMC Legal Boundary among the adjacent WMOs and member cities.

Reference: 227705202

**Table 3. Changes in West Mississippi Watershed Area by Watershed**

	Moving into West Mississippi		Moving out of W. Mississippi	
	Area (acres)	Parcels (number)	Area (acres)	Parcels (number)
<b>Elm Creek Watershed</b>	52	155	1146	600
<b>Mississippi Watershed</b>	0	0	3	22
<b>Shingle Creek Watershed</b>	173	249	89	119

**Table 4. Changes in West Mississippi Watershed Area by City**

	Moving into West Mississippi		Moving out of West Mississippi	
	Area (acres)	Parcels (number)	Area (acres)	Parcels (number)
<b>Brooklyn Center</b>	89	123	13	25
<b>Brooklyn Park</b>	34	77	44	75
<b>Champlin</b>	44	142	1073	531
<b>Maple Grove</b>	9	13	98	69
<b>Osseo</b>	49	42	3	10



CITY OF \_\_\_\_\_  
Resolution No. \_\_\_\_\_

**RESOLUTION CONCURRING WITH  
PROPOSED WATERSHED BOUNDARY CHANGES**

WHEREAS, the Shingle Creek Watershed Management Commission and the West Mississippi Watershed Management Commission (collectively, the “Requesting WMOs”) have undertaken a process to review and amend as needed their boundaries with neighboring watersheds in accordance with the requirements of Minnesota Statutes, section 103B.215 (“Act”);

WHEREAS, the Act requires the Requesting WMOs to include with their petition for a watershed boundary change to the Minnesota Board of Water and Soil Resources “a written statement of concurrence in the petition from the governing body of each statutory or home rule charter city and town and each watershed management organization having jurisdiction over the territory proposed to be added or transferred.”;

WHEREAS, the Requesting WMOs prepared and provided maps showing the proposed boundary changes (“Boundary Change Maps”), which are incorporated herein by reference; and

WHEREAS, the Boundary Changes identified in the Boundary Change Maps were developed using updated hydrologic information, they more accurately reflect the hydrologic boundaries, and so the City Council determines it is appropriate to issue a written statement of concurrence to change the boundaries as reflected in the Boundary Change Maps submitted by the Requesting WMOs.

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

1. The City concurs with the boundary changes proposed by the Requesting WMOs and as reflected in the Boundary Change Maps.
2. The City Clerk shall forward this Resolution to the Requesting WMOs, which shall serve as the City’s written statement of concurrence with the proposed boundary change.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_



## Bassett Creek Watershed Management Commission

November 16, 2022

Shingle Creek Watershed Management Commission  
ATTN: Judie Anderson  
3235 Fernbrook Lane N  
Plymouth, MN 55447

Re: Petition for Boundary Change, Shingle Creek Watershed Management Commission: Letter of Concurrence

Dear Ms. Anderson,

The Bassett Creek Watershed Management Commission has reviewed and considered the proposal to change the common boundary between the Shingle Creek Watershed and the Bassett Creek Watershed. Pursuant to Resolution #22-10, the Bassett Creek Watershed Management Commission concurs with the proposed petition to change the common boundary.

If you have any questions or comments, please contact BWCMC Administrator Laura Jester at [laura.jester@keystonewaters.com](mailto:laura.jester@keystonewaters.com) or 952-270-1990.

Sincerely,

A handwritten signature in blue ink that reads "Cesnik".

Catherine Cesnik, Chair

**BASSETT CREEK WATERSHED MANAGEMENT COMMISSION**  
Resolution No. 22-10

**RESOLUTION CONCURRING WITH PROPOSED BOUNDARY CHANGES**

WHEREAS, the Shingle Creek Watershed Management Commission and the West Mississippi Watershed Management Commission (collectively, the "Requesting WMOs") have jointly undertaken a process to review and amend as needed their boundaries with neighboring watersheds in accordance with the requirements of Minnesota Statutes, section 103B.215 ("Act");

WHEREAS, the Act requires the Requesting WMO's to include with their petition for a boundary change to the Minnesota Board of Water and Soil Resources "a written statement of concurrence in the petition from the governing body of each statutory or home rule charter city and town and each watershed management organization having jurisdiction over the territory proposed to be added or transferred.";

WHEREAS, the Requesting WMOs prepared and provided maps showing the proposed boundary changes ("Boundary Change Maps"), which are incorporated herein by reference; and


WHEREAS, the Boundary Changes identified in the Boundary Change Maps were developed using updated hydrologic information, they more accurately reflect the hydrologic boundaries, and so it is appropriate to issue a written statement of concurrence to change the boundaries as reflected in the Boundary Change Maps submitted by the Requesting WMOs.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Bassett Creek Watershed Management Commission (the "Board") as follows:

1. The Board concurs with the boundary changes proposed by the Requesting WMO's and reflected in the Boundary Change Maps.
2. The Board chair is authorized and directed to execute and provide a letter of concurrence to the Requesting WMOs together with a copy of this Resolution.

Adopted this 16<sup>th</sup> day of November, 2022.

Attest:

  
Secretary

Chair



# elm creek Watershed Management Commission

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ADMINISTRATIVE OFFICE  
3235 Fernbrook Lane • Plymouth, MN 55447  
PH: 763.553.1144 • email: [judie@jass.biz](mailto:judie@jass.biz)  
[www.elmcreekwatershed.org](http://www.elmcreekwatershed.org)

January 11, 2023

Shingle Creek Watershed Management Commission  
ATTN: Judie Anderson  
3235 Fernbrook Lane N  
Plymouth, MN 55447

Re: Petition for Boundary Change, Shingle Creek Watershed Management Commission: Letter of Concurrence

Dear Ms. Anderson:

The Elm Creek Watershed Management Commission has reviewed and considered the proposal to change the common boundary between the Shingle Creek Watershed and the Elm Creek Watershed. Pursuant to Resolution #2023-01, the Elm Creek Watershed Management Commission concurs with the proposed petition to change the common boundary.

Your point of contact regarding this concurrence is Erik Megow, Associate, Water Resources Engineer, Stantec, 763 252-6857, [erik.megow@stantec.com](mailto:erik.megow@stantec.com)

Sincerely,



Doug Baines  
Chair  
DB:jaa  
Encls: Resolution 2023-01

Z:\Elm Creek\Boundaries\5 To Shingle Creek - Elm Letter of Concurrence.docx



**MISSISSIPPI  
WATERSHED  
MANAGEMENT  
ORGANIZATION**

2522 Marshall Street NE  
Minneapolis, MN 55418

612-746-4970  
contacts@mwmo.org

[www.mwmo.org](http://www.mwmo.org)

January 19, 2023

Shingle Creek Watershed Management Commission  
ATTN: Judie Anderson  
3235 Fernbrook Lane N  
Plymouth, MN 55447

Dear Ms. Anderson,

The Mississippi Watershed Management Organization has reviewed and considered the proposal to change the common boundary between the Shingle Creek Watershed Management Commission and the Mississippi Watershed Management Organization. Pursuant to Resolution #2023-03, the Mississippi Watershed Management Organization concurs with the proposed petition to change the common boundary between the Shingle Creek Watershed and the Mississippi Watershed Management Organization.

Your point of contact regarding this concurrence is Shawn James, Projects and Planning Specialist, at 612-746-4983 or [sjames@mwmo.org](mailto:sjames@mwmo.org).

Sincerely,

A handwritten signature in black ink, appearing to read 'Kevin Reich'. The signature is written in a cursive, somewhat stylized font.

Kevin Reich, Executive Director

## Mississippi Watershed Management Organization

### RESOLUTION 2023-003

#### A RESOLUTION CONCURRING WITH PROPOSED BOUNDARY CHANGES

WHEREAS, the Shingle Creek Watershed Management Commission and the West Mississippi Watershed Management Commission (collectively, the “Requesting WMOs”) have jointly undertaken a process to review and amend as needed their boundaries with neighboring watersheds in accordance with the requirements of Minnesota Statutes, section 103B.215 (“Act”); and

WHEREAS, The Act requires the Requesting WMO’s to include with their petition for a boundary change to the Minnesota Board of Water and Soil Resources “a written statement of concurrence in the petition from the governing body of each statutory or home rule charter city and town and each watershed management organization having jurisdiction over the territory proposed to be added or transferred.”; and

WHEREAS, The Requesting WMOs prepared and provided maps showing the proposed boundary changes (“Boundary Change Maps”), which are incorporated herein by reference; and

WHEREAS, The Boundary Changes identified in the Boundary Change Maps were developed using updated hydrologic information, they more accurately reflect the hydrologic boundaries, and so it is appropriate to issue a written statement of concurrence to change the boundaries as reflected in the Boundary Change Maps submitted by the Requesting WMOs.

NOW THEREFORE BE IT RESOLVED, by the MWMO Board of Commissioners as follows:

1. The Board concurs with the boundary changes proposed by the Requesting WMO’s and reflected in the Boundary Change Maps.
2. The Board Chair and Executive Director are authorized and directed to execute and provide a letter of concurrence to the Requesting WMOs together with a copy of this resolution.

Adopted this the 10<sup>th</sup> day of January, 2023.

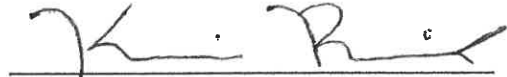
Review for the Board:



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

Stephen Eggert, Chair

Review for Administration:



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

Kevin Reich, Executive Director

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.2	<b>Meeting Date:</b>	February 27, 2023
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Finance
<b>Resolution:</b>	X	<b>Prepared By:</b>	Kristine Keyes Accountant
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	LaTonia Green, Finance Director
<b>Item:</b>	Authorize the Acceptance of Donations/Gifts		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-\_\_\_\_\_ AUTHORIZING STAFF TO ACCEPT GIFTS OF REAL AND PERSONAL PROPERTY PURSUANT TO MINNESOTA STATUES, SECTION 465.03.

## Overview:

Minnesota Statute 465.03 allows for the acceptance of donations and gifts by resolution of the City Council. Gifts with a value of \$15,000 or less can be included in a report to Council.

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

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

## Attachments:

4.2A RESOLUTION



RESOLUTION #2023-

RESOLUTION AUTHORIZING STAFF TO ACCEPT GIFTS OF REAL AND PERSONAL PROPERTY  
PURSUANT TO MINNESOTA STATUTES, SECTION 465.03

WHEREAS, the City of Brooklyn Park is generally authorized to accept donations of real and personal property pursuant to Minnesota Statute, Section 465.03; and

WHEREAS, the following entities have offered to contribute gifts/donations as set forth below to the city.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park that staff be authorized to accept the donations.

<b>Donations for November and December 2022</b>			
<b>Recipient Department</b>	<b>Donor</b>	<b>Description of Donation</b>	<b>Total</b>
Administration	Asian Media Access	Candy Canes and Little Gift Bags	\$50
Administration	Caminatas Domingueras	Toys for the HOTG Toy Distribution	\$1,000
Administration	Hats & Mittens	450 Winter Gear (hats, mittens, gloves, scarfs)	\$600
Administration	Health in Her Hue	Little Bags with Trinkets (notepads, pens, stickers)	\$250
Administration	Hennepin County Child & Teen Checkups	2000 Metallic Straws	\$1,000
Administration	Hennepin County Library	25 Books	\$5
Administration	Hennepin Health	100 Tote Bags	\$149
Administration	Medica	50 Toys	\$125
Administration	Mi Casa	Toys for the HOTG Toy Distribution	\$1,500
Administration	Neighborhood Healthsource	75 Toys and Stuffed Animals	\$185
Administration	Red Dot- Period Kit	150 Period Kits	\$375
Administration	Sanneh Foundation	9000 lbs. of a Variety of Food and Basic Needs	\$3,000
Administration	Volunteer Program - Hennepin County	25 Blankets	\$250
Administration	Volunteer Program - Hennepin County	360 Laundry Kits	\$110
Administration	Volunteer Program -Hennepin County	300 Snack Bags	\$450
Fire	Tradition Residents' Council	Check	\$350
Police	Champlin Park High School	Target Gift Card	\$20
Police	David Nordan	Honor Guard Donation	\$50
Police	Edmond/Janet Subject	Honor Guard Donation	\$25
Police	Free Bikes 4 Kids	6 Used Bikes, 10 Helmets	\$400
Police	Mae Beth Malmquist	Honor Guard Donation	\$175
Police	Mary Banal	13 Quilts, 10 Doll Quilts, 13 Pairs Mittens	\$505
Police	MN Acts Now	Donation for Police 101	\$750
Police	Revive Church	15 Quilts	\$750
Police	Stephen/Pamela Kairies	Honor Guard Donation	\$100
Police	Tyler Technologies	VISA Gift Card	\$50
Police	WOODLAND PTO	Donation to Reserves	\$600
Recreation & Parks	Collette Guyette Hempel	Chess Club Donations	\$100
		<b>Total</b>	<b>\$ 12,924</b>

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.3	<b>Meeting Date:</b>	February 27, 2023
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Rental and Business Licensing Division
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Megan Bookey, Program Assistant III
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Keith Jullie, Rental and Business Licensing Manager
<b>Item:</b>	Set a Public Hearing on March 13, 2023, to Consider the Issuance of an On-Sale Wine License and 3.2 Malt Liquor License for Linh Huynh Food Inc., Doing Business as Soke BBQ & Hot Pot, Located at 8586 Edinburgh Centre Drive North		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO SET A PUBLIC HEARING ON MARCH 13, 2023, TO CONSIDER THE ISSUANCE OF AN ON-SALE WINE LICENSE AND 3.2 MALT LIQUOR LICENSE FOR LINH HUYNH FOOD INC., DOING BUSINESS AS SOKE BBQ & HOT POT, LOCATED AT 8586 EDINBURGH CENTRE DRIVE NORTH.

## Overview:

This is a new On-Sale Wine License and 3.2 Malt Liquor License for Linh Huynh Food Inc. doing business as Soke BBQ & Hot Pot located at 8586 Edinburgh Centre Drive North. Linh Huynh Food Inc doing business as Kim Anh held a wine and strong beer license at the same location from February 21, 2019 through June 30, 2020.

Holding an on-sale wine license in conjunction with a 3.2 malt liquor license provides authorization to the business to serve wine and strong beer.

Pursuant to state statute, they must comply with state laws, local laws, and procedures. To comply with state laws, a public hearing must be held prior to City Council approval of the license required. The results of the inspections and investigations will be available at the public hearing on March 13, 2023.

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

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

## Attachments:

4.3A PUBLIC HEARING NOTICE

**NOTICE OF PUBLIC HEARING  
CITY OF BROOKLYN PARK, MINNESOTA**

NOTICE IS HEREBY GIVEN that the Brooklyn Park City Council will hold a public hearing in the City Hall Council Chambers, 5200 85<sup>th</sup> Avenue North, on Monday, March 13, 2023 at 6:00 p.m. or soon thereafter to consider the issuance of an On-Sale Wine License and 3.2 Malt Liquor License for Linh Huynh Food Inc. doing business as Soke BBQ & Hot Pot, located at 8586 Edinburgh Centre Drive North.

All persons desiring to be heard are invited to attend. Written comments will be received by the Licensing Division prior to the hearing.

Devin Montero  
City Clerk

Published in the Brooklyn Park Sun Post on March 2, 2023.

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.4	<b>Meeting Date:</b>	February 27, 2023
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Community Development
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Keith Jullie, Rental and Business Licensing Manager
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Keith Jullie
<b>Item:</b>	Tetrahydrocannabinol (THC) Licenses for six businesses including Love is an Ingredient (Two Locations), Neighborhood Gas and Tobacco, E-Vapor and Tobacco, New Superette, and Winner Gas		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE THC LICENSES FOR FELICITY GEORGE BP LLC, DBA LOVE IS AN INGREDIENT, LOCATED AT 6276A BOONE AVENUE N. BROOKLYN PARK, MN 55428; FELICITY GEORGE BP LLC, DBA LOVE IS AN INGREDIENT, LOCATED AT 8505 JEFFERSON LANE N. BROOKLYN PARK, MN 55445; NEIGHBORHOOD GAS AND TOBACCO INC. DBA NEIGHBORHOOD GAS AND TOBACCO, LOCATED AT 7416 BROOKLYN BLVD N. BROOKLYN PARK, MN 55443; E-CIG AND TOBACCO LLC, DBA E-VAPOR AND TOBACCO, LOCATED AT 4658 85<sup>TH</sup> AVENUE N. BROOKLYN PARK, MN 55443; NEW SUPERETTE LLC, DBA NEW SUPERETTE, LOCATED AT 6290 BOONE AVENUE N. BROOKLYN PARK, MN 55428; BROOKDALE DRIVE PUMP-N-MUNCH LLC, DBA WINNER GAS, LOCATED AT 1500 BROOKDALE DRIVE N. BROOKLYN PARK, MN 55444.

## Overview:

At the December 5, 2022, City Council meeting, the City Council passed the second and final reading of a new ordinance Chapter 126 which creates licensing requirements and regulations for the sales of THC in Brooklyn Park. The code limits the total number of THC licenses to 15 per City Council district and 45 total city-wide. The annual licensing fee is \$1,000 plus a one-time background check fee of \$500. Several businesses have completed the application and background process to obtain a license to sell THC products.

## Background:

On July 1, 2022, the Minnesota legislature legalized the sale of limited amounts of Tetrahydrocannabinol (THC), which is the intoxicating component within the hemp plant. THC can be extracted from the plant and added to edibles and beverages for consumption. State law requires that these products contain no more than 0.3% of any THC total, no more than five milligrams of THC per serving, and no more than 50 milligrams of THC per package. The law prohibits the sale of edible THC products to anyone under the age of 21 and contains several requirements regarding labeling and packaging.

## Ordinance Requirements:

The ordinance and licensing requirements include regulations from State law and City code including:

- Business must have a license approved by the City Council to sell THC products effective March 1, 2023.
- Customers must be 21 years old to purchase THC products, and it is a petty misdemeanor violation for anyone under 21 to possess licensed products.
- Customers must provide a valid government issued photo identification for purchase upon request.
- Products must be located behind counter or in locked case requiring store employees to access.
- License applicants must pass background check prior to license approval.

- Compliance checks and business inspections required to ensure compliance with regulations.
- Businesses located within 300 feet of any public or private school are not eligible for a license.
- Annual license fee of \$1,000 and background check fee of \$500 is proposed based on discussion with City Council during first reading.
- Total number of THC licenses allowed in the city proposed at 15 per each of three City Council districts (east, central, west) and 45 total licenses allowed in the city based on discussion with the City Council during the first reading.
- THC licenses are allowed in all retail areas except within 300 feet of a school and exclusive liquor stores are ineligible.
- Penalties for violations and appeal processes are comparable to tobacco compliance processes.

The six applications for THC licensing have all been reviewed and approved by the Community Development Department. All applicants have completed the background check by the Police Department and are recommended for approval. There are no known code violations at the business locations and staff recommends approval of these licenses.

THC Business Locations (all being approved with this City Council action):

Business Name	Location	Council District	Total in District		
			Central	East	West
E-Vapor and Tobacco	4658 85 <sup>th</sup> Avenue N.	Central	X		
Neighborhood Gas and Tobacco	7416 Brooklyn Blvd N.	East		X	
Winner Gas	1500 Brookdale Drive N.	East		X	
Love is an Ingredient	6276A Boone Avenue N.	West			X
Love is an Ingredient	8505 Jefferson Lane N.	West			X
New Superette	6290 Boone Avenue N.	West			X
<b>TOTALS</b>			1	2	3

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

**Budgetary/Fiscal Issues:**

THC License fees totaling \$6,000 will be added to the general fund.

**Attachments:** N/A

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.5	<b>Meeting Date:</b>	February 27, 2023
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Community Development
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Erin McDermott, Associate Planner
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Paul Mogush, Planning Director
<b>Item:</b>	Development Bond Reductions/Releases		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, FOR A RELEASE OF THE PERFORMANCE BOND #3132619 (\$439,422.22) BY BANK OF AMERICA, FOR SUBSTANTIAL COMPLETION OF THE ONSITE IMPROVEMENTS OF THE "PEMBERLY" PROJECT #19-114 LOCATED AT 5300 94<sup>TH</sup> AVE N FOR PULTE HOMES.

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, FOR A RELEASE OF THE PERFORMANCE BOND #254 (\$781,300.00) BY AMERICAN NATIONAL BANK, RELEASE OF THE CASH BOND (\$41,100.00), AND RELEASE OF THE ENGINEERING ESCROW (\$16,149.44), FOR SUBSTANTIAL COMPLETION OF THE ONSITE IMPROVEMENTS OF THE "TWIN CITIES ORTHOPEDICS" PROJECT #20-001 LOCATED AT 5601 96<sup>TH</sup> AVE N FOR TCO REAL ESTATE-FUND 3, LLC.

## Overview:

City Code requires performance bonds and developer's escrows be established as part of the development process. As projects progress, staff works with developers on the release of financial securities. For many large projects such as the partial release request presented here, for the Pemberly development, there have been partial releases as work has been completed. In these instances, the Planning and Engineering Divisions have completed inspections to ensure the work was completed, and to ensure that remaining balances will cover the scope of work that has yet to be completed. The Twin Cities Orthopedics project is substantially complete, and the Operations and Maintenance Department has requested \$5,000.00 be retained to ensure completion of the final required items before closing the escrow accounts.

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

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

**Attachments:** N/A

<b>City of Brooklyn Park Request for Council Action</b>			
<b>Agenda Item:</b>	4.6	<b>Meeting Date:</b>	February 27, 2023
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	X	<b>Prepared By:</b>	Sarah Kriewall, Human Resource Director
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Jay Stroebel, City Manager
<b>Item:</b>	Approve the City of Brooklyn Park's Pay Equity Report for 2022 in Compliance with the 1984 Local Government Pay Equity Act		

**City Manager's Proposed Action:**

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION\* #2023-\_\_\_\_\_ TO APPROVE THE CITY OF BROOKLYN PARK'S PAY EQUITY REPORT FOR 2022 IN COMPLIANCE WITH THE 1984 LOCAL GOVERNMENT PAY EQUITY ACT.

**Overview:**

In 1984, the Minnesota Legislature passed the Local Government Pay Equity Act. All local governments are required to file reports with the Minnesota Management and Budget (MMB) and are placed on a three-year reporting cycle with a third of them reporting each year.

The City of Brooklyn Park last completed a Pay Equity Report in January of 2020 using information as of December 31, 2019.

MMB developed software that calculates the results of a statistical analysis test to compare salary data to determine if female classes are paid consistently below male classes of comparable work value. The software also performs two other tests: the salary range test, which compares the average number of years it takes to move through salary ranges established for female classes compared to male classes, and the exceptional service pay test, which compares how often male classes receive longevity or performance pay above the normal salary range as compared to female classes.

The City of Brooklyn Park is in compliance on all tests. Official verification on the pay equity report requires that the report has been approved by the governing body and has been signed by the chief elected official of the jurisdiction.

***\*This item is back to the Council for approval. At the February 13, 2023, Council meeting the Council unanimously approved the item on Consent but the resolution was inadvertently omitted. Per the city attorney, the Council's action is needed again to approve the attached resolution.***

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

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

**Attachments:**

4.6A RESOLUTION

RESOLUTION #2023-

RESOLUTION APPROVING THE CITY OF BROOKLYN PARK'S PAY EQUITY REPORT FOR 2022 IN COMPLIANCE WITH THE 1984 LOCAL GOVERNMENT PAY EQUITY ACT

WHEREAS, Minnesota State law requires that the City of Brooklyn Park prepares and submits a Pay Equity report for 2022 on or before January 31, 2023; and

WHEREAS, since 1984, the City has implemented the provisions of the Pay Equity Act and all changes required by the amendments to the Act and thus has made a good faith effort to comply with the Pay Equity Act since its enactment; and

WHEREAS, according to the rules provided by Minnesota Management and Budget (MMB), the City meets the current testing provisions of the Pay Equity Act, and thus presumes the City is in compliance of the Act; and

WHEREAS, rules and regulations, as established by MMB, require the Pay Equity Report to be approved by the governing board.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to approve the Pay Equity Report submitted to the MMB in compliance with the 1984 Local Government Pay Equity Act.



# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.7	<b>Meeting Date:</b>	February 27, 2023
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Police
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Stephanie Heiberger, Police
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Mark Bruley, Police Chief
<b>Item:</b>	Extend Agreement with Minnesota Acts Now for Violence Intervention Services		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO EXTEND THE AGREEMENT WITH MINNESOTA ACTS NOW FOR VIOLENCE INTERVENTION SERVICES.

## Overview:

In January of 2022, the City Council approved an agreement with Minnesota Acts Now (MAN) for the provision of violence intervention services. In December of 2022, the Council approved an extension of the agreement through February 28, 2023. The purpose of the extension was to provide continuation of services while working through the Request for Qualification (RFQ) process for the 2023 service contract. The RFQ process has taken longer than anticipated and, therefore, the police department requests to extend MAN's agreement through April 30, 2023. This extension will allow sufficient time to select a provider and execute the terms of the agreement.

## Primary Issues/Alternatives to Consider:

If the contract is not extended, our city will not have violence intervention services in place. We would not have the ability to contact our violence intervention team in the event of a crisis event or high-level call requiring their services. Continuity of services to include prevention and intervention services to members of the public in high-crime areas is proven to be an imperative part of the overall violence reduction strategies the Brooklyn Park Police Department is currently using.

## Budgetary/Fiscal Issues:

The contract extension for the period of March 1, 2023, through April 30, 2023, will be paid for with the ARPA funding allocated for violence interruption, approved at the December 5, 2022 Council meeting.

**Attachments:** N/A

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.8	<b>Meeting Date:</b>	February 27, 2023
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Community Development
<b>Resolution:</b>	X	<b>Prepared By:</b>	Erin McDermott, Associate Planner
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	5	<b>Presented By:</b>	Paul Mogush, Planning Director
<b>Item:</b>	Edinburgh Center Third Addition – Final Plat, #22-122 for the Reconfiguration of Three Lots to Create a Buildable Site for Future Development on a Property Zoned PCDD – Planned Community Development District		

## City Manager’s Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-\_\_\_\_\_ APPROVING THE FINAL PLAT “EDINBURGH CENTER THIRD ADDITION” FOR THE RECONFIGURATION OF LOT 6, BLOCK 1 EDINBURGH CENTER, AND LOTS 2 AND 3, BLOCK 1, EDINBURGH CENTER SECOND ADDITION FOR THE CREATION OF THREE LOTS.

## Overview:

### City Council

At the November 28, 2022 City Council meeting, the Council unanimously approved the Preliminary Plat for “Edinburgh Center Third Addition.”

### Planning Commission

At the November 9, 2022 Planning Commission meeting, the commission unanimously (7-0) recommended approval of the proposed preliminary plat. No members of the public were present to speak at the public hearing.

### Summary

This request is for the reconfiguration of Lot 6, Block 1, Edinburgh Center and Lots 2 and 3, Block 1, Edinburgh Center Second Addition into Lots 1, 2, and 3, Block 1, Edinburgh Center Third Addition. Lot 1, containing a grocery store and additional commercial uses, is proposed at 7.424 acres. Lot 2, containing a 19,637 square foot retail center, is proposed at 2.923 acres. Lot 3, which is anticipated for future development after being re-graded, is proposed at 1.857 acres.

Hennepin County representatives have not yet submitted their comments to staff regarding this plat. Plat approval is conditional upon approval by Hennepin County, and if any changes are required the revised plat must be brought back to City Council for approval.

This application has been reviewed for conformance with City Code Chapter 151: Subdivisions, as well as Chapter 152: Zoning, and it was found that this request meets all relevant requirements.

### Utilities

All utilities are available to the site along Edinburgh Center Drive to the south.

### Primary Issues/Alternatives to Consider:

1. Approval of the plat as presented.
2. Approval of the plat with modifications.
3. Denial of the plat based on certain findings.

**Budgetary/Fiscal Issues:**

There are no budgetary or fiscal impacts anticipated by this application.

**Attachments:**

- 4.8A RESOLUTION
- 4.8B LOCATION MAP
- 4.8C PLANNING COMMISSION MINUTES
- 4.8D PLAT OPINION
- 4.8E FINAL PLAT

RESOLUTION #2023-

RESOLUTION APPROVING FINAL PLAT "EDINBURGH CENTER THIRD ADDITION" FOR THE RECONFIGURATION OF LOT 6, BLOCK 1 EDINBURGH CENTER, AND LOTS 2 AND 3, BLOCK 1, EDINBURGH CENTER SECOND ADDITION FOR THE CREATION OF THREE LOTS

Planning Commission File #22-122

WHEREAS, the plat of "EDINBURGH CENTER THIRD ADDITION" has been submitted in the manner required for platting of land under the Brooklyn Park City Codes and under Chapter 462 of the Minnesota Statutes and all proceedings have been duly had thereunder; and

WHEREAS, said plat is in all respects consistent with the City plan and the regulations and requirements of the laws of the State of Minnesota and codes of the City of Brooklyn Park, Chapters 151 and 152.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park, Final Plat Request #22-122 "EDINBURGH CENTER THIRD ADDITION" shall be approved subject to the following conditions:

- A. Title review by the City Attorney and all conditions therein.
- B. Easement review by the City Engineer and all conditions therein.
- C. Submission of a CAD copy of the plat.
- D. Conformance to all Hennepin County comments. If Hennepin County requires changes to the final plat prior to filing, all changes must be approved by the Brooklyn Park City Council.

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



**Final Plat**  
**Case #22-122 – Edinburgh Center**  
Area of Request (Spring 2018 Air Photo)  
8555 Edinburgh Centre Drive N.



**1. CALL TO ORDER**

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

**2. ROLL CALL/PLEDGE OF ALLEGIANCE**

Those present were: Commissioners Cavin, Fraser, Husain, Kiekow, Klonowski, Turnham, and Xiong; Council Liaison West-Hafner; Planning Director Mogush; Principal Planner Turnquest; and Associate Planner McDermott.

Those arrived late: None

Those not present were: Commissioner Reindorf and Commissioner Udomah (with prior notice).

**3. EXPLANATION BY CHAIR**

**4. APPROVAL OF AGENDA**

MOTION CAVIN, SECOND KLONOWSKI TO APPROVE THE NOVEMBER 9, 2022 AGENDA.

*MOTION CARRIED UNANIMOUSLY.*

**5. CONSENT AGENDA**

**A. Minutes – October 12, 2022**

Chair Husain noted on page six, the first roll call vote should show himself as voting nay and Commissions Kiekow as voting aye.

MOTION HUSAIN, SECOND KIEKOW TO APPROVE THE NOVEMBER 9, 2022 CONSENT AGENDA WITH THE NOTED CHANGE.

*MOTION CARRIED UNANIMOUSLY.*

**6. PUBLIC HEARING**

**C. Edinburgh Center Third Addition** – Preliminary Plat, #22-122 for the reconfiguration of three lots to create a buildable site for future development on a property zoned PCDD – Planned Community Development District.

Associate Planner McDermott introduced the application for a preliminary plat request for Edinburgh Center Third Addition. She provided details on the subject property, adjacent uses, and zoning. She stated that the property owner received previous approvals to fill the wetland, which has been completed and therefore the property owner would like to subdivide the property in order to sell a portion for development. Staff recommends approval with the conditions noted.

Commission Chair Husain opened the public hearing.

Seeing no one approach the podium, Commission Chair Husain closed the public hearing.

Commissioner Xiong thanked the property owner for continuing to bring businesses to Brooklyn Park. He noted that he often visits this area and is excited for new businesses to be added.

MOTION XIONG, SECOND KLONOWSKI TO RECOMMEND APPROVAL OF PRELIMINARY PLAT OF "EDINBURGH CENTER 3<sup>RD</sup> ADDITION" FOR THE RECONFIGURATION OF LOT 6, BLOCK 1 EDINBURGH CENTER, AND LOTS 2 AND 3, BLOCK 1, EDINBURGH CENTER SECOND ADDITION FOR THE CREATION OF THREE LOTS, SUBJECT TO CONDITIONS IN THE DRAFT RESOLUTION.

*MOTION CARRIED UNANIMOUSLY.*

Planning Director Mogush stated the public hearing item is scheduled to be reviewed at the City Council meeting on November 28, 2022.



Fifth Street Towers  
150 South Fifth Street, Suite 700  
Minneapolis MN 55402  
(612) 337-9300 telephone  
(612) 337-9310 fax  
<http://www.kennedy-graven.com>  
Affirmative Action, Equal Opportunity Employer

**SARAH J. SONSALLA**  
Attorney at Law  
Direct Dial (612) 337-9284  
Email: [ssonsalla@kennedy-graven.com](mailto:ssonsalla@kennedy-graven.com)

February 20, 2022

**VIA E-MAIL ONLY**

Erin McDermott  
Associate Planner  
City of Brooklyn Park  
5200 85th Avenue North  
Brooklyn Park, MN 55443  
[erin.mcdermott@brooklynpark.org](mailto:erin.mcdermott@brooklynpark.org)

***RE: Plat Opinion for EDINBURGH CENTRE THIRD ADDITION***

Dear Erin:

At your request, I have reviewed the title commitment issued by First American Title Insurance Company, Commitment Number NCS-1155100-LA2, with an effective date of October 30, 2022 (the "Commitment"). I have also reviewed Certificate of Title Number 1444746, last updated June 6, 2017 (the "Certificate"). I have also reviewed the plat prepared by Sambatek, Inc., which is titled **EDINBURGH CENTRE THIRD ADDITION** (the "Plat"), covering Abstract and Torrens property in Hennepin County, Minnesota.

The legal description of the property is as follows:

Parcel 1A:

Lot 2, Block 1, Edinburgh Centre Second Addition, Hennepin County, Minnesota.

The following portion being registered land:

That part of Lot 2, Block 1, Edinburgh Centre Second Addition, lying East of the Southerly extension of the West line of Block 2, said Addition.

Parcel 1B:

Lot 3, Block 1, Edinburgh Centre Second Addition, Hennepin County, Minnesota.

The following portion being registered land:



Erin McDermott  
February 20, 2022  
Page 2

That part of Lot 3, Block 1, Edinburgh Centre Second Addition, lying West of the East 865.30 feet, as measured along the South line of the Southeast Quarter of Section 14, Township 119, Range 21.

Parcel 3:

Lot 6, Block 1, Edinburgh Centre, Hennepin County, Minnesota.

The following portion being registered land:

That part of Lot 6, Block 1, Edinburgh Centre lying West of a line drawn parallel to and distant 865.30 feet West of the East line of the Southeast Quarter of Section 14, Township 119, Range 21, said 865.30 feet being measured along the South line of said Section 14.

(the "Property").

Based on my review of the Commitment and the Plat, I have the following comments relative to the proposed Plat:

1. **Plat Execution.** The names and signatures of the following parties in interest must appear on the Plat:
  - a. The fee owner: BPC Edinburgh Holdings, LLC, a Delaware limited liability company. *The Plat is set up for signature by BPC Edinburgh Holdings, LLC, a Delaware limited liability company. We require a certificate of good standing from the Delaware Secretary of State and evidence that the Plat signor is authorized to convey the easements dedicated in the Plat and that the person(s) signing is authorized to execute the Plat on behalf of the fee owner. I require review of these instruments.*
  - b. The mortgagees, according to the Commitment and the Certificate: Michelle J. Moosally, and Highland Bank, a Minnesota banking corporation. *In lieu of signing the Plat, the mortgagees may provide any of the following instruments for recording prior to the Plat: partial release of mortgage; satisfaction of mortgage; or consent to Plat. Additionally, the mortgagees must also provide a release or termination of any other financing documents of record. I require review of these instruments.*
2. **Plat Corrections.** The following corrections must be made to the Plat.
  - a. The fee owner dedication language "Has caused the same to be surveyed" should be left aligned, and revised from "for the public use the drainage and utility easements created by this plat" to "for public use the drainage and utility easements as created by this plat". *I require review of these revisions.*

- b. The fee owner acknowledgment should be revised as follows: “20\_\_, by \_\_\_\_\_, \_\_\_\_\_ of BPC”. *I require review of these revisions.*
  - c. The notary signature may be revised throughout the Plat, so that “Notary Signature” may be inserted under the appropriate blank, along the same line as “Notary Printed Name”. *I require review of this revision, if any.*
  - d. The comma following “Licensed Land Surveyor” on the surveyor signature line may be omitted. *I require review of this revision, if any.*
  - e. The Registrar of Titles acknowledgment should be revised from “was filed in this office this \_\_ day of \_\_\_\_\_, 20\_\_, at \_\_ o’clock” to “was filed in this office this \_\_ day of \_\_\_\_\_, 20\_\_, at \_\_\_\_ o’clock”. *I require review of these revisions.*
  - f. A comma should follow the “By:” prior to the Deputy’s signature following the Registrar of Titles acknowledgment, for internal consistency. *I require review of this revision.*
  - g. The “\_\_.m” may be revised to lower case in the County Recorder’s acknowledgment, for internal consistency with the Registrar of Titles acknowledgment.
3. **Title Commitment Exceptions.** The Plat is subject to the following exceptions, as set forth in the Commitment:
- a. Hennepin County State Aid Highway No. 109, Plat 45, dated July 7, 1980, recorded July 10, 1980, as Document No. 4573854, in the Office of the County Recorder and recorded as Document No. 1387346, in the Office of the Registrar of Titles. *State Aid Highway No. 109 is depicted on the Plat, as 85th Avenue North. No further action is required.*
  - b. City Council Resolution #1996-311 amending legal description contained in Resolution #1996-86 for grocery store, retail center, and clinic at the northeast corner of 85th Avenue and Edinbrook Parkway adopted October 28, 1996, recorded January 6, 1997, as Document No. 6682287, in the Office of the County Recorder. *The resolution amends the legal description of land described in the CUP which allowed certain retail uses upon the property. No further action is required.*
  - c. Assessment Agreement dated October 8, 1996, recorded January 6, 1997, as Document No. 6682288, in the Office of the County Recorder, between the City of Brooklyn Park, Minnesota and JS Winnetka, Inc., a Minnesota corporation. *The agreement directed the City to assess the property upon completion of construction at a nearby intersection of a certain traffic signal. No further action is required.*

- d. Minerals and mineral rights reserved by the State of Minnesota in Conveyance of Forfeited Lands dated October 28, 2005, recorded November 4, 2005, as Document No. 8689440, in the Office of the County Recorder and recorded as Document No. 4183354, in the Office of the Registrar of Titles. *No further action is required.*
- e. Easements for drainage and utility purposes as shown on the recorded plat of Edinburgh Centre, recorded as Document No. 5455506, in the Office of the County Recorder and recorded as Document No. 1959886, in the Office of the Registrar of Titles. As affected by Resolution #1996-135, vacating certain drainage and utility easements in said plat, adopted May 13, 1996, recorded October 8, 1996, as Document No. 6644833, in the Office of the County Recorder and recorded October 9, 1996, as Document No. 2750334, in the Office of the Registrar of Titles. *The easements not vacated by Document No. Document No. 6644833 appear to be depicted on the Plat. No further action is required.*
- f. Easements for drainage and utility purposes as shown on the recorded plat of Edinburgh Centre Second Addition recorded as Document No. 6644836, in the Office of the County Recorder and recorded as Document No. 2750343, in the Office of the Registrar of Titles. *The easements on the plat of Edinburgh Centre Second Addition appear to be depicted on the Plat. No further action is required.*
- g. Terms and conditions of Parking Easement Agreement dated April 24, 1998, recorded June 2, 1998, as Document No. 6906724, in the Office of the County Recorder and recorded June 4, 1998, as Document No. 3078649, in the Office of the Registrar of Titles. The said document was re-recorded January 6, 1999, as Document No. 3106286, in the Office of the Registrar of Titles. Amended by First Amendment to Parking Easement Agreement dated January 18, 2018, recorded January 19, 2018, as Document No. T05506412, in the Office of the Registrar of Titles (as to Parcels 1A and 1B). *The private easement for access and parking need not be depicted on the Plat. However, it does not appear that the easement area described on the easement affects the Property to be platted. The surveyor should confirm the location of the private easement to determine whether it affects the Property, and so that the City may determine whether the private easement affects any easements dedicated to the public by the Plat.*
- h. Unrecorded lease between Edinburgh Festival Partners, LLP, landlord, and Festival Foods, tenant, which is evidenced by Subordination, Non-Disturbance and Attornment Agreement and Rent Directive dated May 12, 1998, recorded January 4, 1999, as Document No. 7032509, in the Office of the County Recorder and recorded January 12, 1999, as Document No. 3108091, in the Office of the Registrar of Titles (as to Parcel 1A). *No further action required.*
- i. Unrecorded lease dated April 14, 1997, amended by First Amendment to Lease dated September 4, 1997, between Edinburgh Festival Partners, LLP, a Minnesota

limited liability partnership, Landlord, and Hollywood Entertainment Corporation, an Oregon corporation, Tenant, which is evidenced by Subordination, Nondisturbance, and Attornment Agreement dated April 28, 1997, recorded December 10, 1997, as Document No. 6820638, in the Office of the County Recorder and Memorandum of Lease recorded October 27, 1998, as Document No. 6992934, in the Office of the County Recorder, corrected by Corrective Memorandum of Lease recorded March 24, 1999, as Document No. 7083794, in the Office of the County Recorder and Subordination, Non-Disturbance and Attornment Agreement and Rent Directive, dated May 13, 1998, recorded January 4, 1999, as Document No. 7032510, in the Office of the County Recorder and recorded January 12, 1999, as Document No. 3108092, in the Office of the Registrar of Titles. *No further action required.*

- j. Easement for parking purposes, together with any incidental rights, in favor of Continental Retail Center, LLP, a Minnesota limited liability partnership, as contained in the Parking Easement Agreement dated September 21, 1998, recorded October 23, 1998, as Document No. 6991955, in the Office of the County Recorder and re-recorded February 19, 2019, as Document No. A10636602, in the Office of the County Recorder and recorded March 1, 1999, as Document No. 3128018, in the Office of the Registrar of Titles. *The private easement for access and parking need not be depicted on the Plat. The easement area does not appear to conflict with any easements dedicated to the public by the Plat, however, the surveyor should provide the City with the location of the easement so that the City may determine whether the easement conflicts with any easements dedicated to the public by the Plat.*
- k. Terms and conditions of Reciprocal Easement Agreement, dated October 13, 1998, recorded October 19, 1998, as Document No. 6988587, in the Office of the County Recorder. *The private easement for access and parking need not be depicted on the Plat. The easement area appears to be along Lot 1, Block 1 of the Plat. The surveyor should confirm the easement location so that the City may determine whether the easement conflicts with any easements dedicated to the public by the Plat.*
- l. Terms and conditions of Maintenance and Access Easement Agreement dated October 13, 1998, as Document No. 6988588, in the Office of the County Recorder and recorded December 22, 2004, as Document No. 4056719, in the Office of the Registrar of Titles. *The private construction, access, and maintenance easement need not be depicted on the Plat. Because the document does not contain a legal description of the easement, it may convey rights over the Property in addition to conveying rights to the pond located to the north of the Property. The surveyor should provide the City with the location of the easement so that the City may determine whether the easement conflicts with any easements dedicated to the public by the Plat.*

- m. City Council Resolution #1999-11 granting conditional use permit #98-112, for a temporary greenhouse at 8535 Edinburgh Centre Drive adopted January 11, 1999, recorded February 1, 1999, as Document No. 3115980, in the Office of the Registrar of Titles; terminated by City Council Resolution #2017-77 adopted April 24, 2017, recorded June 6, 2017, as Document No. A10444301, in the Office of the County Recorder. The Termination has not been filed on Certificate of Title No. 1444746. *No further action is required.*
  - n. City Council Resolution #2009-153 approving a conditional use permit #09-111 for grading work at Edinburgh Centre adopted September 28, 2009, recorded September 20, 2011, as Document No. A9694165, in the Office of the County Recorder and recorded as Document No. T4886891, in the Office of the Registrar of Titles. *No further action is required.*
  - o. City Council Resolution #2010-163 approving time extension for conditional use permit #09-111 adopted September 20, 2010, recorded September 20, 2011, as Document No. A9694166, in the Office of the County Recorder and recorded as Document No. T4886892, in the Office of the Registrar of Titles. *No further action is required.*
  - p. City Council Resolution #2013-190 approving a conditional use permit for a Class-II restaurant and exterior improvements at 8525 Edinburgh Centre Drive North adopted November 25, 2013, recorded January 2, 2014, as Document No. A10042219, in the Office of the County Recorder and recorded as Document No. T05143252, in the Office of the Registrar of Titles. *No further action is required.*
  - q. City Council Resolution #2020-73 approving a conditional use permit for a drive-thru automated teller machine at Edinburgh Centre Drive adopted May 26, 2020, recorded June 25, 2020, as Document No. T05724266, in the Office of the Registrar of Titles. *No further action is required.*
4. **Property Taxes and Assessments.** All real estate taxes payable in the year the Plat is recorded (including delinquent taxes and any deferred Green Acres taxes, if any) must be paid prior to recording the Plat. Assessments against any part of the Property can be reapportioned among new lots as provided in Minnesota Statutes Section 429.071, subdivision 3.

Parcels 1B and 3

Current tax parcel number: 14-119-21-44-0032.

2023 Taxes will be made available through Hennepin County on March 1, 2023, but were proposed in the amount of \$69,173.18.

2022 base tax was \$73,131.46.

Hennepin County Treasurer reports that there are no prior year taxes due on the property.

NOTE: The Commitment states that an assessment search reported:

An assessment for a Citation, payable to the City of Brooklyn Park, in the amount of \$25.00, which appears to have been paid in full.

Levied assessments for 2022 Citation with a remaining balance in the amount of \$0.00. An additional \$316.50 has been certified for collection with the 2023 real estate taxes.

Parcel 1A

Current tax parcel number: 14-119-21-43-0049.

2023 Taxes will be made available through Hennepin County on March 1, 2023, but were proposed in the amount of \$176,138.52.

2022 base tax was \$190,784.12.

There are no pending special assessments of record.

Hennepin County Treasurer reports that there are no prior year taxes due on the property.

5. **Compliance with Minnesota Statutes Section 505.03, subdivision 2 (b).** Minnesota law requires any preliminary plat that includes land located in a city or town bordering either state rail bank property or an existing or proposed county road, highway, or county state-aid highway, and the property, road, or highway is designated on a map or county highway plan filed in the office of the county recorder or registrar of titles, then the plat must be submitted by the city or town to the county engineer for written comments and recommendations.

*According to the Plat, the Property abuts Hennepin County State Aid Highway No. 109, also known as 85th Avenue North, and as such, the Plat should be submitted, if it has not been already, to the County Engineer for review and an opportunity to provide written comments and recommendations.*

6. **Title Commitment.**

The Commitment is dated October 30, 2022. I require review of a Commitment that is less than 90 days old.

This letter does not purport to set forth every matter relevant to a determination of whether title to the Property is marketable, and no one should rely upon it for that purpose. The sole purpose of this letter is to identify required signatories to the Plat and related issues of interest to the City in connection with platting, as evidenced by the Commitment and the Plat.

This opinion is conditioned upon the issuance of a title policy in favor of the City of Brooklyn Park in an amount acceptable to the City, insuring the City's interests as they appear in the Plat.

Erin McDermott  
February 20, 2022  
Page 8

Please contact me if you have any questions regarding this information. Thank you.

Sincerely,

*Sarah J. Sonsalla*

Sarah J. Sonsalla

SJS

KNOW ALL PERSONS BY THESE PRESENTS: That BPC Edinburgh Holdings, LLC, a Delaware limited liability company, fee owner of the following described property:

LOT 6, BLOCK 1, EDINBURGH CENTRE, HENNEPIN COUNTY, MINNESOTA.

AND

LOTS 2 AND 3, BLOCK 1, EDINBURGH CENTRE SECOND ADDITION, HENNEPIN COUNTY, MINNESOTA.

Has caused the same to be surveyed and platted as EDINBURGH CENTRE THIRD ADDITION, and does hereby dedicate to the public for the public use the drainage and utility easements created by this plat.

In witness whereof said BPC Edinburgh Holdings, LLC, a Delaware limited liability company, has caused these presents to be signed by its proper officer this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

SIGNED: BPC Edinburgh Holdings, LLC

By: \_\_\_\_\_, as \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, as \_\_\_\_\_, for BPC Edinburgh Holdings, LLC, a Delaware limited liability company, on behalf of the company.

Notary Public, \_\_\_\_\_ County, Minnesota  
My Commission Expires \_\_\_\_\_  
Notary Printed Name \_\_\_\_\_

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

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Mark R. Salo, Licensed Land Surveyor,  
Minnesota License No. 43933

STATE OF MINNESOTA  
COUNTY OF HENNEPIN  
This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by Mark R. Salo.

Notary Public, \_\_\_\_\_ County, Minnesota  
My Commission Expires \_\_\_\_\_  
Notary Printed Name \_\_\_\_\_

CITY COUNCIL, CITY OF BROOKLYN PARK, MINNESOTA

This plat of EDINBURGH CENTRE THIRD ADDITION was approved and accepted by the City Council of the City of Brooklyn Park, Minnesota at a regular meeting thereof held this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

City Council, City of Brooklyn Park, Minnesota

By: \_\_\_\_\_ Mayor By: \_\_\_\_\_ Manager

RESIDENT AND REAL ESTATE SERVICES, Hennepin County, Minnesota

I hereby certify that taxes payable in 20\_\_ and prior years have been paid for land described on this plat, dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Daniel Rogan, County Auditor By: \_\_\_\_\_, Deputy

SURVEY DIVISION, Hennepin County, Minnesota

Pursuant to Minnesota Statutes Section 383B.565 (1969), this plat has been approved this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Chris F. Mavis, County Surveyor By: \_\_\_\_\_

REGISTRAR OF TITLES, Hennepin County, Minnesota

I hereby certify that the within EDINBURGH CENTRE THIRD ADDITION was filed in this office this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, at \_\_\_\_ o'clock \_\_\_\_ m.

Martin McCormick, Registrar of Titles By: \_\_\_\_\_, Deputy

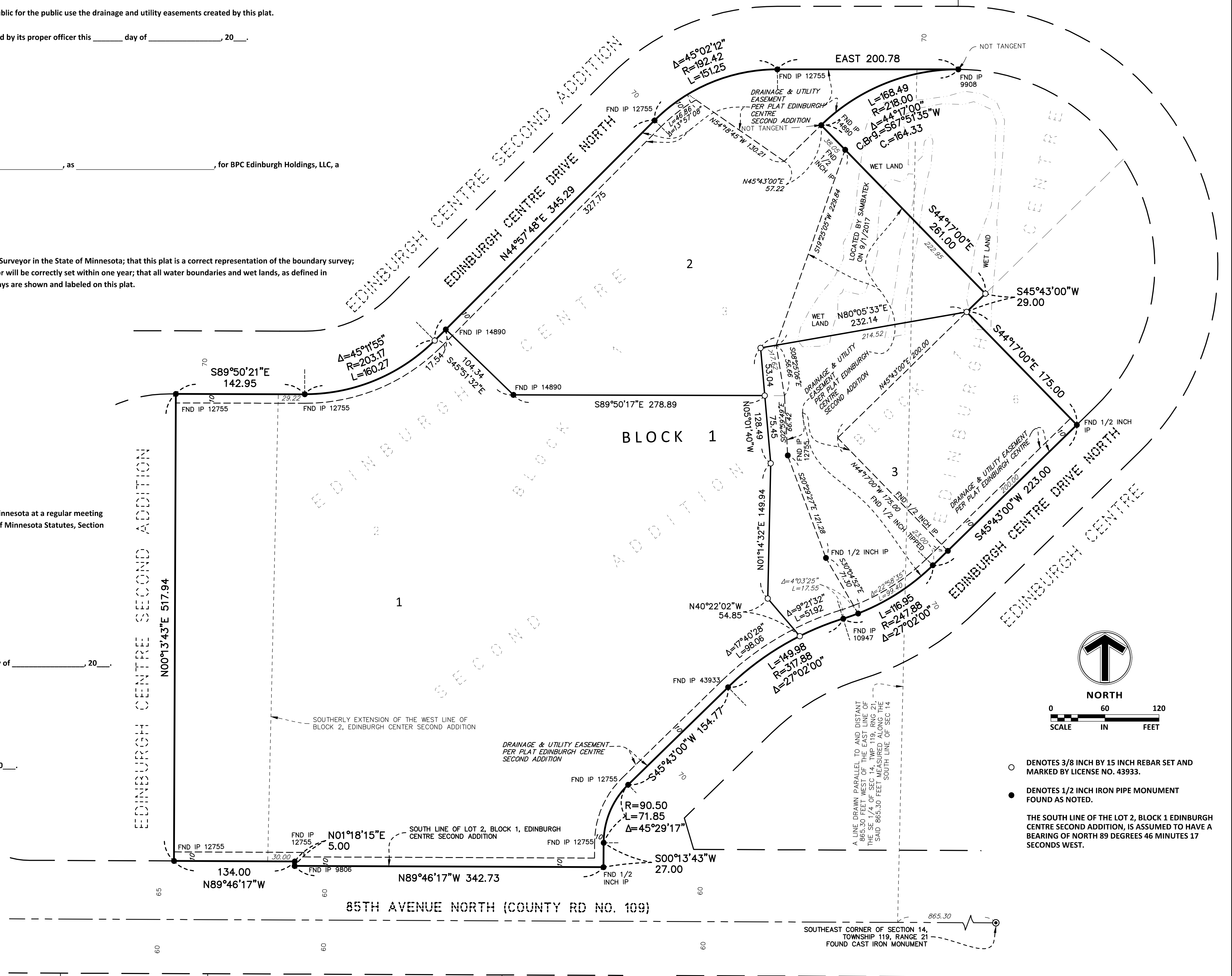
COUNTY RECORDER, Hennepin County, Minnesota

I hereby certify that the within plat of EDINBURGH CENTRE THIRD ADDITION was recorded in this office this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, at \_\_\_\_ o'clock \_\_\_\_ m.

Amber Bougie, County Recorder By: \_\_\_\_\_, Deputy

# EDINBURGH CENTRE THIRD ADDITION

R.T. DOC. NO. \_\_\_\_\_  
C.R. DOC. NO. \_\_\_\_\_



MARY POPPEN  
ADDITION

RALPH MAROKS  
ADDITION

PARK  
WOODS

LOGAN  
AVENUE

PARK  
WOODS

SAMBATEK, INC.  
ENGINEERING, PLANNING  
AND LAND SURVEYING



# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.9	<b>Meeting Date:</b>	February 27, 2023
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Operations and Maintenance
<b>Resolution:</b>	X	<b>Prepared By:</b>	Richard Luckow, Public Utilities Superintendent
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Dan Ruiz, Director
<b>Item:</b>	Accept Bid and Award Contract for the Water Treatment Plant High Service Pumps Check Valve Replacement to Minnesota Mechanical Solutions		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-\_\_\_\_\_ ACCEPTING BIDS AND AWARD CONTRACT FOR THE WATER TREATMENT PLANT HIGH SERVICE PUMPS CHECK VALVE REPLACEMENT PROJECT TO MINNESOTA MECHANICAL SOLUTIONS.

## Overview:

This request is for the approval to award a contract for the construction and installation of three High Service Pump Check Valves to the Brooklyn Park water treatment plant. The replacement of the current malfunctioning check valves will allow the high service pumps to shut off properly reducing water hammer issues in the distribution system. Water hammer issues may cause major pressure fluctuations in the water distribution system leading to potential water main breaks. The project was advertised in the Sun-Post on January 26, 2023, and on the electronic bulletin board (Quest CDN). On February 16, 2023 (5) five bids were received: the lowest responsible bid being from Minnesota Mechanical Solutions in the amount of \$86,100.00. Minnesota Mechanical Solutions is an experienced mechanical contractor who has completed many projects for municipalities and industrial customers.

## Primary Issues/Alternatives to Consider:

This project will commence this spring and be substantially completed by 11/18/2023.

## Should the Council award the bid as recommended?

The Operations and Maintenance staff recommends approval as presented.

## Budgetary/Fiscal Issues:

The recommended bid proposal of \$86,100.00 is within the approved 2023 Public Utilities Water Fund expenditures program budget and capital improvement plan.

## Attachments:

4.9A RESOLUTION

RESOLUTION #2023-

RESOLUTION TO ACCEPT BIDS AND AWARD CONTRACT FOR THE CONSTRUCTION AND  
INSTALLATION OF THREE HIGH SERVICE PUMP CHECK VALVES, PIPING AND RELATED EQUIPMENT  
AT THE WATER TREATMENT PLANT TO MINNESOTA MECHANICAL SOLUTIONS

WHEREAS, it is important to keep the Water Treatment Plant at a high level of service; and

WHEREAS, the project is in the 2023 Capital Improvement Plan as Project #3004-22; and

WHEREAS, plans and specifications were produced by SEH; and

WHEREAS, the project was advertised in the Sun-Post on January 26, and on Quest/CDN

WHEREAS, on February 16,2023, five bids were received as follows:

Contractor	Total Bid
Meyer Contracting, Maple Grove, MN	\$131,533.73.00
Magney Construction, Chanhassen, MN	\$128,000.00
Municipal Builders Inc, Nowthen, MN	\$124,918.00
Minger Construction, Jordan, MN	\$107,500.00
Minnesota Mechanical Solutions, Waite Park, MN	\$86,100.00

WHEREAS, the Water Treatment Plant High Service Pump Check Valve Replacement project is recommended to be awarded to the lowest responsible bidder meeting specifications, Minnesota Mechanical Solutions for an amount of \$86,100.00; and

WHEREAS, the project can be accommodated in the 2023 Public Utilities Water Supply Expenditure Budget.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Brooklyn Park to award the Backwash Pump and Piping project to Minnesota Mechanical Solutions in the amount of \$86,100.00.

BE IT FURTHER RESOLVED to authorize the Mayor and City Manager to authorize minor contract changes and obtain approval from the Council at the conclusion of this project.

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.10	<b>Meeting Date:</b>	February 27, 2023
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Operations and Maintenance
<b>Resolution:</b>	X	<b>Prepared By:</b>	Richard Luckow, Public Utilities Superintendent
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Dan Ruiz, Director
<b>Item:</b>	Accept Bids and Award Contract for the Sanitary Sewer Televising and Inspection to Pipe Services Corporation		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-\_\_\_\_\_ TO ACCEPT BIDS AND AWARD CONTRACT FOR THE SANITARY SEWER TELEVISIONING AND CLEANING TO PIPE SERVICES CORPORATION.

## Overview:

This request is for the approval to award a contract for the televising of approximately 53.6 miles of sanitary sewer mains. The League of Minnesota Cities Insurance Trust requires that the city inspect this piping because it is important to document the sewer line's condition for a defensible position for insurance purposes. In addition, any deficiencies found in the pipe will be identified and repaired accordingly. The project was advertised in the Sun-Post on January 12, 2023, and on the consulting electronic (Quest CDN) bulletin board. On February 15, 2023, seven bids were received: the lowest responsible bid being from Pipe Services Corporation Inc. in the amount of \$169,833.60. Pipe Services Corporation is an experienced televising contractor who has completed many televising projects for municipalities, including previous work for the city.

## Primary Issues/Alternatives to Consider:

This project will commence this spring and be substantially completed by October 6, 2023. Project completion date and condition reports are due November 10, 2023.

Should the Council award the bid as recommended?

Operations and Maintenance staff recommends approval as presented.

## Budgetary/Fiscal Issues:

The recommended bid proposal of \$169,833.60 is within the approved 2023 Public Utilities Sanitary Sewer Fund expenditures program budget.

## Attachments:

- 4.10A RESOLUTION
- 4.10B LOCATION MAP

RESOLUTION #2023-

RESOLUTION TO ACCEPT BIDS AND AWARD CONTRACT FOR SANITARY SEWER  
TELEVISIONING AND CLEANING TO PIPE SERVICES CORPORATION

WHEREAS, televising and cleaning are necessary to properly maintain the sewer system; and

WHEREAS, the project was posted for bids on the Quest CDN electronic project board; and

WHEREAS, the project was advertised in the Sun-Post on January 12, 2023 and

WHEREAS, on February 15, 2023 (9) nine bids were received as follows:

<u>Contractor</u>	<u>Total</u>
Pipe Services Corp., Shakopee, MN	\$169,833.60
Nelson Sanitation and Rental Inc.	\$173,033.60
Hydro-Klean Inc, West Des Moines, IA	\$214,792.00
CIT Sewer Solutions, McCallsburg, IA	\$239,936.48
American Environmental, Chaska, MN	\$245,705.75
Vortech Hydro Vac & Televising, Prior Lake, MN	\$410,931.20
Equix Integrity, Inc., Woodbury, MN	\$432,278.40
RedZone Robotics Inc., Warrendale, PA	\$448,571.36
Dukes Root Control, Elgin, IL	\$468,250.65

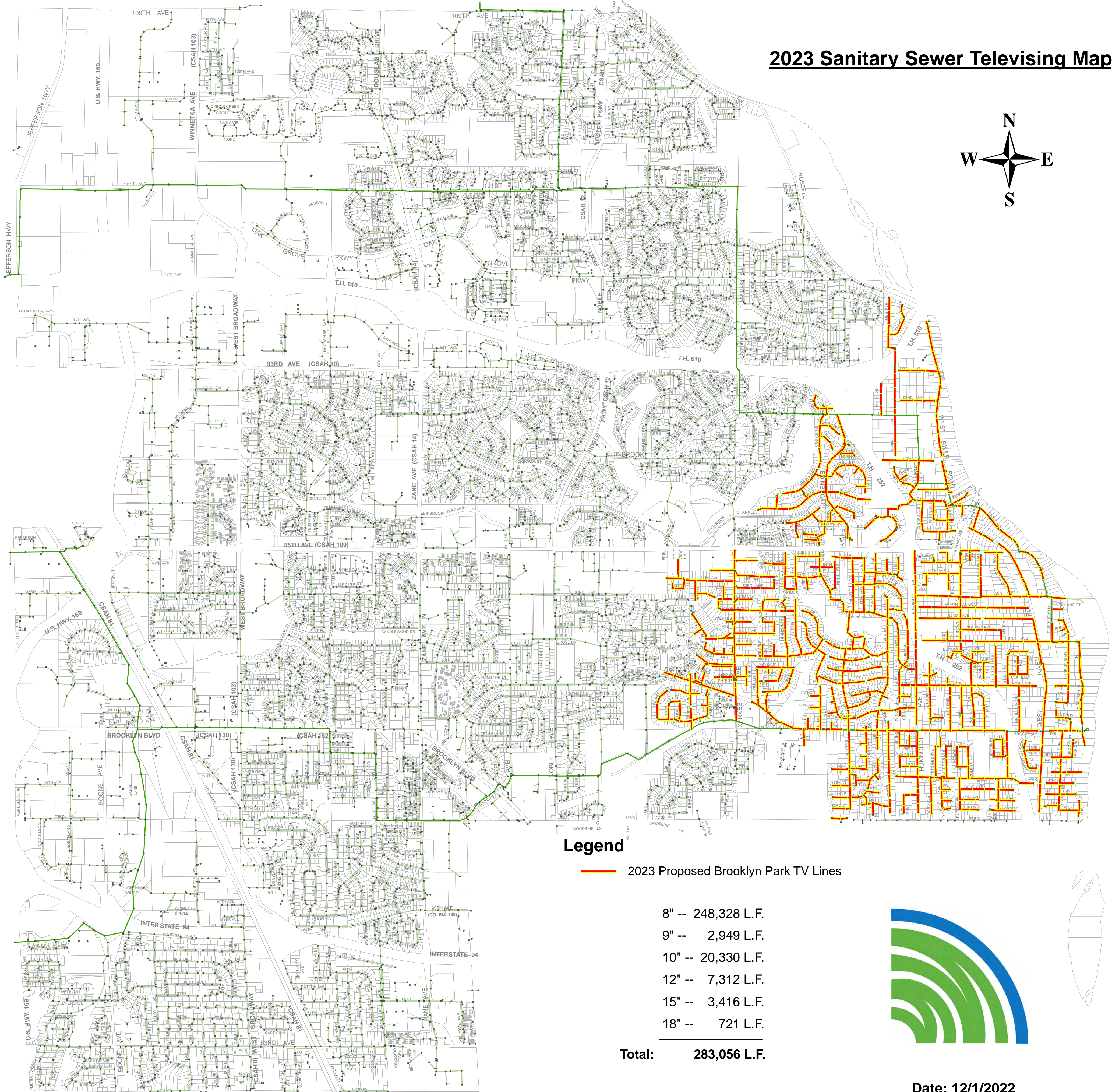
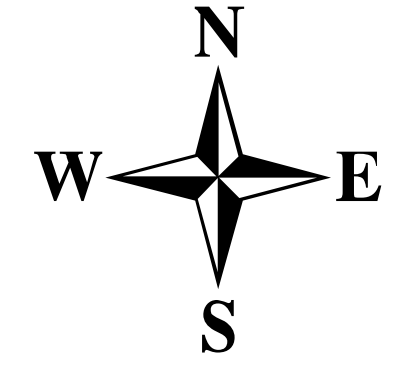
WHEREAS, the sanitary sewer main line televising is recommended to be awarded to the lowest responsible bidder meeting specifications, Pipe Services Corporation, Inc., for an amount of \$169,833.60; and

WHEREAS, the project can be accommodated in the 2023 Public Utilities Sanitary Sewer Expenditure Budget.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the city of Brooklyn Park to award the contract for sanitary sewer televising and cleaning to Pipe Services Corporation in the amount of \$169,833.60.

BE IT FURTHER RESOLVED to authorize the City Manager and Operations and Maintenance Director to authorize additional sewer cleaning as necessary to properly complete the project.

# 2023 Sanitary Sewer Televising Map



### Legend

2023 Proposed Brooklyn Park TV Lines

- 8" -- 248,328 L.F.
- 9" -- 2,949 L.F.
- 10" -- 20,330 L.F.
- 12" -- 7,312 L.F.
- 15" -- 3,416 L.F.
- 18" -- 721 L.F.

**Total: 283,056 L.F.**



Date: 12/1/2022

Sanitary Sewer System      Interceptor

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	5.1	<b>Meeting Date:</b>	February 27, 2023
<b>Agenda Section:</b>	Public Hearings	<b>Originating Department:</b>	Operations and Maintenance - Engineering Services Division
<b>Resolution:</b>	X	<b>Prepared By:</b>	Jesse Struve, City Engineer
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Jesse Struve
<b>Item:</b>	Public Hearing for the Vacation of Drainage and Utility Easement on Six Ten Zane Outlot A		

## City Manager Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-\_\_\_\_ VACATING DRAINAGE AND UTILITY EASEMENT ON SIX TEN ZANE OUTLOT A.

## Overview:

Ryan Companies submitted a petition for the vacation of a drainage and utility easement located by the intersection of Colorado Avenue and 94<sup>th</sup> Avenue. Ryan Companies is replatting this parcel into two lots and will expand the easement area needed.

On February 13, 2023, the City Council adopted Resolution #2023-21 ordering a public hearing to be held on February 27, 2023, for Council's review of the proposed vacation of drainage and utility easement on Six Ten Zane Outlot A. Staff notified the utility companies of the petitioner's request and did not receive any opposition to the proposed easement vacation. Staff recommends the City Council vacate the drainage and utility easement as requested.

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

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

## Attachments:

- 5.1A RESOLUTION
- 5.1B PROPOSED EASEMENT VACATION AREA

RESOLUTION #2023-

RESOLUTION VACATING DRAINAGE AND UTILITY EASEMENT  
ON SIX TEN ZANE OUTLOT A

WHEREAS, Section 14.07 of the City Charter provides that the City Council may by resolution vacate any street, alley, public grounds, or public way, or any part thereof, when it appears in the interest of the public to do so; and

WHEREAS, the City of Brooklyn Park has a drainage and utility easement over the following described land:

Parcel Description:

Six Ten Zane Outlot A, according to the recorded plat thereof, Hennepin County, Minnesota.

Easement Vacation Description:

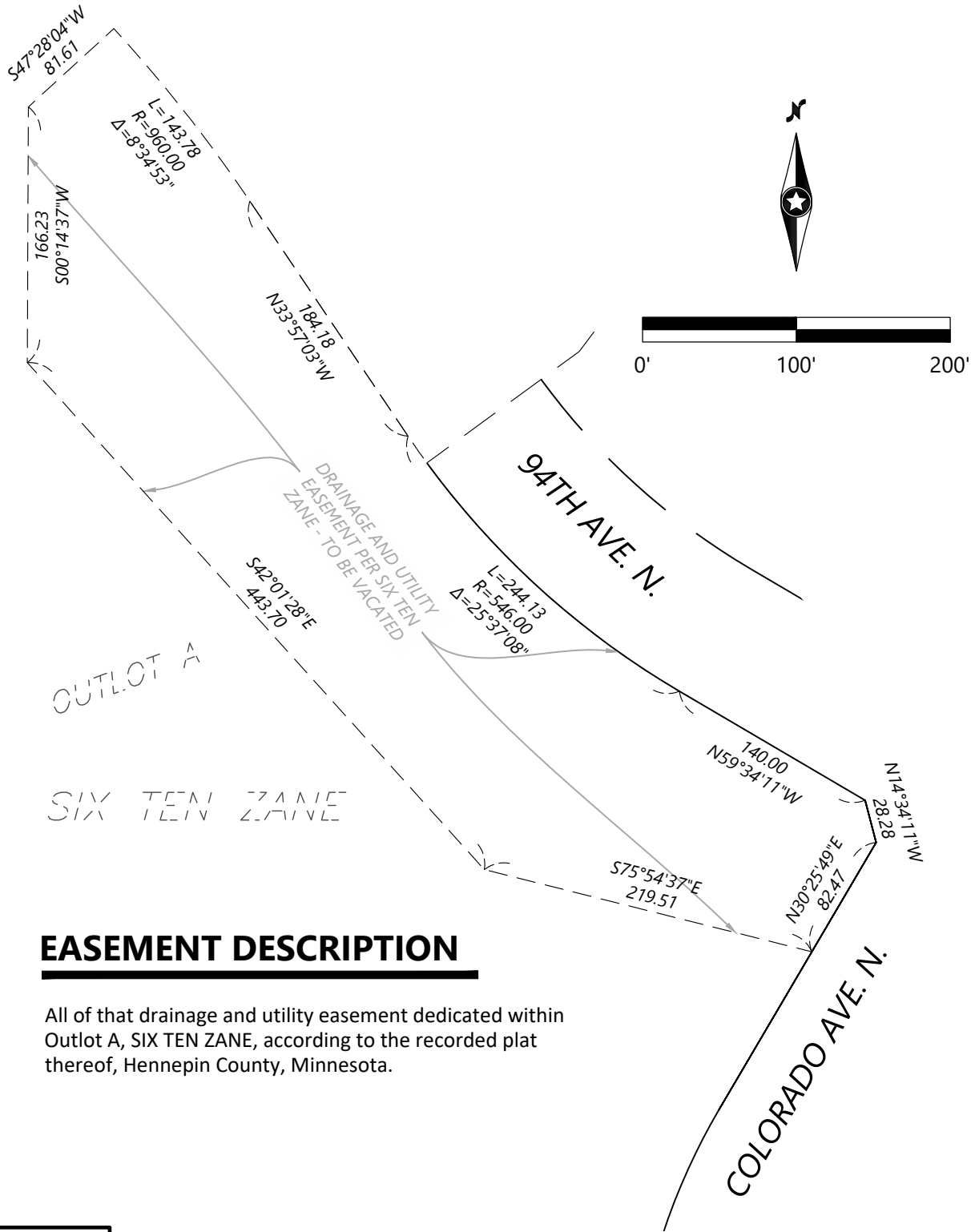
Vacating all of the drainage and utility easement over, under and across that part of Six Ten Zane Outlot A, according to the recorded plat thereof, Hennepin County, Minnesota, lying south of a line described as commencing at the northwest corner of said Outlot; hence South 47 degrees 28 minutes 04 seconds West along the west line of said Outlot A a distance of 143.78 feet to the point of beginning of said line; thence North 33 degrees 57 minutes 03 seconds West a distance of 184.18 feet to the east line of said Outlot A and there terminating.

WHEREAS, a public hearing was held on February 27, 2023 as required by law; and

WHEREAS, it has been determined that good area planning requires that the drainage and utility easement be vacated as part of the redevelopment and re-plat of NorthPark Business Center and that it would be in the public interest to do so.

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

1. That the drainage and utility easement over the above-described properties be vacated as part of the redevelopment and re-plat of 610 Spec Industrial.
2. A certified copy of this resolution shall be prepared by the City Clerk and shall be a notice of completion of the proceedings and shall be recorded in accordance with the provisions of Section 14.07 of Brooklyn Park City Charter.



**EASEMENT DESCRIPTION**

All of that drainage and utility easement dedicated within Outlot A, SIX TEN ZANE, according to the recorded plat thereof, Hennepin County, Minnesota.

DESIGNED:	_____
CHECKED:	CA
DRAWN:	AM
FIELD CREW:	_____
FIELD WORK DATE:	_____

Call 48 Hours before digging:  
**811 or call811.com**  
 Common Ground Alliance

**SIX TEN ZANE**  
 BROOKLYN PARK, MN

**Westwood**

Phone (320) 253-9495 1900 Medical Arts Ave S, Suite 100  
 Fax (320) 358-2001 Sartell, MN 56377  
 Toll Free (800) 270-9495 [westwoodps.com](http://westwoodps.com)  
 Westwood Professional Services, Inc.

**EASEMENT  
 VACATION  
 EXHIBIT**

SHEET NUMBER:

1 OF 1

DATE: 1/26/23

PROJECT NUMBER: 0042593.00

N:\1\0042593.00\DWG\SURVEY\0042593.00\_V-ES\_POND\_EASEMENT VACATION EXHIBIT.DWG



# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	7.1	<b>Meeting Date:</b>	February 27, 2023
<b>Agenda Section:</b>	General Action Items	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Josie Shardlow, Community Engagement Manager
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	3	<b>Presented By:</b>	Josie Shardlow and Representatives of the Sister City Committee from Reconnecting the Great Diaspora
<b>Item:</b>	Sister City Agreements Approval		

## City Manager's Proposed Action:

Approve Sister City Agreement to establish a new Sister City relationship with Udu, Nigeria. Approve Sponsor Agreement with Reconnecting the Great Diaspora.

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE THE SISTER CITY AGREEMENT TO ESTABLISH A NEW SISTER CITY RELATIONSHIP WITH UDU, NIGERIA.

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE THE SPONSOR AGREEMENT WITH RECONNECTING THE GREAT DIASPORA.

## Overview:

At the February 6, 2023 Council work session, the City Council reviewed a proposal to establish a sister city relationship between Udu, Nigeria and the city of Brooklyn Park.

A Sponsor Agreement has been developed which outlines the roles and responsibilities of the City of Brooklyn Park and the Sponsor of the sister city relationship (Reconnecting the Greater Diaspora) in fulfilling the defined objectives and managing the sister city relationship.

## Primary Issues/Alternatives to Consider:

The City Council may or may not approve the Sister City Agreement.  
The City Council may or may not approve the Sponsor Agreement.

## Budgetary/Fiscal Issues:

Possible travel and hosting costs

## Attachments:

- 7.1A SISTER CITY AGREEMENT
- 7.1B SPONSOR AGREEMENT
- 7.1C SISTER CITY PROPOSAL



## Sister City Agreement

between the

City of Brooklyn Park  
Minnesota, USA

and

Udu, Local Government Area  
Nigeria

In accordance with the authorization and approval expressed by the City of Brooklyn Park, Minnesota, USA, and the local government area of Udu, Nigeria, it is declared that a "Sister City Agreement" between the two cities is hereby established for the following purposes:

- 1) to promote and expand the effective and mutually beneficial cooperation and cultural exchange between the people of Brooklyn Park and the people of Udu; and
- 2) to promote international goodwill, understanding, and expanded business relations between the two cities by the exchange of people, ideas, and information in a wide variety of economic, social, cultural, municipal, professional, technical, youth, and other endeavors; and
- 3) to support global cooperation for combating climate change, international migration crises, pandemics, and conflicts over scarce resources; and
- 4) to facilitate capacity building and professional development exchange programs and innovation in municipal service delivery.

This Sister City Agreement shall be officially established and shall become effective when this document has been duly executed by the Mayor of Brooklyn Park, Minnesota, USA, and the Chairman of the Udu, Nigeria Local Government Council.

Approved by the City of Brooklyn Park City Council this 27<sup>th</sup> day of February 2023.

Signed \_\_\_\_\_

---

Hollies Winston  
Mayor, City of Brooklyn Park  
Minnesota, USA

---

Honorable Jite Brown  
Chairman, Udu Nigeria Local Government Council  
Delta State, Nigeria



## Sponsor Agreement

between the

City of Brooklyn Park (The City)

and the

Reconnecting the Great Diaspora Sister City committee (The Sponsor)

In accordance with the authorization and approval expressed by the City of Brooklyn Park, Minnesota, USA, and Udu, Local Government Area, Nigeria, it is declared that a "Sponsor Agreement" between The City and Reconnecting the Greater Diaspora is hereby established as defined by the City of Brooklyn Park Process and Criteria for Sister City Relationships.

This agreement sets out the roles and responsibilities of The City and The Sponsor in fulfilling the objectives of the City of Brooklyn Park Process and Criteria for Sister City Relationships and managing the sister city relationship with Udu, Nigeria.

1. The term of this Agreement will be five years commencing in February 2023 and ending February 2028.
2. This Agreement may be renewed for an additional period, as authorized and approved by The City.
3. This Agreement can be amended at any time by written agreement of The City and The Sponsor.
4. The Sponsor, as the lead organization responsible for the sister city relationship, will fulfill the role of ambassador of international goodwill for the benefit of The City by:
  - a) creating cultural, educational, recreational and economic programs and activities which develop and promote interest in the Sister City and benefit the City of Brooklyn Park;
  - b) facilitating capacity building exchange programs and secondments, and cooperation in innovation and digital transformation in municipal service delivery;
  - c) assisting City officials when meeting with their counterparts from the Sister City and organizing local cross-cultural events;
  - d) serving as the intermediary between the two cities for the purpose of coordinating visiting delegations, with the understanding that sending city delegations will be responsible for travel, accommodations, and security expenses and receiving cities will work with The Sponsor to arrange accommodations and internal transportation;
  - e) providing representation at official and community events and celebrations;
  - f) facilitating and fundraising for exchange visits between the City and the Sister City;
  - g) provide volunteer and resource mobilization support for the sustainability of the bilateral relations between the two Sister Cities;
  - h) responding to requests for information regarding the Sister City and the activities within the Sister City relationship;
  - i) establishing an active working Committee to support the Sister City relationship.



5. The Sponsor will, in administering the Sister City relationship:
  - a) provide documentation to The City verifying that the Sponsor is a registered Minnesota 501(c)(3) non-profit in good financial standing and that it has the authority, by approval of its directors, to enter into this agreement;
  - b) abide by all applicable by-laws, statutes, ordinances, and regulations of any governmental agency having jurisdiction over the activities of the Sponsor;
  - c) not assign or transfer any interest in this agreement of the Sister City relationship without the prior written consent of The City.
  
6. The City will:
  - a) receive an annual report from The Sponsor;
  - b) in discussion with the Sponsor, complete an annual review of The Sponsor's annual work plans, reports and information to identify achievements and possible areas for improvement in the fulfillment of the Sponsor Agreement.
  
7. If The Sponsor violates or fails to comply with any provisions of this agreement, the City may provide fair notice to The Sponsor of default. If the default is not rectified to The City's satisfaction within the time specified in The City's notice, city staff may recommend to the City Council that this Agreement be terminated. Similarly, the Sponsor may terminate the agreement if they deem the City is not meeting the expectations of the agreement.
  
8. In the event that this Agreement expires at the end of the term and is not renewed, or is terminated by The City or The Sponsor prior to the end of the term, The City may:
  - a) Seek a new Sponsor to support the Sister City relationship; or
  - b) Terminate the Sister City Relationship with Udu, Nigeria.

**We agree to the terms and conditions outlined in this Agreement.**

\_\_\_\_\_  
On behalf of the Sponsor Organization  
Print Name:  
Role/Position:

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

\_\_\_\_\_  
On behalf of the City of Brooklyn Park  
Print Name:  
Role/Position:

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

# Sister City - Proposal

## UDU (LGA) City Council and Brooklyn Park

### Demographic profile of UDU Local Government Area (City), Delta State, Nigeria

Udu local government area is in Delta state, South-south geopolitical zone of Nigeria. The headquarters of the LGA are in the town of Otor-udu. The LGA is made up of several towns and villages which include Ovwian, Egiegi, Igbogidi, Opete, Enerhen, Aladja, Ohwiase and Ujevwu. The LGA has an estimated population of 185,735 inhabitants with the area primarily occupied by members of the Urhobo ethnic configuration. The Urhobo language is commonly spoken in the LGA while the religion of Christianity is widely practiced in the area. The paramount traditional ruler in Udu LGA is known as the Ovie of Udu kingdom while the notable landmarks in the area include the Delta Steel Company, Aladja and the Shell gas plant Otor-Udu.

### **GEOGRAPHY OF UDU**

Udu LGA has an average temperature of 25 degrees centigrade while the Warri River flows through the area. The LGA has a number of other rivers and streams flowing through its territory with the area also hosting substantial forest reserves.



### **ECONOMY OF UDU**

Udu LGA is rich in deposits of minerals such as rubber, silica, as well as crude oil and natural gas with the area hosting a number of oil mining firms. Trade also flourishes in the area with the LGA hosting several markets such as the Udu main market where a variety of commodities are bought and sold. Other important enterprises undertaken by the people of Udu LGA include fishing, farming, and lumbering.

**USAID REPORT: NIGERIA ECONOMIC GROWTH AND TRADE****(Adding value to agricultural products improves market competitiveness -USAID)**

Nigeria's economic potential is constrained by many structural issues, including inadequate infrastructure, tariff and non-tariff barriers to trade, obstacles to investment, lack of confidence in currency valuation, and limited foreign exchange capacity.

Sustained broad-based economic growth and poverty reduction are critical to its economic stability. USAID supports the Government's poverty alleviation efforts to improve agricultural productivity and expand jobs in rural areas. It also works to improve market access, increase the country's energy supply, reduce obstacles to trade, and expand access to clean water. We help develop a policy environment for small businesses and expand access to market-driven vocational and technical training linked with private sector employment opportunities. U.S. assistance also focuses on expanding access to commercial financial services, including microfinance.

**Benefits to both cities:**

Based on the challenges and opportunities stated above, the proposed sister city bilateral relationship will benefit both cities in the following way:

- It will provide sustainable economic and business opportunities to both cities
- Educational partnerships and developments, including joint research and teaching programs
- An influx of business, tourism & trade
- Sharing of valuable resources and approaches in business, education, culture & technologies
- Help provide global collaboration in tackling climate change
- Showcasing local government achievements
- More investment in the local economy.

**How the sister city relationship will support the goals of the City of Brooklyn Park.**

1. By exploring economic development synergies between cities and develop avenues for local businesses who want to establish or expand international commercial initiatives.
2. By Increasing community awareness of the influence and impact that foreign policy and the global marketplace have on our community.
3. By providing more options for residents to experience, understand and appreciate other cultures.
4. Share best practices for city government.
5. By developing and supporting educational, cultural and people-to-people exchanges.

**Membership list for the proposed sister city committee**

The UDU (LGA) and Brooklyn Park Proposed Sister City Committee Membership includes the following positions from the Board of Directors of Reconnecting the Great Diaspora (RGD)

1. Chairman, RGD
2. Vice Chairman, RGD
3. Secretary, RGD
4. Treasurer, RGD
5. Executive President, RGD
6. Other co-opted members of RGD and/or Leaders of Udu origin in Minnesota

**Proposed sister city's expectations for the relationship with Brooklyn Park.**

1. Economic development synergies between cities and develop avenues for local businesses who want to establish or expand international commercial initiatives.
2. Share best practices for city government.
3. Develop and support educational, cultural and people-to-people exchanges.
4. Provide cultural exchange and experience
5. Explore impact that foreign policy and the global marketplace have on our community.



**OFFICE OF THE EXECUTIVE CHAIRMAN**  
UDU LOCAL GOVERNMENT COUNCIL  
DELTA STATE OF NIGERIA  
COUNCIL SECRETARIAT  
OTOR-UDU

**YOUR REF:**

**Date: 25<sup>th</sup> August 2022**

**OUR REF: 498 /Udu LGA/142/Vol. VI**

**The Mayor of Brooklyn Park  
City of Brooklyn Park  
5200 85<sup>th</sup> Avenue N  
Brooklyn Park, Minnesota, USA 55443**

**Dear Ms. Lisa Jacobson,**

**INVITATION FOR SISTER CITY RELATIONSHIP**

The Honorable Chairman of UDU Local Government, UDU elected counselors and the people of UDU local government cordially invite the city of Brooklyn Park to establish a sister city partnership based on both city's shared values, cultures, visions, and aspiration.

UDU local government area (LGA) is in Delta state, South-south geopolitical zone of Nigeria. UDU LGA is made up of several towns and villages which include Aladja, Orhuwhorum, Igbogidi, Ovwian, Egiegi, Opete, Enerhen, Otor-Udu, Ohwiase and Ujevwu. The headquarters of the LGA are in the town of Otor-udu. UDU LGA has an estimated population of 185,735 inhabitants with the area primarily occupied by members of the Urhobo ethnic configuration. The Urhobo language is commonly spoken in the LGA while the religion of Christianity is widely practiced in the area. The paramount traditional ruler in Udu LGA is known as the Ovie of Udu kingdom while the notable landmarks in the area include the Delta Steel Company, Aladja and the Shell gas plant Otor-Udu.

The UDU local government area poverty alleviation program and efforts to improve agricultural productivity and create jobs in UDU LGA. It also works to improve market access, reduce obstacles to trade, and expand access to clean water. We develop a policy to support small businesses and expand access to market-driven vocational and technical training linked with private sector employment opportunities.

Based on the challenges and opportunities stated above, the proposed sister city bilateral relationship will benefit both cities in the following way:

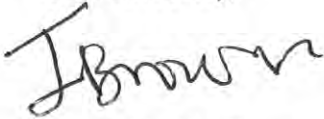


- Educational partnerships and developments, including joint research and teaching programs
- An influx of business, tourism & trade
- Sharing of valuable resources and approaches in business, education, culture & technologies
- Help provide global collaboration in tackling climate change
- Showcasing local government achievements
- More investment in the local economy.

The critical area of cooperation may include but not limited to developing and sharing best practices in business, agriculture, tourism, education, healthcare, environment, and climate change.

As we look forward to this mutually beneficial partnership, I like to thank you and the people of Brooklyn Park for the opportunity to present our sister city proposal.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "J. Brown". The signature is written in a cursive, flowing style.

Honorable Jite Brown  
Chairman UDU Local Government Council

Cc: File

**List of at least 20 Brooklyn Park residents interested in participating in the sister city relationship.**

*(This must include address, phone number and e-mail address for each person).*

#	Name	Sex	Address	Phone #	Email
1	Aruworay Memene	M	4309 Marigold Ave N, Brooklyn Park, MN 55443	612-868-4552	ray@pelicanstaffing.com
2	Godfrey Edaferierhi	M	3807 Globe Flower Cir, Brooklyn Park,	612-701-8576	GerealtyllC@Gmail.com
3	Ogheneochuko Okitikpi	M	7100 104 <sup>th</sup> Avenue North, Brooklyn Park, Mn 55445	612-537-6104	Chuck@avenuestaffing.com
4	Samuel Okwesa	M	7850 Yates Avenue N, Brooklyn Park, Mn 55443	612-978-6418	SamuelUkwesa@yahoo.com
5	James Oghenekaro	M	5504 102 <sup>nd</sup> Avenue N, Brooklyn Park, 55443	612-598-7064	jboghenekaro@gmail.com
6	Ebielador Itie Memene	M	4309 Marigold Ave N, Brooklyn Park, MN 55443	763-443-7157	ebielador@hotmail.com
7	Helen Okitikpi	F	7100 104 <sup>th</sup> Avenue North, Brooklyn Park, Mn 55445	763-537-6104	Ogkit2000@yahoo.com
8	Miriam Osammor	F	2609 87 <sup>th</sup> Trail N, Brooklyn Park, MN 55443	763-412-9848	Mosammor@hotmail.com
9	Enite Oghenekaro	F	5504 102 <sup>nd</sup> Avenue N, Brooklyn Park, 55443	651-283-4764	eogbon@gmail.com
10	Alan Memene	M	4309 Marigold Ave N, Brooklyn Park, MN 55443	763-203-4664	alanmemene@gmail.com
11	Aaron Memene	M	4309 Marigold Ave N, Brooklyn Park, MN 55443	763-300-1740	memeneaaron@gmail.com
12	Elohor Gordon	F	5735 80 <sup>th</sup> Avenue North, Brooklyn Park, MN 55443	612-886-4909	Egordonx@gmail.com
13	Lizzy Anoje	F	7828 Yates Avenue North, Brooklyn Park, Mn 55443	612-644-5867	elizabeth.o.kachikwu@gmail.com
14	Florence Edaferierhi	F	3807 Globe Flower Cir, Brooklyn Park	612-803-4010	FlorenceEdaferierhi@gmail.com
15	Kesiri Edaferierhi	F	3309 Carnation Avenue N, Brooklyn Park, MN 55443	763-228-9181	Edafe001@umn.edu
16	Nero Edaferierhi	M	3309 Carnation Avenue N, Brooklyn Park, MN 55443	612-237-0802	Edafergo@hotmail.com
17	Parcy Ugo	F	4508 Edinbrook Terrace, Brooklyn Park, Mn 55443	763-285-2336	UgoUgonwayi@District279.org
18	Mary Kim Egere	F	4501 Marigold Avenue N, Brooklyn Park, MN 55443	612-404-5173	mkegere@gmail.com
19	Mercy Okitikpi	F	9019 Nevada Avenue North, Brooklyn Park, MN 55445	215-888-2528	mokitikpi@yahoo.com
20	Clement Okitikpi	M	9019 Nevada Avenue North, Brooklyn Park, MN 55445	612-483-5444	cokitikpi@yahoo.co.uk
21	Christy Omosowhofa	F	8225 June Avenue, Brooklyn Park, MN 55443	763-670-4095	chhcs@caringhomehealth.com

RGD



**Reconnecting the Great Diaspora (RGD)**  
**“African Diaspora Ancestral Birth Right”**  
7030 Brooklyn Blvd, Minneapolis, MN 55429

YOUR REF:

Date: October 10, 2022

OUR REF: 025 – RGD – 084 -Vol. II

The Mayor of Brooklyn Park  
City of Brooklyn Park  
Minnesota, USA

**Reconnecting the Great Diaspora (RGD) Letter of support**

RGD is a nonprofit organization incorporated under the laws of the State of Minnesota. African Diaspora are drawn between the “historic” and “contemporary” or “new” African diasporas, referring respectively to diasporas formed before and during the twentieth century. RGD is the bridge to Reconnect Africans in the Great Diaspora to their African country of origin with the help of DNA testing.

The Reconnection of people of African descent (African Diaspora) across the world to their African country of origin will help achieve a collective aspiration. This symbiotic relationship would not only be mutually beneficial but would also help renew the bonds between the Diasporas and the motherland.

RGD have Memorandum of Understanding (MOU) with UDU (LGA) City Council which outlines areas of strategic partnership between both parties. The partnership involves cooperation, need/resource assessment, co-designing, co-implementation, and joint development projects targeting UDU (LGA) for the benefit of Nigeria and Africa at large.

As part of RGD Africa Diaspora Reconnection efforts, RGD is the UDU (LGA) City Council and Brooklyn Park City Council Sister City Proposal sponsor organization, and this is our letter of support.

Yours Sincerely,

**Aruworay Memene**

  
Chairman, RGD

**Ogheneochuko Okitikpi**

  
Secretary, RGD

**Godfrey Edaferierhi**

  
Treasurer, RGD

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	7.2	<b>Meeting Date:</b>	February 27, 2023
<b>Agenda Section:</b>	General Action Items	<b>Originating Department:</b>	Community Development
<b>Resolution:</b>	X	<b>Prepared By:</b>	John Kinara, Housing and Redevelopment Coordinator
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	6	<b>Presented By:</b>	John Kinara
<b>Item:</b>	Approve Proposed Use of Fiscal Year 2023/2024 Urban Hennepin County Community Development Block Grant Program Funds and Authorize Execution of Subrecipient Agreement with Hennepin County and Any Third-Party Agreements		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-\_\_\_\_ APPROVING PROPOSED USE OF FISCAL YEAR 2023/2024 URBAN HENNEPIN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FUNDS AND AUTHORIZING EXECUTION OF SUBRECIPIENT AGREEMENT WITH HENNEPIN COUNTY AND ANY THIRD-PARTY AGREEMENTS.

## Overview:

The City Council held a public hearing for the preliminary allocation of \$431,500 for FY2023 – FY2024 Community Development Block Grant (CDBG) funds on February 13, 2023. At the meeting, Council Members were briefed about various program activities recommended for funding. Discussion focused on funding for Environmental Health, Home Rehabilitation Deferred Loan Program, and the rehabilitation of the Zanewood Teen Center. During the Council meeting, members proposed to maintain the 2023 Environmental Health CDBG budget at \$17,500 and allocated \$314,000 to the Home Rehabilitation Deferred Loan Program. Council Members also discussed the allocation of \$100,000 in CDBG dollars to fund the rehabilitation and potential expansion of the Zanewood Teen Center to create more space for programming activities. Council Members also approved the selection of John Kinara, Housing and Redevelopment Coordinator, as the city's representative to the Hennepin County Public Services Selection Committee. There was one public comment from a member of the community who wanted to know how the CDBG dollars are allocated.

The City of Brooklyn Park is part of the Urban Hennepin County Community Development Block Grant (CDBG) Program. CDBG is a population and needs based federal grant program from the US Department of Housing and Urban Development (HUD). The City's relationship with Hennepin County allows the County to administer the grants and ensure federal compliance through a Joint Cooperation Agreement (JCA) adopted between the County and the City, which is renewed every three (3) years.

The City Council sets the use of CDBG funds in two steps, a public hearing and preliminary approval and final approval in late February for the upcoming program year. HUD requires a public hearing for the purpose of soliciting comments from the community on the proposed use of these funds. The proposed total FY2023/2024 CDBG allocation for Brooklyn Park is approximately **\$382,500**. As per the Joint Cooperation Agreement (JCA), after subtracting 12% for Administration Fee (11% administration and 1% fair housing activities) and the 15% for Public Services funding. FY2023 program runs from July 1, 2023, to June 30, 2024.

In addition, between July 1, 2023 to June 30, 2024, it is estimated that **\$49,000** in program income generated from previously funded CDBG activities will be available to the city for reallocation.

**Table 1: FY2023 CDBG Funds Available**

<b>Program Funds</b>	<b>Estimated FY2023 CDBG Allocation</b>
FY2023 CDBG Allocation for locally directed programming	\$382,500
FY2023 Program Income	\$49,000
<b>Total amount available for City directed programming</b>	<b>\$431,500</b>

**Primary Issues/Alternatives to Consider:**

- **How is the CDBG amount determined?**

HUD allocates CDBG funds to communities based on a distribution formula. HUD considers a community's population, individuals with incomes at or below the poverty level, and the number of overcrowded housing units to determine grant amounts. Poverty data is a double-weighted factor.

The City's proposed allocation of \$431,500 is an estimate provided by Hennepin County and may change, up or down, per HUD's final announcement around July 1, 2023. A provision in the final resolution will address any major change in funding.

- **How does the City allocate CDBG funds?**

The City has participated in the CDBG program for the past 41 years and historically the City Council has allocated the major portion of the funds for EDA and Council approved housing and redevelopment projects. In addition, the City Council has also supported community public/human service programs through utilization of 15-percent of CDBG funds, the maximum allowed by HUD for that purpose.

Eligible CDBG projects are those that meet at least one of three national program objectives. The objectives are activities benefiting low- and moderate-income households; activities preventing or eliminating slums or blight; and/or, projects meeting community development needs with a specific urgency.

- **How are public/ human services funds awarded?**

Funding for public/human service activities is capped at 15-percent of the grant amount. Per the JCA between the City and the County, the County will retain the full 15-percent of the grant for allocation to public/human service activities in the City. A County-based selection committee will award funds retained for public service activities on a competitive request for proposal basis. The County will invite one representative from each Direct Allocation City under the JCA to participate on the Selection Committee.

In FY2022, \$413,242 in public service funds were available under the JCA consortium. Twenty public service agencies requested a total of \$1.1 million. The average award was \$30,000, with awards ranging from \$10,000 to \$70,000. Among these 20 organizations that applied, 9 applicants did not get funded because they had other funding sources or were found ineligible. A total of 11 organizations were funded. Six of these organizations serve the residents of Brooklyn Park and other northwestern suburbs in different programming activities.

On February 1, 2023, Hennepin County issued a Request for Proposals (RFP) for the 15-percent of CDBG directed to public/human service activities. All registered non-profit organizations operating in Brooklyn Park may submit applications for CDBG funds. The submission of applications to the County are due on March 2, 2023. The Selection Committee will meet in April to review and score all the submitted applications before making funding recommendations to the County Board for the Annual Action Plan approval expected in June 2023.

- **What locally directed programs are proposed to be funded?**

Staff recommends using the non-public service funds totaling \$431,500 for the programs described in Table 2, which details the CDBG funding allocations made in FY2022 and proposed funding allocations for FY2023. The proposed allocations for FY2023 aim to meet HUD expectations to serve multiple income groups and areas in the community as the objectives of Hennepin County's Consolidated Plan.

**Table 2: FY2023 CDBG Proposed Program Activities**

<b>Program Activity</b>	<b>FY2022 Funds Awarded</b>	<b>FY2023 Proposed Funding</b>
Home Rehabilitation Deferred Loans	\$322,500	\$314,000
Environmental Health	\$17,500	\$17,500
Teen Center	\$0	\$100,000
<b>TOTAL</b>	<b>\$340,000</b>	<b>\$431,500</b>

**Home Rehabilitation Deferred Loan Program****\$314,000**

Staff recommends allocating \$314,000 to the Home Rehabilitation Deferred Loan Program. Administered in partnership with Hennepin County, this program provides financial resources to single-family homeowners for capital improvements and emergency repairs. The program allows homeowners who earn 80-percent of the Area Median Income or less to borrow money to make interior and exterior improvements such as new furnaces, windows, siding as well as some kitchen renovations. The Home Rehabilitation Deferred Loan Program provides zero interest loans without any monthly payments and is entirely forgiven if the borrower maintains ownership and occupancy for 10 years.

Under the current program guidelines, qualifying Brooklyn Park homeowners receive between \$1,000 and \$20,000 in a deferred loan. In the fiscal year 2022 about \$277,000 was awarded to 24 homeowners, with 300 more homeowners still on the waiting list. The average amount awarded to qualifying homeowners was about \$15,000.

**Code Correction****\$17,500**

The Environmental Health Program and Public Health Division continue to handle high levels of code violations in the neighborhoods. From FY2011-FY2022, the City has allocated CDBG funds for increased code correction activities within designated census tracts of the City. The need for additional staff continues in 2023 to proactively manage the high number of code violations and to track and monitor any vacant and under-maintained properties. Staff proposes to continue using existing environmental health staff in this effort and to allocate CDBG funds for this purpose in order to allow for extra enforcement in the neighborhoods. The approved 2023 budget included the anticipated use of CDBG funds in this manner.

**Teen Center****\$100,000**

The Youth and Teen Recreation Center was identified as a priority of the 2018 Park Bond Referendum. The Zanewood Recreation Center has served the community for more than twenty years, but as the demand has increased, the facility is no longer large enough to support all of program needs. A new Youth and Teen Recreation Center would be a hub for youth and teen activities as well as daily drop-in activity. Positive youth development programs strengthen young people's sense of identity, belief in the future, self-regulation, and self-efficacy as well as their social, emotional, cognitive, and behavioral competence.

The concept planning and pre-design work for the expansion of the existing facility, or the construction of a new facility, started early in 2023. Creating space for arts programs, workforce development, music studio production, homework assistance, drop-in activities, fitness activities and youth outreach are all part of the vision for the new space.

While the Park Bond Referendum identified \$2M of funding for Youth and Teen Recreation Center, inflation and rising material costs have limited the amount of new or renovated space that can be created. The Recreation and Parks Department is seeking \$100,000 in Community Development Block grants to help support the furniture, fixtures and equipment needs of the new spaces in order to provide a myriad of opportunities for young people to engage.

**Staff Analysis**

The proposed CDBG allocations are designed to be a part of a comprehensive community development strategy, which includes both "bricks and mortar" projects as well as programs and projects designed to support some of the social service needs of City residents. Each of the programs offer specific benefits to low- and moderate-income households, youth, or assists in the clearance of slum and blight, as required by the national CDBG program objectives.

The City Council has discretion on suggested funding allocations. Staff will evaluate any proposed changes to the allocations presented in this report for consistency with CDBG guidelines and report any findings at the February 27 Council meeting.

**Budgetary/Fiscal Issues:**

The CDBG program is a federally funded program and has no impact to the City's budget, except for the budgeted City staff time needed to receive and allocate funds and administer CDBG-funded programs.

**Attachments:**

- 7.2A RESOLUTION
- 7.2B HOME REHABILITATION DEFERRED LOAN – RFP 2023
- 7.2C ENVIRONMENTAL HEALTH PROGRAM – RFP 2023
- 7.2D ZANEWOOD TEEN CENTER – RFP 2023
- 7.2E PUBLIC NOTICE
- 7.2F MARKETING FLYER

RESOLUTION #2023-

RESOLUTION APPROVING PROPOSED USE OF FISCAL YEAR 2023/2024 URBAN HENNEPIN COUNTY  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FUNDS AND  
AUTHORIZING EXECUTION OF SUBRECIPIENT AGREEMENT WITH  
HENNEPIN COUNTY AND ANY THIRD-PARTY AGREEMENTS

WHEREAS, the City of Brooklyn Park, through execution of a Joint Cooperation Agreement with Hennepin County, is cooperating in the Urban Hennepin County Community Development Block Grant Program; and

WHEREAS, the City of Brooklyn Park has developed a proposal for the use of Urban Hennepin County CDBG funds made available to it, and held a public hearing on February 13, 2023, to obtain the views of residents on local and Urban Hennepin County housing and community development needs and priorities regarding the City's proposed use of \$431,500 from the Fiscal Year 2023 Urban Hennepin County Community Development Block Grant program.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to approve the following projects for funding from the Urban Hennepin County Community Development Block Grant program and authorize submittal of the proposal to Hennepin County for review and inclusion in the Fiscal Year 2022 Urban Hennepin County Community Development Block Grant Program.

<b>FY2023 CDBG PROGRAM ACTIVITY</b>	<b>BUDGET</b>
Home Rehab/Emergency Deferred Loan Program	\$314,000
Environmental Health/Code Enforcement	\$17,500
Zanewood Teen Center	\$100,000
<b>Total Allocation</b>	<b>\$431,500</b>

BE IT FURTHER RESOLVED that should the final amount of Fiscal Year 2023 CDBG funds available to the City be different from the preliminary amount provided to the City, the City Council hereby authorizes the Home Rehab/Emergency Deferred Loan Program activity reflect an increase or decrease in funding accordingly.

BE IT FURTHER RESOLVED that the City Council hereby authorizes and directs the Mayor and its City Manager to execute the Subrecipient Agreement and any required Third-Party Agreements on behalf of the City.

BE IT FURTHER RESOLVED that the City Council hereby authorizes the Mayor and its City Manager to approve such modifications to the Agreement as in their judgment is consistent with the spirit and content thereof.





## Hennepin County CDBG Funding Request Form 2023 Program Year DIRECT ALLOCATION

### Organization Information

**Agency/Organization Name:** City of Brooklyn Park

**Address:** 5200 85<sup>th</sup> Avenue North, Brooklyn Park, MN 55443

**Organization Type:**  **Government**  **Non-Profit**  **For-Profit**  **Other:** [Click here to enter text.](#)

**Name of Primary Contact:** John T. Kinara

**Title of Primary Contact:** Housing and Redevelopment Coordinator

**Primary Contact Email:** john.kinara@brooklynpark.org

**Primary Contact Phone:** 763 493 8054

**Unique Entity Identifier Number:** MUTWF37ZH2D5

On April 4, 2022, the federal government stopped using the DUNS Number to uniquely identify entities. Now, entities doing business with the federal government will use the Unique Entity ID created in [www.SAM.gov](http://www.SAM.gov).

### Activity Information

**Activity Name:** Home Rehabilitation Deferred Loan/ Emergency Rehabilitation Deferred Loan Programs

**Amount of 2023 CDBG Funding Request:** \$314,000

**Use of CDBG Funds (e.g. acquisition, rehabilitation, construction):** Rehabilitation and deferred maintenance repairs.

**Description of Activity:** Staff is recommending funding be provided for the Brooklyn Park Home Rehabilitation/ Emergency Deferred Loan Program from CDBG funds for FY2023. In the FY2022, CDBG funds were also allocated to this program. About 24 projects in dire need of repairs qualified for the program grants. The need for this program is high and the proposed funding will allow staff to complete another 20 projects in FY2023. The City of Brooklyn Park in partnership with Hennepin County provides these deferred loans to homeowners to make eligible improvements, emergency repairs and deferred maintenance. The housing program is designed to enhance the home values and curb appeal of the existing housing stock while promoting a safe, stable, and suitable living environment in the community. [Click here to enter text.](#)

**Location Address (if applicable):** City of Brooklyn Park – City Wide

**Description of Project Service Area (if applicable):** The program will address the needs of the population within the City of Brooklyn Park that meets 80% of the Area Median Income and below as well as the Low – Moderate households. The anticipated goal in this regard is to help low to moderate income homeowners make the necessary deferred repairs to their residential units.

**Anticipated Accomplishments (complete a, b, or c below):**

**a.) Housing activities:** The anticipated goal in this regard is to help about 20 low to moderate income qualified homeowners make the necessary deferred repairs to their residential units.

**#Housing Units:** 20

**b.) Public Facilities activities:**

**List Census Block Groups served by the facility:** N/A

**c.) All other activities:** [Click here to enter text.](#)

**#People Served:** 20 households

### Activity Need, Consistency with Plans, and Public Support

#### Who is the target clientele? What populations will benefit from the activity?

Low – Moderate Income qualified households who meet the 80% area median income threshold and below

#### What community needs does this activity address?

Preserves and stabilizes single family homeownership for low to moderate households in the City of Brooklyn Park

#### How does the activity address a goal identified in the 2020-2024 Consolidated Plan?

**Note: Specify which Strategy and Goal the activity addresses.**

It's a high priority strategic need that preserves and maintains single family affordable homeownership in the City of Brooklyn Park for low to moderate income households.

#### How does the activity meet other locally identified community development needs?

This program activity will allow the city to continue administering the housing program that has been in high demand. We anticipate completing at about 20 additional projects by the end of the fiscal year 2024

#### Describe any community or private partnership support:

The Home Rehabilitation/ Emergency Deferred Loan Program is administered by Hennepin County in partnership with the City of Brooklyn Park.

### Implementation Schedule

**Projects should plan to begin after July 1, 2023 and to be complete by June 30, 2024.**

Note: Priority given to projects that can be completed by March 30, 2024.

TASK	Anticipated Completion Date
Homeowner occupied units rehabilitation projects	June 30, 2024

### Activity Budget -- Funding Sources & Uses

Note: Projects involving the acquisition, rehabilitation, and/or construction of housing or public facilities should submit a detailed source and uses budget in Microsoft Excel format in lieu of completing this section.

SOURCES	AMOUNT	USES	AMOUNT
<b>CDBG</b>	\$314,000	Homeowner rehabilitation	\$314,000
<b>Other Local Government (list)</b>	N/A	Click here to enter text.	Click here to enter text.
<b>Other Federal Government (list)</b>	N/A	Click here to enter text.	Click here to enter text.
<b>State</b>	N/A	Click here to enter text.	Click here to enter text.
<b>Private</b>	N/A	Click here to enter text.	Click here to enter text.
<b>Other (list)</b>	N/A	Click here to enter text.	Click here to enter text.
<b>Other (list)</b>	N/A	Click here to enter text.	Click here to enter text.
<b>TOTAL</b>	<b>\$314,000</b>		<b>\$314,000</b>

(Attach separate pages if necessary)

Has this activity received CDBG funding in previous years?  Yes  No

If Yes, describe: The Home Rehabilitation / Emergency Deferred Loan Program was funded by CDBG funds in the amount of \$322,500 in the FY2022 –FY2023. The program served about 20 income qualified homeowners in Brooklyn Park.

### Staff Capacity

#### Describe staff capacity and experience relevant to administering this activity:

Staff administered this program in FY2022 and has previously administered this program for several decades in the past. The City of Brooklyn Park and Hennepin County have experienced staff with a wealth of knowledge, skills, and abilities to manage the program implementation, monitoring, evaluation, reporting and compliance.

#### Describe the organization's experience complying with federal grant regulations:

City of Brooklyn Park has participated in the CDBG Program for the past 41 years. Each fiscal year, the city undergoes an independent audit to ensure that the standards set by the federal government, oversight agencies, or the city's internal controls are followed. These standards will differ across the board, but most will include program rules and requirements, documentation of program processes, progress, and impact, and reporting of data.

**Does your organization go through an independent/ third party financial audit annually?** (Note: acceptance of CDBG funds require financial statements and may require organizations to have financial statements audited by a third-party auditor or a single audit annually at the expense of the organization.) Yes, Brooklyn Park is audited every year for all the external grant funding from the federal, state and county governments.

#### List the names, position titles, and brief qualifications of staff who will be primarily responsible for delivering this activity (attach additional pages if necessary)

John Kinara – Housing and Redevelopment Coordinator; Certified Housing Development Finance Professional (HDFP) – City of Brooklyn Park.

Breanne Rothstein – Economic Development and Housing Director, AICP

Melisa Illes – Senior Housing Analyst; Certified Housing Development Finance Professional(HDFP) – Hennepin County

Tonja West-Hafner–Program Analysis Supervisor – Hennepin County



## Hennepin County CDBG Funding Request Form 2023 Program Year DIRECT ALLOCATION

### Organization Information

**Agency/Organization Name:** City of Brooklyn Park

**Address:** 5200 85<sup>th</sup> Avenue North, Brooklyn Park, MN 55443

**Organization Type:**  **Government**  **Non-Profit**  **For-Profit**  **Other:** [Click here to enter text.](#)

**Name of Primary Contact:** John T. Kinara

**Title of Primary Contact:** Housing and Redevelopment Coordinator

**Primary Contact Email:** john.kinara@brooklynpark.org

**Primary Contact Phone:** 763 493 8054

**Unique Entity Identifier Number:** MUTWF37ZH2D5

On April 4, 2022, the federal government stopped using the DUNS Number to uniquely identify entities. Now, entities doing business with the federal government will use the Unique Entity ID created in [www.SAM.gov](http://www.SAM.gov).

### Activity Information

**Activity Name:** Environmental Health Program (formerly code enforcement)

**Amount of 2023 CDBG Funding Request:** \$\$17,500

**Use of CDBG Funds (e.g., acquisition, rehabilitation, construction):** Staff time for monitoring and enforcing code violations in CDBG eligible census tracts and properties within the City of Brooklyn Park.

**Description of Activity:** The Environmental Health Program and Public Health Division continue to handle high levels of code violations in specific neighborhoods. The aging housing stock and subsequent vacant homes over the last few years has increased the workload for code enforcement staff. From FY2011 – FY2022, the City has allocated CDBG funds for increased code correction activity within designated areas of the City. The need for additional staff continues in 2023 to manage the high number of code violations, and track and monitor any foreclosed, aged, and vacant properties. Staff proposes to continue using existing environmental Health staff in this effort and to allocate CDBG funds for this purpose in order to relieve the general fund budget and allow for enhanced corrective actions in the CDBG eligible neighborhoods. . [Click here to enter text.](#)

**Location Address (if applicable):** City of Brooklyn Park – City Wide in CDBG Eligible Areas

**Description of Project Service Area (if applicable):** The program will address the needs of the population within the City of Brooklyn Park that meets 80% of the Area Median Income and below as well as the Low – Moderate households. The anticipated goal in this regard is to help low to moderate income homeowners meet the necessary code requirements within the appropriate time.

**Anticipated Accomplishments (complete a, b, or c below):**

**a.) Housing activities:** The anticipated goal in this regard is to help about 375 low to moderate income homeowners make the necessary code corrections in their residential units as they arise.

**#Housing Units:** About 375

**b.) Public Facilities activities:**

**List Census Block Groups served by the facility:** N/A

**c.) All other activities:** [Click here to enter text.](#)

**#People Served:** 375 households

### Activity Need, Consistency with Plans, and Public Support

#### Who is the target clientele? What populations will benefit from the activity?

Low – Moderate Income qualified households who meet the 80% area median income threshold and below

#### What community needs does this activity address?

Preserves and stabilizes single family homeownership for low to moderate households in the City of Brooklyn Park's designated neighborhoods

#### How does the activity address a goal identified in the 2020-2024 Consolidated Plan?

**Note: Specify which Strategy and Goal the activity addresses.**

This program activity will allow the city to continue administering code enforcement activities thus stabilizing the existing housing stock of single-family homes in CDBG designated/ eligible areas.

#### How does the activity meet other locally identified community development needs?

This program preserves and stabilizes single family homeownership for low to moderate households in the City of Brooklyn Park's designated neighborhoods.

#### Describe any community or private partnership support:

Environmental Health is administered by the City of Brooklyn Park's public health division in partnership with Hennepin County and Minnesota Department of Human Services.

### Implementation Schedule

**Projects should plan to begin after July 1, 2023 and to be complete by June 30, 2024.**

Note: Priority given to projects that can be completed by March 30, 2024.

TASK	Anticipated Completion Date
Environmental health code correction activities	June 30, 2024

### Activity Budget -- Funding Sources & Uses

Note: Projects involving the acquisition, rehabilitation, and/or construction of housing or public facilities should submit a detailed source and uses budget in Microsoft Excel format in lieu of completing this section.

SOURCES	AMOUNT	USES	AMOUNT
<b>CDBG</b>	\$17,500	Code correction activities	\$17,500
<b>Other Local Government (list)</b>	N/A	Click here to enter text.	Click here to enter text.
<b>Other Federal Government (list)</b>	N/A	Click here to enter text.	Click here to enter text.
<b>State</b>	N/A	Click here to enter text.	Click here to enter text.
<b>Private</b>	N/A	Click here to enter text.	Click here to enter text.
<b>Other (list)</b>	N/A	Click here to enter text.	Click here to enter text.
<b>Other (list)</b>	N/A	Click here to enter text.	Click here to enter text.
<b>TOTAL</b>	<b>\$17,500</b>		<b>\$17,500</b>

(Attach separate pages if necessary)

Has this activity received CDBG funding in previous years?  Yes  No

If Yes, describe: The environmental health division has been funded with CDBG funds for several years due to increased code violations brought about by an aging housing stock and some vacant foreclosed properties. The CDBG funds are specifically used to pay staff time in delivering the code correction related activities.

### Staff Capacity

#### Describe staff capacity and experience relevant to administering this activity:

Staff administered this program in FY2022 and has previously administered this program for several decades in the past. The City of Brooklyn Park, Hennepin County and the Department of Health have experienced staff with a wealth of knowledge, skills, and abilities to manage the program implementation, monitoring, evaluation, reporting and compliance.

#### Describe the organization's experience complying with federal grant regulations:

City of Brooklyn Park has participated in the CDBG Program for the past 41 years. Each fiscal year, the city undergoes an independent audit to ensure that the standards set by the federal government, oversight agencies, or the city's internal controls are followed. These standards will differ across the board, but most will include program rules and requirements, documentation of program processes, progress, and impact, and reporting of data.

**Does your organization go through an independent/ third party financial audit annually?** (Note: acceptance of CDBG funds require financial statements and may require organizations to have financial statements audited by a third-party auditor or a single audit annually at the expense of the organization.) Yes, Brooklyn Park is audited every year for all the external grant funding from the federal, state and county governments.

#### List the names, position titles, and brief qualifications of staff who will be primarily responsible for delivering this activity (attach additional pages if necessary)

John Kinara – Housing and Redevelopment Coordinator (HFDP) – City of Brooklyn Park.

Jason Newby – Public Health and Environmental Services Manager – City of Brooklyn Park

Tonja West-Hafner – Program Analysis Supervisor – Hennepin County

Teegan Wydra – Environmental Health Specialist

Melisa Illes – Senior Program Analyst – Hennepin County



# Hennepin County CDBG Funding Request Form 2023 Program Year DIRECT ALLOCATION

## Organization Information

**Agency/Organization Name:** City of Brooklyn Park

**Address:** 5200 85<sup>th</sup> Avenue North, Brooklyn Park, MN 55443

**Organization Type:** Government Non-Profit For-Profit Other: Click here to enter text.

**Name of Primary Contact:** John T. Kinara

**Title of Primary Contact:** Housing and Redevelopment Coordinator

**Primary Contact Email:** john.kinara@brooklynpark.org

**Primary Contact Phone:** 763 493 8054

**Unique Entity Identifier Number:** MUTWF37ZH2D5

On April 4, 2022, the federal government stopped using the DUNS Number to uniquely identify entities. Now, entities doing business with the federal government will use the Unique Entity ID created in [www.SAM.gov](http://www.SAM.gov).

## Activity Information

**Activity Name:** Zanewood Teen Center Program)

**Amount of 2023 CDBG Funding Request:** \$\$100,000

**Use of CDBG Funds (e.g., acquisition, rehabilitation, construction):** Rehabilitation of a city owned public facility to improve its functionality and safety while providing increased specific programming activities that benefits low- and moderate-income households, youth, and young adults.

**Description of Activity:** The Youth and Teen Recreation Center was identified as a priority of the 2018 Park Bond Referendum. The Zanewood Recreation Center has served the community for more than twenty years, but as the demand has increased the facility is no longer large enough to support all of program needs. A newly expanded Youth and Teen Recreation Center at the same facility would be a hub for youth and teen activities as well as daily drop-in activity. Positive youth development programs strengthen young people's sense of identity, belief in the future, self-regulation, and self-efficacy as well as their social, emotional, cognitive, and behavioral competence.

The concept planning and pre-design work for the expansion of the existing facility, started in early 2023. Creating space for arts programs, workforce development, music studio production, homework assistance, drop-in activities, fitness activities and youth outreach are all part of the vision for the new space.

**Location Address (if applicable):** City of Brooklyn Park – 7100 Zane Ave N, Brooklyn Park, MN 55429

**Description of Project Service Area (if applicable):** The program will address the needs of the population within the City of Brooklyn Park that meets 80% of the Area Median Income and below as well as the Low – Moderate households, youth, and young adults. The anticipated goal in this regard is to help low to moderate

income households, youth and young adults enjoy the after-school program benefits as well as other recreational and extra-curricular activities in this high poverty concentration area.

**Anticipated Accomplishments (complete a, b, or c below):**

**a.) Housing activities:**

**#Housing Units:** N/A

**b.) Public Facilities activities:**

**List Census Block Groups served by the facility:** [Click here to enter text.](#) 268101, 268102,268103,268104,268105,268106, 268161, 268162, 268163, 268164, 268165, 268181, 268182, 268183, 268184, 268191, 268092, 268093

**c.) All other activities:** [Click here to enter text.](#)

**#People Served:** The goal is to serve at least over 5000 youth, young adults, and parents in FY2023

**Activity Need, Consistency with Plans, and Public Support**

**Who is the target clientele? What populations will benefit from the activity?**

Low – Moderate Income qualified households who meet the 80% area median income threshold and below

**What community needs does this activity address?**

Preserves maintains a city owned public facility that provides programming benefits for low – moderate income households, youth, and young adults in the designated census blocks

**How does the activity address a goal identified in the 2020-2024 Consolidated Plan?**

**Note: Specify which Strategy and Goal the activity addresses.**

It’s a high priority strategic need that preserves a public facility that provides youth programming services, education, and outreach in designated census blocks.

**How does the activity meet other locally identified community development needs?**

This funding proposal will be critical in preserving and stabilizing the functionality as well as the safety of the Zanewood Recreation Teen Center. In this regard the Center will continue providing increased capacity for youth programming services, education, and outreach in the community.

**Describe any community or private partnership support:**

The City of Brooklyn Park has worked closely with staff from Hennepin County in previous years to administer other structural improvements for public facilities..

**Implementation Schedule**

**Projects should plan to begin after July 1, 2023 and to be complete by June 30, 2024.**

Note: Priority given to projects that can be completed by March 30, 2024.

TASK	Anticipated Completion Date
Zanewood Teen Center Improvements	June 30, 2024



**Activity Budget -- Funding Sources & Uses**

Note: Projects involving the acquisition, rehabilitation, and/or construction of housing or public facilities should submit a detailed source and uses budget in Microsoft Excel format in lieu of completing this section.

SOURCES	AMOUNT	USES	AMOUNT
<b>CDBG</b>	\$100,000	Public Facility Improvements	\$100,000
<b>Other Local Government (list)</b>	N/A	Click here to enter text.	Click here to enter text.
<b>Other Federal Government (list)</b>	N/A	Click here to enter text.	Click here to enter text.
<b>State</b>	N/A	Click here to enter text.	Click here to enter text.
<b>Private</b>	N/A	Click here to enter text.	Click here to enter text.
<b>Other (list)</b>	N/A	Click here to enter text.	Click here to enter text.
<b>Other (list)</b>	N/A	Click here to enter text.	Click here to enter text.
<b>TOTAL</b>	<b>\$100,000</b>		<b>\$100,000</b>

(Attach separate pages if necessary)

**Has this activity received CDBG funding in previous years?**  **Yes**     **No**

**If Yes, describe:** In FY2015 – FY2016, the Zanewood Center received \$50,000 in CDBG funds. Improvements and additions to the Zanewood Community Center were made to support and better serve the growing need and programming opportunities for the residents in the center’s service area. First, the project involved the installation of a concrete apron around the outdoor basketball court. The basketball court serves many of the over 3,000 area youth who use the recreation center for afterschool and weekend activities. Second, the project involved the construction of a shed that’s being used for storage purposes. The sporting items and equipment as well as maintenance machinery or tools need to be stored in a safe and secure shed. Third, the Center built a dumpster enclosure area for trash collection purposes.

In the FY2016, the facility received \$100,000 in CDBG funds to redesign the front entry lobby for safety, security, and enhanced visibility. This change was recommended by the Brooklyn Park Police Department for the purpose of utilizing Crime Prevention through Environmental Design techniques to maximize the facility’s security and safety. In addition, the facility also created a professional office space with two separate rooms in the front lobby to facilitate efficiency in customer service delivery. The additional office space was necessary in providing adequate space for the front office staff to utilize in addressing the needs of the youth undertaking various programming activities as well as the community members.

**Staff Capacity**

**Describe staff capacity and experience relevant to administering this activity:**

Staff has previously administered this program for several decades in the past. The City of Brooklyn Park, and Hennepin County have experienced staff with a wealth of knowledge, skills, and abilities to manage the program implementation, monitoring, evaluation, reporting and compliance.

**Describe the organization’s experience complying with federal grant regulations:**

City of Brooklyn Park has participated in the CDBG Program for the past 41 years. Each fiscal year, the city undergoes an independent audit to ensure that the standards set by the federal government, oversight agencies, or the city’s internal controls are followed. These standards will differ across the board, but most will include program rules and requirements, documentation of program processes, progress, and impact, and reporting of data.

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**List the names, position titles, and brief qualifications of staff who will be primarily responsible for delivering this activity** (attach additional pages if necessary)

John Kinara – Housing and Redevelopment Coordinator (HFDP) – City of Brooklyn Park.

Brad Tullberg – Parks and Recreation Director – City of Brooklyn Park

Tonja West-Hafner – Program Analysis Supervisor – Hennepin County

Melisa Illes – Senior Program Analyst – Hennepin County

**Ad Proof**

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## -Public Notice Ad Proof-

This is the proof of your ad scheduled to run on the dates indicated below. Please proof read carefully. If changes are needed, please contact us prior to deadline at Cambridge (763) 691-6000 or email at [publicnotice@apgecm.com](mailto:publicnotice@apgecm.com)

<p>Date: 01/25/23</p> <p>Account #: 412480 Customer: CITY OF BROOKLYN PARK</p> <p>Address: 5200 85TH AVE N BROOKLYN PARK</p> <p>Telephone: (763) 493-8180 Fax:</p>	<p>Publications: SP Brooklyn Ctr/Brooklyn Park</p>
<p>Ad ID: 1289495 Copy Line: Feb 13 PH 2023 Urban Block Gra</p> <p>PO Number: Start: 02/02/23 Stop: 02/02/2023</p> <p>Total Cost: \$143.00 # of Lines: 56 Total Depth: 6.32 # of Inserts: 1</p> <p>Ad Class: 150 Phone # (763) 691-6000 Email: <a href="mailto:publicnotice@apgecm.com">publicnotice@apgecm.com</a> Rep No: SE700</p>	

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**CITY OF BROOKLYN PARK  
NOTICE OF PUBLIC HEARING  
2023 URBAN HENNEPIN COUNTY  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

Notice is hereby given that the City of Brooklyn Park in cooperation with Hennepin County, pursuant to Title I of the Housing and Community Development Act of 1974, as amended, is holding a public hearing on **February 13, 2023, at 6.00 p.m.** in the Council Chambers located at 5200 85th Avenue North, Brooklyn Park, MN 55443.

The public hearing is on the housing and community development needs and the City's proposed use of the 2023 Urban Hennepin County Community Development Block Grant Program funding allocation of about **\$382,500**.

In addition, between July 1, 2023 to June 30, 2024, it is estimated that **\$49,000** in program income generated from previously funded CDBG activities will be available to the city.

The City of Brooklyn Park is proposing to undertake the following activities with 2023 Urban Hennepin County CDBG funds starting on or about July 1, 2023.

<b>Proposed Program Activity</b>	<b>Proposed Budget</b>
Home Rehabilitation Deferred Loan Program	\$314,000.00
Code Enforcement Program	\$17,500.00
Teen Center	\$100,000.00
<b>Total</b>	<b>\$431,500.00</b>

For additional information on the priorities, proposed activities, level of funding, and program performance contact the City of Brooklyn Park at 763-493-8054 or the Hennepin County Housing Department at **612-348-2205**.

The public hearing is being held pursuant to MS 471.59.

**Members of the public who desire to give input or testimony during the meeting may do so in person or by texting City Clerk Devin Montero at 763-439-1883 or emailing him at [devin.montero@brooklynpark.org](mailto:devin.montero@brooklynpark.org) (Subject line: "Council Testimony").**

**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](mailto:josie.shardlow@brooklynpark.org).**

**Para asistencia, 763-424-8000; Yog xav tau kev pab, 763-424-8000**

DEVIN MONTERO  
CITY CLERK

Published in the  
Sun Post  
February 2, 2023  
1289495

Ad: 1

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**Para asistencia, 763-424-8000; Yog xav tau kev pab, 763-424-8000**

DEVIN MONTERO  
CITY CLERK

Published in the  
Sun Post  
February 2, 2023  
1289495

# Community Development Block Grant for Social Service Organizations



## Granting help to serve others

Social service providers who serve Brooklyn Park residents can now apply for 2023. Community Development Block Grant funds from Hennepin County.

### Amount of grant

Minimum request of \$7,500

### Requirements to apply

- Interested organizations must have 501(c)(3) status to apply
- Activities must benefit low- to moderate-income households in Brooklyn Park

### Application Timeline

Applications accepted February 1 through March 2 by 3:00pm.

### How to apply

- Visit Hennepin County Website [Supplier Public \(hennepin.us\)](https://www.hennepin.us)
- Complete and submit a signed application to Hennepin County
- Submit a copy of your agency/organization's 501(c)(3) letter

### More information

Contact John Kinara  
[john.kinara@brooklynpark.org](mailto:john.kinara@brooklynpark.org)

**John Kinara**  
Housing and Redevelopment  
Coordinator  
763-493-8054  
[john.kinara@brooklynpark.org](mailto:john.kinara@brooklynpark.org)

**City of Brooklyn Park**  
City Hall  
5200 85th Ave. N.  
Brooklyn Park, MN 55443

**Tonja West-Hafner**  
Program Analysis Supervisor  
Hennepin County  
612-348-2599  
[tonja.west-hafner@hennepin.us](mailto:tonja.west-hafner@hennepin.us)