

Thursday, April 13, 2023  
6:00 P.M.

Brooklyn Park City Hall – Meeting Room A203  
5200 85<sup>th</sup> Avenue North

## COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION (CLIC)

CLIC Officers: Brenda Reeves, Chair, Tekoa Cochran, Vice Chair  
CLIC Members: Nicholas Campbell, Gardoe Cephas, Patrick Chittester, Mary Hoogheem, Cindy Johnson, Shelley Marbut, Edna McKenzie, Amy Meuers, Beauty Ojo, Umebe Onyejekwe, Etta Gbeizon-Bornor, John Pharr, John Schaefer

City: CLIC Council Liaison Christian Eriksen and CLIC Staff Liaison Mitch Robinson

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If you need these materials in an alternative format or need reasonable accommodations for a Community Long-range Improvement Commission 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.

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

- I. ORGANIZATIONAL BUSINESS
  - 1. CALL TO ORDER/ROLL CALL
  - 2. APPROVAL OF AGENDA
- II. CLIC STATUTORY BUSINESS
  - 3. CONSENT
    - 3.1** Consider Approving CLIC March 9, 2023 Draft Minutes
    - 3.1A** CLIC March 9, 2023 Draft Minutes
  - 4. GENERAL AGENDA ITEMS
    - 4.1** City Rental License Redesign
    - 4.1A** Redesign Rental Program Memo
    - 4.2** Sub-Committee Discussion
  - 5. STANDING ITEMS
    - 5.1 Friendly and Safe City For All Ages
    - 5.2 Community Engagement
    - 5.3 Housing
    - 5.4 Mobility
    - 5.5 Future Planning
  - 6. VERBAL REPORTS AND ANNOUNCEMENTS
    - 6.1 City Council Report: Council Member Christian Eriksen
    - 6.2 Staff Liaison Update: Mitch Robinson
    - 6.3 Open Discussion
  - 7. ADJOURNMENT
    - 7.1 Adjournment

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**DRAFT**  
**MEETING OF THE COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION (CLIC)**  
**City of Brooklyn Park**  
**March 9, 2023, CLIC Meeting Minutes**

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**I. ORGANIZATIONAL BUSINESS**

- 1. CALL TO ORDER:** Chair Brenda Reeves called the meeting to order at 6:12 p.m.

**ROLL CALL PRESENT:** Brenda Reeves, Chair

**PRESENT:** Brenda Reeves, Chair, Etta Gbeizon-Bornor Vice Chair, Nicholas Campbell, Patrick Chitterster, Tekoa Cochran, Mary Hoogheem, Beauty Ojo, Umebe Onyejekwe,

**City Staff and Council Present:** Council Liaison Christian Eriksen Staff Liaisons Jesse Struve and Mitch Robinson

**EXCUSED:** Cindy Johnson, Shelley Marbut, Amy Meuers

**ABSENT:** Gardoe Cephas, Whitney McClusky, Edna McKenzie, Benjamin Swanson

Roll Call established a quorum did exist.

- 2. APPROVAL AGENDA**

2.1 MOTION CHITTERSTER, MOVE TO APPROVE MARCH 9, 2023, AGENDA, SECOND CAMPBELL, MOTION PASSED UNANIMOUSLY

**II. CLIC STATUTORY BUSINESS**

- 3. CONSENT**

3.1 MOTION COCHRAN, SECOND ONYEJEKWE to APPROVE FEBRUARY 9, 2023, MINUTES. MOTION PASSED UNANIMOUSLY APPROVING THE FEBRUARY 9, 2023, MEETING MINUTES

- 4. GENERAL AGENDA ITEMS**

4.1 City Council Update

Chair Reeves provided an overview of what she was going to present.

4.2 Sub-Committee Discussion

Mobility – Shelley, Edna, Nicholas

- Nicholas volunteered to lead the subcommittee.

Housing – Tekoa, Cindy, Beatty, Brenda

- Takoa and Brenda volunteered to lead the group.

Friendly and Safe City for All Ages – Cindy, Mary, Amy, Etta, Umebe

- Umebe volunteered to lead the subcommittee.

- 5. STANDING ITEMS**

5.1 Friendly and Safe City for all Ages

- No updates

5.2 Community Engagement

- No updates

5.3 Housing

- No updates

#### 5.4 Mobility

- There was some discussion regarding potholes and repairs.
- Would like to have someone from 252 to come to talk with

#### 5.5 Future Planning

### 6. VERBAL REPORTS AND ANNOUNCEMENTS

#### 6.1 City Council Report: Council Member Christian Eriksen

- Discussed the Sister City relationship and the new tie recently passed.
- Council will be looking at a development moratorium in the NW corner of the community.
- New Commissioners orientation on 4/6

#### 6.2 Staff Liaison Update by Mitch Robinson

- No updates

#### 6.3 Open Discussion

- Etta asked about the upcoming special election.
- Campbell asked what Councilmember Eriksen's priorities are.
  - Three top issues are
    - rental housing safety
    - Police relations and public safety
    - Strategic development of vacant land

### 7. ADJOURNMENT

#### 7.1 Adjournment

MOTION HOOGHEEM SECOND ONYEJEKWE . MOTION PASSED UNANIMOUSLY

Meeting ended at 6:55p.m.

Respectfully Submitted,  
Jesse Struve

# City of Brooklyn Park Community Long-Range Improvement Commission

Agenda Item:	4.1	Meeting Date:	April 13, 2023
Agenda Section:	GENERAL AGENDA ITEMS	Originating Department:	Staff Liaison
Resolution:	N/A		
Ordinance:	N/A		
Attachments:	N/A	Prepared By:	Mitch Robinson
		Presented By:	Mitch Robinson
Item:	City Rental License Redesign		

## Proposed Action:

### Overview:

Review and comment on the proposed changes to the City Rental License Redesign.

### Attachments:

4.1B City Rental License Redesign



## MEMORANDUM

DATE: February 2, 2023

TO: Groups and individuals interested in rental housing in Brooklyn Park

FROM: Kim Berggren, Director of Community Development  
Jason Newby, Inspections and Environmental Health Manager  
Keith Jullie, Rental and Business Licensing Manager

SUBJECT: Proposed Redesign of the City's Rental Licensing and Maintenance Program

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This memo provides information regarding a proposed redesign of Brooklyn Park's rental housing licensing and property maintenance program. Proposed changes will be considered by the City Council in March or April after soliciting and incorporating feedback from interested groups and community members.

### Background

The Brooklyn Park Economic Development Authority invested in a study to examine experiences in the city's large apartment communities. The study was conducted by the University of Minnesota's Center for Urban and Regional Affairs (CURA) using a participatory design and found that affordability, safety, and dignity in housing are fundamental concerns among those who were interviewed including renters and property managers. The recommendations from the report suggest that the City should play a more proactive role in collaboration with community members to establish and enforce expectations for property management activities within rental housing. The complete study can be found at <https://www.cura.umn.edu/research/brooklyn-park-housing-project>.

In 2022, many concerns about living conditions at the Huntington Place apartments, the second largest apartment community in the State of Minnesota, were elevated to the City Council. After a series of meetings and discussions, it became clear that adjustments were needed to the City's regulatory framework to improve the City's ability to influence living conditions in some apartment communities.

### Purpose / Goals of Redesign

After considering the CURA report recommendations and the input gathered from numerous meetings about Huntington Place with renters, City Council Members, Human Rights Commissioners, city staff from across the organization, and other interested community leaders, staff developed the proposed changes as described below. The changes were also informed by

years of experience among city staff inspecting rental housing. For well-run apartment communities, staff believes the proposed changes will align with current practices.

Per the CURA Study, apartment communities are a complex ecosystem with residents and managers at the core and city government, advocacy groups, and corporate management as arteries to the system. The scope of these proposed changes only includes the rental and business licensing division of the city. There are many identified issues that will need to be addressed elsewhere in the ecosystem.

The goals of the redesign include:

- To improve the quality of life for residents living in rental housing in Brooklyn Park
- To ensure rental housing is maintained safe, livable, healthy, and code compliant
- To improve communication between all parties involved with rental housing including the City, landlords/managers, and rental property residents

### **Rental Program Redesign Elements**

- 1) Maintain current **routine code compliance inspection** program and follow-up on all complaints. As time permits, City inspectors will increase frequency of routine in unit inspections.
- 2) Continue **renter-centered door knocking** to increase inspection frequency beyond the routine inspection program and to proactively evaluate living conditions to determine properties requiring special intervention. Door knocking was piloted at Huntington Place in mid-2022 and was also completed at Kensington Place and Villa Del Coronado at the end of 2022. The purpose of door knocking is to connect with residents, document problems, ensure residents know how to connect with both the City and with property management and maintenance staff, ensure maintenance items identified by residents get corrected, and connect residents with resources.
- 3) Implement standards for **Property Management Practices in code**
  - Add requirements to city code related to education, policies and procedures that must be in place at rental housing (see details below)
  - Self-assessment required; staff to verify annually or on an as needed basis
- 4) **Enhanced enforcement strategies**, including increased inspection frequency, will be applied whenever a property:
  - Requires enforcement actions, abatement, and/or fines
  - Demonstrates lack of management oversight and response, which might be identified during door knocking or due to increased complaints to the City
- 5) Collaborate with other city divisions on expanded **outreach and education**
  - Renter rights workshops, task forces, and health and resource fairs, as staff capacity permits
  - Gathering and sharing of best practices and model policies, as staff time permits
  - Continue and improve Property Managers Coalition (quarterly, led by Police Dept)
  - Continue Crime Free Housing trainings (periodic, led by Police Dept)
- 6) **Hire** a 5th Property Maintenance Inspector position to increase team capacity (anticipated start in March)

## Proposed Related Ordinance Changes

The below language is what is currently proposed to be added to the City's Ordinance. This language is a preliminary draft and will evolve through discussions with interested community members/groups and in consultation with the City's attorney.

### 117.54 RENTAL DWELLING SELF-ASSESSMENT AND GOOD MANAGEMENT PRACTICES RESPONSIBILITY

Every licensee, property management, or person-in charge of a licensed rental dwelling must maintain a program of self-inspection conducted by the owner, person-in-charge, or designated agent. The self-assessment program must include written policies and procedures related to:

- tenant and landlord responsibilities;
- routine maintenance and response to requests for service, including a plan for relocating renters if major repairs are needed;
- a capital reinvestment plan that includes the restoration and/or replacement of major systems;
- emergency response to life safety and security issues (i.e. heat loss, power outages, and gas leaks);
- treatment and proper remediation of environmental contaminants (i.e. asbestos, lead, mold and radon);
- water and moisture events, pest infestations and unsanitary conditions;
- employee training procedures; and
- upon request evidence that routine self-assessment of all aspects of the licensed rental unit(s) takes place.

Expectations of licensed rental properties also includes:

- Frequent Communications with Renters
  - Must include multiple forms of regular communication to residents such as a website, flyers, texts, emails.
  - Mandatory 24-hour on call service for emergencies
- Parking and Towing Transparency and Fair Treatment
  - Provision of guest parking
  - Written policy and procedures on towing practices shared annually with renters and the city each September
- Waste Removal Services
  - Must have a waste management program that includes adequate and regularly scheduled pickups to prevent accumulation of waste in common spaces and on the property. Waste containers must be properly stored before and after pick up
- On Site Staff (50+ units only)
  - A staff person knowledgeable about the management of the property and the maintenance program must be available for regular in-person office hours a minimum of 20 hours per week min with 4 hours after 5 pm or on Sat. Office hours must be posted in a conspicuous location.
  - Live-in caretakers: A designated caretaker might be required in situations where the City identifies deficiencies in property management or maintenance

The City may review the self-assessment program annually or as needed.

## **What would happen if an apartment community violated the ordinance?**

For all city codes, the City attempts to gain voluntary compliance through collaboration and education. If violations are identified, the City would issue correction orders with reasonable deadlines. If corrections are not made, fines would be issued per Chapter 117.52 and Chapter 37, which includes the Administrative Penalty schedule. The City also has the ability, in situations of ongoing non-compliance, to initiate a Tenant Remedy Act on behalf of a renter and/or to revoke a rental license for non-compliance.

## **Community Input and Implementation Timeline**

1. Share out information and collect feedback from interested groups – January and February
  - a. Meeting with Property Managers Coalition – introduce topic – Jan 26 10:30 am City Council Chambers
  - b. Meet with Multi-Family Housing Association - Feb 1
  - c. Meeting with community/renters groups – February 14 at 1 pm virtually
  - d. Meeting with property owners/manager – Wednesday, February 22nd – 9:00 am City Council Chambers
  - e. Send info to Human Rights Commission, Community Long Range Improvement Commission and Planning Commission via Liaisons and collect written feedback
  - f. Feedback can be sent to [Keith.Jullie@brooklynpark.org](mailto:Keith.Jullie@brooklynpark.org) at any time
  - g. Others?
2. Incorporate feedback into proposal – end of February
3. City Council review and approval – March/April
4. Implement starts – May/June



# City of Brooklyn Park Community Long-Range Improvement Commission

<b>Agenda Item:</b>	4.2	<b>Meeting Date:</b>	April 13, 2023
<b>Agenda Section:</b>	GENERAL AGENDA ITEMS	<b>Originating Department:</b>	Staff Liaison
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Mitch Robinson
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Mitch Robinson
<b>Item:</b>	Community Engagement Sub-Committee Update		

## Proposed Action:

## Overview:

Sub-committee to help facilitate ideas for community participation in:

- Friendly and Safe City for All Ages
- Housing
- Mobility