

## REGULAR CITY COUNCIL MEETING – AGENDA #31

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

### ***Our Brooklyn Park 2025 Goals:***

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

## **I. ORGANIZATIONAL BUSINESS**

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

**2. PUBLIC COMMENT AND RESPONSE 7:00 p.m.** Provides an opportunity for the public to address the Council on items which are not on the agenda. Public Comment will be limited to 15 minutes (*if no one is in attendance for Public Comment, the regular meeting may begin*), and it may not be used to make personal attacks, to air personality grievances, to make political endorsements or for political campaign purposes. Individuals should limit their comments to three minutes. Council Members will not enter into a dialogue with 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** Introduction of New Employees

**3B.2** Age-Friendly Brooklyn Park Update

**A.** SERVING SENIORS IN THE COMMUNITY

**B.** AGE-FRIENDLY REPORT

## **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** Approval for Mayor's Trip to Japan with Governor Walz

**A.** TRAVEL POLICY

**4.2** Approving the Joint Powers Agreement between the city of Brooklyn Park and Independent School District No. 279 for the Purpose of Managing and Administering the School District's November 7, 2023, Special Election

**A.** RESOLUTION

**B.** JOINT POWERS AGREEMENT

**4.3** Amend EE Handbook to Include Cannabis and Parental Leave

**A.** 7.02 ALCOHOL/CONTROLLED SUBSTANCE TESTING POLICY (NON-DOT)

**B.** 10.10 PARENTAL LEAVE POLICY

**4.4** Axon Air Agreement

- A. RESOLUTION
- B. AGREEMENT
- 4.5 Approve a Contract Extension with Lynde & McLeod, Inc. for Yard Waste Drop Off Site Services at the Maple Grove Yardwaste Site for a Period of Four Years, from January 1, 2024, through December 31, 2027
  - A. RESOLUTION
  - B. CONTRACT EXTENSION
- 4.6 Approve a 3.2 Malt Liquor Off-Sale License for Noble Gas Inc. dba Noble Mobil, Located at 9500 Noble Parkway North, Brooklyn Park, MN 55443

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 First Reading – Amendments to Ordinance 72.08 Pertaining to All Night Parking Restrictions
  - A. RESOLUTION
  - B. SNOW EMERGENCY STATISTICS

**6. LAND USE ACTIONS**

None

**7. GENERAL ACTION ITEMS**

- 7.1 Canvass Special Election Results-West District
  - A. RESOLUTION
  - B. EXHIBIT A – LIST OF ELECTION JUDGES
  - C. SAMPLE BALLOTS
- 7.2 Introduction of Fire Chief and Confirmation of Appointment

**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**

- 8.1 Racial Equity Principles

**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>	August 14, 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>	Katrina Doshier Program Assistant
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Department Directors/Managers
<b>Item:</b>	Introduction of New Employees		

## City Manager's Proposed Action:

Introduction of the City of Brooklyn Park's new employees.

## Overview:

<u>Employee</u>	<u>Start Date</u>	<u>Title</u>
<b>Finance</b>		
Derek Steffen	July 24, 2023	Staff Accountant, FT
Tim Mitchell	August 9, 2023	Commercial Appraiser, FT
<b>Police</b>		
Margaret Helbig	July 18, 2023	Police Cadet, PT
Bryant Stanifer	July 20, 2023	Police Cadet, PT

**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.2	<b>Meeting Date:</b>	August 14, 2023
<b>Agenda Section:</b>	Public Presentations/ Proclamations/Receipt of General Communications	<b>Originating Department:</b>	Recreation & Parks
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Brad Tullberg, Recreation & Parks Director Kelly Becker, Recreation Program Supervisor
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Kelly Becker
<b>Item:</b>	Age-Friendly Brooklyn Park Update		

## City Manager's Proposed Action:

Update on Age-Friendly Brooklyn Park.

## Overview:

In 2019, City Council accepted the *Becoming an Age-Friendly Brooklyn Park Recommendations Report* based on the findings of a year-long community engagement process that informed the strategic steps to become a more age-friendly community. They included both internal actions that focused on local government itself, as well as external actions concerning how the city can partner with other agencies and organizations throughout the community to advance this work.

When the COVID-19 pandemic hit in 2020, the older adult population were some of the most vulnerable individuals and withdrew from activity more than most. The older adult population was also generally slower to return to pre-pandemic levels of activity which impacted the Age-Friendly work in 2020 thru 2022. Agencies serving seniors paused or scaled back services from 2020 through 2022 due to safety concerns during the pandemic.

Since the pandemic has subsided, city staff have worked to complete several items to meet the Age-Friendly Brooklyn Park Goals:

- Developed a Community Resource list for ease of access to information on more than a dozen topics
- Purchased Access Trax portable, accessible pathways and ADA portable seating for community events through AARP Community Challenge Grant
- Actively working with NHCC to offer Life-Long-Learning classes for older adults on NHCC campus
- Continue work on AARP 3-year Action Plan
- Continue to build relationships with organizations serving older adults
- Modify department fee assistance program to include older adult programs
- Outreach to cultural communities through Hennepin County SHIP grant funding

Staff will provide an overview of the opportunities offered for older adults to engage with their community including specific outreach efforts to build connections in the multi-cultural senior population to determine best ways to expand programming.

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

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

## Attachments:

3B.2A SERVING SENIORS IN THE COMMUNITY  
3B.2B AGE FRIENDLY REPORT



## ***Serving Seniors in the Community***

### **AARP Age-Friendly Network of States & Communities**

- Age-Friendly Brooklyn Park – put an age-friendly lens on the work in the city
- Community Resource List – now live on City website
- Networking within agencies that serve the aging population
- Age-Friendly Minnesota – including state, counties, cities in the network
- MN Housing Focus group for MN Housing Finance Agency (affordable housing for seniors)

### **Activity Groups (Weekly) at the Community Activity Center**

(Yearly membership \$12/resident | \$18/non-resident)

- |              |                          |
|--------------|--------------------------|
| ▪ Handcrafts | ▪ Poker                  |
| ▪ Quilters   | ▪ 65 Rummy               |
| ▪ Mah Johgg  | ▪ 500 Card Club          |
| ▪ Bingo      | ▪ Book Club              |
| ▪ Cribbage   | ▪ Mexican Train Dominoes |
| ▪ Knitting   |                          |

**Adult Fitness** (fee is dependent on number of classes per session, or insurance reimbursement is used with no cost to participant)

- Daytime classes offered 9 am & 10 am Monday & Wednesday mornings
- Medicare Supplemental Insurance reimbursement benefit can be used for daytime and Tuesday 5 pm classes
- New instructor in fall 2023 to teach 1 or 2 additional mornings each week
- Tuesday evening Hatha Yoga
- Afro-Beats Dance Workout Wednesday evenings

### **BIPOC Senior Initiative with Hennepin County Funding**

- Working with Hennepin County, grant funding will help to identify senior needs in the African, Hmong, and Latino communities
- Goal of the engagement sessions are to listen to elder community wants and needs and to gain insight on gaps and barriers to opportunities and services in Brooklyn Park and the Recreation & Parks department
- Create programs and services to meet needs and interests of BIPOC elders and address barriers to participation
- Staff are planning to implementing 1 – 2 pilot engagement listening sessions with African elders in 2023 and will expand outreach to additional communities in 2024 and beyond
- Grant provides funding to secure community liaisons to facilitate the engagement events, incentives for participants, food/beverages, and interpretation services



- Have identified St Alphonsus Pan-African Network, CAPI, ACER, CEAP, and Hmong senior day care services as community organizations to work with

### **Community Engagement Advisory Team (CEAT) Maple Grove Hospital**

- Staff representative on CEAT
- Identify & establish community health priorities, plans and programs to improve the health status of the community

### **Driver Insurance Discount Classes** (fees paid to AAA or MHSRC \$21 - \$30)

- 3-4 classes offered a month at the CAC from 2 organizations
- 8-hour initial course and 4-hour refresher courses offered
- Take class every 3 years to maintain a 10% discount on auto insurance
- AAA Roadwise Driver Course
- Minnesota Highway Safety Research Center 55+ Driver Discount Course

### **Fee Assistance**

- Assistance is available to help residents access programs and services
- Qualifying programs include fitness, weekly activity groups, luncheon, speakers
- Up to 75% off qualifying programs

### **Life-Long Learning** (most presentations are offered at no cost; classes have a minimal cost to cover instructor fee and supplies)

- Presentations around travel, housing, Medicare 101
- Community partner / resource presentations
- Brooklyn Community Band

### **Living Well Resource Fair** (no fee to attend – vendors pay a booth fee)

- Offered 1 time a year
- Next resource fair will be Fall 2024 (was last offered May 2023)
- Working with Community Engagement to invite cultural community groups elders and their care givers
- Community resources around: housing, health care, travel, wellness
  - Including cultural nurses' associations
- Health screening opportunities

### **Luncheons** (\$18 per meal)

- Catered Meal
- Entertainment
- Offered 4-6 times a year with a seasonal theme

### **North Hennepin Community College** (fee will be based on instructor & supplies)



- Developing non-college classes with NHCC faculty to offer Life-Long Learning for community members on campus
  - Opportunities could include ceramics, creative writing, watercolor painting, photography, drawing, music

**Technology Support / Tech Help** (free service)

- Partnership with Senior Community Services
- Offered Wednesday mornings in-person at the Community Activity Center
- In-home help available with appointment

**Travel Opportunities** (fee is dependent on trip – most day trips are \$75 - \$100)

- Monthly Day Trips with Medicine Lake Tours
  - Fees include coach bus transportation from the CAC, meals, tickets/tours
- Travel Talks – Extended Travel with Landmark Tours

**Pickleball** (indoor \$3/day or insurance reimbursement | outdoor no fee)

- Indoor October – May at the CAC / Armory Gym
- Outdoor May – October at Norwood and Bass Creek Parks





# Becoming an Age-Friendly Brooklyn Park

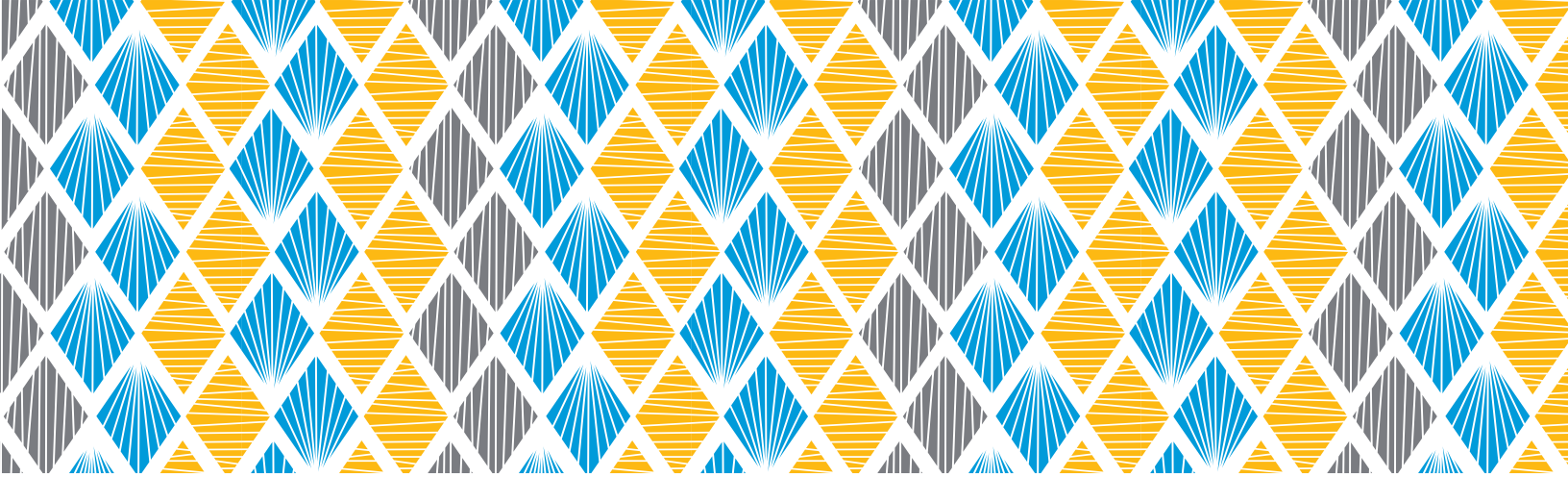
## Recommendations Report February 2019





# Becoming an Age-Friendly Brooklyn Park

## Recommendations Report



Prepared for the City of Brooklyn Park by Lydia Morken Consulting

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## Executive Summary

This report presents a case for making Brooklyn Park an age-friendly city and includes a set of recommendations for how the City can take formal and strategic steps to do so. Age-friendly cities are places that support and value older residents, recognize their enormous social and economic contributions to the community, and enable them to live with independence and dignity. More cities are undertaking this work in response to the aging population, but it is also about the fact that older adults, like everyone else, have a right to be able to participate in city life. Yet they are often excluded by default.

Age-Friendly Brooklyn Park builds on earlier City efforts: *Brooklyn Park 2025*, the City-led community planning effort conducted in 2016, and the work of the resident-led Task Force on Aging from 2014-15. Both highlight the fact that supporting and planning for older residents is a top community priority.

This recommendations report digs deeper into opportunities around more meaningful inclusion of older adults. It was developed based on findings from a two-fold engagement process undertaken over the course of 2018.

Age-Friendly Brooklyn Park looked both outward to the community and inward to City department operational practices to uncover baseline age-friendliness on both fronts. It sought answers to questions such as:

- What is working well, and where does more need to be done?
- What is important to residents?
- Where do City staff see opportunities to be more systematically inclusive of older adult concerns?

Importantly, the effort also aimed to capture voices from Brooklyn Park's older low-income residents, residents of color, and immigrants and refugees, whose input had not been specifically sought by local government before.

Below is a summary of select recommendations that emerged from this process. (Find more detail in the full report.) They are organized into four age-friendly domain areas similar to those used by the Task Force on Aging and based on the World Health Organization's Age-Friendly Cities program: Community and Civic Participation; Housing; Public Spaces and Transportation; and Community and Support Services. An additional section addresses policies and practices specific to City departments. Some are straightforward and could be accomplished quickly, while others are broader in scope and have longer time horizons.

This is an exciting opportunity for the City and community members to think about how together we can fulfill the potential of the aging population.

This is an exciting opportunity for the City and community members to think about how together we can fulfill the potential of the aging population.



# Summary: Recommendations for an Age-Friendly Brooklyn Park

## 1) Community & Civic Participation

- a) Bring information to people where they gather.
- b) Better utilize community organizations that can pass on information.
- c) Reach out to new senior housing residents who have relocated and know little about Brooklyn Park.
- d) Add an element of City support or partnership to an existing event in a community of color, immigrants, or refugees. The City can support rather than lead efforts to serve these diverse communities.

## 2) Public Spaces and Transportation

- a) Conduct a brief transportation audit as a means of better understanding current services and to highlight gaps and needs across various modes. Consider whether a circulator shuttle or other service would be appropriate to consider.
- b) Assess intersections known to be dangerous to pedestrians and develop a plan for safety improvements. Senior housing buildings are near problematic thoroughfares and intersections—such as Zane Avenue and Brooklyn Boulevard.

## 3) Housing

- a) Conduct a housing audit to assess current and planned housing stock, senior housing communities, current and anticipated need for affordable housing, etc. This information would help the City better understand its present circumstances and position it to create a more effective plan for appropriate and affordable housing options for older residents going forward.
- b) Develop an affordable housing plan related to older residents.

## 4) Community and Health Services

- a) Create a class on how to use local delivery services.
- b) Partner with/utilize existing organizations to better reach and support immigrant communities.
- c) Bring mini-versions of the annual resource fair to specific ethnic or cultural communities.
- d) Engage the business community in age-friendly business efforts through BP Business Forward, which has already expressed its interest in the work.

## Inside City Government

### **Administration:**

- 1) Consider pursuing a regional approach to age-friendly efforts. Maple Grove, Osseo and Hennepin County are all engaged in this work and opportunities may exist to collaborate on transportation, communication, and other areas.
- 2) Incorporate age-friendly training into staff training and new employee on-boarding.
- 3) Improve accessibility of City Hall. The front entrance is a long walk to where residents must go to pay bills or conduct other business.
- 4) Better address translation and interpretation needs that affect many older immigrants.
- 5) Develop a broader and more cohesive volunteer strategy.
- 6) Formalize practices for public meetings and similar events that ensure all attendees can hear and participate. E.g., require that all presenters and speakers—including attendees who comment or ask questions—use a microphone.
- 7) Consider age-friendly employment practices such as phased retirement, flexible schedules, and specific accommodations for working caregivers.

## Summary: Recommendations for an Age-Friendly Brooklyn Park

### **Communication:**

- 1) Be deliberate about messaging and communications related to older adults to ensure that negative stereotypes are not being perpetuated.
- 2) Ensure that City publications and the new website use age-friendly design practices in terms of font style and size, color contrast, etc.

### **Community Development:**

- 1) Develop a housing strategy for older residents that goes beyond “senior housing.”
- 2) Use Age-Friendly Brooklyn Park to help operationalize existing age-friendly aspects of the comprehensive plan, such as residential universal design.
- 3) Develop educational materials urging landlords to incorporate universal design features into routine building upgrades.
- 4) Engage the business community in age-friendly business efforts through BP Business Forward, which has already expressed its interest in the work.

### **Operations and Maintenance**

- 1) Invest in additional benches, lighting, and trail maintenance in key locations identified through Age-Friendly Brooklyn Park outreach and additional older resident input.

### **Police & Fire Departments**

- 1) Consider an emerging model that involves embedding a social worker into the City’s emergency response teams. The dual benefits of this approach include better serving residents and freeing up police and fire resources to respond to real emergencies in a busy city by reducing the volume of repeated and unnecessary 9-1-1 calls.

### **Recreation and Parks:**

- 1) Establish a policy to formalize giving space priority at the CAC to Senior Adult classes. This will help prevent the issue of those classes being cancelled when their rooms are rented for other events.
- 2) Increase older adult engagement in park bond reinvestment projects. The passing of the park bond referendum presents a well-timed opportunity to conduct older adult-specific engagement in major City projects.
- 3) Consider reduced-cost programming for low-income residents to allow their participation in Recreation and Parks programming.
- 4) Inclusion: Address the question of how people with physical limitations and/or cognitive decline can be accommodated in Recreation and Parks programming.



## Introduction

In 2018 the City of Brooklyn Park dug deeper than it had before into learning about needs and opportunities related to its older residents. Like many other places, its population is aging. More than 20 percent of the city's population was 55 or older in 2016, up from 12.5 percent in 2000.<sup>1</sup>

The health and wellbeing of older adults also emerged as a priority through *Brooklyn Park 2025*, a 2016 community planning process, reinforcing the work's importance for the community. A resident-led Task Force on Aging laid additional groundwork in 2014 and 2015, developing recommendations for how the City could better support older residents. (See Appendix E.)

This report is the culmination of the past year's work to better understand what older residents in Brooklyn Park want and need, and to help the City determine how best to respond to the findings. It is set in the framework of age-friendly cities. This rapidly spreading movement takes a community-wide approach to more deliberately including all ages to ensure that we can remain engaged and independent as long as possible as we grow older.

The report discusses the need for and value of age-friendly cities, and what was learned (and how) about older residents. It lingers on the findings from the city's older low-income residents and residents of color, including immigrants and refugees, as this is the City's first concerted effort of this degree to specifically explore the experiences of older adults in the many multicultural groups that reside in Brooklyn Park.

It closes with recommendations concerning how the City might choose to proceed given the needs and opportunities identified over the course of this process. This is primarily a strategy-level report to help the City understand the needs and determine how to approach this work in terms of time, funding, staff and other resources. It includes recommendations but is not an action plan laying out concrete steps and timelines to address specific issues. Instead it is an important step toward that stage.

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<sup>1</sup> This report does not use a single age threshold to define the start of older age. It can be useful to break down the data in various ways to illustrate different things.

## What is an age-friendly community?

In an age-friendly community, policies, services and structures related to the physical and social environment are designed to support and enable older people to "age actively" – that is, to live in security, enjoy good health and continue to participate fully in society.

Age-friendly service providers, public officials, community leaders, faith leaders and business people:

- Recognize the great diversity among older persons,
- Promote their inclusion and contribution in all areas of community life,
- Respect their decisions and lifestyle choices, and
- Anticipate and respond flexibly to aging-related needs and preferences.

— *World Health Organization*



# Age-Friendly: Important for All

Population aging is pushing cities and other municipalities to confront certain realities. Most are moved to act by simple demographics, and the numbers are indeed compelling. The absolute number of older adults is growing, and so is the proportion.

- In the United States, in 1900 only one in 25 people was 65 years old or older. By 2030, one in 5 people will be 65-plus, and many places already approach or exceed that figure, including Hennepin County and the State of Minnesota.
- In Minnesota, more people will turn 65 in this decade than in the past four decades combined. In 1960, 38 percent of the population was 18 or younger and 10 percent was 65 or older. By 2030, those groups will each comprise about 21 percent of population.

- In Brooklyn Park, 10.2 percent of residents were 65-plus in 2017, up from 7.6 percent in 2010. (See more in Table 1.)

However, wise and truly inclusive communities know it is more fundamental than a demographic shift. People of all ages deserve to be deliberately included in a city’s plans, projects, and policies, and cities benefit from enabling their residents to live with independence and dignity. The changing demographics simply highlight the fact that most governments have failed to adequately do so.

Some researchers frame this as a “right to the city” issue: all residents have rights to participate in decision-making regarding their physical environment and access to resources. This pertains especially to older adults, as our “zones of activity” tend to shrink as we age, making our immediate environments and resources even more important.

**TABLE 1: Percent of Area Residents Aged 60+**

Municipality	2010 Residents Aged 60+	2017: Residents Aged 60+
Brooklyn Park	11.6	15.4
Brooklyn Center	16.8	16.3
Maple Grove	11.1	18.7
Minneapolis	11.9	13.9
Osseo	32.4	35.1
Hennepin County	15.7	18.7
State of Minnesota	17.5	20.7

*Sources: US Census Bureau 2006-2010 American Community Survey 5-Year Estimates and 2013-2017 ACS 5-Year Estimates*

Brooklyn Park’s proportion of older residents is less than its neighbors’ (Maple Grove, Osseo, and Brooklyn Center) and the county and State as a whole, and slightly more than that of Minneapolis. But the numbers are on track to rise, and 14.6 percent of the City’s approximately 80,000 residents aged 60+ amounts to more than 11,600 people— not insignificant.

<sup>2</sup>Purcell, M. 2003. Citizenship and the right to the global city: Reimagining the capitalist world order. *International Journal of Urban and Regional Research* 27(3): 564–590.



## Age-Friendly: Important for All

Yet cities and counties simply weren't planned with current lifespans in mind, and we continue to plan for and include older adults only minimally and usually with an outdated, ageist paradigm. While operating within the realm of "senior" is critical—senior housing, senior centers, senior services, etc.—age-friendly communities are much broader than this.

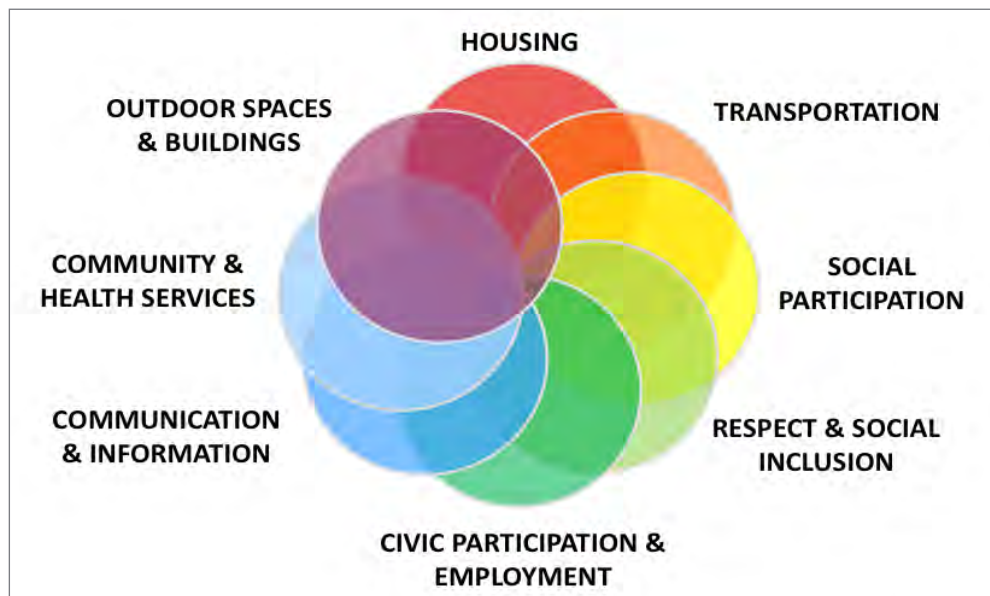
Instead of marginalizing older adults, we should recognize their value and help fulfill the potential of aging. After all, most of us will one day be a part of this group.

The World Health Organization (WHO) is the global leader of age-friendly cities work. It created the Global Network of Age-Friendly Cities and Communities around 2006, a program that provides a framework to guide member cities through steps to become better places for older people to live.

This work is spreading quickly, with more than 300 network members in the U.S., where it is now operated by AARP, and more than 700 worldwide. Many cities and counties are pursuing similar and substantial work outside of WHO's program, but the numbers are a helpful indicator of the interest in and uptake of this work. While Brooklyn Park has not (yet) joined the age-friendly network, it uses the program's framework as a guide. (See Appendix F for more on joining the network.)

The WHO/AARP program is organized into eight domains of livability, which identify key aspects of community life that should be explored and addressed through an age-friendly lens. Age-Friendly Brooklyn Park is using the below domains (Figure 1) to guide its work.

**FIGURE 1: World Health Organization/AARP Domains of Livability**



The WHO/AARP program is organized into eight domains of livability, which identify key aspects of community life that should be explored and addressed through an age-friendly lens.

<sup>3</sup> United Nations Department of Economic and Social Affairs. *Madrid Plan of Action for Ageing*, 2002.

## Attitude Adjustment: The Fundamentals

Engrained biases against aging can prevent us from effectively addressing the issues related to this inevitable phenomenon.

Whether or not we realize it, most of us carry negative views of aging, including our own aging, and this has real implications for our health, well-being, and even how long we live. People want to distance themselves from the idea of “old” because we tend to associate it only with loss, decline, and feeling invisible, devalued, and “other-ed.”

Our society and systems tend to support and perpetuate these negative views, doing us all a disservice. What if our communities were planned and funded in a manner that allowed us to move more seamlessly into older age, without having to give up the ability to get around, remain socially connected, and live independent lives as long as possible? Our dread of older age may be replaced with a sense of optimism and possibility. Not to mention that cities could reap the economic and social benefits of a more fully engaged and independent populace.

Raising awareness of these biases and working to shake them loose are important aspects of age-friendly communities because they truly do have concrete implications. Below are some key points and facts that must underlie this work.

- Older residents are as fundamentally important as all other community members who have a right to move around and take part in city life. In most places older adults are eventually excluded or discriminated against by default when they cease to drive or lose independence in other ways.
- Older adults significantly contribute to the local economy. The term “longevity economy” was coined for this reason. Older people:
  - Hold the majority of consumer purchasing power
  - Are a valuable and growing segment of the workforce
  - Play critical roles as caregivers to spouses, partners, grandchildren and others
  - Volunteer at high rates
  - Make significant philanthropic and charitable contributions.
- “Seniors” are often lumped into one broad category, which can span up to five decades. Older adults are not a single monolithic group and should not be regarded as such. Whether you believe that older adulthood begins at 50, 65, or 70, each decade presents different stages of life, opportunities, and needs. The experience of aging is universal, but as we reach older age we become more diverse. There is no such thing as a typical 75-year-old. The physical and cognitive capacities of older people vary greatly, unlike those of most 40-year-olds, for example.
- Age is part of diversity and inclusion. Brooklyn Park has worked hard to engage and include its racially, ethnically, culturally, economically, and otherwise diverse residents, and it must explicitly include older residents in this regard.
- Gender, earlier life experiences, and culture determine how people age. This is especially important in a city like Brooklyn Park where residents have widely divergent life experiences due to ethnicity, race, culture, immigration status, and income level.

<sup>4</sup>World Health Organization. <http://www.who.int/ageing/features/faq-ageism/en/>

<sup>5</sup>American Society on Aging. *Generations*, Fall 2015.

## Aging in the Suburbs

Suburban populations are aging faster than those in cities.<sup>7</sup> The Minneapolis/Saint Paul region's five all-suburban counties will see their 65-plus populations more than double—and in Carver County, quadruple—in the next 30 years.<sup>8,9</sup>

Boomers raised their children in the suburbs and are staying put as they reach older adulthood.

Yet aging in suburbia poses challenges. As has been said, suburbs were designed to move cars, not people, and there are few other ways to get around. Low density and automobile-centric development made public transit impractical, expensive, and a low priority. Most of the suburban housing is single-family homes, often multi-level, with a yard to keep, and set apart from stores and services. Commercial areas have vast parking lots that are unfriendly to people on foot or bicycle, even if shops are relatively near each other.



Unlike pre-World War II eras, few people today walk to work, the store, or school. We've designed our suburban communities in a way that discourages physical activity and minimizes social interaction that was once part of everyday life. Today our daily routines rely almost completely on personal vehicles, which puts non-drivers of all ages in a particular difficult position.

This model doesn't work for most of us as we get older, yet more than half of the country's 75 million baby boomers live in suburbs.<sup>10</sup> And it's not just about accommodating boomers; many people are already old, and younger generations, of course, eventually will age, too. The shift to an older demographic will not be a temporary one as people continue to live longer and birth rates remain low.

More suburbs are working to retrofit themselves to respond to changing demographic trends. Fewer households have school-age children, more households have single occupants, and both boomers and millennials state preferences for walkable and mixed-use communities.<sup>11, 12</sup>

It takes time and resources to change or create new housing and transportation, and age-friendliness isn't about infrastructure alone.

The shift to an older demographic will not be a temporary one as people continue to live longer and birth rates remain low.

<sup>6</sup> World Health Organization, Active Ageing Policy. 2002.

<sup>7</sup> Frey, William. January 2003. Center on Urban and Metropolitan Policy, The Brookings Institution. "Boomers and Seniors in the Suburbs: Aging Patterns in Census 2000."

<sup>8</sup> Minnesota State Demographic Center. County population projections by age and sex. March 2017.

<sup>10</sup> Bergal, Jenni. "Can car-centric suburbs adjust to aging baby boomers?" June 20, 2016. Pew Charitable Trusts.

<sup>11</sup> US Census Bureau. 2016 Current Population Survey Annual Social and Economic Supplement.

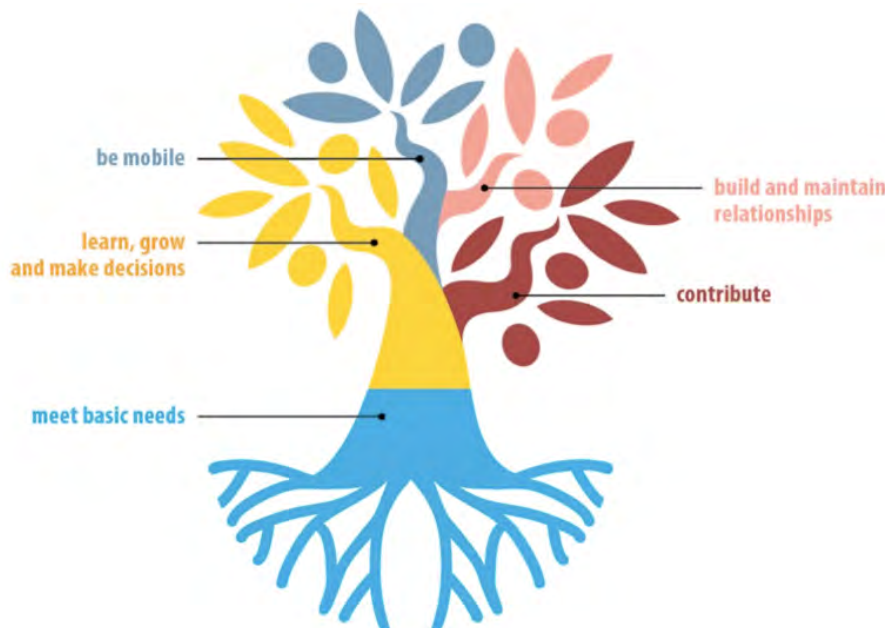
<sup>12</sup> American Planning Association. Investing in Place for Economic Growth and Competitiveness: Two generations' view on the future of communities: millennials, boomers, and new directions for planning and economic development. 2014.

## The Role of Community

“Aging well” doesn’t happen only at the individual level. The term can imply that how we age is a function of factors all within our control—our choices and lifestyles. In fact, many variables and the interaction of those variables determine our health and well-being as we grow older.

The World Health Organization defines healthy aging as “the process of developing and maintaining the functional ability that enables well-being in older age.” Why functional ability? Because healthy aging is not just about our physical and mental—or intrinsic—capacity, but also about how well we can function in our environment given that capacity.

Figure 2 illustrates what WHO identifies as the five domains of functional ability: meet basic needs; be mobile; build and maintain relationships; learn, grow and make decisions; and contribute. Similar to the eight domains of livability that shape age-friendly communities (see page 9), the domains of functional ability are closely interconnected.



“These abilities are essential to enable older people to do the things that they value. Together they enable older people to age safely in a place that is right for them, to continue to develop personally, to be included and to contribute to their communities while retaining their autonomy and health.” –World Report on Ageing and Health, World Health Organization, 2015

We all want to be autonomous, connected to others, and able to enjoy life—that doesn’t change with age. Local governments and communities play a significant role in shaping how we experience older age.

Aging in community is an evolution of aging in place. In fact, the American Planning Association has developed a policy guide around this concept. Going far beyond simply being able to remain in one’s own home, which can be a lonely and isolating endeavor, aging in community refers to “building vital communities that engage people of all ages and abilities in a shared, ongoing effort to advance the common good.”<sup>13</sup>

The aging population will impact society and government in a myriad of complex ways, many of which are beyond the scope of Age-Friendly Brooklyn Park. But local and regional initiatives are critical to responding to the needs and opportunities tied to more of us being and becoming older adults. Important work is possible and necessary at the community level, which also informs, supports, and reinforces broader efforts.

<sup>13</sup>Thomas and Blanchard. 2009. “Moving Beyond Place: Aging in Community.” *Generations: Journal of the American Society on Aging*.



## Age-Friendly in Context: A Profile of Brooklyn Park

Brooklyn Park, Minnesota is a vibrant suburb northwest of Minneapolis in Hennepin County. Situated on the west bank of the Mississippi River, it is the state's sixth largest city, with a population of 80,800 people. It is also the 11<sup>th</sup> fastest growing city in Minnesota.

Once a traditionally Midwestern and mostly white suburb, the city's trademark over the past two decades has become its remarkable racial and cultural diversity. Brooklyn Park's present demographics reflect where the state of Minnesota's will be in 2040. Fifty-four percent of residents are people of color, 22 percent are foreign-born, and more than a quarter speaks a language other than English at home. It is home to large Asian (namely Hmong, Vietnamese, and Lao) and African (especially from Liberia, Kenya, Nigeria, and Ethiopia) populations, as well as many Hispanic/Latinx and African-American residents.

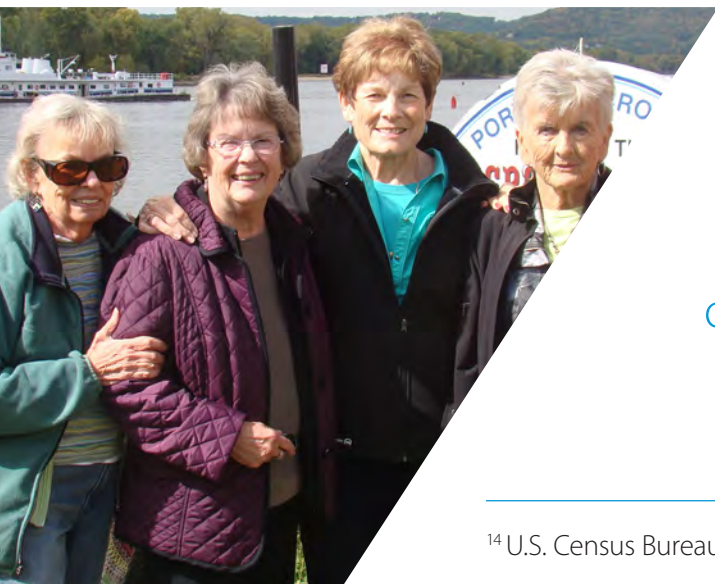
For this reason, the City has invested significant time and resources into community engagement to help ensure all residents feel welcome and included.

Brooklyn Park is unique in that it developed progressively, with homes in the south constructed largely in the 1960s and newer housing that spread north in later decades, with new developments still being constructed

in the northwestern neighborhoods. There is a \$90,557 difference in median household income between the highest and lowest median income census tracts. Therefore, as in other places with such income inequality, there are disparities in outcomes related to housing, employment, education and health.

This racial, ethnic, and socioeconomic diversity provides a fascinating but complex context for Brooklyn Park's age-friendly work. Residents' experiences of growing older vary widely. We all become more diverse as we age, experiencing change or decline at different ages and rates. The demographic diversity in Brooklyn Park heightens this reality, and this will become increasingly true over time. Younger cohorts are more racially and ethnically diverse than older ones, though this will change as those younger generations grow older. In Minnesota, for example, people of color comprise only four percent of those aged 85 or older but 31 percent of children five and under.<sup>14</sup>

Perhaps for this reason Brooklyn Park is collectively younger than its neighbors, the county, and state as a whole. But its overall older adult population is growing, too, and will continue to do so.



Perhaps for this reason Brooklyn Park is collectively younger than its neighbors, the county, and state as a whole. But its overall older adult population is growing, too, and will continue to do so.

<sup>14</sup> U.S. Census Bureau, 2015, via the Minnesota State Demographer's Office.

## The City's Foundation for Age-Friendly Work

Brooklyn Park's city government has a strong foundation for this work in terms of organizational culture and active support for the community's older adults. Leaders already invest in the growth and evolution of the city as an organization, establishing a culture of continuous improvement and actively seeking ways to function at a higher level in service to residents. The following information and observations support the notion that the City as an organization is prepared to undertake a new way of thinking and operating. It also presents some of the key ways it has invested in its older residents to date.

- The City led a year-long community planning process called **Brooklyn Park 2025**, which used extensive resident input to develop six overarching goals (see page 21) in support of its mission to be "a thriving community inspiring pride where opportunities exist for all." *Brooklyn Park 2025* demonstrates the City's commitment to better understanding and acting on residents' desires, concerns, and priorities for a better community.
- The Community Long-Range Improvement Commission (CLIC) was the sponsoring Commission within the City that guided the **Task Force on Aging**, which developed a substantial foundation for age-friendly work in 2014 and 2015. Its recommendations (summarized at right) reinforce much of what was learned through

this year's Age-Friendly Brooklyn Park efforts. They are organized into priority areas similar to the WHO domains of livability. Read more about the Task Force's conclusions in Appendix E.

- Brooklyn Park has developed a reputation for having an **exceptional senior center**, housed within the Community Activity Center (CAC). The

Recreation and Parks' Senior Adult programs are incredibly valued by and meaningful to participants and highly regarded by professionals in the community. This is due to the welcoming and caring culture established by key staff, popular classes, and the sense of community and lasting bonds that form between participants. One fitness instructor with extensive training

### Brooklyn Park's Task Force on Aging's Recommendations (2015)



## The City's Foundation for Age-Friendly Work

and education has helped many participants reduce chronic pain issues through a musculoskeletal approach. Other classes, such as watercolor painting, were also noted as having had profound impacts on participants.

- **The Dynamic Aging Resource Fair** is an important annual event that draws more than 350 attendees and 50 vendors, providing valuable opportunities for older adults and their families to learn about resources that are available within the community and to connect with key businesses and organizations. It includes quality speakers and workshops on a variety of topics, all free to the public. This event also provides an important chance for the City to share information with and gather input from older residents, most of which are in a “sharing and learning mode” at the event and ready to engage.
- City staff have a **learning mindset**, and the culture of continuous improvement encourages **ongoing professional development** opportunities—such as education sessions on various topics, access to consultants who share knowledge and expertise, and cross-departmental trainings. These include department-specific topics and cross-department topics—including age-friendliness—that help the City function as a single enterprise focused on the same goals and how to achieve them.
- Key leaders use **strategic approaches** to apply various lenses to the breadth of its work. Similar to age-friendly, race and equity lenses are being used to strengthen the City's work in those realms across the board. The City also created a position in the City Manager's office charged with ensuring that the City's strategic initiatives—such as Age-Friendly Brooklyn Park—make sense and align with larger goals and activities.
- The City established a **Community Engagement division**, now with a staff of three, to more effectively engage the city's increasingly diverse population in plans and projects. The City also has an internal racial equity initiative through which staff is trained in intercultural competence and how to apply a racial equity lens to policies, procedures and programs.
- Staff in key departments bring a **high-touch approach to service** to residents. Those extra efforts are especially important to older residents.
- Residents and professionals during the engagement process complimented the City's **exemplary police and fire departments**, noting that they are well-trained, progressive, professional, and respectful.



City staff have a learning mindset, and the culture of continuous improvement encourages ongoing professional development opportunities—such as education sessions on various topics, access to consultants who share knowledge and expertise, and cross-departmental trainings.



## Brooklyn Park 2025: Strong Alignment with Age-Friendly

The following six goals were identified through *Brooklyn Park 2025*, each with several guiding strategies to support them. Many of these guiding strategies align with age-friendly goals, findings related to the age-friendly community engagement, or recommendations that emerged from the age-friendly process so far. Those strategies, all original parts of *BP 2025*, are noted below each goal. This further reinforces that age-friendly efforts are a natural part and extension of priorities already identified by the community, and that working to advance *BP 2025* goals will simultaneously support age-friendliness.

### 1) A united and welcoming community, strengthened by our diversity

- 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.

### 2) 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.
- People of all ages and backgrounds enjoy financial stability.

This further reinforces that age-friendly efforts are a natural part and extension of priorities already identified by the community, and that working to advance *BP 2025* goals will simultaneously support age-friendliness.

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

- 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.

### 4) People of all ages have what they need to feel healthy and safe.

- The community provides necessary supports and services for community members to overcome life challenges such as hunger, mental illness, and homelessness.

### 5) Partnerships that increase racial and economic equity empower residents and neighborhoods to prosper.

- The community provides necessary supports and services for community members to overcome life challenges such as hunger, mental illness, and homelessness.

### 6) 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.

## On the Horizon: Regional Collaboration?

Future opportunities for a regional-level approach may exist. Maple Grove and Osseo, two immediate neighbors of Brooklyn Park, are pursuing similar age-friendly work. Maple Grove joined the WHO/AARP Global Network for Age-Friendly Cities and Communities in 2016; it launched and began implementing its three-year action plan in mid-2018. Osseo has been working with Hennepin County Public Health (HCPH) on a more “8 80” approach, which holds that if you build a city that works for an 8-year-old and an 80-year-old, it will be a great city for all.

Brooklyn Park could explore with these cities and others, perhaps in conjunction with Hennepin County, which has helped fund Osseo’s work and recently hired its first healthy aging coordinator, possible avenues of coordination and/or shared resources. This type of partnership would be new terrain but could ultimately save costs for all cities and acknowledges the reality that residents regularly traverse municipal boundaries for shopping, services, and recreation. It could also encourage support from state and federal government by demonstrating city and county commitment to and leadership around age-friendly efforts at a significant scale.

### Potential avenues to explore:

**Transportation:** Several Twin Cities’ suburbs (including West St. Paul, Edina, White Bear Lake, and others) have launched circulator bus services aimed mostly at older residents. The shuttles run regular routes to key retail and other destinations, usually operating one day a week and charging only a small fare. Many Brooklyn Park residents raised the idea of creating a similar local service to address the issue of transportation as crucial to social connection and autonomy and as a means to staying active and contributing to the local economy. Because these types of services have been recently created and tested in the region, good models and experienced partners exist, though developing a municipally collaborative service would require some additional effort.

**Communication and Information:** Another issue frequently raised by residents was the need for a central information resource on issues related to aging. This could include health and medical needs, city services and programs, senior housing, public library information, county health and social services, transportation, recreation, and more. Existing services like Senior Linkage Line can be confusing and usually require callers to navigate through automated menus and wait on hold before speaking to a person. An information hub concentrated on resources and services in Brooklyn Park, Maple Grove, and Osseo—or perhaps northwest Hennepin County at large—could help residents easily find information about local or nearby services. This type of resource hub would involve partnership with relevant agencies and likely necessitate a dedicated part-time staff person. (The Northwest Hennepin Human Services Council, a Joint Powers Agreement of several area cities that included Brooklyn Park, formerly filled this role to some degree but was dissolved in early 2017.)

**Economic development and local business:** Local businesses are a very important part of community life. Regardless of our age and stage of life, we all need food, services, recreation, medication, and many household items. Businesses can work to understand and accommodate older customers’ needs concerning products, services, and physical design. Collectively, older adults wield enormous purchasing power, which should be additional motivation for businesses to actively cater to this growing group. The concept also includes local businesses as being age-friendly employers: how can they attract and support older workers?

Osseo created an age-friendly business guide, and Maple Grove is developing an age-friendly business program. In Brooklyn Park, BP Business Forward, a City-staffed initiative of local business owners, has stated interest in pursuing this work, and there may be value in exploring whether a regional approach to this topic holds possibility.

## Methodology

This recommendations report was developed based on findings from a two-fold engagement process undertaken over the course of 2018. The process built on earlier work inside the City: *Brooklyn Park 2025*, the City-led community planning effort conducted in 2017, and the work of the resident-led Task Force on Aging from 2014-15.

Through *Brooklyn Park 2025* the community identified six goals, and the needs and well-being of older residents are woven throughout several of those goals and strategies. However, City leaders felt they needed to explore older adult needs more specifically. The Task Force on Aging, an effort of the Community Long-Range Improvement Commission, produced a set of recommendations, but it did not have the capacity to conduct more extensive engagement that would reflect varying needs of the city's diverse communities. Age-Friendly Brooklyn Park sought to capture those voices as well as to dig deeper into older adult concerns and opportunities community-wide.

This work involved looking both outward into the community and inward to city government to uncover baseline age-friendliness on both fronts.

- What is working well, and where does more need to be done?
- What is important to residents?
- Where do City staff see opportunities to be more systematically inclusive of older adult concerns?

### Coordination with Hennepin County

It so happened that Brooklyn Park's Recreation and Park's Department Program, in partnership with Hennepin County Public Health, was undertaking a related project around the same time that Age-Friendly Brooklyn Park was getting under way. This partnership's focus was more targeted: gather input from older residents (50+) in Brooklyn Park related to needs, desires, gaps, challenges and barriers to accessing and/or participating in the City's Recreation and Parks Adult & Senior Adult programs. There was a specific focus on Brooklyn Park's low-income residents and/or residents of color, many but not all being immigrants or refugees.

This work included leading five focus groups for its project, and Age-Friendly Brooklyn Park participated in those sessions to gather insights for this report. The two projects were coordinated as needed throughout. While the Recreation and Parks Senior Program's report was written independently, the conclusions are consistent with those in this report. (See page 41 for more information about the conclusions; see Appendix G for the report.)



This work involved looking both outward into the community and inward to city government to uncover baseline age-friendliness on both fronts.

## Methodology

### External Engagement

The external community engagement for Age-Friendly Brooklyn Park involved 1) city residents, and 2) key community stakeholders, primarily professionals across various sectors whose work touches older adults.

#### **City Residents**

Age-Friendly Brooklyn Park followed the World Health Organization's principle of hearing directly from residents, understanding that the lived experiences of older adults are the core of the work. In Brooklyn Park this meant connecting with a cross-section of residents who reflect the community's ethnic and racial diversity. Ten focus groups and listening sessions were held, including five led by HCPH. This also included a presentation and discussion at a Brooklyn Park Community Assembly (regularly held forums for residents to learn about and discuss important community issues) and an interactive table at the Dynamic Aging Resource Fair, where input was gathered from many of the 350 attendees at that event. A handful of individual or small-group interviews with residents were also conducted. (See Appendix B for more details about resident engagement activities.)

#### **Key Stakeholders/Community Partners**

It was also critical to hear from professionals who work with older adults in various capacities to capture their perspectives and expertise. Meetings or interviews were held with 21 organizations and agencies across a range of sectors—including healthcare, senior housing communities, nonprofit service organizations, community education, churches and more. (See Appendix C for more details about stakeholder engagement activities.)

### Internal Engagement

#### **City Departments and Key Staff**

Brooklyn Park also wanted to conduct a self-assessment of its own work as a local government to uncover opportunities to better serve and support older residents. The consultant presented to and led an interactive discussion with a large group of cross-departmental manager-level staff, and later met with small groups from individual departments. Both were opportunities to learn more about what staff observe and recommend from their varying roles and perspectives. (See Appendices A and C for more details about City department engagement activities.)

In Brooklyn Park this meant connecting with a cross-section of residents who reflect the community's ethnic and racial diversity.





## Findings: Resident and Key Stakeholder Engagement

This section presents what was learned through many conversations with residents, key stakeholders, and professionals from different sectors whose work relates to the lives of older adults.

As previously noted, resident experiences vary widely in some regards. Defining factors tend to be race or ethnicity and socioeconomic status. These findings and subsequent discussion provide greater detail about the city's older low-income residents, residents of color, and immigrants and refugees due to associated complexities and the fact that there has been less exploration by government entities of their needs and circumstances. This summary reflects themes and notable responses; it is not exhaustive. Full results from any engagement session or interview are available upon request.

While the findings are roughly organized according to the WHO/AARP livability domains, keep in mind that all are interconnected. Improvements in one domain are likely to stimulate changes in another. For example, more transportation options will help address social isolation.

The findings are critical but not equivalent to a list of immediate action items for the City. Using this recommendations report, the City and community partners will develop a plan of action that identifies priorities, timelines, and resources.

*(Note that some of the findings also function as recommendations; those have been pulled out and are included in the later Recommendations section.)*

### Outdoor Spaces & Buildings

- People want walkability.
- They appreciate the trail system, but trails designed for use by both cyclists and pedestrians can feel treacherous and unsafe for walking.
- Residents enjoy trails but often must drive to reach them.
- The availability of benches—or lack thereof—can determine whether older adults use trails. (Some are currently lacking near SummerCrest Condominiums.)
- Certain streets/intersections were noted as dangerous for pedestrians, e.g., Zane Avenue and Brooklyn Boulevard. And in fact, two separate pedestrian fatalities—both older residents—occurred on Brooklyn Boulevard near Zane Avenue in fall 2018.

### Housing

- Affordable senior housing is a fundamental issue. This came from residents and professionals alike. If more senior housing is constructed, it must be affordable. There is also a shortage of affordable rental housing.
- Many homeowners (mostly white) are concerned about being priced out of the community when trying to downsize to one-level homes/townhomes. New homes, even if smaller, cost more than their current homes and are unaffordable.

**“My split-level house won’t age with me.”**

– Resident



**“When you’re in the apartment and lock the door, you’re safe. But coming in and out, [you] don’t feel safe.”**

– Resident

## Findings: Resident and Key Stakeholder Engagement

- Property taxes can get high for older residents on fixed incomes. As the housing market and other factors beyond their control change, taxes can increase significantly even if no improvements have been made to the property.
- Some lower-income residents of apartment buildings have basic safety concerns. Leaving their apartment or the building can expose them to unsafe situations. This can perpetuate greater isolation.
- Older immigrants can be put in vulnerable positions concerning housing. They may be reluctant to complain to a landlord for fear of eviction, may not know their rights, and may not have an advocate to help them navigate such situations.

### Transportation

- Transportation is likely the most significant and unifying challenge for older residents.
- Most non-drivers depend on friends and family to provide rides. Older adults may rely on adult children for transportation, but many of those children work and are available on a limited basis or only on weekends. Some residents described missing medical appointments or rescheduling surgeries because of their family's inability to give rides at needed times.
- A small percentage of residents use Metro Mobility, which requires a doctor's certification to ride. While it can be time-consuming and inconvenient, they still value it greatly because it provides a safe and affordable option.
- While most residents don't use public transit—in this case, the bus—some older Liberians take it regularly, and a handful of others rely on it. Of those who do not ride, reasons given include:
  - Play critical roles as caregivers to spouses, partners, grandchildren and others
  - No need for it because they drive
  - Don't know how to use the system
  - Safety concerns
  - Bus routes don't go to desired locations
  - Accessibility—concerns about being able to safely board and exit the bus without assistance
  - Fear of the unknown
- Many residents support the Bottineau light rail coming into the city and said they would ride it, though some said education on how to ride would be important. Those who drive also expressed concern about the need for convenient parking around the stations.
- A small number of residents, generally younger-older ones who still drive, have used ridesharing services like Uber and Lyft on occasion. For others there are concerns about cost, trust, and the ability of drivers to help riders in need of

**“Let us participate in the economy.”**

– *Tradition senior housing resident on the need for transportation services*



**“I think of not being able to drive and it scares me to death.”**

– *Recreation & Parks Senior Adult Program participant*



**“Over time we have seen many of our neighbors stop driving, and that tends to isolate people. And then once they're isolated, the downhill spiral begins.”**

– *Homeowners' association resident*

## Findings: Resident and Key Stakeholder Engagement

extra assistance. So, while those services do provide important transportation options that allow spontaneity and autonomy, they are not being well utilized at this point for various reasons.

- Immigrants are most likely to walk as a means of transportation. This is mostly out of necessity, as they often do not have vehicles or licenses to drive.
- Many suggested the idea of a regular circulator shuttle service that would travel to grocery stores, pharmacies, restaurants, and other key destinations.
- Residents of senior housing tend to learn from each other about transportation options beyond driving a personal vehicle. Someone suggested a service that would help prepare people to transition to non-driving.
- Some senior housing communities have busses or vans, but the service is limited and does not allow for spontaneity.
- Some residents travel on scooters year-round as weather and sidewalk conditions allow. This provides an important means of getting around but can be treacherous in the winter.
- Some older immigrants may not drive or get licensed to drive because of concerns related to their immigration status. Many of these residents do or are willing to ride public transportation and would greatly benefit from additional options.

### Civic Engagement & Employment

- Volunteering:
  - People would like a readily available, comprehensive source of local volunteer opportunity listings.
  - Others expressed the desire for more meaningful volunteer opportunities within the city—to help immigrants, school kids, the libraries, etc. in Brooklyn Park.
  - There is also desire for more sporadic opportunities rather than regular ongoing commitments.
  - Older adults are important to Recreation and Parks and other City departments as sources of volunteers and seasonal employees.
- Community groups and service clubs like the Brooklyn Park Lions contribute immensely through extensive volunteering throughout the community as well as by providing a source of purposeful social connection and support for its members. Membership in such organizations—Kiwanis and Rotary are other examples—is waning nationally, but these groups have served as important sources of social capital for years.

**“It is hard to connect people to resources. You need that person-to-person help, and that’s what people want.”**

*– Senior Housing Administrator*





## Findings: Resident and Key Stakeholder Engagement

### Communication & Information

- Communication is a complicated issue. People find, seek, and disregard information in their own ways.
- Numerous people noted a lack of easy-to-find information on topics related to aging and requested an information clearinghouse or resource hub. Existing services like the Senior Linkage Line can be confusing and overwhelming.
- Many residents, primarily white ones, value City publications and report reading them regularly—such as *Park Pages* (City newsletter), *Get Up & Go* (Recreation and Parks activity brochure), and *Adults on the Move* (Recreation and Parks Adult and Senior Adult brochure). Residents of color and immigrants were less likely to read these publications. Some aren't able to read English, some find the amount of information too overwhelming, and some are simply



disconnected from the world of City/CAC programming and don't consider the information applicable or of interest to them. Some suggested a more summarized flyer targeting older residents.

- Reaching older residents across the city's ethnic and multicultural communities can be especially difficult. For example, no one at the Lao focus group had heard about or attended the recent annual Tater Daze event, despite widespread marketing. However, they did attend the Brooklyn Park Lions Club smelt fry and said they learned about the event from posters around the city.
- Spanish-speaking residents said the lack of Spanish language marketing or informational materials feels exclusionary. Even though they know they can attend events or participate in certain activities, they still feel like guests and not truly part of it. Some of this is tied to immigration status or concerns.
- New residents of senior housing communities need more information about the city and local resources. Many move from out of town and are unfamiliar with the community but would like to become more connected.
- Some requested a class on how to use local delivery services. Who offers what and how do you use it?

**“The more isolated you are the more vulnerable you are. That’s known in the neighborhood.”**

– Resident



# Findings: Resident and Key Stakeholder Engagement

## Social Participation

- We heard from residents themselves as well as from others who work with them that social isolation and loneliness are real and pervasive issues.
- Lack of transportation underlies a good deal of social isolation.
- Living in senior housing can provide important social connections and sense of community for some.
- Identifying isolated older people in the community can be a challenge (though there are some individuals who prefer to be isolated).
- Preventing isolation and loneliness by providing opportunities for social connection earlier is helpful.
- Isolation leads to greater vulnerability and a host of other issues.
- Social isolation exists within immigrant communities as well. Even older immigrants who live with extended family can be isolated from their friends and peers. Family support is critical but does not replace peer connection.
- Senior Adult Programs at the CAC are profoundly important to many participants as a forum for forming and building close friendships and supportive relationships. Many even remarked on the lack of Friday fitness classes in summer months because even the loss of one day a week is missed.

“I love this community center. It is extraordinarily important. It is so easy to become isolated. I have grown as a person because your door was open.”

– CAC Senior Adult Program participant



**Providing MORE for the 50+ community!** ← adults on the move →

<p><b>PROGRAMS</b></p> <ul style="list-style-type: none"> <li>• Workshops</li> <li>• Trainings</li> <li>• Classes</li> <li>• Defensive Driving</li> </ul>	<p><b>SOCIAL ACTIVITIES</b></p> <ul style="list-style-type: none"> <li>• Bingo</li> <li>• Card Clubs</li> <li>• Quilting</li> <li>• Book Clubs</li> <li>• Knitting Groups</li> </ul>	<p><b>FITNESS</b></p> <ul style="list-style-type: none"> <li>• Silver Sneakers</li> <li>• Silver 'n Fit</li> <li>• Zumba</li> <li>• Pickleball</li> <li>• Nordic Walking</li> </ul>	<p><b>TRIPS</b></p> <ul style="list-style-type: none"> <li>• Day Trips</li> <li>• Tours</li> <li>• Extended Trips</li> <li>• Trips Abroad</li> </ul>	<p><b>EVENTS</b></p> <ul style="list-style-type: none"> <li>• Lunches &amp; Entertainment</li> <li>• Senior Forum</li> <li>• Holiday Parties</li> <li>• Creative Chaos</li> <li>• STEP TO It Kickoff</li> </ul>
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**GetUp&Go**

## Findings: Resident and Key Stakeholder Engagement

### Community & Health Services

- Caregiving takes a toll on an increasing number of residents. When asked about the mental health of older patients, one healthcare provider noted that it is caregivers who need the most support in assuring their own emotional and physical well-being.
- There is a need for broader understanding of and engagement with dementia.
- Grocery and pharmacy delivery services provide a lifeline to people who cannot easily get out. Hy-Vee and Walgreens were noted.
- Access to fresh and healthy food is an issue.
- There is a desire for more sit-down restaurants and less fast food.
- People would like more activities for grandparents and grandkids.
- Many residents—especially immigrants—are not aware of available resources, such as reserving rooms for free at City Hall or the library. Language differences also make it difficult for them to use the reservation systems.
- Many older immigrants from Liberia and Sierra Leone have limited health literacy, which contributes to high rates of hypertension, diabetes, high cholesterol, heart disease and stroke.
- One healthcare provider said that available resources don't really fit the community's older low-income residents of color, many of who are immigrants or refugees.
- Residents of SummerCrest Condominiums noted the City's thorough and well-trained fire department, and the mindful and respectful police department. Key stakeholders from the National Alliance on Mental Illness (NAMI) and Hennepin Health Care noted Brooklyn Park's progressive, well-trained and helpful police department.
- Some businesses that may not typically considered notable are valuable to some older residents. It is important to remember that people use business and services in ways that work for their circumstances, and that those choices are not always obvious or predictable. The list should not be considered exhaustive but was developed based on what was learned from residents and others involved in this effort.
  - ALDI is favored by older residents of Creekside Gables and Brooks Landing (affordable senior housing buildings) because they are able to walk to it and prices are low.
  - Convenience stores: Small markets like Kwik Trip, which sells fresh foods, and Speedy (formerly SuperAmerica) can become important sources of food and small necessities because of their proximity to some older residents' homes and the ease of going in and out of a smaller-scale business.
  - Wal-Mart is a preferred shopping destination due its low prices.
- Numerous Southeast Asian residents noted Dragon Star Supermarket (including its farmers market) and Sun Foods as important to them.
- The City's Farmers Market in Zane Sports Park is also valued by Southeast Asian and other residents.

Many residents—especially immigrants—are not aware of available resources, such as reserving rooms for free at City Hall or the library. Language differences also make it difficult for them to use the reservation systems.

## Key Observations from Immigrant Communities

This section supplements the above findings by presenting some observations specific to the experiences of aging residents across varying cultural communities. They are, of course, to some extent generalizations, but were definite themes that ran through the course of the engagement for Age-Friendly Brooklyn Park.

### Language is a barrier.

Many older immigrants do not speak or read English well enough to feel comfortable participating in existing community activities. They often aren't aware of community events and services in the first place for various reasons—including but not limited to language—but, moreover, attending English-based events is not appealing. Language has the power to make you feel seen, known, appreciated, and understood.

### Integration is not a priority.

Generally, older immigrants expressed—sometimes via their family members—little interest in joining existing classes or programs. In addition to language, noted above, there are cultural differences. Hmong residents, for example, stated the need for purpose in their activities.

It is important to be learning or contributing. Activities just for fun, like Bingo, are of no interest. Further, fitness classes may include physical movements considered inappropriate in more conservative cultures. Even in cases where residents across cultural communities expressed interest in the same topics—such as learning to sew or use a computer—they prefer to do so within their own group.

But this sentiment extends beyond programs and activities. In general, older immigrants prefer to remain within their cultural communities. Connecting with the broader community for its own sake holds little value. While Brooklyn Park has one of the most active National Night Out events in the country, for instance, one Hmong focus group participant pointed to that event as the type that does not resonate with the Hmong community, particularly elders. They don't connect with the purpose.

In some cases, such as with many West African elders, residents continue to deal with trauma related to immigration and to live with significant daily stress due to health issues, food insecurity, financial concerns, and the ongoing demands of navigating a culture that may still be unfamiliar.

For older adults it is often even more important to connect with peers with common language, shared history, and a sense of familiarity and comfort. Integrating into the broader community was not a priority for multicultural residents, who preferred to stick to their own cultural groups. (In fact, white residents were the only ones to raise and encourage the idea of greater mixing of racial and ethnic groups.) Of course, this may change over time in immigrant communities as younger generations who were raised in the U.S. grow older.

### “Alone Together”

Social isolation is common among older people from all backgrounds, but refugees and immigrants can experience it uniquely. Many live with their children and grandchildren but seldom leave the house or connect with friends in person. The care and support provided by family is critical, but people of all ages need connection with their peers, perhaps even more so for refugees and immigrants with difficult histories that continue to affect them. Providing or facilitating opportunities for social connection among isolated immigrants and elders would be of great value to them as well as to their families.



## CASE STUDY: Fitness Class Pilot for Older Liberians

Following an Age-Friendly Brooklyn Park listening session with a group of Liberian elders, the City created a pilot fitness program for this community that ran between April and December 2018. Lessons from the pilot may help the City as it considers how to more effectively engage older residents of various ethnicities.

The listening session, held in partnership with the Organization of Liberians in Minnesota (OLM), involved mostly refugees who came to Minnesota due to civil war in Liberia. They have lived in Brooklyn Park anywhere from three years to two decades. Most had no formal education, and American English is their second language.

Although no participants had taken part in classes or programs at the Community Activity Center (CAC), many expressed interest in fitness or walking programs, among other things. Yet transportation challenges, cost, language barriers, and a general lack of interest in joining CAC classes meant existing programs weren't an option.

As a result, the City arranged to pilot a Walk With Ease class onsite at OLM, a known and trusted organization in Brooklyn Park's Liberian community. Walk With Ease is a program of The Arthritis Foundation and is regularly held at the CAC. The class was offered free of charge and taught by a highly trained and experienced instructor who teaches at the CAC and is a white woman native to Minnesota.

Between April and December 2018, the instructor taught Walk With Ease once a week at OLM to 10-12 participants—all but a few from Brooklyn Park—although participation decreased over time. The program duration was not pre-determined, and participants were not asked to commit to a nine-month session. (The City's Recreation and Parks fitness classes typically run on about three-month sessions.) Transportation and lunch were provided by OLM and/or participants. The class involved walking outdoors and inside and various other exercises provided by the instructor based on participants' interests and abilities.

### Successes:

- Participants appreciated that the City came to them at a familiar and trusted location instead of asking them to travel to somewhere new or different, and they were more likely to participate as a result.
- Offering the class for free made it possible for people to participate in something that would typically be out of reach for them to access.
- A trusting and affectionate relationship formed between the instructor and participants, and participants appreciated the instructor's willingness to be flexible according to what they felt they were able to do on a given day.
- Participants engaged in movement and exercise for an hour each week when they otherwise would likely have just been sitting. They were also given exercise "homework," which, if completed, would increase their daily physical activity.
- The instructor's experience with biomechanics allowed her to help participants with immediate issues, such as knee pain while getting up from a chair, and participants greatly valued that type of help.



## CASE STUDY: Fitness Class Pilot for Older Liberians

### Challenges:

- Language differences made it hard to communicate details of physical movements and caused the instructor some concern about preventing injury. Nuances can be lost between Liberian English and American English.
- It was not uncommon to start late, end early, or have short-notice class cancellations. Cultural concepts of time and schedules did not always align.



### Lessons:

- Success might look different for such a program. The City would need to rethink and define its desired outcomes at the start.
- Such a class requires an experienced and culturally competent instructor who can be flexible moment to moment and improvise as needed based on participants' needs, abilities, and interests.
- Holding the class every other week, instead of weekly, may be preferable for participants.
- A supportive and responsive partner organization is needed to help recruit participants, help with logistics, troubleshoot as needed, and generally serve as a trusted intermediary between the cultural group and city government.
- The City generally cannot afford to offer classes at no cost. Funding or budgets would need to be adjusted to accommodate participants who are unable to pay.
- There can be culturally driven misperceptions or lack of understanding about the availability of City funds to offer such programs. Additional education and communication on this topic could help.
- More time than usual may be needed to plan and teach a similar class in the future as City staff learn and evolve their processes and expectations to work across diverse cultures. Building relationships alone will take time in some cases.

A trusting and affectionate relationship formed between the instructor and participants, and participants appreciated the instructor's willingness to be flexible according to what they felt they were able to do on a given day.



## FINDINGS: City Departments

Age-friendliness should permeate organization-wide. It involves all departments and staff at every level, though people often think of “seniors” in a more limited way.

The City engages with residents in many different capacities. Frontline staff such as members of the Police and Fire departments help residents in their homes every day, and front desk staff assist people visiting City Hall and the CAC. Others develop budgets and create plans, policies, and projects. Age-friendliness pertains to them all.

This section includes key observations and informal recommendations made by staff—or developed based on discussions with them—during meetings between June and October 2018. While important insights and information were shared at these meetings, a true action plan would require additional meetings and input, as well as engagement from community partners, to set priorities and determine strategies and timelines.

The following reflects a general assessment of each group or department based on input of staff that attended the meetings. Note that while the meetings were very productive, not all key staff were able to attend, and the information below should not be considered exhaustive. More details from meetings with each department can be found in Appendices A and D.

*Note: Recommendations specific to each department can be found on page 34.*

Age-friendliness should permeate organization-wide. It involves all departments and staff at every level, though people often think of “seniors” in a more limited way.

### Administration and Finance (Public-facing staff)

This group included staff that perform a wide range of functions and interface with the public related to budget, community engagement, human resources, residential appraisals, utility billing, communications, and guest services via the front desk at City Hall. Several staff members were quite attuned to specific issues concerning older residents, especially those who had worked at the City for many years and observed shifts over time, due to an increasing number of older residents as well as changes in their attitudes, engagement, and expectations tied to generational shifts.

General readiness seemed to vary given that this discussion spanned a cross-section of departments that perform a variety of functions. Some had knowledgeable suggestions for improvements based on their experience and observations, while others were considering the issue for the first time.

### Community Development

Community development touches a range of critical areas related to age-friendliness—planning for land use, housing, and transit; environmental and public health; building inspections and rental properties; and more. Because of the scope and importance of their work, additional meetings would need to be held, ideally with subsets of staff, to develop specific recommendations for this department.

Overall readiness appears to vary. This is a large department with many facets important to age-friendliness. Additional education or training for some would be helpful to increase understanding and better position staff to uncover opportunities for where older adults’ concerns could be integrated into their work. There is willingness and curiosity that with additional support and structure could translate into meaningful changes.

## FINDINGS: City Departments

Here especially there would be both short-term and long-term approaches. For example, a short-term effort could be developing educational materials urging landlords to incorporate universal design features into routine building upgrades. A long-term effort could be developing a housing strategy for older residents that goes beyond senior housing buildings.

Because so much planning happens in this department, it is also a critical place for building age-friendly considerations into practices for City projects large and small. For example, one suggestion raised at the meeting was to make the incoming Bottineau Line light rail project age-friendly. This represents a great (and rare) opportunity on several fronts: ensure that older residents can easily use this important new infrastructure into which so much is being invested; gain experience and education for staff on how to make public transit maximally inclusive; and provide age-friendly leadership with other levels of government involved in the project.

While the light rail represents a special opportunity, more standard and routine projects are equally important as they, too, have direct impact on residents' lives and reflect the City's values and priorities on an ongoing basis.

### Operations & Maintenance

Operations and Maintenance is a unified, well-organized department that is strongly positioned to take on age-friendly efforts. With an established ethos of high-touch customer service, Operations and Maintenance is attuned and responsive to older residents' needs. Because of the nature of its work and its existing department-wide culture of providing high-level service, there are fewer systems-level recommendations for this department, but a few items are noted in the recommendations section.

### *Worth noting:*

One of the most distinctive things about this department is that it manages a unique relationship between the City and homeowner associations (HOAs) that greatly benefits HOA residents, many of whom are older adults. Instead of hiring and paying a contractor directly, an HOA can tag onto an existing City project—such as a street improvement—and pay the City instead. This saves HOA residents a good deal of money, although it does involve extra staff hours to plan and oversee the HOA dimension of these shared projects. As many HOA residents are older adults, this arrangement, which predates any formal age-friendliness efforts, is a good example of how a city can adopt a system-level approach to an aspect of its work and benefit a great number of older residents over time.

### Police and Fire Departments

Leadership from the Police and Fire departments is primed to act to advance age-friendliness in their departments. All clearly identified and concurred about priority needs and gaps—namely, an inability to provide follow-up to residents after emergency calls that would connect them with appropriate resources and prevent future unnecessary calls. With older adults this usually means calls from people who have fallen, need assistance related to a chronic health condition, or simply need some human connection. The number of calls received and amount of time spent at the city's many group homes—a significant number of which house older adults—was also noted.

Department leaders hold visions for systems-level change that would bring more strategic and effective responses to what they see as the true issues that need to be addressed.

## FINDINGS: City Departments

### Recreation & Parks Department

Recreation and Parks holds possibility on several fronts but requires more exploration. Readiness seems to vary given the spectrum of roles and different levels of familiarity with the topic. Additional education and discussion would help some staff better understand how their roles connect with age-friendliness and where opportunity lies to integrate older adults.

This department plays a major and very visible role with older adults through its popular Adult and Senior Adult Programs—including numerous fitness classes, book and cards clubs, knitting groups, educational classes, trips, special events, and more. Recreation and Parks dedicates a full-time staff person to Senior Adult (50+) programming, and the department is well known for its varied and well-run programs that cater to older adults across a spectrum of programs and services for all ages, interests, and ability levels.

Less obvious but also very important is the fact that older residents are highly valued seasonal employees of the Recreation and Parks Department, and many older adults take advantage of Edinburg USA, a public golf course owned and operated by the City of Brooklyn Park. Older residents also serve as volunteers in various capacities through Recreation and Parks, including at Historic Eidem Farm and for Senior Adult Programs.

Some youth-focused parks programming indirectly relates to older residents due to the fact that many grandparents provide regular care for grandchildren who are involved in the Recreation and Parks programs. Particularly through Recreation on the Go, which brings programming to youth on-site at apartment buildings and complexes (among other locations), there may be opportunities to connect with and support the grandparents who also are present because they serve as full- or part-time caregivers to the children who participate. Those residents may also benefit from Recreation and Parks programming but may be unlikely to otherwise seek it out.

### Community Activity Center (CAC) Customer Services and Maintenance Team

Many staff at the CAC have been in their roles a long time and have had the opportunity to observe changes over the years—related to the culture of aging as well as changes to the CAC facility itself.

The CAC front desk often functions like a concierge service. People ask all manner of questions—from simple information about a trip to recommendations for which class suits them best. There is a strong element of customer service involved in these roles, including maintenance staff, who themselves frequently interact with residents and program participants. Staff at all levels seem to strive for high-level customer service and work to “get a yes” for people as much as possible.

While the CAC’s front desk and lobby areas need improvement in their physical design and accessibility, staff are attentive and welcoming and provide a positive first point of contact for participants, which can be especially important for some older adults who make a point of stopping to visit on their way into the building.

Because they deal with older residents very frequently, overall readiness to undertake age-friendly work is quite high.

These are all important facets of Recreation and Parks’ interface with older adults, yet they are all largely disconnected at present. A more unified strategy, framed by age-friendliness, would be helpful.



## RECOMMENDATIONS

**The recommendations are organized into three categories:**

**1) Recommendations by Age-Friendly Domain**

**2) Integration into City Government, including:**

- Department-specific recommendations
- Recommendations for how to better serve and support older low-income residents and residents of color, including immigrants and refugees.

**3) Beyond City Hall: Partnering to lead change in the broader community.**

### Recommendations by Age-Friendly Domain

The following set of recommendations is organized according to the four priority areas identified by Brooklyn Park's Task Force on Aging in 2015 and slightly modified here. Many are pulled from earlier sections of the report and are compiled here for easy reference. Some represent general tactics the City could employ to advance age-friendliness, and some could be translated to an action plan by adding partners, timelines, progress indicators, etc.

These should be considered a starting point; recommendations on topics like housing and transportation, especially, would need more in-depth analysis and input from City departments and community partners who have more intimate knowledge of current issues and efforts and the local and regional landscape in their respective areas.

#### 1) Community Information and Participation

a) **Create a central information resource** for a range of topics related to aging and community services and programs. Subsections of this hub could target key ethnic or cultural groups. This could also include information about current volunteer opportunities, or that could be a separate effort. Dedicated staff, or perhaps a volunteer coordinator, would be

needed to keep this current and useful and ideally to be available to speak or meet with people who have questions.

b) **Bring information to people where they gather.**

Finding residents at their familiar and trusted locations will likely be an effective way to supplement existing communication tactics. It would require more staff time, but that in-person outreach will also help cultivate connection to the City.

c) **Partner with community organizations to pass on information.**

Organizations like CEAP, for example, could help disseminate information through its channels, such as Meals on Wheels, and the Lao Assistance Center of Minnesota could help reach Lao residents of Brooklyn Park. This may involve developing new partnerships—or new facets of existing partnerships—of which funding would be an appropriate part.

d) **Better address translation and interpretation needs in the City.**

Older immigrants rely on their family members to take care of bill payment, phone calls, transportation, and many other things—in part because of the language barrier. As the City considers its Inclusion Plan, developing a process and plan for interpretive services will be important.

## RECOMMENDATIONS

- e) **Reach out to new senior housing residents.** Many residents of senior housing buildings have relocated from other cities or states and know little about Brooklyn Park. It is easy for them to remain somewhat disconnected from the local community as many needs are often met within the facility, even for those still relatively independent. The City could work with senior housing administrators to:
- i. Develop materials from the City that would be included in new residents' welcome packets. They could include a city profile, information about elected officials, Recreation & Parks adult programs, a city map, etc.
  - ii. Organize guided tours of the city to acquaint new residents with their new home and show them where key destinations are located. In addition to making new residents feel valued and included, this could also encourage them to patronize local businesses rather than leaving the community for shopping and other outings, and be a chance to inform them of volunteer opportunities within the City.
- f) **Add an element of City support or partnership to an existing event in a community of color, immigrants, or refugees.** The City can support rather than lead efforts to serve these diverse communities.

### 2) Public Spaces & Transportation

- a) **Conduct a brief transportation audit** as a means of better understanding current services and modes of transit in Brooklyn Park and to highlight gaps and needs across various modes. Include exploration of a municipally collaborative approach.
- b) **Use findings from the audit to determine whether a circulator shuttle or other service would be appropriate to consider.**  
The audit could also help make the case for the need.

- c) **Assess intersections known to be dangerous to pedestrians** and develop a plan for safety improvements. Senior housing buildings are near problematic thoroughfares and intersections—such as Zane Avenue and Brooklyn Boulevard—and older residents frequently cross those streets on foot. Hennepin County's Public Health and Public Works departments worked with Creekside Gables to improve safety at Zane Avenue and Brooklyn Boulevard intersection, which resulted in a new crosswalk sign.  
Additional safety improvements in this area would be beneficial, partnering with the County as needed.
- d) **Add benches for resting** at key locations along trails.
- e) **Adapt current venues or provide space** for what cultural communities have said is important to them—e.g., Hmong residents would like running water and basic kitchen facilities at local park shelters.

### 3) Housing

- a) **Conduct a housing audit** to assess current and planned housing stock, senior housing communities, current and anticipated need for affordable housing, etc. This information would help the City better understand its present circumstances and position it to create a more effective plan for appropriate and affordable housing options for older residents going forward.
- b) **Develop an affordable housing plan related to older residents.**
- c) **Consider how partnerships with senior housing communities** could mutually benefit residents and the City. For example, classes could be held on-site at facilities where space allows, administrators could help share information with residents; or facilities could partner in a future transportation service program.



## RECOMMENDATIONS

### 4) Community and Support Services

- a) **Create a class on how to use local delivery services.**  
Who offers what and how do you use it? This could also be a way to engage the business community.
- b) **Partner with/utilize existing organizations**—such as the Liberian Health Initiative and Sierra Leone Nurses Association—to better reach immigrant communities.
- c) **Bring mini-versions of the resource fair to specific ethnic or cultural communities.** This would help reach residents who would benefit from the resources but would not attend the larger resource fair held annually at the CAC.
- d) **Develop or support more activities aimed at grandparents and grandchildren.** The growing number of grandparents who spend time caring for grandchildren is creating greater need for such programs. This could include adapting Recreation and Parks' Recreation on the Go program for older adults, either separately or in conjunction with youth.

### Integration into City Government

This portion of the recommendations deals with how exactly the City could embed age-friendliness into its own inner workings. The recommendations are not, for the most part, mutually exclusive.

#### **The City should work to ensure that:**

- There is broad-based awareness and understanding of the work among City employees.
  - It develops an action plan that is included as part of its annual work plan.
  - There are known, understood, and routinely followed procedures for integrating age-friendly considerations into the work of each department.
- The City's interface with older adults is not limited—in perception or reality—to Recreation & Parks Older Adult programs, although this remains a critical dimension of the work.

### Department-Specific Recommendations

These recommendations were developed as a result of meetings with—and in some cases specifically suggested by—key staff in various departments. They are a strong basis for this work but should not be considered the final word. Additional discussion would be needed in all departments to identify and vet additional strategies and priorities. For more context see assessment on page 29 and Appendix A.

#### **Administration Department**

- 1) **On-boarding:** Add age-friendly training to onboarding for all new employees. This could include written materials as well as discussion of age-friendliness with designated staff (to include conceptual framework, how it is operationalized across the City, how it would apply to the given employee's role/department, etc.).
- 2) **Staff trainings:** Perception and understanding of aging should be addressed as a critical foundation of this work.
  - a. Frameworks Institute's "Reframing Aging" offers social science-based toolkits and presentations that address appropriate language and communications to use when promoting positive aging and related policies. This would help dismantle ageist beliefs we all carry and be important to establishing an informed organizational culture.
  - b. Dementia Friends or other dementia education training improves understanding of, compassion toward, and respect for people with dementia and their caregivers. Such trainings are around one hour in length and available from various trainers in the area. All staff could

## RECOMMENDATIONS

benefit from this work, especially those who regularly interact with the public.

- 3) **Improve physical spaces in City Hall** to accommodate residents with mobility limitations. Handicapped parking is close to the front door, but the front door is far from the area inside where people must go to pay bills or conduct other business.
  - Some residents have requested that wheelchairs be made available for in-building use, but liability concerns have been reported as an impediment. Revisit this possibility as a potentially simple way to help accommodate people with mobility challenges.
  - The DMV counters have one wheelchair accessible counter, but the walk-up counters do not allow for walkers or similar devices.
- 4) **Better address translation and interpretation needs.** Older immigrants rely on their family members to take care of bill payment, phone calls, transportation, and many other things—in part because of the language barrier. (Note: this issue will be addressed as part of other City efforts related to inclusion and the Americans with Disabilities Act (ADA).)
- 5) **Formalize practices for public meetings and similar events that ensure all attendees can hear and participate.**
  - a. Audio: Require that all presenters and speakers—including attendees who comment or ask questions—use a microphone to ensure that everyone present can hear what is being said.
  - b. Visual: Ensure that City presentations use large, sans-serif fonts to improve readability by attendees with poorer vision.
- 6) **Be an age-friendly employer.**
  - a. Explore the possibility of arrangements such as phased retirement, flexible schedules, or similar programs that allow a more gradual transition from full-time work to retirement. These programs could also benefit the City by preventing abrupt loss of institutional knowledge that many older workers carry with them.
  - b. Ensure employees know that Family Medical Leave Act (FMLA) policies include paid time off for caregiving of aging family members. And, as the number of working caregivers is increasing, consider going above and beyond FMLA by expanding such policies to allow for accommodations such as flexible schedules, paid or unpaid time off specifically for caregiving, HR staff trained in eldercare resources, and ensuring a workplace culture supportive of caregiving. In addition to more satisfied and productive employees, recent research also shows that employers get a positive return on investment on such policies.<sup>1</sup>
- 7) **Educate residents about assessments:** Provide additional information on and/or hold community meetings to educate property owners about the process used to appraise homes to determine property tax increases. Some find it confusing and frustrating to receive a property tax increase following an appraisal, even if they haven't made any improvements to their homes.
- 8) **Volunteerism: Develop a broader and more cohesive volunteer strategy** to evaluate the nature and effectiveness of the current approach and determine where needs and opportunities exist. Meaningful and well-organized volunteer opportunities are mutually

<sup>1</sup> AARP and ReACT. "Determining the Return on Investment: Supportive Policies for Employee Caregivers." (2016).

## RECOMMENDATIONS

beneficial for the City and residents, but the City must be realistic about the fact that managing volunteers is a time-consuming and delicate business that must be done well in order to attract and retain volunteers. Older adults already provide a great deal of volunteer capital to the City, but the work could be made more effective with a more thoughtful and strategic approach. (Note: While this recommendation is currently noted under Administration, the City will want to determine exactly how this should be approached and whether key departments, such as Community Engagement and Recreation and Parks, should develop their own strategies or whether it should be City-wide.)

- 9) Overall, formalize the application of an **age-friendly lens to all routine upgrades** made across the City—to buildings, intersections, parks, etc.
- 10) Consider pursuing a **regional approach** to age-friendly work. Maple Grove, Osseo, and Hennepin County have been working on age-friendly initiatives in various ways, and opportunities may exist to collaborate around transportation, communication, economic development, and/or other areas.

### Communication

- 1) **Be deliberate about messaging and communications.** Develop key messages and communications for this work in keeping with research-based language and framing recommendations that promote updated thinking and don't perpetuate ageist stereotypes. Key staff could be trained for this (at no cost).

Recommended resource: FrameWorks Institute's Reframing Aging project

- 2) Ensure that **City publications and online information sources/publications use age-friendly practices** in terms of font style and size, color contrast, etc.

- 3) **Ensure new City website is designed using age-friendly practices.** As the City develops and prepares to launch a new website, it should adhere to best practices for age-friendly website design, which are readily available online. (This is separate from accessible web design).

### Community Development Department

- 1) **Hold additional meetings with staff**, or subsets of staff according to their functions, to uncover more opportunities to integrate inclusion of older residents into planning and processes.
- 2) Develop a **housing plan for older adults** that addresses different types of senior housing buildings; single-level townhomes, condominiums and similar units; the size and design of new single-family homes; and home modifications that could help older adults live at home longer.
- 3) **Use Age-Friendly Brooklyn Park to help operationalize existing age-friendly aspects of the Comprehensive Plan**, such as residential universal design, life-cycle housing, and affordability. Age-Friendly Brooklyn Park could be used as a driver and a resource to help this department accomplish goals it has already set out.
- 4) Integrate age-friendly design elements in the incoming **Bottineau light rail project**. Ensure that older residents can easily use this important new infrastructure into which so much is being invested, particularly given the shortage of transportation options.
- 5) **Develop educational materials** urging landlords to incorporate universal design features into routine building upgrades.

## RECOMMENDATIONS

- 6) **Engage the business community.** BP Business Forward, an initiative led by local business owners and staffed by the City, would be a ready vehicle for leading age-friendly business efforts. This group works to ensure a strong business climate in Brooklyn Park and serves as an organized voice of the business community. Its Advisory Board actively supports the City's age-friendly work and is interested in spearheading efforts to make age-friendly local businesses part of that effort. This could include:
- Educating local businesses on age-friendly practices, both general and industry-specific
  - Developing age-friendly standards which, when met, could result in a certification
  - Creating marketing strategies that help promote local businesses as age-friendly

### Operations & Maintenance Department

- 1) **Invest in additional benches, lighting, and trail maintenance** in key places determined through Age-Friendly Brooklyn Park outreach and additional older resident input. (Note: the Park Bond Reinvestment Plan should help support such efforts.)
- Trails in good repair with adequate seating and lighting can determine whether an older resident is able to take advantage of trails that the City and County have invested a great deal in creating. Residents from SummerCrest, for example, noted that although they have trails near their building, a lack of benches means that some residents are unable to use them.
- 2) **Continue to deliver the high-level service** that helps define this department. If additional resources are needed to uphold this service, they should be provided.

### Police & Fire Departments

- 1) **Consider an emerging model that involves embedding a social worker into the City's emergency response teams.** The dual benefits of this approach include better serving residents and freeing up police and fire resources to respond to real emergencies in a busy city by reducing the volume of unnecessary 9-1-1 calls.

As mentioned earlier in the report, residents and professionals alike throughout the engagement process praised Brooklyn Park's police and fire departments for being well-trained, progressive, and respectful. The City should take fuller advantage of the department leaders' readiness to bring more meaningful assistance to residents who need help.

A promising model that some cities have adopted is embedding a social worker in their emergency response teams. In fact, Brooklyn Park will soon launch such a program, joining other cities like Saint Paul and Rochester in testing this approach. All three cities are focusing on mental health.

The social worker fills a critical gap by being able to connect residents with the resources they need, thereby providing long-term solutions in addition to simply resolving the immediate issue that triggered the emergency call. This not only benefits residents by connecting them to the appropriate services, but also relieves demand on City resources by reducing the number of unnecessary or preventable 9-1-1 calls.

Brooklyn Park is partnering with Hennepin County to launch and fund the effort. In Saint Paul, a nonprofit called People Incorporated, the Twin Cities' largest provider of mental health services, is paying for the social worker's position. In Rochester, the city is funding the position itself, being convinced of its value after a four-month pilot period.

## RECOMMENDATIONS

The City should consider taking a similar approach to address additional issues that face its Police, Fire, and Community Development departments. An embedded social worker with a broader focus could help older residents who call frequently for lift assist after taking a fall, for medical situations related to chronic health conditions, and even to assuage loneliness. While City Council may be reluctant to take on what historically has been the county's domain, Hennepin County caseworkers are overloaded and unable to attend to more than the most urgent cases.

Environmental health staff from Brooklyn Park's Community Development department articulated the same need: the ability to provide follow-up for residents with complex issues that can't be addressed in a single visit.

The current default approach involves City staff responding to repeated preventable 9-1-1 calls to address problems they can't solve. This serves neither staff nor residents well.

### Recreation & Parks Department

- 1) **Establish a policy that formalizes space priority for Senior Adult classes.** This would address the issue of those classes being cancelled in favor of space rentals for other events and demonstrate that the City recognizes and values the classes' importance to participants. Establishing a dedicated space could also be explored.
- 2) **Increase older adult engagement in Park Bond Reinvestment Plan projects.**
  - a) Brooklyn Park voters passed a \$26 million park and natural resource bond referendum in November 2018. The City will soon begin work to implement this multi-faceted project, which presents a well-timed opportunity to conduct older adult-specific engagement in major City projects. Older residents' input and ideas are needed not only related to expanding the senior center, but also on improvements to the trail system, park reinvestments, and new ball- and other athletic fields. (Many grandparents attend grandchildren's sporting events!) A well-conceived engagement plan should be created to meaningfully capture the input of older residents for facilities that will directly impact them.
  - b) **Consider reduced-cost programming or scholarships for low-income residents to allow their participation in Recreation & Parks programming.** Budgets and funding would need to be structured accordingly.
  - c) **Inclusion: Address the question of how people with physical limitations and/or cognitive decline can be accommodated in Recreation & Parks programming.** As it stands, an individual who needs special assistance cannot safely participate in most BP Recreation and Parks standard programming, as current staffing does not allow for providing that assistance while also overseeing the other participants and activity. However, this situation can and does arise.

Currently, Recreation and Parks does offer adaptive





## RECOMMENDATIONS

recreation and inclusion services to accommodate people with varying physical and cognitive abilities. The City is aware of the need to more directly confront the issue of serving older residents with limited mobility and dementia.

- a) **Create an inclusion policy** (if none exists) and ensure it includes people with mobility challenges and those living with dementia.
- b) **Develop a plan** for how Recreation & Parks can put this into practice in its programs. Among other questions, address the following: What kind of staffing would be required? What kind of training would they need? How would participants who need extra assistance be identified? Are specific programs offered for people with dementia (and their caregivers) or mobility challenges, or would accommodations be added to existing classes or events to allow them to safely participate?
- c) When an **Inclusion Specialist** is hired, utilize that person to flesh out these strategies and policies.

### **RECOMMENDATIONS: How to better serve and support older low-income residents and residents of color, including immigrants and refugees**

Community engagement efforts conducted among some of the city's various racial and ethnic groups were important and revealing. This was the first time that an effort targeting the experience of low-income residents and older residents of color—many of whom were immigrants or refugees—had been undertaken. Yet it became clear during that process these initial learnings are only a starting point. Deeper digging is needed to uncover enough about the needs and desires of various groups in order to really begin to respond effectively.

### ***However, a few general lessons emerged:***

This work will take time. Plan accordingly. In addition to seeking input from older residents of color and low-income residents for Age-Friendly Brooklyn Park over the course of 2018, Recreation & Parks also ramped up efforts to bring City programming and events to various cultural groups during this period. They included a series of fitness classes for older Liberians (see case study on page 31 for more details) as well as one-time events at Brooks Landing, an affordable senior high-rise with many black residents, and Eden Park Apartments, a market-rate apartment complex with many Hispanic/Latinx residents.

The experiences of planning and holding these activities, as well as the focus groups, provide “food for thought” concerning how to approach engaging multicultural communities. Considerably more time and effort than staff were used to were required to connect with appropriate contacts, get responses, gather participants, etc. There are likely various reasons for this and it is not objectively problematic, but it does mean that staff may need more time than is typically allocated to do this work. The experience is common enough that it should be factored in to planning and apportioning resources. This may change over time as relationships and routines are developed, but at present there is often more than meets the eye when it comes to engaging the city's various cultural groups.

Historically, most local government systems, processes, and organizational culture have been developed by and for white residents. As the population diversifies, the City of Brooklyn Park is working to become a more informed and culturally competent institution that both understands and can effectively respond to residents' needs and desires. This is and will continue to be a process during which City leaders and staff will both unlearn and relearn ways of engaging with and responding to its changing populace.

## RECOMMENDATIONS

**Don't create; facilitate.** Residents drew an important distinction. In some cases, they don't want, need, or expect the City to provide them with specific services, programs, or activities. Many needs are already met within the cultural community, so the City's role could be approached as one that complements or strengthens what's already happening inside the communities. For example:

- Add an element of City support or partnership to an existing event in a cultural community.
- Consider adapting current venues or providing spaces for what cultural communities have said is important to them. For example, catering policies at the CAC have required using one of three approved caterers. This has been a barrier for cultural groups who consider food a centerpiece of family gatherings and would otherwise like to rent space at the CAC for special events. Among residents specifically mentioned wanting park shelters with kitchen facilities; they currently leave the city to gather at venues in other communities. (Note: Since this input was gathered, the City has moved to change its catering policy, and park shelters with kitchen facilities may be constructed with funding from the park bond referendum approved by residents in November 2018.)

Better support and utilize partner organizations. Community organizations created by and for members of various cultural communities are vital links to better understanding and supporting diverse older residents. These organizations serve as bridges between residents and the City and the community at large and provide firsthand knowledge of needs and challenges. Partnership opportunities exist with larger more established organizations like CEAP; smaller and newer efforts like the Liberian Health Initiative; and several others.

**Bring it to the people.** The CAC is beloved by current participants, but many older residents who would benefit from its programs don't attend for a range of reasons including transportation, language, culture, and cost, among others.

### **Programs**

The concept behind Recreation & Parks' successful Recreation on the Go program for youth could be adapted to bring older residents quality programming at sites that they prefer, such as senior housing communities, churches, or community partner organizations. Each class or activity would be developed collaboratively with a partner organization and residents. There also may be opportunity to engage grandparents of grandchildren who participate in Recreation on the Go.

### **Resource Fair**

Mini-versions of the annual resource fair could be brought offsite to expand its reach. Working harder to broaden attendance at the existing resource fair is likely not the answer for immigrants who have language and cultural differences or other residents with no connection to the CAC. Instead, mini-resource fairs could be organized for specific cultural communities and held at familiar and convenient locations with resources and services customized to each group. Again, all content would be planned jointly with representatives from that community to ensure the resources and services are relevant and that residents are bought in to the effort.

(These efforts should be approached with the knowledge that organizing events with multicultural groups can require more staff time and effort, as discussed above.)

## RECOMMENDATIONS

**Make translation official.** Given the role of language as a major barrier to communication, participation, and inclusion, a recommendation was made to formalize and deepen how the City approaches translation. It is possible to provide impromptu translation services, but a translator could be more effective if s/he were acquainted with the context of whatever work was being discussed and understood the City's goals. This could be pursued in tandem with related efforts to further engage older residents from the city's varied cultural communities and could be brought in under broader inclusion efforts.

### *Hennepin County: On the Same Page*

As noted in the Methodology section, the City's Recreation and Parks Senior Adult Programs and Hennepin County Public Health conducted a related and complementary effort over the course of 2018 while the City of Brooklyn Park undertook engagement for Age-Friendly Brooklyn Park. (See Methodology for more detail.) The resulting report, while developed independently from this one, reached many of the same conclusions concerning what was learned about older residents of color, low-income residents, and immigrant and refugee communities.

Notably, both reports conclude that:

- Transportation and communication are priority concerns that cut across all backgrounds, cultural groups, and income levels.
- The City's role can be facilitative in supporting older residents of color and from immigrant and refugee groups. It need not always lead the charge.
- Programs should be brought into the community at trusted locations where people already gather.
- Partnering with community organizations can help reach multicultural residents with important information about programs, services, and events.

- Consider offering reduced-cost Recreation and Parks programming for low-income participants.
- More conversation is needed to build relationships, understand needs, and determine the best ways to move forward.

This overlap reinforces the takeaways from both reports and can help guide both the City and County as they determine strategies and next steps for more effectively engaging residents of varying cultures, ethnicities, and income levels.

## Beyond City Hall

A true age-friendly community requires action, commitment, and intellectual contributions from many community partners beyond local government. As City leaders consider how to advance age-friendliness in areas beyond its direct purview, they can opt for several approaches.

### *Strategic Partnerships: We Don't Do This Alone*

Key organizations in Brooklyn Park provide critical services to many older residents, each offering its own expertise. More established partnerships with other community organizations, which may in some cases include funding, could be important to reaching various cultural communities with information about events and services. These partnerships could also help the City learn about needs and opportunities within various ethnic communities.

## RECOMMENDATIONS

The organizations listed below would be valuable partners in helping the City connect with and support older immigrants, refugees, and residents of color.

- **ACER (African Career, Education, and Resource Inc.)** is based in Brooklyn Park and supports, advocates for, and empowers African immigrants in north and northwest suburbs of Minneapolis. It could help the City understand and communicate with older Africans and their families in the community.
- **CAPI USA** is an immigrant-led nonprofit focused on helping the state's newest immigrants and refugees and could be an important link to those groups in Brooklyn Park.
- **Lao Association of Minnesota** is based in Minneapolis but serves many Lao residents of Brooklyn Park. It organized a group of Lao residents of Brooklyn Park to participate in a focus group related to Age-Friendly Brooklyn Park (see page 18 for more information). They could help the City better understand the needs of Lao elders, a culture distinct from Hmong, and connect older Lao residents to information and services.
- **Liberian Health Initiative** and **Sierra Leone Nurses Association:** These organizations are providing critical services to elders in the Liberian and Sierra Leonean communities by addressing social isolation and health literacy. Both organizations were begun out of passion for the work and have grown into small but significant organizations. Leaders bring firsthand knowledge of the culture and language and can effectively connect elders with health education and resources and opportunities to socialize with their peers. They are also important conduits of information to the City concerning the reality of elders' needs in their respective communities.

- **Organization for Liberians of Minnesota (OLM)** is an important organization in Brooklyn Park's Liberian community. It already provides some elder services and partnered with the City to pilot a fitness class to a group of older Liberian immigrants during 2018. The City has partnered with OLM in other ways, including a presentation from OLM to City staff related to the City's racial equity work.

These additional partners would also be important or helpful in becoming an age-friendly community more broadly. The list is not exhaustive.

- **Community Emergency Assistance Programs (CEAP)** is a critical service provider in the community. This forward-thinking organization is well equipped to do more on several fronts—including basic services, nutrition, and transportation—given more resources.
- **Community Education** is offered through the four school districts that cover Brooklyn Park. A partnership is currently being explored through Recreation and Parks and Anoka-Hennepin Community Education to share resources and coordinate planning.
- **Hennepin County Public Health; Hennepin County Active Living**  
Hennepin County could provide technical or potentially financial assistance in some age-friendly efforts. It recently hired a healthy aging coordinator within the Public Health Department to help advance this type of work throughout the county, and Active Living could support the City's work to increase opportunities for greater walkability and health equity.

## RECOMMENDATIONS

### **Convene and Facilitate**

One proven model for achieving large-scale change is collective action, on which much has been written, but in short involves a group of people or organizations working together toward a common goal that cannot be accomplished individually.

Many organizations expressed interest in participating in this work, yet most lack the time, resources, or expertise needed to initiate and lead an effort. The City, though it has its own time and resource constraints, is well-positioned to convene partners and facilitate work. It has laid the groundwork for this role by investing considerable resources into Age-Friendly Brooklyn Park, and it can take advantage of momentum built and relationships developed during work to date.

The City would optimally hire a consultant due to the time and expertise necessary to launch such an effort. The City

would function as the “backbone” organization, meaning it would serve as the convener and project manager. It would also involve recruiting community partners, by getting them to come to the table and committing to actively participating in a process to achieve change a new scale in a new way, together.

To keep the project at a targeted and more manageable scope, it could involve one issue within the realm of age-friendly—such as housing, communication, or establishing greater connections between organizations that serve older adults to create a pipeline of information flow and referrals. It could also be a way to approach the possibility of a municipally collaborative transportation service.

This would likely be a multi-year effort to help develop and implement community-wide strategies involving multiple partners.



## Possible Approaches

This section lays out broad strategies for tackling work in the first few years.

### OPTION A

#### Phase 1:

#### 1) Determine the *structure* of the first year's work: who will lead, and how will the work be formalized across the City?

- To advance the work to a meaningful level with real outcomes, someone must be officially charged with doing so. To this end, the City should continue its work with its age-friendly consultant. The work generally happens on two levels: higher-level strategy and project management. The consultant could lead strategy and implementation (in partnership with key staff when relevant), while staff could lead project management, especially with internal work. (Given recent staffing changes, the team may need to determine what arrangement would work best.)
- In addition to these day-to-day leads, an internal team should meet regularly to track and guide the work. This could be a continuation of the current team or an expansion thereof.

**2) Develop an *action plan* to determine strategies for moving the work forward.** The plan could span 2-3 years and include work both inside city government as well as out in the community. It would include or reflect recommendations from this report but differ in that specific goals and action items would be created, and each action item would be tied to partners, a timeline and indicators for progress. The plan could be organized by the Task Force on Aging's four priority areas, or a variation on those domains, and written by the consultant.

#### • **City Government:**

- Building on this report, the consultant could take City department work to the next level by conducting further work with staff to educate, identify opportunities, set priorities, formalize strategies, and establish timelines for internal integration of age-friendliness.

#### • **Community:**

- Use community engagement findings and this report as a basis for creating an action plan.
- Community partners should play a role in developing the action plan and would need to be engaged accordingly. Partners could be identified by City staff and the consultant.
- Partners must also help implement the plan. Their role in that stage should be addressed at this point, too, by getting their buy-in and commitment. Ideally a community-based age-friendly team or several smaller teams focused on specific domains would be developed as part of this process to help create the plan and prepare to implement it.

#### • **Consultant role:**

In addition to work with City departments, the consultant could help lead the work on various fronts, most importantly engaging community partners and writing the action plan. This should also include staying connected to Hennepin County's work in the age-friendly arena as they invest more resources in this work and identifying opportunities for partnership with the County as well as individual cities related to a possible regional approach.

## Possible Approaches

- 3) Quick Wins!** Based on this report, identify a few quick wins, get them done, and spread the word. This will help demonstrate the City's commitment, build excitement, and help balance out the longer-term horizons of much of the other work. Some candidates for "quick wins" are:
- Establish a policy that formalizes space priority for Senior Adult classes.
  - Reach out to new residents at senior housing communities with a tour of the city. (A tour was conducted with Tradition residents in October; St Therese also expressed interest in this and could be an early partner.)
  - Add benches in needed locations along trails near SummerCrest Condominiums.
  - Organize a community engagement session with older immigrants related to the park bond. (No one in our Lao focus group, for example, had heard about the aquatic facility proposal but all were supportive of the idea.)

### Phase 2:

- 1) Implement action plan.** The nature of implementation will be determined by the structures set up and partners engaged during Phase I.
- a. **City government:** Departments will be doing internal work related to embedding age-friendliness into their own areas and engaged in the external aspects of the plan where it makes sense.
  - b. **Community:** Ideally, representatives from partner organizations will be actively engaged in implementing the plan they helped to develop.
  - c. **Consultant:** The consultant could continue to guide the work at this stage, though Phase I would also inform that role. It may include the following: ongoing work with City departments; leading or supporting implementation of action plan items; working with community partners engaged in the effort.

- 2) Create a progress report after year one** to evaluate and share updates with the community and stakeholders.

- 3) Reevaluate the structure of the work and adjust** according to City resources, successes and challenges to date, and partner engagement.

- 4) Determine the long-term structure of the work in terms of staff and work routines.** Formalize the approach and commitment with a written document describing how age-friendly considerations have been incorporated in the City's ongoing work.

#### Costs:

- Many recommendations from this report can be implemented at little to no cost beyond staff time. Specific projects, if pursued, could carry price tags—such as installing additional benches along trails.
- Consultant costs would vary depending on the scope of the work undertaken but could range from \$15,000 to \$30,000 for Phase I and \$15,000-\$25,000 for Phase II. This is a rough estimate.

## Possible Approaches

### OPTION B

This would be a scaled-back version of Option 1 in that Phase 1 would focus strictly on implementing recommendations related to embedding age-friendliness in City government (although that work would also, of course, involve and benefit residents). Only in Phase 2 would the City begin active engagement of community partners to create and implement a broader action plan. One advantage would be cost savings due to work being spread out. Another might be having fewer moving pieces at once.

Costs: This range would be less, closer to \$8,000 to \$15,000 in Phase I and \$15,000 to \$25,000 in Phase II.

### Possible Funding Sources

The below list provides some potential sources of funding for various aspects of Age-Friendly Brooklyn Park. These could be applied to either Option A or B above. While the City would need to continue to invest its own resources, funding through these or similar channels would make additional or expanded work possible as well as help legitimize and energize the initiative by having been chosen to receive competitive grant funds.

#### 1) Bush Foundation Community Innovation Grants

are awarded in amounts between \$10,000 and \$200,000. They fund initiatives that identify a need and work to create a solution, ideally engaging the community and working collaboratively with partners along the way. There are no deadlines.

#### 2) AARP Livability Community Challenge Grants

are quick-action grants. The entire process—from application to implementation to reporting—lasts about nine months. Grants range from several hundred to several thousand dollars. They support quick changes that lead to long-term improvement in four key areas: transportation and mobility; creating vibrant public places; availability of housing; and other community improvements. The 2019 process opens on February 20, with more information available soon thereafter.

#### 3) Allina Neighborhood Connection grants

support communities in building social connections, among the same group of adults, through healthy eating and physical activity. They must include at least six events for the same group of people, with priority given to people more likely to experience health inequities. The application period runs from November 2018 to February 14, 2019 and will likely be similar next year.

#### 4) State of Minnesota SHIP grants

(through Hennepin County). Statewide Health Improvement Partnership (SHIP) grants fund several areas each year, such as Active Living, Healthy Eating, Tobacco Prevention and Control, and others. Most relevant to Age-Friendly Brooklyn Park would be efforts related to dementia. Brooklyn Park could also work with the County to advance the idea of a regional-level age-friendly effort, particularly related to the possibility forming of a regional Age-Friendly Community Leadership Team (CLT).

## APPENDICES: Appendix A

### Notes from City Department Meetings

#### APPENDIX A: Notes from City Department Meetings

The following section summarizes notes from meetings between the initiative's age-friendly consultant and key staff from several departments. They are intended to provide a sense of issues, concerns, opportunities, and questions related to age-friendliness from the perspective of these staff, and to share what helped inform recommendations concerning City departments earlier in the report. The notes are summaries and not exhaustive. See Appendix A for more detail about meeting attendees and dates.

#### Administration and Finance (Public-facing staff)

##### • Physical design/infrastructure:

- o Physical spaces in City Hall should be improved to accommodate residents with mobility challenges who need to conduct business at City Hall. Handicapped parking is near the front door, but the front door is far from the ultimate destination inside the building.
- a. Residents have requested wheelchair availability in the building to help them travel this distance, but it is apparently not permitted due to liability concerns.
- b. Counter setups at the motor vehicle service desk are not conducive to people with walkers. There is one ADA compliant station to accommodate wheelchairs.

##### • Customer service:

- o There is a need to be able to step up customer service to assist older residents requesting additional services; they advocate for themselves more than they used to.
- o Some older residents seek general help almost like concierge services. Staff get requests to help arrange rides through Uber or similar or to track down various pieces of information, such as the address for and directions to the nearest Social Security office.
- o Finance is considering creating budget briefs for residents to provide more easily understandable information about how the city is spending taxpayers' money. This would benefit all residents, including older ones.

##### • Utilities:

- o Older residents have trouble getting to their basements to check their water meters. The City sends out personnel free of charge to help.
- o People want many options for paying their utility bills: in-person, over the phone, through the City's website, and through apps. There are a wide range of preferences and expectations, driven in part by age.
- o Utility rate increases are problematic for older adults on fixed incomes.

##### • Human Resources:

- o Not all job applicants have computer skills needed to apply for jobs, yet that is the only way to apply. Support systems are available over the phone and in-person, but sometimes HR staff will simply create and complete a simple application for someone for a straightforward seasonal position to simplify the process and as a service to the resident.
- o People dislike forced use of technology. They want to be able to reserve a room over the phone, but that service is no longer available. Staff get asked to find workarounds for using technology. "Can't you just...?"

## APPENDICES: Appendix A

### Notes from City Department Meetings

#### • Assessing:

- Older residents on fixed incomes can find it confusing and frustrating to receive a property tax increase. Even if they haven't made any improvements, their home can increase in value. The Assessing Department has recently started leaving information for people not home during appraisals, but more could be done to help communicate on this issue to resident homeowners, especially older ones.

#### • Inclusion/Language:

- Older immigrants rely on their family members to take care of bill payments, phone calls, and other business that may involve the City—in part because of the language barrier. There are translation needs for many residents.

### Community Development

#### • Housing:

- There is a gap in senior affordable housing.
- The city needs lifecycle housing.
- There are few multi-unit options, though apartments are viewed negatively.
- Universal design:
  - Community Development does trainings for landlords related to keeping things up to code. This could be an opportunity to include recommendations promoting age-friendly and/or universal design features. It could be part of an inspection report as a recommendation, not an actual code issue. For example, what kind of doorknobs are being used? Accessible hardware comes up on commercial buildings but not yet on residential ones. The City could engage people in how these codes affect them.

- Residential universal design is a recommendation in the comp plan, but there are no details. The City could help educate developers or contractors about why it is important.

- Transit: What would age-friendliness look like for LRT? The City should consider this.
- Environmental and public health staff observe a strong need to provide more resources to residents who need help. "We need tools to connect people to. Who can we tell people to call?"

#### • Staff Training/Engagement:

- The City/Community Development could use more attention to staff training and behavior. For example, it would help to make microphone use in public meetings mandatory to ensure that hearing impaired attendees can hear. This has been an issue in the past.
- Would it be possible for staff to help residents on staff time? Perhaps 8-16 hours per year could be dedicated to volunteering in that way. This could be brought before Council.

### Fire and Police Departments

- Overall themes from department leaders:
  - They believe they have an opportunity to be more strategic instead of just reactive and response-driven
  - They would like to shift to a community risk reduction approach and away from public education.
- The Police Department sees its role in age-friendliness as being able to make appropriate referrals to older people who need assistance.
  - An easy majority of fire department calls are medical and preventable. Many calls from older adults are related to lift assist, chronic illness, or simply loneliness. Responders can deal with the immediate situation but have very little capacity to connect residents to resources that would help them address



## APPENDICES: Appendix A

### Notes from City Department Meetings

the root problem (and prevent additional 9-1-1 calls). On an emergency call, responders don't have anywhere to refer or send people who need further help. Residents are sometimes brought to the hospital for lack of a more fitting next step.

- o The City has a regular referral program with North Memorial's Community Paramedic program, which can be used with residents who have made emergency calls more than twice. This program is effective in dealing with people who need additional help.
- o Many police departments are embedding social workers or mental health specialists in the department/on response teams, and that person takes charge of the follow up. While this is typically the county's domain, Adult Protection Services through Hennepin County can often do what is needed in terms of case management due to their own resource constraints.
- Council may not realize the degree to which group homes, of which there are many in Brooklyn Park, drain police resources. Minimal licensing requirements can mean that some homes are operated poorly, and police are at these places all the time. They estimate that about half of the city's group homes house older adults with cognitive or medical issues.
- Has the City come up with policies to allow city employees time deal with aging parents? This is needed and would be valued.

#### Operations & Maintenance Department

- Older property owners need help with snow shoveling/removal, and there are few community resources to help them. (Staff will sometimes go out and clear snow themselves!)
- This department has heavy contact with the public. They answer calls all day (two full-time staff answer phones) and are also out in people's homes and yards.

- Since 2003 they offer a unique arrangement with homeowner associations (HOAs) to the benefit of residents, many of whom are older. HOAs sometimes get to tag onto existing projects, such as a street improvement, and they greatly appreciate that because it is much cheaper than hiring their own contractors directly. (It does cost the City in terms of staff time.)
- They believe it is important to be able to be a resource for people, but "high-touch services stretch us."
- There are opportunities related to trails, such as wayfinding, benches, and lighting, but these cost money.

#### Recreation & Parks Department

- People in seasonal positions are increasingly older adults, and they are highly valued employees. City staff appreciate their attention to detail and their maturity that allows them to deal with a range of situations that might arise.
- There is the question of a volunteer coordinator, but this is delicate business given the way volunteering is currently structured throughout city departments right now. Volunteering can tricky business. People seem to think a volunteer coordinator could be housed in Community Engagement, but there is not consensus on the issue.
- There may be opportunities to use Recreation on the Go aimed at children to engage older adults who are grandparents and frequently care for grandchildren. Rec on the Go can help build trust through whole families, not just kids. There may be opportunities to be more active right on site at places such as Huntington Apartments.
- Integration and Inclusion Services: What does this look like for older adults? The department needs to address this question.

## **APPENDICES: Appendix A**

### *Notes from City Department Meetings*

#### **CAC Front Desk and Maintenance Staff**

- The front desk almost functions like a concierge service, fielding requests and questions on a wide variety of issues.
- There is definite growth in number of older people using the CAC.
- There is a strong customer service dimension to this work.
- Staff try hard to “get a yes” for people or at least move in that direction.
- Participants are required to check in at the front desk for their classes. The City purposely does it that way because they value the personal contact with people.
- Brooklyn Park offers a lot compared to other community centers, and the staff are a big part of what make it special.

## APPENDICES: Appendix B

### Resident Engagement Details

#### APPENDIX B: Resident Engagement Details

TYPE OF ENGAGEMENT	PRIMARY DEMOGRAPHIC	EVENT/PARTNER ORGANIZATION	DATE
Listening session (about 20 people)	Liberian	Organization for Liberians of MN	3/28/18
Table at Dynamic Aging Resource Fair with interactive engagement	Primarily white, many were Senior Adult program participants	City: Recreation & Parks	4/11/18
Focus group—range of ages (10 people)	SE Asian, mostly Hmong and Lao	City: organized by Community Engagement and CM Susan Pha	4/24/18
Presentation and group discussion	Variety	City: Community Assembly event	4/26/18
Listening session/open house	Senior Adult program participants, primarily white	City: Recreation & Parks	4/30/18
Listening session/open house	Senior Adult program participants, primarily white	City: Recreation & Parks	5/10/18
Focus group with Meals on Wheels volunteer drivers through CEAP (9 people)	White	CEAP	5/11/18
Interview with two individuals (Pat)	Black	N/A	6/18/18
Focus group in partnership with Hennepin County Public Health (about 13)	Lao	Lao Assistance Center of MN	7/19/18
Focus group (10 people)	White senior housing residents	Tradition (rental senior housing)	8/1/18
Focus group (10-15 people)	Black senior housing residents (most not Liberian or other W African immigrants)	Brooks Landing (rental senior housing)	9/11/18
Focus group (8-10 people) in partnership with Hennepin County Public Health	Hispanic/Latinx residents of varying ages	Eden Park Apartments	9/18/18
Focus group (8 people)	White	SummerCrest Condominiums	10/9/18

## APPENDICES: Appendix C

### Key Stakeholder Engagement

#### APPENDIX C: Key Stakeholder Engagement

NAME	ORGANIZATION	SECTOR	DATE
Kay King	Older Adults Program Coordinator and Community Educator, NAMI MN	Mental health	4/3/18
Clare Brumback	Executive Director, CEAP	Nonprofit/social services	4/3/18
Brad Kerschner	Director of Programs, CEAP	Nonprofit/social services	4/3/18
Lyla Pagels	Coordinator, Faith Community Nurse Program, Mercy Hospital/Allina	Healthcare	5/8/18
Noella Fath-Cutter	Adult Learning Coordinator, Anoka-Hennepin Community Ed	Community Education	5/17/18
Anne-Marie Bartlett	Quality in Living Specialist, Saint Therese at Oxbow Lake	Senior housing	6/8/18
Mary Synstelien	Member of parish council, St Alphonsus Catholic Church	Faith community	6/13/18
Sunny Chanthanouvong (and other LACM staff)	Executive Director, Lao Assistance Center of MN	Non-profit/immigrant services	6/25/18
Arthur Biah	President & CEO, Liberian Health Initiative; Special Investigator/ Nurse Evaluator, MN Department of Health	Non-profit/immigrant health services	6/30/18
Renee Cardarelle	Associate Executive Director, Lao Assistance Center of MN	Non-profit/social services	7/8/18
Kumba Kanu	Founder, Sierra Leone Nurses Association; Certified Nurse Practitioner, Park Nicollet	Non-profit/immigrant health services	7/20/18
Emily O'Connor	Coordinating Librarian, Adult Services, Hennepin County Library	Library	7/20/18
Melissa Henderson	Marketing and Enrichment Coordinator, Osseo Area Schools	Community Education	7/23/18
Brenda Kennelly	Clinic Manager, Brooklyn Park, Hennepin Healthcare	Healthcare	7/24/18
Emilia Jackson	Community Health Worker, Brooklyn Park, Hennepin Healthcare	Healthcare	7/24/18
Paula	Community Health Worker, Brooklyn Park, Hennepin Healthcare	Healthcare	7/24/18
Candice Bartelle	Admissions Representative, North Hennepin Community College	Education	7/29/18
Jennifer Olson	Director of Community Relations, Tradition	Senior housing	8/1/18
Zenobia Carson	Office Administrator & Event Planner, Creekside Gables	Senior housing	8/8/18
Beth Lelonek	Director of Sales and Marketing, Waterford Living	Senior housing	9/17/18
Mary Rooney	Director of Community Relations, Waterford Living	Senior housing	9/17/18
Paul Metzler	Executive Director, Saint Therese at Oxbow Lake	Senior housing	9/24/18
Diane Dickmeyer	Robbinsdale Area Schools	Community Education	10/3/18
Advisory Board	BP Business Forward	Business association	11/9/18
Kylie Ryan	Registered dietician, Hy-Vee	Retail/grocer	12/4/2018
Brooklyn Park Lions Club	Community/Lions members	Community group	11/5/18

## APPENDICES: Appendix D

### City Department Engagement

#### APPENDIX D: City Department Engagement

EVENT / GROUP / DEPARTMENT	DATE
<b>Kickoff Meeting</b> – cross-departmental: Kaela Dickens, Kathy Fraser (CLIC), Cory Funk, Gretchen Garman (Hennepin County Public Health), Gina Magstadt, Todd Seitz, Josie Shardlow, Jay Stroebel, Jody Yungers, Dan Zelazny	2/15/18
<b>Community Long-range Improvement Commission (CLIC) meeting</b>	7/12/18
<b>Manager-level staff meeting</b> (large group, cross-departmental)	6/19/18
<b>Joint Commissions and Council meeting</b>	8/6/18
<b>Rec and Parks:</b> Don Berry, Eve Burlingame, Pat Busch, Greg Hoag, Jen Gillard, Pat Milton, Steve Gulenchyn, Michelle Margo, Pam McBride, Marc Ofsthun, Mark Palm, Brad Tullberg, Jody Yungers	8/7/18
<b>Community Development:</b> Bruce Bloxham, Kim Berggren, Erik Hanson, Keith Jullie, Jason Newby, Al Peterson, Gail Trenholm	8/10/18
<b>Police and Fire departments:</b> John Cunningham, Craig Enevoldsen, Jeff St. Martin, Todd Seitz	8/14/18
<b>Operations and Maintenance:</b> Dan Ruiz, Steve Nauer, Greg Hoag, Jon Watson	10/17/18
<b>CAC Front Desk and Maintenance Staff:</b> Pam Neuman, Mike Oravez, Mark Palm, Wayne Roehrich, Randi Schmidt	10/25/18
<b>Administration and Finance:</b> Jeanette Boit-Kania, Claudia Diggs, Chris Kuecker, Janis Lajon, Xp Lee, Linda Mozis, Josie Shardlow, Xai Vue, Joe Wulfing	10/29/18



## APPENDICES: Appendix E

### Task Force on Aging Recommendations

#### APPENDIX E: Task Force on Aging Recommendations

An effort of the Community Long-Range Improvement Commission (CLIC)<sup>14</sup>, the citizen-led Task Force on Aging developed the following conclusions and recommendations to the City of Brooklyn Park in 2015. The Task Force's work is an important foundation for the current age-friendly efforts and is referenced earlier in this report.

#### Becoming an Age-Friendly City August 2015

The Task Force on Aging was charged by the CLIC (Citizens Long-Range Improvement Committee ) to review issues, assess resources, identify gaps and offer to assist the city when addressing the changing and aging demographics within Brooklyn Park.

Four themes kept resurfacing throughout the study:

1. It is difficult to define who is "senior." The Task Force defined seniors as persons over 50 years of age. The terms seniors, aging and 50+ are used intermittently throughout this report.
2. Many communities have already accomplished similar studies, developed policies and programs addressing the aging population in their areas. The Task Force utilized existing data and tools to help us locally.
3. Brooklyn Park has many good things going for seniors yet the areas needing improvement will require long term commitment and vision. Services need to be able to adapt with the diverse cultures and needs of seniors. Existing services such as those available through the Senior Center, Parks and Rec, and CAC will need to expand or enhance their capacity as this population increases.
4. The Task Force adopted the philosophy that when a community enhances and respects the lives of its youth and seniors the lives of all other age groups are more enhanced and respected.

The Task Force feels that a best practice way for Brooklyn Park to address concerns for seniors is to use the vision, tools and policies that already exist with the Age Friendly City initiative. By adopting these best practices, the lives of all age groups in Brooklyn Park will be enhanced and respected.

An Age Friendly City initiative is a comprehensive effort to prepare the world's urban centers for an increasingly older adult population. Age friendly cities optimize opportunities for health, participation, and security in order to enhance quality of life as people grow older.

The City of Brooklyn Park does currently have many strengths, as outlined below:

#### Community and Civic Participation

- Many opportunities for involvement through volunteer groups, city commissions/committees and Recreation and Parks Department
- Community Cafes hosting by city on important or trending issues
- Community Engagement Initiative
- City website, Get Up and Go brochure and Park Pages provided information on current activities and volunteer opportunities
- Nextdoor.com the Neighborhood Initiative, and National Night Out offer community building opportunities and connections

<sup>16</sup>CLIC has since been renamed the Community Long-range Improvement Commission.

## APPENDICES: Appendix E

### Task Force on Aging Recommendations

#### Housing

- City offers a variety of housing options in independent living, assisted living and subsidized housing.
- Range of housing prices and types are available, however limited in supply.

#### Public Spaces and Transportation

- Many existing parks in the city park system, as well as Three Rivers Parks
- New library to open in 2016
- Existing Senior Center, CAC, and Recreation and Parks Department
- Some transportation options in Metro Mobility, local bus system and taxi

#### Health and Social Services

- Hennepin County Service Center is on the border of Brooklyn Park
- City currently has medical clinics within city limits that offer general/basic medical care
- Four hospitals near the City of Brooklyn Park
- Recreation and Parks/CAC offer a fitness center
- Many of the existing private health clubs within the city offer senior fitness options
- Community offers some free meal services

The committee is making recommendations to the city to ensure effective planning for the dramatic demographic changes that are happening within the senior community.

#### The initiatives of an Age-Friendly City address:

- Transportation
- Outdoor spaces and building
- Community support and health services
- Communication and information
- Civic participation and employment
- Respect and social inclusion
- Social participation
- Housing
- Healthcare

#### Goals of an Age-Friendly City:

- Empower individuals as they age to live independently and vibrantly.
- Support communities as they foster quality of life and community connectedness in a manner that meets the wide-ranging needs and preferences of older individuals and their families.
- Ensure that city planning and city funded programs are responsive to the needs and preferences of older residents and are designed to support their lifestyles and choices.

The Task Force identified that many established services and resources are available for Brooklyn Park's aging population to utilize or participate in. The Task Force did identify three major areas for improvement where gaps currently have a negative impact on the lives of our 50+ population:

1. Seniors of all ages have limited awareness of their resources and have an extremely difficult time understanding, navigating and accessing departments, services and their policies.
2. Existing and new development needs to implement more age friendly standards when trying to accommodate growing needs and desires of the changing and aging population.
3. Seniors have great difficulty accessing transportation when it becomes desirable for them to reduce dependence on their automobiles.

## APPENDICES: Appendix E

### Task Force on Aging Recommendations

#### The Task Force is recommending the following:

##### 1. Appoint a staff member and an advisory group to ensure a commitment to the citizens in regard to communication, programming, resource development and accessibility.

Ensure the group is reflective our culturally diverse community. A City appointed staff member with the support of the advisory group would manage the vision and goals of the Age Friendly initiative on an on-going basis. This position would be a point of contact to:

- Conduct on-going community assessment to determine age friendliness and cultural responsiveness.
- Ensure coordination of existing and new services with the community. This would include transportation, housing, health, recreation, volunteerism and social services.
- Identify opportunities in future programs or development to include age friendly initiatives (i.e. transportation options, healthcare services, design elements, business development, housing types, and recreational programs).

**2. Establish a resource center (HUB).** This would be a one stop shop resource for ease in disseminating information.

**3. Review all housing and business development and redevelopment for opportunities to be age friendly.** Future development/redevelopment planning is critical. City and staff need to be keenly aware of how future development will impact the residents. This is an opportunity for them to build into the new and redevelopment projects age friendly initiatives. This will be most important when reviewing upcoming transportation initiatives and future housing, healthcare and business development.

##### 4. Address lack of and/or difficulty accessing transportation options for the short term as well as plan for the long term.

Lack of convenient, accessible and affordable transportation is a key issue facing the city today. While the possibility of the LRT coming through Brooklyn Park is on the horizon there is a direct need for immediate increased transportation options such as more frequent buses, more convenient routes, and alternative forms of transportation in cabs and ride sharing.

The 50+ population is a vibrant, talented, engaged demographic. The Task Force reviewed and suggested goals and recommendations in the following areas:

- Community and Civic Participation
- Housing
- Public Space and Transportation
- Health and Social Services

This is an approach used by the Age Friendly Initiative and is outlined in the attached power point. This information can be used as a guide and resource for the proposed Advisory Committee or identified staff to understand and address the needs and desires of the changing and aging population of Brooklyn Park.

In addition to the PowerPoint presentation, attached is a checklist for essential features in an age friendly city. City staff, the planning commission and developers should review the checklist to ensure whenever possible key features are being incorporated into all future development and redevelopment as appropriate.

## APPENDICES: Appendix F

### WHO/AARP Age-Friendly Network

#### APPENDIX F: WHO/AARP Age-Friendly Network: To join or not to join?

As a result of the Task Force on Aging's work, CLIC recommended that the City of Brooklyn Park become a certified age-friendly city by 2020. This referred to the WHO/AARP Global Network of Age-Friendly Cities and Communities. To clarify, there is only membership in the network; there is no certification or designation of age-friendliness (a common misperception). A city that joins the network commits to a process and to be accountable for taking steps and demonstrating work through that process.

Joining the network involves the following steps over the course of five years:

Step 1: Complete an application and provide a mayoral letter of commitment.

Step 2: Conduct a community assessment of older adult needs.

Step 3: Create a three-year action plan.

Step 4: Implement the plan and evaluate progress.

Step 5: Refine as needed and continue the work. (Ongoing work makes this a cycle of continuous improvement.)

Brooklyn Park has already completed Step 2, which is significant, and would be poised to begin Step 3 of creating an action plan.

As the City decides whether to make this commitment, here are some considerations:

##### **Benefits:**

- Network membership can lend legitimacy or cachet to the work and officially put Brooklyn Park on the map of age-friendly communities. It could also help recruit community partners to participate, although cities can demonstrate their commitment and seriousness in other ways.
- There is no financial commitment involved in joining. Cities can undertake this work as they are able, and in many places' grassroots teams of community members and organizations lead the work. While cities do often invest some funds in the work—which certainly makes more possible—part of the idea is that many changes or improvements can be made at low cost.

##### **Possible drawbacks:**

- Committing to the process attaches set timelines and deliverables to the work. This structure can help keeping the work focused and moving and ensure that a thorough process is being followed. Some communities and initiative leaders find this beneficial or even necessary. However, if a city's work has enough substance, momentum, and leadership commitment already, the network structure and requirements may not be needed to drive the effort and can become another aspect of the work that needs to be managed. Many communities are doing this type of work—and doing it well—without joining the network.

##### **Additional points:**

- There is no funding support tied to membership. AARP offers occasional grant opportunities for such work, but any community is eligible to apply for and be awarded grant funding, not only network members.
- Resources on age-friendly communities through WHO and AARP are available to any community, not only network members.

**APPENDIX G**

**Voice from the City's Diverse Senior Population: A Report on Brooklyn Park's Recreation and Parks Adult & Senior Adult Programs**

**CITY OF BROOKLYN PARK'S RECREATION AND PARKS  
ADULT & SENIOR ADULT PROGRAMS**

**VOICES FROM THE CITY'S DIVERSE SENIOR POPULATION**  
*A PROJECT WITH HENNEPIN COUNTY PUBLIC HEALTH*





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## INTRODUCTION

In 2017, Brooklyn Park's Park and Recreation Adult & Senior Adult Programs began a partnership with Hennepin County Public Health (HCPH) through a Statewide Health Improvement Partnership (SHIP), Minnesota Department of Health (MDH) contract. Through collaboration with local public health and city and community-led improvements, SHIP is working to create healthier communities across Minnesota by expanding opportunities for active living, healthy eating and tobacco-free living.

The goal of this partnership was to gather input from the 50+ community in Brooklyn Park on their needs, desires, gaps, challenges and barriers to accessing and/or participating in physical activity opportunities through Brooklyn Park's Recreation and Parks Adult & Senior Adult Programs. There was a specific focus on Brooklyn Park's diverse racial and ethnic populations.

Located in the suburban northwest outer ring of Hennepin County, the City of Brooklyn Park is a diverse community with populations of color being 54% of the population.<sup>17</sup> The 50+ community makes up almost one third, or 27% of the city's population.<sup>18</sup>

Below is physical activity and social connectedness data from Hennepin County's 2014 Survey of the Health of All the Population and Environment (SHAPE) results for the Northwest outer ring suburbs 50+ population.

SHAPE is series of surveys collecting information on the health of residents in Hennepin County and the factors that affect their health across a broad range of topics. It is administered every four years and helps in understanding how healthy residents are, examine differences in health among different communities, and understand how social factors such as income, education, and employment affect health.

Knowing that zip code and social factors are indicators of population's health, it is important to consider this data while examining the health of the 50+ population in Brooklyn Park, with a close look at residents physical activity and social connectedness.

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<sup>17</sup> Metropolitan Council, Community Profiles. Population by Race and Ethnicity in Brooklyn Park. ACS 2012-2016. Available at [https://stats.metc.state.mn.us/profile/detail.aspx?c=R11000#POP\\_RACE\\_ETH](https://stats.metc.state.mn.us/profile/detail.aspx?c=R11000#POP_RACE_ETH). (Accessed 11/7/18).

<sup>18</sup> Metropolitan Council, Community Profiles. Population by Age and Gender in Brooklyn Park. ACS 2012-2016. Available at [https://stats.metc.state.mn.us/profile/detail.aspx?c=R11000#POP\\_AGE\\_GENDER](https://stats.metc.state.mn.us/profile/detail.aspx?c=R11000#POP_AGE_GENDER). (Accessed 11/7/18).

*Physical activity among residents 50 and older\**

	<b># of participants that responded Yes</b>	<b>Percentage that responded Yes</b>
<i>Any leisure time physical activity</i>	432	86%
<i>Sufficiently active, moderate/vigorous</i>	387	79%

*Social Connectedness\**

***How often are you involved in school, community, or neighborhood activities?***

	<b>Among 50-64</b>		<b>Among 65 and older</b>	
	<b># of participants</b>	<b>Percentage</b>	<b># of participants</b>	<b>Percentage</b>
<i>Weekly</i>	75	27%	71	33%
<i>Monthly</i>	33	11%	25	11%
<i>Several times a year</i>	67	27%	34	14%
<i>About once a year</i>	39	12%	31	12%
<i>Less often than yearly</i>	23	6%	22	9%
<i>Never</i>	54	17%	52	21%

***How often do you get together or talk with friends or neighbors?***

	<b>Among 50-64</b>		<b>Among 65 and older</b>	
	<b># of participants</b>	<b>Percentage</b>	<b># of participants</b>	<b>Percentage</b>
<i>Daily</i>	104	33%	109	46%
<i>Weekly</i>	128	44%	90	40%
<i>Monthly</i>	32	12%	11	3%
<i>Less often than monthly</i>	25	10%	24	10%
<i>Never</i>	2	1%	2	0.4%

***People in this neighborhood are willing to help one another.***

	<b>Among 50-64</b>		<b>Among 65 and older</b>	
	<b># of participants</b>	<b>Percentage</b>	<b># of participants</b>	<b>Percentage</b>
<i>Strongly agree</i>	137	52%	110	48%
<i>Somewhat agree</i>	126	40%	112	48%
<i>Somewhat disagree</i>	22	7%	11	4%
<i>Strongly disagree</i>	5	1%	3	1%

*\*Includes: Brooklyn Park, Champlin, Corcoran, Dayton, Hanover, Hassan Township, Maple Grove, Medicine Lake, Osseo, Plymouth, Rogers*

**OVERVIEW OF FOCUS GROUPS**

Below are the locations where focus groups were held in Brooklyn Park, as well as a complete overview of the focus group participants, results from participant survey questions, highlights of focus groups' key findings, recommendations, and a summary of key findings from the focus groups and listening sessions.

<b>Focus Group Sites</b>	<b>Date of Focus Group</b>	<b>Race/Ethnicity of Participants</b>	<b># of Participants</b>
<i>Creekside Gables Apartments</i>	5/23/18	African American (1), Hispanic (1)	2
<i>Lao Assistance Center of MN (LACM)</i>	7/19/18	Laotian (15)	15
<i>Organization of Liberians in MN (OLM)</i>	7/18/18	Liberian (9)	9
<i>Brook's Landing Apartments</i>	9/11/18	African American (8), Liberian (2), Indian & Nigerian (1), White (1)	12
<i>Eden Park Apartments</i>	9/18/18	Hispanic/Latinx (7), Black or African American (1)	8

- Number of participants who completed the survey: 46
  - Female participants: 34 or 74%
  - Male participants: 12 or 26%
- Age range: 40-86
  - Average age: 64
- City of residence: 91% of participants live in Brooklyn Park
- Range of years living in Brooklyn Park: 1.5-26 years
  - Average length of time living in Brooklyn Park: 12 years

## FOCUS GROUP PARTICIPANT SURVEY QUESTIONS

*Physical Activity*

<b><i>In an average week, how many days do you walk or engage in other physical activity?</i></b>	<b># of Participants</b>	<b>Percentage</b>
<i>0 days per week</i>	4	9%
<i>1-2 days per week</i>	5	11%
<i>3-4 days per week</i>	10	22%
<i>5-6 days per week</i>	8	17%
<i>7 days per week</i>	19	41%

*Social Connectedness*

<b><i>How often do you feel isolated from others?</i></b>	<b># of Participants</b>	<b>Percentage</b>
<i>Hardly ever</i>	22	48%
<i>Some of the time</i>	19	41%
<i>Often</i>	4	9%
<i>Never</i>	1	2%

<b><i>How often do you get the social and emotional support you need?</i></b>	<b># of Participants</b>	<b>Percentage</b>
<i>Always</i>	19	41%
<i>Usually</i>	5	11%
<i>Sometimes</i>	18	39%
<i>Rarely</i>	0	0%
<i>Never</i>	4	9%

<b><i>How often do you get together or talk with friends or neighbors?</i></b>	<b># of Participants</b>	<b>Percentage</b>
<i>Daily</i>	26	57%
<i>Weekly</i>	15	33%
<i>Monthly</i>	1	2%
<i>Less often than monthly</i>	3	7%
<i>Never</i>	1	2%



## HIGHLIGHTS FROM THE FOCUS GROUPS AND LISTENING SESSIONS

Notes: For detailed results from each individual focus group, please see Appendix A: Summary of Key Findings from the Focus Groups and Listening Session, starting on page 11.

### *Activities:*

- Aging looks different for people of different ages. What a 50-year-old is interested in and able to do might be similar or different from a 70-year-old.
- Being an active, older adult is a combination of being physically and socially active, maintaining independence and being connected to one's cultural and faith activities.
- The majority of participants are not aware of Brooklyn Park's Park & Recreation Adult & Senior Adult Programs or the Get Up & Go magazine.
  - Participants who are aware of the magazine either cannot read it because English is not their first language or are overwhelmed by it and discard it.
- Activities participants wished the City of Brooklyn Park would offer include: walking; swimming; Zumba/dance; English classes; computer classes; cooking and baking classes; CPR classes; volunteer opportunities; and crocheting, knitting, sewing, embroidering classes.
  - Participants want activities that include the whole family and that are held at their apartment, cultural organization they are members of and/or neighborhood based.

### *Social participation:*

- Socializing and connecting through one's place of faith (church or temple) is important.
- Participants who are members of an organization such as LACM or OLM rely on these groups for their social connectivity and learning about what is going on in their immediate community and the city.
- More than one focus group expressed a need for a community gathering space in Brooklyn Park in order to host culturally relevant activities and/or events, as well as to just gather and socialize.
  - The community gathering space needs to be a trusted, multi-generational place.
  - Participants are not aware of community gathering spaces already available in Brooklyn Park or how to use/reserve those spaces.

### *Access:*

- All participants expressed that transportation is the number one barrier for participating in activities.
- The majority of participants from all cultural groups are dependent on their family and friends for transportation.
- Some participants walk or use their scooters to move around their neighborhood but that is often dependent on their health status, distance of activity and weather.

- A minority of participants use Metro Transit. Laotian seniors were less likely to use Metro Transit than any of the other participants groups.
- Challenges the participants experience in accessing activities include: cost, not understanding how to register and participate due to language differences, the location/distance of the activity, providing weekday childcare for grandchildren and the activities are not family-focused.

*Communication and awareness:*

- Participants, who are members of an organization such as LACM or OLM, learn about activities through word-of-mouth, phone calls, text alerts and the organizations' staff.
- Participants want to learn about activities through senior friendly flyers that can be shared through their place of faith, apartment building, and community leaders.

*What will improve the quality of life for the aging in Brooklyn Park?*

- Convenient, reliable transportation.
- Communication about activities is available in their language, as well as make sure the activities have staff and/or volunteers who can speak their language.

*Additional information:*

- The Minnesota Laotian interpretation of 'senior' is different from the Western interpretation. They do not identify with '50+'. An 'elder' is considered a first-generation immigrant who might be as young as 40 years old but is more connected to the Laotian culture and language.
- Elder isolation in the Lao community is a big issue. Adult daycare centers are becoming more common, but they are private, therefore expensive and you must have qualified insurance to cover the participant.
- Lao elders are aging in place with their adult children and their children's families. They experience mental health issues that stem from depression, their children not being successful, future finances, and trauma from immigration.
- Throughout all the cultural groups, there are residents who, daily, do not leave their apartment or apartment building and are very isolated.
- Many seniors rely on their adult children and grandchildren to help them understand, participate in and access neighborhood and city activities.
- When planning for inclusivity in activities, there is not a one-size fits all approach to including the diverse senior populations in Brooklyn Park.

## RECOMMENDATIONS FROM FOCUS GROUP RESULTS

1. **Continued conversation and exploration.** Build off the relationships that have been developed through this project with the Lao, African-born, African-American and Hispanic/Latinx communities. Develop a 2019 plan to:
  - Share this report with the four cultural communities and community partners.
  - Explore further unanswered questions and/or next step ideas.
  
2. **Adult & Senior Adult Programming.** Take programming out into the neighborhoods.
  - Facilitate programs that different cultural groups are interested in and that the whole family can participate in.
  - Provide opportunities outside of physical activities. Opportunities where seniors can connect socially, as well as provide a learning/educational opportunity.
  - Hold programs at apartment buildings, trusted community gathering spaces, parks, etc.
  
3. **Transportation.** Explore further the transportation barriers seniors in Brooklyn Park experience.
  - Look at all modes of transportation – Metro Transit, walking, biking, using scooters, shared rides, etc.
  - Consider cost, accessibility, language of information, reliability, etc.
  - Provide educational opportunities on how to use the various modes of transportation to move around Brooklyn Park, accessing activities and services specific to the diverse senior populations.
  - Partner with local community-based organizations, cultural organizations, places of faith, etc. to identify possible solutions.
  
4. **Cultural expertise.** The city does not have to be the expert. The city can also play a facilitative role.
  - Provide physical space and opportunities in neighborhoods and the city where cultural groups can gather and hold activities and/or events.
  
5. **Marketing and communication.** Research and develop new communication tools and channels to reach the diverse senior populations in Brooklyn Park.
  - Always keep in mind age, language, reading ability, and where residents reside.
  - Utilize current groups to help communicate, such as established cultural organizations, places of faith, CEAP/Meals on Wheels, clinics, etc.
  - Consider culturally specific social media, radio, TV or newspaper as communication options.

**ADDITIONAL RECOMMENDATIONS**

1. **Adult & Senior Adult Program budget.** Consider budgetary options and opportunities to provide free and/or reduced cost programming for disparate populations who cannot participate due to financial constraints.
2. **Resource Fair.** Host an annual resource fair intended for the diverse senior cultural groups in Brooklyn Park.
  - Organize a planning committee with leaders and volunteers from each of the cultural groups to identify the resources, classes, and activities that would form the resource fair.
3. **Health-in-All Policies approach.** As the City of Brooklyn Park considers its broader age-friendly strategy, including how that will be reflected in city policy and implemented, participate in a Health-in-All-Policies presentation and resources from Hennepin County Public Health.
4. **Measurement and evaluation.** Develop goals and tools to assess, measure and evaluate the impact and reach of any improvements or changes that are made.
  - Identify and include qualitative measures, such as participant impact stories and photos.

**APPENDIX A: SUMMARY OF KEY FINDINGS FROM THE FOCUS GROUPS & LISTENING SESSIONS****Creekside Gables Apartments***Activities:*

- Aging looks different for different people of different ages. What a 50-year-old is interested in and able to do might be similar or different from a 70-year-old.
- Activities of interest: quilting, crocheting, using computers, vegetable canning, field trips, apartment activities
- Activities they wished the City of Brooklyn Park would offer: walks to nearby parks, sit and relax in

*Social participation:*

- Participants mentioned that when they are identifying places for their family to gather, they look outside the City of Brooklyn Park.
- Stay connected through their job.

*Access:*

- Transportation is the number one barrier for participating in activities.
- Roads and intersections are busy and unsafe for seniors.

*Communication and awareness:*

- Participants want to learn about activities/opportunities in Brooklyn Park through flyers and their apartment's monthly resident calendar.

*What will improve the quality of life for the aging in Brooklyn Park?*

- When asked where they see themselves in 5-10 years, neither participant indicated they see themselves living in Brooklyn Park.
- Participants expressed concerns about not being able to stay busy or engaged, leaving their home.
- Participants also express concerns about feeling unsafe and observing crime near the shopping plaza on Brooklyn Boulevard (that includes Aldi, Family Dollar, a pizza restaurant and other establishments).
- Participants value services offered through the Community Emergency Assistance Program (CEAP).

**Lao Assistance Center of Minnesota (LACM)***Activities:*

- Physical activities: men play tennis (at Noble Sports Park, Park Center High School, and Central Park); golf; kawtwara; perform traditional dances at the Temple, Festival of



Nations, and LACM events; exercise at LA Fitness; walk and bike outdoors in the summer; exercise inside during winter.

- Other activities: women enjoy socializing (talking and sharing), fishing, gardening, going to Temple, volunteering at Lao Advance, picnicking by lakes or backyard
- Everyone grocery shops at the farmers market on Zane and 92nd, as well as Dragon Star and Sun Food. The Zane farmers market is bigger, and they like it better.
- Activities they wished the City of Brooklyn Park would offer: walking, Tai Chi, swimming programs, Lao water aerobics

*Social participation:*

- Participants connect with family and friends via email, Facebook, letters, in person conversations, phone calls and through being involved at LACM.
- On separate occasions, the director of LACM and a participant expressed a need for a community gathering space in Brooklyn Park to hold culturally relevant activities/events and to just gather and socialize.
  - Space needs to be a trusted place for people to gather and multi-generational
  - Seniors do not know how to reserve rooms via the library or city hall.

*Access:*

- Many participants receive rides from family members.
- If the activity/event/appointment is close, they walk.
- Some drive or call for a car service.
- No one takes bus or taxis because they do not understand how to catch the bus or how to read the schedule. If they understood, they would go. There was an interest in participating in a Metro Transit class.
- Challenges for participating in activities/events: money/no job, taking care of grandkids, language barriers, and location/distance.

*Communication and awareness:*

- Awareness of Brooklyn Park's Park & Recreation Adult & Senior Adult Programs: most participants said they have no awareness of this department or programs. Some do see the Get Up and Go magazine but discard it away because they cannot read it.
- Participants communicate through Facebook, word-of-mouth, phone calls, staff from LACM – one-on-one and via alert texts (but they do not text back and forth, just receive the texts).

*What will improve the quality of life for the aging in Brooklyn Park?*

- More security – more patrols near Brooklyn Boulevard, behind Bowlero.
- Gym or exercise space, swimming pool and classes.
- Lao language classes, especially for the youth.

- Participants enjoy going to LACM to learn about resources, programming and volunteering.
- They would like to be able to go to the Temple and fundraising parties and festivals more easily. The Temple is also a place where elders can receive information/learn what is happening in Brooklyn Park.

*Additional information:*

- The Minnesota Laotian interpretation of 'senior' is different from the Western interpretation. They do not identify with '50+'. 'Elder' is considered first generation immigrants who might be as young as 40 years old but are more tied to the Lao language and culture.
- Elder isolation in the Lao community is a big issue. There is adult day care, but it is private, and you have to qualify for it.
- Elders are aging in place with their adult children and their children's families.
- They have mental health issues that stem from depression, children not being successful, future finances, trauma from immigration.
- Core services are missing them.
- Middle-aged Lao people also experience stress. Many are immigrants and caring for their elderly parents with no support.

**Organization of Liberians in Minnesota (OLM)**

*Activities:*

- Being an active adult means: moving around, jogging, going to church, not being dependent on anybody, swimming, Walk With Ease class, visiting with their sister, walking their grandson to the park.
- Other activities: sewing, jogging, walking to the library.
- Activities they wished the City of Brooklyn Park would offer: small gym at Brook's Landing with an instructor providing classes, social activities such as cooking and baking classes' senior yoga, movie nights, singing together, English classes, knitting and sewing, organized field trip to the Mall of America.

*Social participation:*

- Residents want to connect and socialize in a non-living environment.

*Access:*

- Residents move around by city bus, their church provides bus services to and from church only, walk to the library for using the computer.

- Do not feel transportation is reliable. Metro Mobility does not bring them to places they want to go to. In general, they know how the city bus system works.
- Mentioned that there are many people who live in different places and want to socialize but are limited by transportation.
- Stressed that their number one challenge for participating in any type of activity is transportation.

*Communication and awareness:*

- Awareness of Brooklyn Park's Park & Recreation Adult & Senior Adult Programs: nobody was aware of programs except for the Walk With Ease program that Brooklyn Park's Park and Recreation, Department Adult & Senior Adult Programs is piloting with OLM.
- Learn about Brooklyn Park activities/events through church, friends, their community leaders, television, computer at the library.
- Participants would like to learn about Brooklyn Park activities/events through their leaders, newspapers/Star Tribune, younger community members (for elders who cannot read), and OLM.

*What will improve the quality of life for the aging in Brooklyn Park?*

- More computer knowledge, social activities, having a representative from the Liberian community at the Hennepin County Northwest Human Service Center, and accessible and affordable housing.

*Additional information:*

This additional information was learned from another listening session with OLM in May 2018 -

- Activities participants are interested in: cooking classes; learning how to knit, sew, embroidery; basic computer classes; read, write and speak American English.
- Transportation: some participants walk, most received rides from family and friends.
- What would improve their quality of life in Brooklyn Park? Better transportation - more buses, more convenient bus stops.

**Brook's Landing Apartments**

*Activities:*

- Being an active adult means: independence, being alive, being able to get things done, your part of civic community, moving around, jogging, going to church, not just sitting at home.
- Physical activities: fishing, making coffee for the community room, cooking and cleaning in the kitchen.
- Other activities: socializing with neighbors and friends, bingo, crocheting, playing cards, going to adult daycare. As a grandfather, go to the school for grandkids activities.

- Awareness of Brooklyn Park's Park & Recreation Adult & Senior Adult Programs: nobody was aware
- Activities they wished the City of Brooklyn Park would offer: how to use a computer, cooking and baking classes, physical activity instructor for seniors, sewing activities. Participants also expressed they would like these activities offered in their apartment building.

*Social participation:*

- Participants expressed that a big part of how they identify with their cultural community is through their church.

*Access:*

- Transportation is a barrier because it is not reliable, especially in the winter. Not everyone has access to Metro Mobility and public transportation is not a solution for most elderly people. Some participants do ride the local bus.
- Participants shared that some residents in the building use scooters and they even go to activities or run errands using their scooter when the weather is nice. Some participants walk. People would like a shuttle for Walmart, Cub, Walgreens, etc.

*Communication and awareness:*

- Participants learn about activities through flyers and booklets. Some do see the Get Up and Go magazine, but it is too much information, they do not read, throw away it away.
- Participants want senior friendly flyers. They do look at notices. See some updates on their building's community bulletin board.
- There is limited use of social media.

*Additional information:*

- Participants shared that most elderly residents do not often leave the apartment building. They hang out with friends and neighbors all day. Participants want more activities that are organized.

**Eden Park Apartments**

*Activities:*

- Being an active adult: gardening (Eden Park garden), having [community] space to go to and talk (many participants agreed), cooking classes, attending English classes (many participants agreed), helping in their neighborhood, volunteering.
- Physical activities: walking to and around the park, gardening, weight lifting. Participating in activities with a group were liked more, noting the importance of socializing.

- Other activities: church, volunteering, caring for grandchildren. Many [households] rely on one car per family and the person who works uses the car. Participants shared that many people from their community hold 2-3 jobs. Older adults depend on their kids to drive them places.
- Awareness of Brooklyn Park's Park & Recreation Adult & Senior Adult Programs: four participants said they have seen the catalog but do not understand it or what is in it because they do not speak English.
- Activities they wished the City of Brooklyn Park would offer: walking with a group, Zumba, dance, knitting and embroidering, CPR class, cooking classes, English classes, volunteer opportunities. Participants want activities that connect parents with kids, family activities.

*Social participation:*

- Activities: going to church, social activities, volunteering in their neighborhood.
- What do you need to be able to be connected socially in Brooklyn Park? Transportation, soccer games for men (comment by one male participant).

*Access:*

- Participants get to activities by bus, walking, depend on their children, their husband drives them.
- Challenges they have participating in activities: they depend on their daughter to go out (said one of the oldest participants), not speaking English is a barrier, cost, transportation, not knowing what is available, need activities for the whole family/neighborhood to socialize and connect.

*Communication and awareness:*

- Participants shared that they do not know what is happening in the city or where to find information.
- They want to learn about activities through a flyer, word-of-mouth, text message and invitation in Spanish. The activity or event needs to have staff/volunteers who speak Spanish.

*What will improve the quality of life for the aging in Brooklyn Park?*

- Decreasing barriers, such as language and transportation. Send invitations in Spanish. If information about city activities/events is in English, participants think it is only for the "Anglo" community.

*Additional information:*

This additional information was learned from an interview with a Latina staff member at Zanewood Teen Center. She was asked to provide her perspective on seniors in her Hispanic/Latinx community.

- Most grandparents do not work and are taken care of by their children and family.
- Grandchildren often translate conversations and written documents for their parents and grandparents.
- The staff member did not know about the concept of a retirement home. She thinks this is a cultural thing and would not place her parents or grandparents in a retirement home.
- Seniors socialize among family; family gatherings are at parks, near water.
- Immigrant families tend to live more collectively than individually.
- Seniors move around the community through their children or grandchildren driving them, walking or the entire family uses Metro Transit.
- Seniors grocery shop with the family, not individually.
- The best way to communicate city activities or events is through senior friendly flyers.







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February 13, 2019 9:03 PM

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.1	<b>Meeting Date:</b>	August 14, 2023
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Katrina Doshier, Program Assistant
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Jay Stroebel, City Manager
<b>Item:</b>	Request by Mayor Winston to Travel to and Attend the Midwest US Japan Association Conference in Tokyo and Osaka, Japan on September 8 – 15, 2023		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE MAYOR WINSTON TO TRAVEL TO AND ATTEND THE MIDWEST US JAPAN ASSOCIATION CONFERENCE IN TOKYO AND OSAKA, JAPAN FROM SEPTEMBER 8 – 15, 2023.

## Overview:

Mayor Winston has been invited by Governor Walz to participate in a trade mission and attend the Midwest US Japan Association Conference held in Tokyo, Japan from September 8 – 13, 2023 and Osaka, Japan from September 14 – 15, 2023. In discussions with state officials organizing the trip, Brooklyn Park's participation is strongly valued due to Brooklyn Park being home to three Japanese headquartered companies - Kurita, Olympus Surgical and Takeda. Participation in this trade mission will provide a unique opportunity to market Brooklyn Park as a desired destination for additional Japanese companies and the expansion of companies already in town.

The approximate schedule will be:

- Depart Friday, September 8<sup>th</sup> for Tokyo
- Depart Tokyo for Osaka Wednesday, September 13<sup>th</sup>
- Depart Osaka for Minnesota, Friday, September 15<sup>th</sup>

## Estimated Costs:

Flight: \$1800

Hotel: September 8 – 13: \$1100 (Tokyo)

September 13 – 15: \$440

Transportation from Tokyo to Osaka: \$400

MWJA Conference Registration: \$700

Meals and Incidentals, Tokyo, September 8 – 13: \$115

Meals and Incidentals, Osaka, September 14 – 15: \$116

Supplemental Income September 8 – 15, if requested: \$50 per day

This expenditure would be covered under 2023 budgeted resources in the Mayor and Council conferences and schools expense line. The 2023 budget for that expense line is \$20,566. Resources are still available in that expense line to cover these expenses. The City Manager will also be joining Mayor Winston on the trade mission. Resources for his travel will be covered by the Administration department's budget.

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

**Budgetary/Fiscal Issues:**

City Travel Policy for Elected Official Travel (Out-of-State Travel):

The Mayor/Mayor Pro Tem and three Council Members (alternating) have the opportunity to travel out-of-state (domestically) one time annually, pending Council's approval. This approach would allow for the Mayor/Mayor Pro Tem to travel up to four times per term and Council Members to travel two times per term. If necessary, and if approved by Council, additional out-of-state travel could be approved for the Mayor/Mayor Pro Tem or Council Members using unused Council travel budget resources or other funding resources (e.g. EDA, Administration budget, etc.) Expenses for out-of-state travel are encouraged to not exceed \$2500.

Prior Travel in 2023:

Mayor Winston was invited to attend a Summit put on by the Project Equity organization in Oakland, California February 7-9, 2023. Project Equity covered the cost of the conference. The cost to the City was approximately \$700 for airfare, any local transportation costs, and any food not covered by Project Equity. The expenditure was covered under existing 2023 travel and conference budgeted resources for the Mayor and Council.

Council Member Lee attended the 2023 Strong Towns National Gathering on May 30-31, 2023 in Charlotte, NC. The cost to the City was approximately: \$250 for registration and \$300 for airfare.

Mayor Winston attended the U.S. Conference of Mayor's 91st Annual Meeting in Columbus, OH, June 2-5, 2023. The cost to the City was approximately: \$1500 for event registration, \$600 for airfare, \$800 for lodging, and \$190 for transportation costs, and any food not included in the registration fee.

Council Member Morson is attending the EOPA Certificate Course in Washington, D.C. on August 11 – 14, 2023. The cost to the City will be approximately: Tuition: \$2500; Flight, Hotel, and Car for August 11 – 14, 2023 (combined, Travelocity): \$1000; Meals and Incidentals, August 12 – 13, 2023: \$79; Per diem August 11 and August 14 (first and last day travel): \$59; Supplemental Income August 12 – 13, if requested: \$50

Other members of Council have also attended various in-state League of MN Cities conferences in 2023. Those expenses are estimated to be cumulatively under \$1000 to date.

**Attachments:**

4.1A TRAVEL POLICY

## Travel Policy

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### **Purpose and Scope**

This Policy shall apply to all business trips by City employees, Mayor and Council, all Commission and Authority members, traveling in an official capacity for City business, the cost of which is borne in part or total by the City. It is the purpose of this policy statement to establish adequate internal controls to satisfy Internal Revenue Service (IRS) regulations, state laws, and to provide a framework to use as a guide to prescribe circumstances for which travel allowances will be authorized and to provide procedures for reimbursement. Reimbursements can only be claimed for accommodations and services utilized and when an expense is incurred. Travelers are expected to utilize the same care when incurring official expenses that a prudent person would utilize if traveling on personal business. The City will pay or reimburse travel costs. All persons conducting official City business are expected to show good judgment in the nature and amount of expenses incurred while conducting City business in accordance with this policy.

Travelers are encouraged to use their City assigned purchasing card for travel expenses other than meals. A City assigned purchasing card may NOT be utilized to pay for meal expenses requiring overnight travel but may be used for eligible meal expenses in the metro area. Per diem allowances based on Federal rates should be used for meals associated with overnight travel.

### **Responsibility and Travel Authorization:**

#### **City Employees**

Travelers (employees and non-employees) are responsible to ensure that travel expenses are for valid City business-related purposes; are in accordance with City policies and procedures; and are a prudent use of public and City funds. Individuals traveling on City business are expected to choose the least costly method of transportation that meets the traveler's scheduling and business needs.

Travelers must substantiate and document all travel expenses in accordance with City policy and applicable federal and state laws. In circumstances where the City (via PCard, reimbursement, etc.) and a third party pay for the same travel expenses, the traveler must ensure that the duplicate reimbursement is returned to the City within 60 days of completion of travel.

Travel expenses must be approved by an authorized approver for reimbursement of travel expenses. Approvers are responsible for validating that all expenses: comply with City policy; are a prudent use of public and City funds; are appropriately documented; and are submitted and accounted for in a timely manner.

Budget Approval Departments shall request a training and travel budget that is submitted to the City Manager and included in the final budget that is adopted by the City Council. The City Manager is responsible for including a training and travel budget for elected officials within the final budget that is adopted by the City Council.

All expenses except those made directly by the City Manager will have two different approval signatures, one for first level approval and one for second level approval. All second level approvals must be made by a supervisor. Expense reimbursements to all employees (including directors and the City Manager) must be approved by an employee in a supervisory level above the employee requesting reimbursement. No employee may approve their own expenditures. The Mayor or City Attorney must approve the expense reimbursements for the City Manager.

### **Advances**

Advances are considered an exception and should be submitted to Finance with a reason for the advance and the approval of the supervisor and department director. All advances will require a travel expense form to be completed and approved after the travel has been completed. (The use of a City Purchase Card is encouraged when possible.)

## **Elected Official Travel**

### **Elected Official Travel**

The City recognizes that its elected officials may at times receive value from traveling within the state or out of state for workshops, conferences, events, and other assignments. To manage budget resources and provide equal opportunities for all members of Council to participate in learning opportunities the following statements set forth the conditions for elected official travel.

### **Out-of-State Travel**

The Mayor/Mayor Pro Tem and three Council Members (alternating) have the opportunity to travel out-of-state (domestically) one time annually, pending Council's approval. This approach would allow for the Mayor/Mayor Pro Tem to travel up to four times per term and Council Members to travel two times per term. If necessary, and if approved by Council, additional out-of-state travel could be approved for the Mayor/Mayor Pro Tem or Council members using unused Council travel budget resources or other funding resources (e.g. EDA, Administration budget, etc.) Expenses for out-of-state travel are encouraged to not exceed \$2500.

### **In-State Travel**

Travel for League of Minnesota Cities Newly Elected Official training would be available for all new Council Members. As resources allow, and if approved by Council, the Mayor and Council Members can request to travel to in-state conferences annually.

The statements below set forth the conditions under which travel by elected officials will be reimbursed by the City.

- The event, workshop, conference or assignment must be approved in advance by the City Council at an open meeting and must include an estimate of the cost of travel, description of the public purpose and expected benefit.
- Upon returning from an event, workshop, conference or assignment the elected official will make a public presentation on key learnings within 45 days.
- No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.
- Travel costs will be reimbursed in accordance with the Travel Costs section of this policy.
- Requests for reimbursement must be submitted with appropriate receipts on a signed travel expense form to the Finance Department for review and payment.



- Elected officials appointed to serve on a National League of Cities Policy or Steering Committee will be allowed to attend both the Congressional City Conference and the Congress of Cities.
- When feasible, a city vehicle should be considered for in-state transportation needs.

## **Extending Business Travel with Personal Travel**

When a Traveler combines personal and business travel, reimbursable expenses will cease to accrue as of the expected return date and time. The City will reimburse the Traveler only for the documented expenses that are directly related to the business portion of the trip. Excess travel time and activities not required for the business trip purpose shall be at the Traveler's own expense.

## **Transportation**

The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. Government and group rates must be used when available.

### **Air Transportation**

- The cost of airline tickets will be reimbursed or paid for when traveling on City business. It is expected that city officials will travel by coach or economy class.
- Travel by air is limited to the lowest, non-refundable, coach/economy class fare available at time of booking. Travelers may select their seat to another seat within coach/economy (exit row, aisle seats or "extra leg room") on any flight, when no other coach/economy seats are available, or it better meets the traveler's needs.
- When the total flight time, excluding layovers, from departure to arrival is 8 or more hours (including connecting domestic legs), travelers may, with preapproval from their unit, upgrade from coach to the next most economical class of travel over coach (business class in most cases, first class in cases where business class is not offered).
- Travelers may not travel using a private plane or non-approved air charter unless the City Risk Management Office grants an exception in advance of the travel. If the traveler does not obtain an exception, the City will not reimburse the unapproved transportation expenses.
- Employees are prohibited from piloting personal or leased aircrafts while on City business travel. If they choose to do so, the City will not consider the traveler to be acting in an official capacity of the City nor will the City reimburse the traveler for any related expenses.
- It is recommended that no more than 20 City staff, or Regents fly on the same plane at the same time.

### **Airport Parking / Baggage**

- Long-term parking must be used for travel exceeding 24-hours. The maximum reimbursement rate, regardless of where you park, is the long-term parking lot parking rate at the airport they are flying out of.
- Parking at the destination hotel or business site is reimbursable and limited to the lowest daily rate
- Baggage fees is reimbursable
- Valet parking is not reimbursable

### Accrual and Use of Frequent Flyer Miles

- In accordance with Minnesota State Statute, 15.435, frequent flyer miles or any other benefit issued by an airline must accrue to the benefit of the City whenever City funds are used to pay for airline travel, regardless of the origination of those funds (e.g., from state or federal grants, contracts, or appropriations, or private donors.) City employees may not use these miles for their personal travel.
- City employees, rather than departments, are responsible for tracking miles earned with City funds, and providing records of such tracking upon request. When they have accumulated enough frequent flyer miles to earn free travel, employees must use the miles for City travel.

### Automobile

Automobile mileage will be reimbursed at Internal Revenue Service rates presently in effect (see [www.irs.gov](http://www.irs.gov)) \*These rates are designed to compensate the driver for gasoline, insurance, maintenance and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are reimbursable. Damage to a traveler's personal auto is the responsibility of that individual or his/her insurance company.

- **City Vehicle:** When traveling in a City vehicle, the Traveler should use a City assigned purchasing card for fuel expenses or one's own credit card if a City purchasing card is not available. Due to potential liability considerations, transportation of family members not on official City business is prohibited in City vehicles.
- **Personal Vehicle:** When personal vehicles are used as a mode of transportation for travel within the five-state region (Minnesota, North Dakota, South Dakota, Wisconsin, and Iowa), reimbursement will be made at the mileage or allowance rate in effect at the date of travel. Payment of mileage will be based on the most direct route from the point of departure to the point of destination. Please refer to the City's Mileage Policy. The City is not responsible for damage to one's personal vehicles while on official business, as the Traveler's vehicle is not covered by the City's insurance coverage. The Traveler must maintain appropriate insurance when using personal vehicle for business travel.
- **Car Rental:** The traveler must have approval for a rental car, as described above, in order to be reimbursed for rental car parking. Rental rates that are equal or less than those available through the State shall be considered the most economical and reasonable for purposes of reimbursement under this policy.
  - No personal use of car rental is allowed to be claimed.
  - The City's automobile insurance coverage applies to rental vehicles. Under normal circumstances, should a rental car be damaged while being used for business purposes, the City will defend and indemnify the Traveler against any claims made by the rental company for damage to the rental car.
  - Minnesota law requires one's personal insurance company to provide coverage when the rental car is being used for personal activities in most instances.
  - Car rental insurance will not be reimbursed by the City. If car rental insurance is purchased, it would be at the Employee's personal expense.
  - Fuel for a car is reimbursable, however, fuel pre-payment is not allowed and will not be reimbursed.
- **Taxis/Shuttles.** The cost of taxis, shuttles or rideshares (Uber, Lyft, Micro mobility, etc.) fares may be reimbursed.

Documentation: Itemized receipt from rental agency and payment documentation, if not shown on the receipt. Fuel receipts must be submitted. Receipts for parking and other transportation must be submitted.

### **Parking Fees**

If the traveler uses a vehicle on official city business and is reimbursed for mileage, parking charges may be reimbursed as an incidental expense. Maximum per park with receipt will be the actual expense.

\*Travel Reimbursements must be submitted within 60 days of the expense.

### **Lodging**

Hotel or Motel expenses will be reimbursed or paid for when travel on official City business reasonably requires an overnight stay. Lodging fees associated with trips for training or business that are longer than one day and are outside the Twin Cities Metro Area associated with a single occupancy rate. Lodging reimbursement requests must be accompanied by a lodging receipt from the hotel, motel, or other commercial lodging establishment.

- Conferences/Meetings. If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking.
- Other Lodging. An employee will always stay at a facility that is reasonably priced and request government or corporate rates. The employee must stay at a licensed lodging facility and cannot be reimbursed for staying at a non-licensed lodging facility. In situations where a non-conference domestic lodging rate falls outside of the City guidelines, the traveler must obtain pre-approval from the appropriate authorized approver by completing the Request for Lodging Exception form. If the traveler does not obtain prior approval, the supervisor/manager may deduct the overage from the reimbursement request.

### **Meals and Incidental Expenses**

The per diem allowance is a daily payment for meals and related incidental expenses when overnight travel accommodations are necessary, in accordance with published federal per diem rates instead of receipt-based reimbursement. The City intends for its Travelers to pay for meals, tips and service charges using the current per diem schedules as set by the federal government. These schedules can be found at: <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup> (M&IE column). The Traveler may claim an amount not to exceed the allowable per diem rate in accordance with the Standard Federal Per Diem Rate Schedule in effect at the time of travel as published by the U.S. General Services Administration (GSA). The per diem allowance is separate from lodging, transportation, and other miscellaneous expenses. The per diem allowance covers all charges, including taxes and service charges where applicable for:

1. Meals including expenses for breakfast, lunch, dinner, and related taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons) and

2. Incidental expenses, including:
- a. Fees and tips given to wait staff, baggage carriers, maids, and
  - b. Transportation and tips between places of lodging or business and places where meals are taken, if suitable meals can't be obtained at site.

Meals for which the City pays directly, such as meals included in a conference registration fee or as part of airfare, or hotel costs, must be excluded from per diem and will not be further reimbursed. The Traveler must note on the expense claim if a meal is included in the cost of the travel fare, conference fee, or hotel lodging. If a lodging facility provides a hot breakfast, the breakfast allowance is excluded from the per diem amount. This provision does not apply to "continental breakfast". When the Traveler receives a meal at no cost, the Traveler is not eligible to be reimbursed for that meal and that meal allowance must not be included in the combined total. On "travel days", defined as the first and last day of travel (departure and return), per diem amount equals 75% of total M&IE regardless of departure time. Reimbursement may be allowed if the Traveler has special dietary needs that cannot be accommodated by the available meal options included in the conference registration or event programming. The Department Head reviews the circumstances and determines when reimbursement is warranted.

If actual expenses exceed the applicable per diem rate, the excess amount is a personal expense of the Traveler. If actual expenses are less than the per diem rate, the Traveler is not required to refund the difference to the City.

If Traveler travels on a conference day, Traveler is allowed the full per diem regardless of departure time.

Travelers should NOT submit receipts for any meal purchases when requesting overnight travel reimbursements. A City assigned purchasing card may NOT be utilized to pay for meal expenses requiring overnight travel.

Documentation: Receipts are not required for M&IE

Example 1: Traveler travels to Orlando, FL for a 3-day conference and travels the day before and after the conference. Lunch is provided for all 3 days. Below is the per diem breakdown for Orlando based on the GSA schedule:

Primary Destination	County	M&IE Total	Continental Breakfast/ Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Orlando	Orange	\$59	\$13	\$15	\$26	\$5	\$44.25

Traveler's allowed per diem per day for days 2-4 is \$44:

- \$59 M&IE Total
- \$15 Lunch
- \$44 Allowed per diem per day

Since lunch is provided, lunch allowance is deducted from the total and Traveler is allowed \$44 per day for days 2-4. On travel days, day 1 & day 5, the Traveler is allowed \$44.25 per day as found on the schedule.

### **Other Expenses**

- Conference, seminar or convention registration fees may be pre-paid once approval is received from the Department Head.
- Other expenses such as fees for social events, activities and tour opportunities during the conference are reviewed on a case-by-case basis. The Department Head will determine if reimbursement is warranted.
- In unique instances involving lost luggage, Traveler may need to purchase clothing and toiletries for the duration of their travel. The Department Head will review and determine if additional costs are reimbursable.

### **International Travel**

For domestic travel purposes, the IRS definition of the United States includes the 50 states and the District of Columbia. The purpose of travel outside the United States for City business must be unquestionably professional in content and should only be considered if a similar meeting, conference, or training of similar quality cannot be found within the continental limits of the United States.

The per diem rates when traveling abroad are determined by the US Department of State and can be found at [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp).

For foreign travel, all reimbursable expenses that were not paid using a credit card or US currency must be converted to US currency before listing them on the travel expense claim.

### **City Reimbursement of Travel Costs that do not Require Overnight Travel**

Travel plans involving expenses that do not require overnight travel accommodations will be reimbursed based on actual cost substantiated by appropriate receipts. This includes training or meetings within the metro area.

### **Non-Reimbursable Expenses**

Examples of non-reimbursable personal expenses include, but are not limited to:

1. The personal portion of any trip;
2. Political fundraising or charitable contributions or events;
3. Family expenses, including partner's expenses when accompanying a city official on City related business, as well as children- or pet-related expenses;
4. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events, travel gym, massage and/or golf related expenses, other cultural events or personal reading material;
5. Alcohol/personal bar expenses;
6. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and
7. Personal losses incurred while on City business, such as clothing and personal effects.

## **Documentation**

All employees are required to provide the following documentation for all expenditures: (Unless following Per Diem)

- Itemized receipt
- Purpose for the expense
- In addition, if the expense is meeting-related:
  - o Specify attendee and employee or non-employee
  - o Relationship of non-employee to the meeting
  - o Reason that the meeting was not possible during business hours, if applicable

## **Violation of the Travel Policy**

Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:

1. Loss of reimbursement privileges,
2. Demand for restitution to the City,
3. Disciplinary action,
4. Civil penalties of up to \$1,000 per day and three times the value of the resources used, and
5. Prosecution for misuse of public resources.



# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.2	<b>Meeting Date:</b>	August 14, 2023
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	City Clerk
<b>Resolution:</b>	X	<b>Prepared By:</b>	Devin Montero, City Clerk
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Devin Montero
<b>Item:</b>	Approving the Joint Powers Agreement between the city of Brooklyn Park and Independent School District No. 279 for the Purpose of Managing and Administering the School District's November 7, 2023, Special Election		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-\_\_\_\_ APPROVING THE JOINT POWERS AGREEMENT BETWEEN THE CITY OF BROOKLYN PARK AND INDEPENDENT SCHOOL DISTRICT NO. 279 FOR THE PURPOSE OF MANAGING AND ADMINISTERING THE SCHOOL DISTRICT'S NOVEMBER 7, 2023, SPECIAL ELECTION.

## Overview:

The School District Clerk contacted the city clerk in June 2023 about the city assisting the school district in administering their special election in November. The city clerk just completed the August 8, 2023, special election in the West District and agreed to assist with the school district's special election. The early voting area at city hall is still set up with computers, telephones, and the early voting and warehouse staff are available to work this school district special election.

There are 118,000 registered voters in the school district boundaries and covers some precincts in the city of Brooklyn Center, city of Corcoran, city of Dayton, city of Rogers, city of Maple Grove, city of Plymouth, and 18 precincts in the city of Brooklyn Park. Voting will take place at 6 polling place locations, 4 in Maple Grove and 2 in the city and all are school buildings within the district boundaries. Per the terms of the JPA, the city will administer the voting process, from ordering ballots, preliminary testing of the election equipment, early voting, hiring and training election judges for the November 7, 2023, special election.

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

## Budgetary/Fiscal Issues:

Per the JPA, ISD279 will reimburse the city for all election related costs.

## Attachments:

- 4.2A RESOLUTION
- 4.2B JOINT POWERS AGREEMENT

RESOLUTION #2023-

RESOLUTION APPROVING THE JOINT POWERS AGREEMENT BETWEEN THE CITY OF BROOKLYN PARK AND INDEPENDENT SCHOOL DISTRICT NO. 279 FOR THE PURPOSE OF MANAGING AND ADMINISTERING THE SCHOOL DISTRICT'S NOVEMBER 7, 2023, SPECIAL ELECTION.

WHEREAS, the city has certain election-related duties imposed upon it under Minnesota election law and other relevant state and federal laws, and

WHEREAS, the school district has certain election related duties imposed upon it under Minnesota election law and other relevant state and federal laws; and

WHEREAS, the city and the school district agree that efficiencies and economies of scale make it desirable for the city to assume some of the school district's election related responsibilities, and

WHEREAS, Minnesota State Statute 471.59 authorizes local governmental units to enter into joint powers agreements with other governmental units to perform any service or function on behalf of that unit which that government would be authorized to provide for itself, and

WHEREAS, pursuant to Minnesota State Statute 471.59, and the various chapters of the Minnesota election laws, the school district and city agree on the terms of the joint powers agreement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park authorizes the City of Brooklyn Park to enter into a Joint Powers Agreement with Independent School District 279 for the purpose of managing and administering the School District's November 7, 2023, Special Election.

**JOINT POWERS AGREEMENT BETWEEN  
THE CITY OF BROOKLYN PARK AND INDEPENDENT SCHOOL DISTRICT  
NO. 279 (OSSEO AREA SCHOOLS) FOR THE PURPOSE OF MANAGING AND  
ADMINISTERING THE SCHOOL DISTRICT'S  
NOVEMBER 7, 2023, SPECIAL ELECTION**

**THIS JOINT POWERS AGREEMENT** is entered into this \_\_\_\_ day of \_\_\_\_\_, 2023, (the Agreement) by and between the **CITY OF BROOKLYN PARK**, a Minnesota municipal corporation (the City) and **INDEPENDENT SCHOOL DISTRICT NO. 279** (the School District), an independent school district under the laws of Minnesota (the School District) in order for the City to provide certain election services for the School District’s November 7, 2023 Special Election (the Election).

**WHEREAS**, the City has certain election-related duties imposed upon it under Minnesota election law and other relevant state and federal laws; and

**WHEREAS**, the School District has certain election-related duties imposed upon it under Minnesota election law and other relevant state and federal laws; and

**WHEREAS**, the City and the School District agree that efficiencies and economies of scale make it desirable for the City to assume some of the School District's election-related responsibilities; and

**WHEREAS**, MINN. STAT. § 471.59 authorizes local governmental units to enter into joint powers agreements with other governmental units to perform any service or function on behalf of that unit which that government would be authorized to provide for itself.

**NOW, THEREFORE**, pursuant to MINN. STAT. § 471.59 and the various Chapters of the Minnesota Election Laws, the City and the School District (each, a Party and collectively, the Parties) agree as follows:

**I. TERM OF AGREEMENT**

- A. This Agreement shall commence on September 1, 2023 and shall terminate on December 2, 2023.
- B. This Agreement shall apply only to the Election.

**II. CITY RESPONSIBILITIES**

The City will assume the following election duties which are assigned to the School District under Minnesota election law and other relevant state and federal laws:

- A. The City shall direct any and all election-related inquiries to the School District Community Relations Director and Executive Director of Finance & Operations.
- B. The City shall be responsible for recruitment, training and assignment of election judges.
- C. The City shall be responsible for the payment of the election judges' salaries.
  - 1. The amount of salary paid to election judges shall be the amount established by the governing body of the School District (the School Board).
- D. The City shall arrange for the use of optical scan voting systems and attendant polling place equipment.
- E. The City will provide and coordinate for the placement and use of election equipment at each polling place.
  - 1. Election Equipment for purposes of this Agreement means voting booths, polling place signs, flags, stands, and supply boxes.
  - 2. In the event that additional or replacement Election Equipment is needed at a polling place, the City shall purchase the Equipment and bill the School District for the cost of this additional or replacement Election Equipment.
  - 3. The School District agrees to reimburse the City for the cost of transporting election equipment, including but not limited to, the cost of renting trucks to transport the equipment.
  - 4. The School District shall be responsible for replacing any lost, stolen, damaged, or destroyed election equipment and will hold the City harmless if any of the School District election equipment is lost, stolen, damaged, or destroyed while in the care and custody of the City.
- F. The City shall utilize the School District's Combined Polling Places as designated by the School Board. (Exhibit A)
- G. The City shall be responsible for posting all notices and providing election forms, supplies, and other related materials at each polling place.
- H. The City shall conduct preliminary tests and public accuracy tests of voting systems and publish and post notices of the public accuracy tests.
- I. The City shall be responsible for troubleshooting technical issues with voting equipment.

- J. The City shall designate an absentee ballot board for the purpose of accepting and rejecting ballots for the School District.
- K. The City shall administer absentee voting for the School District.
- L. The City shall be responsible for compiling and reporting election results and election statistics to the School District and to Hennepin County.
- M. The City shall, on behalf of the School District, provide information and assistance relating to election procedures to School District officials and the public.

### **III. SCHOOL DISTRICT RESPONSIBILITIES**

The School District shall be responsible for the following under this Agreement:

- A. The School District Community Relations Director and Executive Director of Finance and Operations shall act as the principal contact persons for the School District with respect to questions from the public related to the Election. These individuals shall be available to assist as necessary on election day.
- B. The School District shall be the primary point of contact with Hennepin County with respect to election-related matters.
- C. The School District shall be responsible for the programming, layout and printing of ballots.
- D. The School District shall be responsible for preparing and disseminating all factual information intended to educate the voters.
- E. The School District shall authorize the City to designate an absentee ballot board for the purpose of accepting and rejecting ballots for the School District.
- F. The School District shall administer initial and ongoing campaign financial reporting and economic disclosure activities; prepare, post and publish election notices; post sample ballots at the School District Office, provide election-related information on the School District's website, and conduct the official canvass of election results following the election.
- G. The School District shall retain election records after the election as required by law and retain a permanent archive of election results.

- H. The School District shall conduct the official canvass of election results following the election.

**IV. RECOUNTS**

The Parties recognize that under Minnesota State law the School District Clerk or designee serves as the recount official for recounts conducted by the governing body of the School District (the School Board) or School District Canvassing Board. If mutually agreed by the Parties, a City official may act as the recount official.

- A. The Parties will determine the duties, responsibilities and cost reimbursements for any such recount agreement.

**V. LEGAL REPRESENTATION**

The City shall not be responsible to provide the School District with legal advice concerning questions of election law, and the School District will seek such legal advice from its School District Attorney.

- A. The City Attorney shall advise and represent the City in its performance of this Agreement.

**VI. COST**

The cost of services provided by the City to the School District under this Agreement shall not to exceed \$100,000. A schedule of costs is attached hereto as Exhibit B.

- A. The School District shall pay the City for the Election services on presentation of an invoice detailing the costs incurred. Payment shall be due within thirty (30) days of receipt of the invoice by the School District.
- B. The Parties agree that the City may amend the costs to the School District from time to time by giving the School District thirty (30) days' notice of the new costs. Notice of the new costs shall be given to the School District no later than November 2, 2023.

**VII. TERMINATION**

Upon termination of this Agreement, all property held pursuant to the Agreement shall be distributed to the Party providing the property.

**VIII. DATA PRACTICES**

All data created, collected, received, maintained or disseminated for any purpose in the course of this Agreement is governed by the Minnesota Data Practices Act,



MINN. STAT. CHAPT. 13, or any rules adopted to implement the Act, and any other applicable state or federal law relating to data privacy.

**IX. NO WARRANTY**

The Parties agree that the City is furnishing the Voting Equipment System on an “as is” basis, without representation or any express or implied warranties. The School District’s exclusive remedy and the City’s sole liability for any substantial defect which impairs the use of the Voting Equipment System for the purposes stated herein shall be the right to terminate this agreement. The City does not warrant that the Election Voting Equipment System will be error free. The City disclaims any other warranties, express or implied, respecting this agreement or the Voting Equipment System.

**X. INSURANCE**

During the term of this contract, the School District and City will maintain, through commercially available insurance or on a self-insured basis, property insurance coverage on the voting equipment each owns, for the repair or replacement of the voting equipment if damaged or stolen. Each party shall be responsible for any deductible under its respective policy. Each party hereby waives and releases the other party, its employees, agents, officials, and officers from all claims, liability, and causes of action for loss, damage to or destruction of the waiving party’s property resulting from fire or other perils covered in the standard property insurance coverage maintained by the party. Furthermore, each party agrees that it will look to its own property insurance for reimbursement for any loss and shall have no rights of subrogation against the other party.

**XI. INDEMNIFICATION**

Each party to this contract will defend, hold harmless, and indemnify the other party, its officials, agents, and employees from any liability, loss, and damage it may suffer as a result of demands, claims, judgments, or costs including, but not limited to, attorneys’ fees and disbursements, arising out of related to the indemnifying party’s performance or failure of performance under this contract. This provision shall not be construed nor operate as a waiver of any applicable limits of or exceptions to liability set by law. This provision will survive the termination of this contract.

**XII. ALTERATIONS**

The provisions of this contract may be altered only by mutual written consent of the City and the School District. Any alteration, variation, modification, or waiver of the provisions of this contract shall be valid only after it has been reduced to writing and duly signed by all parties.

**XIII. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

**XIV. ENTIRE AGREEMENT**

It is understood and agreed that the entire agreement of the Parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the Parties relating to the subject matter hereof.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement by the signatures below and this Agreement has been approved by their respective governing bodies.

*[Remainder of page intentionally left blank]*

*[Signature pages to follow]*

**CITY OF BROOKLYN PARK, MINNESOTA**

BY: \_\_\_\_\_

Its: \_\_\_\_\_

BY: \_\_\_\_\_

Its: \_\_\_\_\_

[Signature page to Joint Powers Agreement, dated as of \_\_\_\_\_, 2023 by and between the City of Brooklyn Park, Minnesota and Independent School District. No. 279 (Osseo Area Schools), Minnesota]

**INDEPENDENT SCHOOL DISTRICT NO. 279  
(OSSEO AREA SCHOOLS), MINNESOTA**

BY: \_\_\_\_\_

Its: Chair \_\_\_\_\_

BY: \_\_\_\_\_

Its: Clerk \_\_\_\_\_

[Signature page to Joint Powers Agreement, dated as of \_\_\_\_\_, 2023 by and between the City of Brooklyn Park, Minnesota and Independent School District. No. 279 (Osseo Area Schools), Minnesota]

**EXHIBIT A**

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

Issuer: Independent School District No. 279 (Osseo Area Schools), Minnesota  
Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on May 23, 2023 at 6:00 p.m. at the Educational Service Center, in Maple Grove, Minnesota.

Members present: Sarah Mitchell, Thomas Brooks, Tanya Simons, Jackie Mosqueda-Jones, Heather Douglass, and Tamara Grady.

Members absent: None.

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO DETERMINING THE NECESSITY OF  
ISSUING GENERAL OBLIGATION BONDS AND CALLING A SPECIAL  
ELECTION THEREON

I, the undersigned, being the duly qualified and acting recording officer of the public corporation referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on May 23, 2023.

  
School District Clerk

Member Tanya Simons introduced the following resolution and moved its adoption, which motion was seconded by Member Sarah Mitchell:

RESOLUTION RELATING TO DETERMINING THE NECESSITY OF ISSUING  
GENERAL OBLIGATION BONDS AND CALLING A SPECIAL ELECTION  
THEREON

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 279 (Osseo Area Schools), Minnesota (the School District) as follows:

It is hereby found, determined and declared as follows:

1. The Board has investigated the facts and does hereby find, determine and declare that it is necessary and expedient pursuant to Minnesota Statutes, Chapter 475, to issue general obligation school building bonds in an amount not to exceed \$223,225,000 for acquisition and betterment of school sites and facilities including, but not limited to:

- Safety and security improvements at all schools;
- Career and technical education space renovations at all high schools;
- Science, technology, engineering, arts and math space renovations at all magnet schools;
- Classroom renovations for special education, gifted/talented and multilingual learners, at all schools;
- New furniture and flexible learning spaces added throughout all schools;
- Library media center renovations at all schools;
- Outdoor classrooms added to all elementary and middle schools currently without;
- Construction of a new elementary school, and an addition onto Maple Grove Senior High School, to address student population growth; and
- The repurposing of an elementary school for Community Education programming from early childhood through adult.

2. The projects described in paragraph 1 have been or will be submitted to the Commissioner of Education of the State of Minnesota for Review and Comment. Said projects and such submission are hereby approved by this Board. The actions of the School District's administration in applying to the Minnesota Department of Education for the Commissioner's Review and Comment and taking such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended, are hereby directed, authorized, approved and ratified in all respects. The Board's determination to hold the election to authorize the issuance of the Bonds is contingent upon receiving: (a) a favorable Review and Comment; or (b) an unfavorable review and comment subject to the Board's reconsideration, by resolution, of construction of the projects and the Board's determination to proceed with such construction and approval by 60 percent of the voters voting in the election to approve the issuance of the Bonds, pursuant to Minnesota Statutes, Section 123B.70, Subdivision 4. When the Commissioner's Review and Comment is received, the Clerk is authorized and directed to publish a summary of the Review and Comment in a legal newspaper of general circulation in the School District not less than twenty (20) nor more than sixty (60) days before the special election date and the School District will hold a public meeting on the Review and Comment prior to the date of the election.

3. The question on the issuance of the Bonds shall be submitted to the qualified electors of the School District at a special election, which is hereby called and directed to be held on Tuesday, November 7,



2023, between the hours of 7:00 a.m. and 8:00 p.m.

4. The School District's combined polling places and the precincts served by the polling places, as established and designated by resolution of the Board pursuant to Minnesota Statutes, Section 205A.11, are hereby designated for this special election.

5. The Clerk is hereby authorized and directed to cause written notice of the special election to be: (a) provided to the County Auditor at least seventy-four (74) days before the date of the special election; (b) provided to the Commissioner of Education at least seventy-four (74) days before the date of the special election; (c) sent by nonforwardable mail to every affected household in the School District with at least one registered voter at least fourteen (14) days before the date of the special election; (d) posted at the administrative offices of the School District, for public inspection, at least ten (10) days before the date of the special election; and (e) published in the official newspaper of the School District once each week for at least two consecutive weeks, with the last publication being at least one week before the date of the special election. The Notice of Special Election shall be prepared in substantially the following form:

**NOTICE OF SPECIAL ELECTION  
INDEPENDENT SCHOOL DISTRICT NO. 279  
(OSSEO AREA SCHOOLS), MINNESOTA**

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 279 (Osseo Area Schools), Minnesota, on November 7, 2023, between the hours of 7:00 a.m. and 8:00 p.m. to vote on the following question:

**School District Question: Approval of School Building Bonds**

Shall the board of Independent School District No. 279 (Osseo Area Schools), Minnesota be authorized to issue general obligation school building bonds in an amount not to exceed \$223,225,000 for acquisition and betterment of school sites and facilities including, but not limited to:

- Safety and security improvements at all schools;
- Career and technical education space renovations at all high schools;
- Science, technology, engineering, arts and math space renovations at all magnet schools;
- Classroom renovations for special education, gifted/talented and multilingual learners, at all schools;
- New furniture and flexible learning spaces added throughout all schools;
- Library media center renovations at all schools;
- Outdoor classrooms added to all elementary and middle schools currently without;
- Construction of a new elementary school, and an addition onto Maple Grove Senior High School, to address student population growth; and
- The repurposing of an elementary school for Community Education programming from early childhood through adult?

**BY VOTING “YES” ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A  
PROPERTY TAX INCREASE**

The polling places and precincts served by the polling places for the special election will be as follows:

**Combined Polling Places and Precincts Served:**

**School District Combined Polling Place No. 1**

BROOKLYN MIDDLE SCHOOL  
7377 Noble Ave. N.  
Brooklyn Park, MN 55443

This combined polling place serves all territory in Independent School District No. 279 located in the City of Brooklyn Center, Precinct P-04 and P-05, and in the City of Brooklyn Park, Precinct W-C P-1, W-C P-2, W-C P-3, W-E P-1, W-E P-2, W-E P-4, W-E P-5, and W-W P-7, Hennepin County, Minnesota.

**School District Combined Polling Place No. 2**

EDINBROOK ELEMENTARY SCHOOL  
8925 Zane Avenue North  
Brooklyn Park, MN 55429

This combined polling place serves all territory in Independent School District No. 279 located in the City of Brooklyn Park, Precinct W-C P-4, W-C P-5, W-C P-6, W-C P-7, W-C P-8, and W-W P-8, Hennepin County, Minnesota.

**School District Combined Polling Place No. 3**

FERNBROOK ELEMENTARY SCHOOL  
9661 Fernbrook Lane  
Maple Grove, MN 55369

This combined polling place serves all territory in Independent School District No. 279 located in the City of Corcoran, Precinct P-02; the City of Dayton, Precinct P-01; the City of Rogers, Precinct P-03; and the City of Maple Grove, Precinct P-01, P-02, P-03, and P015, Hennepin County, Minnesota.

**School District Combined Polling Place No. 4**

BASSWOOD ELEMENTARY SCHOOL  
15425 Bass Lake Road  
Maple Grove, MN 55311

This combined polling place serves all territory in Independent School District No. 279 located in the City of Maple Grove, Precinct P-10, P-11, P-12, P-13, and P-14, Hennepin County, Minnesota.

**School District Combined Polling Place No. 5**

MAPLE GROVE MIDDLE SCHOOL  
7000 Hemlock Lane  
Maple Grove, MN 55369

This combined polling place serves all territory in Independent School District No. 279 located in the City of Maple Grove, Precinct P-07, P-08, and P-09; in the City of Brooklyn Park, Precinct W-W P-3, W-W P-4, and W-W P-5, and the City of Plymouth, Precinct W-4 P-17, W-4 P-18, and W-4 P19, Hennepin County, Minnesota.

**School District Combined Polling Place No. 6**

ELM CREEK ELEMENTARY SCHOOL  
9830 Revere Lane  
Maple Grove, MN 55369

This combined polling place serves all territory in Independent School District No. 279 located in the City of Osseo, Precinct P-01; the City of Maple Grove, Precinct P-04, P-05, and P-06; and the City of Brooklyn Park, Precinct W-W P-6, Hennepin County, Minnesota.

All qualified electors residing in the School District may cast their ballots at the polling places listed above during the polling hours specified above.

A voter must be registered to vote to be eligible to vote in the special election. Unregistered individuals may register to vote at the polling places on Election Day.

Dated: May 23, 2023.

BY ORDER OF THE SCHOOL BOARD

/s/ Tamara Grady, Clerk

6. The Clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election. If an optical scan voting system is being used, the Clerk shall comply with the laws and rules governing the procedures and requirements for optical scan voting systems. The Clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting any other elections on that date. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with other elections, including entering into agreements with appropriate municipal and county officials regarding preparation and distribution of ballots or ballot cards, election administration, and cost sharing.


7. The Clerk is authorized and directed to cause a printed ballot for the question to be prepared in accordance with Minnesota Statutes, Section 205A.08, Subdivision 5 and the rules of the secretary of state for use at the special election. If an optical scan voting system is being used, the Clerk shall cause official ballots to be printed according to the format of ballots for optical scan voting systems provided by the laws and rules governing optical scan voting systems. The Clerk is further authorized and directed to cause a sample ballot to be posted in the administrative offices of the School District, for public inspection, at least four (4) days before the date of the special election and to cause two sample ballots to be posted at each polling place on the date of the special election and to cooperate with the proper election officials to cause ballots or ballot cards to be prepared for use at said election. The ballot shall be in substantially the following form, with such changes in form and instructions as may be necessary to accommodate the use of an optical scan voting system:

**Special Election Ballot  
School District Ballot  
Independent School District No. 279  
(Osseo Area Schools), Minnesota**

**November 7, 2023**

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**Instructions to Voters**

To vote, completely fill in the oval(s) next to your choice(s) like this: 

---

To vote for a question, fill in the oval next to the word "Yes" for that question.

To vote against a question, fill in the oval next to the word "No" for that question.

---

**School District Question  
Approval of School Building Bonds**

- YES** Shall the board of Independent School District No. 279 (Osseo Area Schools),  
 **NO** Minnesota be authorized to issue general obligation school building bonds in an amount not to exceed \$223,225,000 for acquisition and betterment of school sites and facilities including, but not limited to:

- Safety and security improvements at all schools;
- Career and technical education space renovations at all high schools;
- Science, technology, engineering, arts and math space renovations at all magnet schools;
- Classroom renovations for special education, gifted/talented and multilingual learners, at all schools;
- New furniture and flexible learning spaces added throughout all schools;
- Library media center renovations at all schools;
- Outdoor classrooms added to all elementary and middle schools currently without;
- Construction of a new elementary school, and an addition onto Maple Grove Senior High School, to address student population growth; and
- The repurposing of an elementary school for Community Education programming from early childhood through adult?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE**

(Reverse side of ballot)

OFFICIAL BALLOT

November 7, 2023

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Judge

(The ballot is to be initialed by two judges)

8. If the School District will be contracting to print the ballots for this special election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, upon request, furnish in accordance with Minnesota Statutes, Section 204D.04 a sufficient bond, letter of credit or certified check acceptable to the Clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The Clerk shall set the amount of the bond, letter of credit or certified check in an amount equal to the value of the purchase.

9. The Clerk shall prepare and have ready for use absentee ballots at least forty-six (46) days before the special election in accordance with Minnesota Statutes, Section 204B.35, Subdivision 4.

10. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held on the day of a statewide election and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

11. The Board shall appoint election judges and alternates in accordance with Minnesota Statutes, Section 204B.21. The appointments will be made at least twenty-five (25) days before the special election.

12. Pursuant to Minnesota Statutes, Section 206.83, the Clerk shall provide for testing of the optical scan voting system within the fourteen (14) day period before the special election and shall cause notice of the time and place of the test to be published in the School District's official newspaper at least two (2) days before the test.

13. Pursuant to Minnesota Statutes, Section 206.85, Subdivision 1(6), the Clerk shall cause notice of the location of the counting center or the places where the ballots will be counted to be published in the School District's official newspaper at least once within the week before the special election and in the daily newspaper of widest circulation, if any, once on the day before the special election.

14. The special election shall be held and the returns made and canvassed in the manner prescribed by law and the Board shall meet on a date between the third day, November 10, 2023, and the tenth day, November 17, 2023, after the special election for the purpose of canvassing the results thereof.

15. Pursuant to Minnesota Statutes, Section 205A.07, Subdivision 3a, the Clerk is hereby instructed to notify the Commissioner of Education of the results of the special election and to provide the certified vote totals for the ballot question in written form within fifteen (15) days after the results have been certified by the Board.



16. Pursuant to Minnesota Statutes, Section 211A.02, Subdivision 6, the Clerk is hereby instructed to make any campaign finance reports filed with the Clerk by campaign committees within seven (7) days after the special election available on the School District's web site as soon as possible, but no later than thirty (30) days after receipt of any such report. The Clerk is further instructed to provide the Campaign Finance and Public Disclosure Board with a link to the section of web site where such reports are made available. Such reports must remain available on the web site for four (4) years from the date first posted.

Upon vote being taken thereon, the following voted in favor thereof: Sarah Mitchell, Thomas Brooks, Tanya Simons, Jackie Mosqueda-Jones, Heather Douglass, and Tamara Grady;

and the following voted against the same: none.

whereupon the resolution was declared duly passed and adopted.

**Exhibit B****Costs for ISD No. 279 November 7, 2023 Special Election**

	Total
Equipment	\$440
City Staff Costs	\$50,328
Clerk & Election Judge Costs	\$43,500
[OTHER] – Supplies/Ballots	\$4,857
<b>Total</b>	<b>\$99,135</b>

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.3	<b>Meeting Date:</b>	August 14, 2023
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Sarah Kriewall, Human Resource Director
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Jay Stroebel, City Manager
<b>Item:</b>	Amend EE Handbook to Include Cannabis and Parental Leave		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE CHANGES TO EMPLOYEE HANDBOOK SECTION 7.02 ALCOHOL/CONTROLLED SUBSTANCE TESTING POLICY (NON-DOT) AND SECTION 10.10 PARENTAL LEAVE POLICY.

## Overview:

Updates have recently been made to two city personnel policies:

### 7.02 Alcohol/Controlled Substance Testing Policy (Non-DOT):

The 2023 legislative session legalized adult-use cannabis in Minnesota effective August 1, 2023. As a result of this change the Alcohol/Controlled Substance Testing Policy (Non-DOT) has been updated to reflect this change.

The City will not request or require a job applicant to undergo cannabis testing related to "lawful consumable products" pursuant to Minn. Stat. § 181.938, including alcohol, cannabis, lower-potency hemp edibles, and hemp-derived consumer products, except with respect to safety sensitive positions and positions covered by Federal Department of Transportation requirements.

### 10.10 Parental Leave Policy:

State and federal law provide for pregnancy and parental leave. In addition to the statutory pregnancy and parental leave entitlement, the City provides its employees with up to eighty (80) hours of paid parental leave. Based on input from the Benefits Labor Management Committee and employee benefits survey results the policy has been updated to allow employees to use their full entitlement of the paid parental leave prior to the completion of 1,280 hours allowed in the Federal Family and Medical Leave Act (FMLA).

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

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

## Attachments:

- 4.3A 7.02 ALCOHOL/CONTROLLED SUBSTANCE TESTING POLICY (NON-DOT)
- 4.3B 10.10 PARENTAL LEAVE POLICY

## **7.02 ALCOHOL/CONTROLLED SUBSTANCE TESTING**

### ***General Policy (Non-DOT)***

The City of Brooklyn Park has a vital interest in maintaining safe, healthful, and efficient working conditions for employees, and recognizes that individuals who are impaired because of drugs and/or alcohol jeopardize the safety and health of other workers as well as themselves. The City of Brooklyn Park does not intend to intrude into the private lives of its employees, but strongly believes that a drug, alcohol, and cannabis-free workplace is in the best interest of employees and the public alike. Alcohol, drug, and cannabis abuse can cause unsatisfactory job performance, increased tardiness and absenteeism, increased accidents and workers' compensation claims, higher insurance rates, and an increase in theft of city property. The City of Brooklyn Park's Drug, Alcohol, and Cannabis Testing Non-DOT policy has been established for the purpose of providing a safe workplace for all.

City employees and applicants required to hold a commercial driver's license by the United States Department of Transportation ("DOT") for their job will be tested under the city's Policy on Controlled Substance and Alcohol Testing for Commercial Drivers (the "DOT Policy"). All other employees and job applicants offered employment with the city must undergo testing as described by this policy.

To ensure the policy is clearly communicated to all employees and applicants to whom offers of employment have been made, and to comply with state law, employees and applicants are required to review this policy and sign the "policy acknowledgement." A job applicant will also acknowledge in this form that he/she understands that passing the drug test is a requirement of the job.

### **I. TESTING**

Under this policy, the City may test any applicant to whom an offer of employment has been made and may test employees for alcohol and/or drugs, including cannabis, under the following circumstances with a properly accredited or licensed testing laboratory, in accordance with Minn. Stat. § 181.953, subd. 1.

**A. Pre-Employment Testing.** Every job applicant offered employment with the City receives the offer conditioned upon successful completion of drug test, and/or an alcohol or cannabis test, if applicable, among other conditions. The City will not request or require a job applicant to undergo cannabis testing related to "lawful consumable products" pursuant to Minn. Stat. § 181.938, including alcohol, cannabis, lower-potency hemp edibles, and hemp-derived consumer products, except with respect to the categories of positions listed below in the definition of "Drug" or if otherwise required by state or federal law. If the job offer is withdrawn based on drug test results, the City will inform the applicant of the reasons for the withdrawal. A failure of the drug or other applicable test, a refusal to take the test, or failure to meet other conditions of the offer will result in a withdrawal of the offer of employment even if the applicant's

provisional employment has begun. A negative or positive dilute test result (following a second collection), which has been confirmed, will also result in immediate withdrawal of an offer of employment to an applicant. Temporary and seasonal employees are also subject to this policy.

**B. Reasonable Suspicion Testing.** Consistent with Minn. Stat. § 181.951, subd. 3, employees will be subject to alcohol and/or drug testing, including cannabis testing, when reasonable suspicion exists to believe that the employee:

- Is under the influence of alcohol, drugs, or cannabis; or
- Has violated written work rules prohibiting the use, possession, sale or transfer of drugs, alcohol, or cannabis, while working, while on city property, or while operating city vehicles, machinery, or any other type of equipment; or
- Has sustained a personal injury as defined in Minn. Stat. § 176.011, subd. 16 or has caused another employee to sustain an injury; or
- Has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

Reasonable suspicion may be based upon, but is not limited to, facts regarding appearance, behavior, speech, breath, odor, possession, proximity to or use of alcohol, drugs or cannabis or containers or paraphernalia, poor safety record, excessive absenteeism, impairment of job performance, or any other circumstances that would cause a reasonable employer to believe that a violation of the City's policies concerning alcohol, drugs, or cannabis may have occurred. These observations will be reflected in writing on a Reasonable Suspicion Record Form.

For off-site collection, employees will be driven to the employer-approved medical facility by their supervisor or a designee. For an on-site collection service, the employee will remain on site and be observed by the supervisor or designee. The medical facility or on-site collection service will take the urine or blood sample and will forward the sample to an approved laboratory for testing.

Pursuant to the requirements of the Drug-Free Workplace Act of 1988, all city employees, as a condition of continued employment, will agree to abide by the terms of this policy and must notify Human Resources of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction. If required by law or government contract, the city will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

**C. Treatment Program Testing.** In accordance with Minn. Stat. § 181.951, subd. 6, the City may request or require an employee to undergo drug, alcohol, or cannabis testing, if the employee has been referred by the City for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan. In such a case, the employee may be requested or required to undergo drug or alcohol testing, including cannabis testing, without prior notice during the evaluation or treatment period and for a period

of up to two years following completion of any prescribed chemical dependency treatment program.

**D. Routine Physical Examination Testing.** The City may request or require an employee to undergo drug and/or alcohol testing – but not cannabis testing, except for the categories of positions listed above for which cannabis is considered a drug or unless otherwise required by state or federal law – as part of a routine physical examination. The City, in accordance with Minn. Stat. § 181.951, subd. 3, will request or require this type of testing no more than once annually, and the employee will be provided with at least two weeks’ written notice that the test will be required as part of the physical examination.

**E. Random Testing.** In accordance with Minn. Stat. § 181.951, subd. 4, the City may require an employee to submit to random drug, alcohol, and cannabis testing, if the employee is in a safety-sensitive position.

**Right of Refusal.** Employees and applicants have the right to submit to an alcohol, drug, or cannabis test under this policy. However, such a refusal will subject an employee to immediate termination.

If an applicant refuses to submit to applicant testing, the conditional offer of employment will be withdrawn.

Any intentional act or omission by the employee or applicant that prevents the completion of the testing process constitutes a refusal to test.

An applicant or employee who substitutes, or attempts to substitute, or alters, or attempts to alter a testing sample is considered to have refused to take a drug, alcohol, or cannabis test. In such a case, the employee is subject to immediate termination of employment, and in the case of an applicant, the job offer will be immediately withdrawn.

**Refusal on Religious Grounds.** An employee or job applicant who, on religious grounds, refuses to undergo drug and/or alcohol testing, including cannabis testing, of a blood sample will not be considered to have refused testing, unless the employee or job applicant also refuses to undergo drug, alcohol, or cannabis testing of a urine sample.

**Cost of Required Testing.** The city will pay for the cost of all drug, alcohol or cannabis testing, requested or required of all job applicants and employees, except for confirmatory retests. Job applicants and employees are responsible for paying for all costs associated with any requested confirmatory retests.

## **II. Prohibition against Drugs and Alcohol**

**A. Use and Possession of Alcohol or Drugs.** Employees are prohibited from the use, possession, transfer, transportation, manufacture, distribution, sale, purchase, solicitation to sell or

purchase, or dispensation of alcohol, drugs, including cannabis, or drug paraphernalia, while on duty; while on city premises; while operating any city vehicle, machinery, or equipment; or when performing any City business, except (1) pursuant to a valid medical prescription used as properly instructed; (2) the use of over-the-counter drugs used as intended by the manufacturer; or (3) when necessary for approved law enforcement activity.

Besides having a zero-tolerance policy for the use or possession of alcohol, illegal drugs, or misused prescription drugs on the worksite, we also prohibit the use, possession of, impairment by any cannabis or medical cannabis products (e.g., hash oils, edibles or beverages containing cannabinoids, or pills) on the worksite by a person working as an employee at the City or while “on call” and subject to return to work.

Having a medical marijuana card, patient registry number, and/or cannabis prescription from a physician does not allow anyone to use, possess, or be impaired by that drug here. Likewise, the fact that cannabis may be lawfully purchased and consumed does not permit anyone to use, possess, or be impaired by them here. The federal government still classifies cannabis as an illegal drug, even though some states, including Minnesota, have decriminalized its possession and use. There is no acceptable concentration of marijuana metabolites in the blood or urine of an employee who operates our equipment or vehicles or who is on one of our worksites. Applicants and employees are still subject to being tested under our drug, alcohol, and cannabis testing policy.

Employees are subject to being disciplined, suspended, or terminated after testing positive for cannabis if the employee used, possessed, or was impaired by cannabis, including medical cannabis, while on the premises of the place of employment or during the hours of employment.

**B. While Impaired by Alcohol, Drugs or Cannabis.** Employees are prohibited from being under the influence of alcohol or drugs, including cannabis, or having a detectable amount of an illegal drug in the blood or urine when reporting for work; while on duty; while on the City’s premises; while operating any City vehicle, machinery, or equipment; or when performing any City business, except (1) pursuant to a valid medical prescription used as properly instructed; or (2) the use of over-the-counter drug used as intended by the manufacturer.

**C. Driving While Impaired.** A conviction of driving while impaired in a City-owned vehicle at any time during business or non-business hours, or in an employee-owned vehicle while conducting city business, may result in discipline, up to and including discharge.

**D. Criminal Drug Convictions.** Any employee convicted of any criminal drug statute must notify his or her supervisor and Human Resources in writing of such conviction no later than five days after such conviction. Within 30 days after receiving notice from an employee of a drug-related conviction, the city will take appropriate personnel action against the employee up to and including discharge or require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program as an alternative to termination. In the event notice is not provided to the supervisor and the employee is deemed to be incapable of working safely, the



employee will not be permitted to work and will be subject to disciplinary action, including dismissal from employment. In accordance with the Federal Drug-Free Workplace Act of 1988, if the city is receiving federal grants or contracts of over \$25,000, the city will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

**E. Failure to Disclose Lawful Drugs.** Employees taking a lawful drug, including prescription and over-the-counter drugs or cannabis, which may impair their ability to perform their job responsibilities or pose a safety risk to themselves or others, must advise their supervisor of this before beginning work. It is the employee's responsibility to seek out written information from his/her physician or pharmacist regarding medication and any job performance impairment and relay that information to his/her supervisor. In the event of such a disclosure, the employee will not be authorized to perform safety-sensitive functions.

### **III. Review and Notification of Test Results**

**A. Notification of Negative Test Results.** In the case of job applicants and in accordance with Minn. Stat. § 181.953, Human Resources will notify a job applicant of a negative drug result within three days of receipt of result by the city, and the hiring process will resume. In accordance with Minn. Stat. § 181.953, subd. 3, a laboratory must report results to the City within three working days of the confirmatory test result. A "Negative Test Results Notification" form will be sent to the job applicant, and the job applicant may request a copy of the test result report from Human Resources.

In the case of current employees and in accordance with Minn. Stat. § 181.953, Human Resources will notify the employee of a negative drug and/or alcohol result within three days of receipt of result by the City. A "Negative Test Results Notification" form will be sent to the employee, and he or she may request a copy of the test result report from Human Resources.

**B. Notification of Positive Test Results.** In the event of a confirmed positive blood or urine alcohol drug, or cannabis test result, the City will notify the employee of a positive result within three days of receipt of the result. Human Resources will send to the employee or job applicant a "Positive Test Results Notification" letter containing further instructions. The employee or job applicant may contact Human Resources to request a copy of the test result report if desired. In accordance with Minn. Stat. § 181.953, subd. 3, a laboratory must report results to the City within three working days of the confirmatory test result.

**C. Right to Provide Information after Receiving Test Results.** Within three working days after notice of a positive drug, alcohol, or cannabis test result on a confirmatory test, the employee or job applicant may submit information to the City to explain the positive result. In accordance with Minn. Stat. § 181.953, subd. 10, if an employee submits information either before a test or within three working days after a positive test result that explains the positive test result, (such as medications the employee is taking), the City will not take an adverse employment action based on that information unless the employee has already been under an affirmative duty to provide the information before, upon, or after hire.

**D. Right to Confirmatory Retest.** A job applicant or employee may request a confirmatory retest of the original sample at the job applicant's or employee's own expense after notice of a positive test result on a confirmatory test. Within five working days after notice of the confirmatory test result, the job applicant or employee must notify the City in writing of the job applicant's or employee's intention to obtain a confirmatory retest. Within three working days after receipt of the notice, the City will notify the original testing laboratory that the job applicant or employee has requested the laboratory to conduct the confirmatory retest or transfer the sample to another qualified laboratory licensed to conduct the confirmatory retest. The original testing laboratory will ensure the control and custody procedures are followed during transfer of the sample to the other laboratory. In accordance with Minn. Stat. § 181.953, subd. 3, the laboratory is required to maintain all samples testing positive for a period of six months. The confirmatory retest will use the same drug and/or alcohol threshold detection levels as used in the original confirmatory test.

In the case of job applicants, if the confirmatory retest does not confirm the original positive test result, the City's job offer will be reinstated, and the City will reimburse the job applicant for the actual cost of the confirmatory retest. In the case of employees, if the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test will be taken against the employee, the employee will be reinstated with any lost wages or salary for time lost pending the outcome of the confirmatory retest result, and the city will reimburse the employee for the actual cost of the confirmatory retest.

**E. Access to Reports.** In accordance with Minn. Stat. § 181.953, subd. 10, an employee will have access to information contained in his or her personnel file relating to positive test results and to the testing process, including all information gathered as part of that process.

**F. Dilute Specimens.** A negative or positive dilute test result (following a second collection) which has been confirmed will subject an employee to immediate termination.

#### **IV. Consequences for Employees Engaging in Prohibited Conduct**

**A. Job Applicants.** The City's conditional offer of employment will be withdrawn from any job applicant who refuses to be tested or tests positive for illegal drugs as verified by a confirmatory test.

#### **B. Employees.**

- **No Adverse Action without Confirmatory Test.** The City will not discharge, discipline, discriminate against, or request or require rehabilitation of an employee based on a positive test result from an initial screening test that has not been verified by a confirmatory test.
- **Suspension Pending Test Result.** The City may temporarily suspend a tested employee with or without pay or transfer that employee to another position at the same rate of pay pending the outcome of the requested confirmatory retest, provided the City believes

that it is reasonably necessary to protect the health or safety of the employee, co-employees, or the public.

The employee will be asked to return home and will be provided appropriate arrangements for return transportation to his or her residence. In accordance with Minn. Stat. § 181.953, subd. 10, an employee who has been suspended without pay will be reinstated with back pay if the outcome of the requested confirmatory retest is negative.

### **C. Discipline and Discharge.**

#### **Confirmatory Positive Test Result:**

The City will not discharge an employee for a first confirmatory positive test unless the following conditions have been met:

- The City has first given the employee an opportunity to participate in either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the City after consultation with a certified chemical use counselor or physician trained in the diagnosis and treatment of chemical dependency. Participation by the employee in any recommended substance abuse treatment program will be at the employee's own expense or pursuant to the coverage under an employee benefit plan. The certified chemical use counselor or physician trained in the diagnoses and treatment of chemical dependency will determine if the employee has followed the rehabilitation program as prescribed; and
- The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a refusal to test or positive test result on a confirmatory test after completion of the program.

**D. Other Misconduct.** Nothing in this policy limits the right of the City to discipline or dismiss an employee on grounds other than a positive confirmatory test result, including conviction of any criminal drug statute for a violation occurring in the workplace or violation of other city personnel policies.

**E. Emergency Call Back to Work Provisions.** If an employee is called out for a city emergency and he or she reports to work and is suspected of being under the influence of drugs, alcohol, or cannabis he or she will not be subject to the testing procedures of this policy but may be subject to discipline and will not be allowed to work. Appropriate arrangements for return transportation to the employee's residence will be made. It is the sole responsibility of the employee who is under the influence of alcohol, drugs, or cannabis and who is called out for a city emergency, to notify his or her supervisor of this information and advise if he or she is unable to respond to the emergency call back.

### **V. Non-Discrimination**

The City of Brooklyn Park's policy on work-related substance abuse is non-discriminatory in intent and application; however, in accordance with Minn. Stat., ch. 363, disability does not include conditions resulting from alcohol or other drug or cannabis abuse which prevents an employee

from performing the essential functions of the job in question or constitutes a direct threat to property of the safety of individuals.

Furthermore, the City will not retaliate against any employee for asserting his or her rights under this policy.

#### **VI. City's Employee Assistance Program**

The City has in place a formal employee assistance program (EAP) to assist employees in addressing serious personal or work-related problems at any time. The city's EAP provides confidential, cost-free, short-term counseling to employees and their families. Employees who may have an alcohol, cannabis, or other drug abuse problem are encouraged to seek assistance before a problem affects their employment status. Employee assistance program services are available by contacting your health insurance provider.

#### **VII. Policy Contact for Additional Information**

If you have any questions about this policy or the City's drug, alcohol, and cannabis testing procedures, you may contact your immediate supervisor or Human Resources to obtain additional information.

By this policy, the City of Brooklyn Park has established a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace and its policy of maintaining a drug-free workplace. Each city employee will receive a copy of this policy and will be required to read it.

#### **VIII. Definitions**

**Alcohol:** Means the intoxicating agent in beverage alcohol or any low molecular weight alcohols such as ethyl, methyl, or isopropyl alcohol. The term includes but is not limited to beer, wine, spirits, and medications such as cough syrup that contain alcohol.

**Alcohol use or usage:** Means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

**Applicant:** Means a person applying for a job with the city.

**Cannabis:** Means cannabis and its metabolites, including cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products.

**Cannabis testing:** Mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, subd.1, for the purpose of measuring their presence or absence of cannabis in the sample tested.

**City:** Means the city of Brooklyn Park

**City premises:** Means, but is not limited to, all city job sites and work areas. For the purposes of this policy, city premises also includes any other locations or modes of transportation to and from those locations while in the course and scope of employment of the city.

**City vehicle:** Means any vehicle which employees are authorized to use solely for city business when used at any time; or any vehicle owned or leased by the city when used for city business.

**Collection site:** Means a place designated by the City where job applicants and employees present themselves for the purpose of providing a specimen of their breath, urine, and/or blood to be analyzed for the presence of drugs and alcohol.

**Confirmatory test:** Means a drug, alcohol, or cannabis test on a sample to substantiate the results of a prior drug, alcohol test or cannabis on the same sample, and that uses a method of analysis allowed under one of the programs listed in Minn. Stat. § 181.953, subd. 1.

**Drug:** Includes any “controlled substance” as defined in Minn. Stat. § 152.01, subd. 4, and also includes all cannabinoids, including those that are lawfully available for public consumption that do not otherwise qualify as being a “controlled substance” as defined in Minn. Stat. § 152.01, subd. 4. Cannabis and its metabolites are considered a “drug” for positions in the following categories, regardless of the kind of testing involved: safety sensitive positions; peace officer positions; firefighter positions; positions requiring face-to-face care, training, education, supervision, counseling or medical assistance to children, vulnerable adults or patients receiving treatment, examination or emergency care for a medical, psychiatric or mental condition; positions requiring a commercial driver's license or requiring the employee to operate a motor vehicle for which state or federal law requires drug or alcohol testing; positions funded by a federal grant; or other positions for which state or federal law requires testing of a job applicant or employee.

**Drug and/or alcohol testing, and drug and/or alcohol test:** Mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, subd.1, for the purpose of measuring their presence or absence of drugs, alcohol, or their metabolites in the sample tested. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" do not include cannabis or cannabis testing, unless stated otherwise.

**Drug paraphernalia:** Has the meaning set forth in Minn. Stat. § 152.01, subd. 18.

**Employee:** Means a person who performs services for compensation for the City and includes independent contractors except where specifically noted in this policy.

**Initial screening test:** Means a drug, alcohol, or cannabis test that uses a method of analysis under one of the programs listed in Minn. Stat. § 181.953, subd. 1.

**Job applicant:** Means a person who applies to become an employee of the City and includes a person who has received a job offer made contingent on the person passing drug testing.

**Positive test result:** Means a finding of the presence of alcohol, drugs, cannabis, or their metabolites that exceeds the cutoff levels established by the City. Minimum threshold detection levels are subject to change as determined in the City's sole discretion.

**Random selection basis:** Means a mechanism for selection of employees that (1) results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected, and (2) does not give an employer discretion to waive the selection of any employee selected under the mechanism.

**Reasonable suspicion:** Means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.

**Safety-sensitive position:** Means a job, including any supervisory or management position, in which an impairment caused by drug, alcohol, and/or cannabis usage would threaten the health or safety of any person.

**Under the influence:** Means (1) the employee tests positive for alcohol drugs, or cannabis or (2) the employee's actions, appearance, speech, and/or bodily odors reasonably cause the City to conclude that the employee is impaired because of illegal drug use or alcohol use.

## **10.10 PREGNANCY AND PARENTAL LEAVE**

State and federal law provide for pregnancy and parental leave. Under Minnesota Statutes §181.940 and §181.941, as may be amended, a mother or father is allowed up to twelve (12) weeks of parental leave upon the birth or adoption of a child. You are eligible if you work at least twenty (20) hours per week and have been with the City for at least twelve (12) consecutive months. Parental leave must be taken within twelve (12) months of the birth or placement, and may not be taken intermittently, unless approved by a doctor.

While on parental leave, the City will require an employee to use accrued paid leave during the twelve (12) weeks an employee is on leave, except for the option of reserving up to forty (40) hours of vacation accrual. Short-term disability coverage is not considered accrued paid leave.

This type of parenting leave runs concurrently with FMLA leave, if applicable.

In addition to the statutory pregnancy and parental leave entitlement, the City provides its employees with up to eighty (80) hours of paid parental leave under the following conditions:

- If the employee becomes a biological or adoptive parent after working for the City for the preceding twelve (12) consecutive months for an average of twenty hours (20) per week or more, the City will provide up to eighty (80) hours of paid parenting leave.
- The employee must utilize paid parental leave within 24 weeks of the birth or placement of the child.
- Leave must be taken in a single, consecutive period.

City provided paid parental leave will be pro-rated based on full-time equivalency. If you are in a represented group, please consult your Collective Bargaining Agreement or your union representative, if applicable.

This Policy does not apply to independent contractors. The Policy will take effect August 15, 2023.



# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.4	<b>Meeting Date:</b>	August 14, 2023
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Police
<b>Resolution:</b>	X	<b>Prepared By:</b>	Stephanie Heiberger, Administrative Assistant
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Mark Bruley, Police Chief
<b>Item:</b>	Axon Air Agreement		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-\_\_\_\_\_ AUTHORIZING AN AGREEMENT WITH AXON AIR FOR POLICE DEPARTMENT DRONE FLIGHT TRACKING SOFTWARE

## Overview:

Axon Air is a sUAS (drone) flight tracking software. The program allows the department to track sUAS flight paths and other flight information. Axon Air also allows officers to upload captured video/photos directly to evidence.com. In addition, Axon Air allows officers to create a live video share link to allow other officers and supervisors to view live-streamed video during sUAS flight. Axon Air creates annual reports of data the Brooklyn Park Police Department is required to report annually to the MN BCA.

The Police Department has received multiple quotes for this service. Axon Air is the most economical for flight information and video retention. It also allows for the use of evidence.com, which provides uniformity with our other systems for video storage and data sharing.

## Primary Issues/Alternatives to Consider:

While other flight data software is available at a lesser cost, it does not provide for the required video retention.

## Budgetary/Fiscal Issues:

The 2023 portion of this agreement will be paid for using forfeiture funds. The remaining years will become part of the budgeted Axon contract.

## Attachments:

- 4.4A RESOLUTION
- 4.4B AGREEMENT

RESOLUTION #2023-

RESOLUTION AUTHORIZING AN AGREEMENT WITH AXON AIR FOR  
POLICE DEPARTMENT DRONE FLIGHT TRACKING SOFTWARE

WHEREAS, Axon Air is a sUAS (drone) flight tracking software; and

WHEREAS, Axon Air allows the police department to track sUAS flight information, share live video with officers and supervisors, and store data on evidence.com; and

WHEREAS, Axon Air creates annual reports of data the Brooklyn Park Police Department is required to report annually to the MN BCA; and

WHEREAS, Axon Air is the most economical provider of these services and allows for uniformity with our other systems for video storage and data sharing.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to authorize an agreement with Axon Air for Police Department drone flight tracking software.

Q-490471-45145.657BM

Issued: 08/07/2023

Quote Expiration: 09/01/2023

Estimated Contract Start Date: 07/15/2023

Account Number: 107948

Payment Terms: N30

Delivery Method:



Axon Enterprise, Inc.  
 17800 N 85th St.  
 Scottsdale, Arizona 85255  
 United States  
 VAT: 86-0741227  
 Domestic: (800) 978-2737  
 International: +1.800.978.2737

SHIP TO	BILL TO
Brooklyn Park Police Dept.-5400 85th Ave N 5400 85th Ave N Minneapolis, MN 55443-1823 USA	Brooklyn Park Police Dept. - MN 5400 85th Ave N Minneapolis MN 55443-1823 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Jared Klajnbart Phone: (757) 869-2811 Email: jklajnbart@axon.com Fax:	Shane DuPaul Phone: (763) 493-8282 Email: shane.dupaul@brooklynpark.org Fax: 763-493-8393

Quote Summary

Program Length	61.5667 Months
TOTAL COST	\$57,250.80
ESTIMATED TOTAL W/ TAX	\$57,250.80

Discount Summary

Average Savings Per Year	\$2,192.74
TOTAL SAVINGS	\$11,250.00

Payment Summary

Date	Subtotal	Tax	Total
Jul 2023	\$13,250.16	\$0.00	\$13,250.16
Jul 2024	\$11,000.16	\$0.00	\$11,000.16
Jul 2025	\$11,000.16	\$0.00	\$11,000.16
Jul 2026	\$11,000.16	\$0.00	\$11,000.16
Jul 2027	\$11,000.16	\$0.00	\$11,000.16
Total	\$57,250.80	\$0.00	\$57,250.80

Quote Unbundled Price:	\$68,500.80
Quote List Price:	\$68,500.80
Quote Subtotal:	\$57,250.80

## Pricing

*All deliverables are detailed in Delivery Schedules section lower in proposal*

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
<b>Program</b>									
CLASS2UAS	AXON AIR, CLASS 2 UAS BUNDLE	2	60	\$283.34	\$283.34	\$283.34	\$34,000.80	\$0.00	\$34,000.80
<b>A la Carte Software</b>									
100112	AXON AIR, E.COM PILOT DATA LIC	10	60		\$30.00	\$15.00	\$9,000.00	\$0.00	\$9,000.00
12024	AXON AIR, MOBILE STREAMING LICENSE	1	60		\$200.00	\$200.00	\$12,000.00	\$0.00	\$12,000.00
<b>A la Carte Services</b>									
12326	AXON AIR, DPGS PART 107 TRAINING: 2 YR ACCESS	10			\$200.00	\$100.00	\$1,000.00	\$0.00	\$1,000.00
12015	AXON AIR, DRONESENSE IN-PERSON TRAINING	1			\$2,500.00	\$1,250.00	\$1,250.00	\$0.00	\$1,250.00
<b>Total</b>							\$57,250.80	\$0.00	\$57,250.80

## Delivery Schedule

### Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
AXON AIR, CLASS 2 UAS BUNDLE	100580	AXON AIR, UAS LICENSE (CLASS 2)	2	07/15/2023	07/14/2028
AXON AIR, CLASS 2 UAS BUNDLE	100584	AXON AIR, ADVANCED STREAMING ADD-ON	2	07/15/2023	07/14/2028
AXON AIR, CLASS 2 UAS BUNDLE	100586	AXON AIR, API INTEGRATIONS ADD-ON	2	07/15/2023	07/14/2028
A la Carte	100112	AXON AIR, E.COM PILOT DATA LIC	10	07/15/2023	07/14/2028
A la Carte	12024	AXON AIR, MOBILE STREAMING LICENSE	1	07/15/2023	07/14/2028

### Services

Bundle	Item	Description	QTY
A la Carte	12015	AXON AIR, DRONESENSE IN-PERSON TRAINING	1
A la Carte	12326	AXON AIR, DPGS PART 107 TRAINING: 2 YR ACCESS	10

## Payment Details

Jul 2023						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	100112	AXON AIR, E.COM PILOT DATA LIC	10	\$1,800.00	\$0.00	\$1,800.00
Year 1	12015	AXON AIR, DRONESENSE IN-PERSON TRAINING	1	\$1,250.00	\$0.00	\$1,250.00
Year 1	12024	AXON AIR, MOBILE STREAMING LICENSE	1	\$2,400.00	\$0.00	\$2,400.00
Year 1	12326	AXON AIR, DPGS PART 107 TRAINING: 2 YR ACCESS	10	\$1,000.00	\$0.00	\$1,000.00
Year 1	CLASS2UAS	AXON AIR, CLASS 2 UAS BUNDLE	2	\$6,800.16	\$0.00	\$6,800.16
<b>Total</b>				<b>\$13,250.16</b>	<b>\$0.00</b>	<b>\$13,250.16</b>

Jul 2024						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	100112	AXON AIR, E.COM PILOT DATA LIC	10	\$1,800.00	\$0.00	\$1,800.00
Year 2	12024	AXON AIR, MOBILE STREAMING LICENSE	1	\$2,400.00	\$0.00	\$2,400.00
Year 2	CLASS2UAS	AXON AIR, CLASS 2 UAS BUNDLE	2	\$6,800.16	\$0.00	\$6,800.16
<b>Total</b>				<b>\$11,000.16</b>	<b>\$0.00</b>	<b>\$11,000.16</b>

Jul 2025						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	100112	AXON AIR, E.COM PILOT DATA LIC	10	\$1,800.00	\$0.00	\$1,800.00
Year 3	12024	AXON AIR, MOBILE STREAMING LICENSE	1	\$2,400.00	\$0.00	\$2,400.00
Year 3	CLASS2UAS	AXON AIR, CLASS 2 UAS BUNDLE	2	\$6,800.16	\$0.00	\$6,800.16
<b>Total</b>				<b>\$11,000.16</b>	<b>\$0.00</b>	<b>\$11,000.16</b>

Jul 2026						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	100112	AXON AIR, E.COM PILOT DATA LIC	10	\$1,800.00	\$0.00	\$1,800.00
Year 4	12024	AXON AIR, MOBILE STREAMING LICENSE	1	\$2,400.00	\$0.00	\$2,400.00
Year 4	CLASS2UAS	AXON AIR, CLASS 2 UAS BUNDLE	2	\$6,800.16	\$0.00	\$6,800.16
<b>Total</b>				<b>\$11,000.16</b>	<b>\$0.00</b>	<b>\$11,000.16</b>

Jul 2027						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	100112	AXON AIR, E.COM PILOT DATA LIC	10	\$1,800.00	\$0.00	\$1,800.00
Year 5	12024	AXON AIR, MOBILE STREAMING LICENSE	1	\$2,400.00	\$0.00	\$2,400.00
Year 5	CLASS2UAS	AXON AIR, CLASS 2 UAS BUNDLE	2	\$6,800.16	\$0.00	\$6,800.16
<b>Total</b>				<b>\$11,000.16</b>	<b>\$0.00</b>	<b>\$11,000.16</b>

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

## Standard Terms and Conditions

### Axon Enterprise Inc. Sales Terms and Conditions

#### Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

#### ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

#### Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

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Signature

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Date Signed

8/7/2023





# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.5	<b>Meeting Date:</b>	August 14, 2023
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Operations & Maintenance
<b>Resolution:</b>	X	<b>Prepared By:</b>	Tim Pratt, Recycling Manager
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Tim Pratt, Recycling Manager
<b>Item:</b>	Approve a Contract Extension with Lynde & McLeod, Inc. for Yard Waste Drop Off Site Services at the Maple Grove Yardwaste Site for a Period of Four Years, from January 1, 2024, through December 31, 2027		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-\_\_\_\_\_ TO APPROVE A CONTRACT EXTENSION WITH LYNDE & MCLEOD, INC. FOR YARD WASTE DROP OFF SITE SERVICES AT THE MAPLE GROVE YARDWASTE SITE FOR A PERIOD OF FOUR YEARS, FROM JANUARY 1, 2024 THROUGH DECEMBER 31, 2027.

## Overview:

The City of Brooklyn Park and seven suburban cities in Hennepin County have contracted with Lynde and McLeod's Maple Grove Yard Waste Site since 1990. The current Agreement runs through 2023. The facility offers a convenient disposal option for residents' leaves, grass clippings, and small brush, all of which are prohibited by state law from being thrown away with their garbage. Additionally, following severe storms, the site has waived its 10-inch diameter limit on brush allowing residents a disposal location for storm-downed trees. The facility land spreads the yard waste, allowing it to decompose into a nutrient rich organic material, which is made available for residents to pick-up free of charge. It also sells compost and wood chips and splits the profits with the eight cities.

The Yardwaste Site has been designated by the Minnesota Department of Agriculture as a disposal site for tree infested with the Emerald Ash Borer. City crews do have access to dispose of ash trees at the site at the per cubic yard disposal rate.

Contract costs are paid through revenues received from the quarterly Recycling Service fee, which is a line item on the water bill paid by single-family households. Residents do not pay any additional fees at the yard waste site; provided they show proof of residency.

Over the past three years there have been more than 38,000 site visits each year by Brooklyn Park residents. Residents drop off an average of more than 90,000 bags of yard waste and an average of more than 20,000 cubic yards of brush each year. Currently the City pays a monthly site rental fee of \$2,600.45. Those fees are charged April – November. Additionally, the City pays \$5.75 per cubic yard of material dropped off in 2023.

	Visits	Yard Waste		Brush
		Bags	Bulk – cubic yards	Cubic yards
<b>2020</b>	48,231	104,234	9,154	25,409
<b>2021</b>	40,279	92,972	6,629	16,801
<b>2022</b>	38,675	90,275	5,827	26,700

## Primary Issues/Alternatives to Consider:

The City Council has the following options:

1. Approve the contract extension as recommended.
2. Reject the contract extension.

**Budgetary/Fiscal Issues:**

1. The contract continues to provide residents with access to a way to deal with yard waste without having to pay a fee at the time of disposal. The cost of approximately \$0.65 per household per month is recouped through the Recycling Services fee on the water bill for single-family homes.
2. An annual increase of \$0.15 per cubic yard disposal fee will cost the City approximately \$3,500 additionally each year.
3. The increased cost of the contract can be covered by a \$.05 increase in the Recycling Services fee starting in 2024.

**Attachments:**

- 4.5A RESOLUTION
- 4.5B CONTRACT EXTENSION

RESOLUTION #2023-

RESOLUTION TO APPROVE A CONTRACT EXTENSION WITH LYNDE & MCLEOD, INC. FOR YARD WASTE DROP OFF SITE SERVICES AT THE MAPLE GROVE YARDWASTE SITE FOR A PERIOD OF FOUR YEARS, FROM JANUARY 1, 2024, THROUGH DECEMBER 31, 2027.

WHEREAS, the State of Minnesota and Hennepin County require by law that yard waste is separated from general refuse and reused or composted; and

WHEREAS, this Agreement has provided a convenient and cost-effective yard waste drop-off facility for residents.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to authorize the Mayor and City Manager to enter into an agreement with LYNDE AND MCLEOD DEVELOPMENT COMPANY, INC. to operate a yard waste drop-off facility for the period from January 1, 2024, through December 31, 2027.

AGREEMENT

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2023, between Lynde & McLeod, Inc., a Minnesota Corporation, (hereinafter “Contractor”), and the City of Brooklyn Park, a Municipal Corporation in the County of Hennepin, State of Minnesota (hereinafter “City”).

RECITALS:

1. The purpose of this Agreement is to amend and restate that certain Agreement between the parties dated February 26, 1999, as previously amended, pertaining to the establishment and operation of a yard waste drop-off and disposal center.
2. The previous Agreement between the parties, as amended, shall remain in full force and effect through December 31, 2023. This Agreement shall be effective as of January 1, 2024, through December 31, 2027, and supersedes and amends the previous Agreements between the parties to the extent inconsistent therewith as of January 1, 2024.
3. Contractor is the fee owner or has the use of a parcel or parcels of land depicted on Exhibit A ("Subject Property" or "the Site"), which property lies within the City of Maple Grove, County of Hennepin, State of Minnesota; and
4. City seeks to provide a yard waste drop-off and disposal center for its residents; and
5. Contractor's above-referred property is particularly suitable to the City's requirements for a yard waste drop-off and disposal center; and
6. Contractor and City are, pursuant to the terms set forth herein, agreeable to utilizing the Subject Property for a portion of the years 2024 through 2027 as a yard waste drop-off and disposal site.

The parties hereby agree as follows:

1. Contractor will utilize the Subject Property (sometimes hereinafter referred to as the “Site”) as a yard waste drop-off center for residents of the City. The first drop-off upon the Site pursuant to this Agreement will take place on or about the 1st day of April 2024 and terminating on the 30th day of November 2027. The Site shall be open to residents of the City to drop off yard waste at any time Monday through Saturday 8:00 a.m. to 7:00 p.m., and Sunday 11:00 a.m. to 7:00 p.m., during the months of operation.
2. For the purposes of this Agreement, the following definitions shall apply:

- (a) "Yard waste" means any compostable materials that are generally grown and collected from the land about a residential dwelling, e.g., grass clippings, leaves, garden waste, twigs, tree branches (of not more than ten inches in diameter), and wood chips from tree branches that have been run through a chipping device;
  - (b) "Disposable bag" means any container, e.g., plastic garbage bags in which yard waste has been transported to the Site;
  - (c) "Bulk" means yard waste (in its natural form) void of any disposable bags.
3. Contractor shall maintain the Site at Contractor's expense during the term of this Agreement with the following site improvements, all subject to the approval of the City:
- (a) A surfaced drop-off area, acceptable to the City, with a minimum of 12 inches of gravel surfacing, or its equivalent;
  - (b) A fence acceptable to the City constructed as agreed upon in advance to provide security for the site;
  - (c) An appropriate and acceptable entry and exit to and from the Site, with a gate to control the entry and exits;
  - (d) Supervisory employee(s) to control the activity upon the Site. Supervisory personnel shall be on the Site daily Monday through Saturday 8:00 a.m. to 7:00 p.m., and Sunday 11:00 a.m. to 7:00 p.m. during the months of operation;
  - (e) Equipment for the disposal of bulk yard waste on the Site;
  - (f) Supervision of the ongoing maintenance of the facility;
  - (g) Night lighting for security.
4. The Site shall:
- (a) Be available for drop-off of yard waste to all residents of the City at such fees as the City shall from time to time set during the hours set forth in this Agreement;
  - (b) Contractor must accept yard waste in bulk form only, from residents, for composting on the Site;
  - (c) Contractor's agent shall advise residents as to the particular place to drop off the bulk yard waste;
  - (d) Contractor shall keep the Site readily accessible for yard waste as dropped off so that residents are not inconvenienced when bringing yard waste to the premises;
  - (e) All yard waste deposited by residents of the City shall be deposited in a specified location and measured by Contractor prior to removal for composting;
  - (f) The Site will be secured during closing hours and efficiently lighted for

security purposes subject to City approval to prevent deposits being made at times that the Site is not open.

5. Contractor may also accept yard waste materials from refuse haulers, landscapers, other cities and residents of non-participating cities and charge a fee therefore.
6. The City shall compensate Contractor by payment of a fixed monthly fee at the rates indicated on Exhibit B attached hereto beginning with the April 2024 payment, on or before the 1st of April each contract year and each month thereafter through November 1 each year. As additional compensation payable monthly, the City shall pay to the Contractor, during the term of this Agreement, the sums set forth on Exhibit B per cubic yard for the disposal/composting of City's residents' yard waste during the preceding month, upon receipt of records from the Contractor relating to cubic yard disposal for the preceding month.
7. All persons working the drop-off and composting Site shall be employees or agents of the Contractor, and the Contractor shall provide at its expense all the employee compensation and ancillary benefits, including worker's compensation insurance. It is the full understanding of the parties hereto that the persons working on the Site are to be employees or agents of Contractor, not employees or agents of the City.
8. Insurance. Contractor shall secure and maintain such insurance from an insurance company authorized to write casualty insurance in the State of Minnesota and will cause the City to be named as an insured thereon. Said insurance shall provide coverage for claims involving bodily injury, death, or property damage which may arise directly or indirectly because of the matters set forth in this Agreement. An insurance certificate shall be furnished to the City. The certificate and policy shall contain a clause providing that it shall not be canceled by the insurance company without ten days written notice to the owner of its intention to cancel. In addition, the certificate shall indicate that the coverage shall be in the following limits:
  - (a) Worker's compensation and employee liability coverage pursuant to the requirements of the State of Minnesota;
  - (b) Public liability, personal injury and property damage:
    1. injury or death of one person \$1,500,000
    2. injury to more than one person in a single accident \$1,500,000
    3. property damage \$1,500,000
  - (c) Automobile and truck public liability, personal injury and property damage including owned and non-owned vehicle:
    1. injury or death of one person \$1,500,000

2.	injury to more than one person in a single accident	\$1,500,000
3.	property damage	\$1,500,000
(d)	All risk or Contractor's liability	\$1,500,000

9. Indemnity. Contractor agrees herein to defend, indemnify, and hold harmless the City, its agents and employees, from and against all claims, damages, losses, and expenses including attorney's fees arising out of or resulting from the operation of the above-referenced yard waste disposal facility, through no fault of the City, its agents, or employees. In any and all claims against the City or any of its agents or employees by an employee of the Contractor, anyone directly or indirectly employed by any of them or anyone for whose act any one of them may be liable, the indemnification obligation under this Section shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any other entity under worker's or workmen's compensation acts, disability benefits, or other employee benefit acts.
10. All records of the Contractor relating to the operation of the said facility as a yard waste disposal center pertaining to this Agreement shall be available for examination by the City at any reasonable time when requested.
11. This Agreement is personal to the Contractor and as such may not be assigned or encumbered by Contractor or by operation of law without prior written approval of the City. Any attempt at assignment of this Agreement prior to written approval of the City shall terminate all the terms of this Agreement.
12. In case of any one or more of the provisions contained in this Agreement shall be invalid, illegal or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein and any other application thereof shall not in any way be affected or impaired thereby.
13. Miscellaneous provisions are:
- (a) No change or modification of this Agreement shall be valid unless the same be in writing and signed and dated by both the parties hereto;
  - (b) All rights and remedies hereunder or by law or equity shall be cumulative. No delay in the exercise of any such remedy or rights shall be construed as a waiver thereof either in part or in full. No failure by any party to exercise any right or remedy shall operate as a waiver of any right or remedy, and a waiver of any right or remedy on one occasion shall not constitute a bar to or waiver of any such or other right or remedy or other occasion.
14. The defaulting party will pay reasonable attorney's fees to the prevailing party to be fixed by the court in the event a suit or action is brought to enforce the terms of

this Agreement.

15. Any notice to the parties herein shall be deemed to have been given or delivered or sent by certified mail addressed as follows:

City of Brooklyn Park  
c/o City Clerk  
5200 85<sup>th</sup> Avenue North  
Brooklyn Park, MN 55443

Lynde & McLeod, Inc.  
9293 Pineview Lane North  
Maple Grove, MN 55369

16. This Agreement shall be binding upon and extend to the respective successors and assigns of the parties hereto.

17. This Agreement may be terminated in 30 days by either party upon the failure of the other party to timely perform its responsibilities under this Agreement or for cause by giving written notice to the other at the address indicated by certified mail, return receipt requested. If the defaulting party's failure to timely perform its responsibilities is the result of "uncontrollable circumstances" such party shall not be responsible for loss or damage resulting from its inability to perform. Uncontrollable circumstances shall be defined as follows:

The occurrence of any of the following events or conditions if said event or condition is not the result of willful or negligent action or inaction of the party or any of its employees, contractors, guarantors, agents, representatives or joint venturers claiming the event as an uncontrollable circumstance and if said event or condition materially, adversely affects the ownership or operation and maintenance of the Facility by the party claiming the event as an uncontrollable circumstance including but not limited to:

- (a) Riots, insurrections, strikes, war or civil disorder affecting performance of work, blockades, sabotage and Acts of God (but not including reasonably anticipated weather conditions for this geographic area).
- (b) The adoption of or change in any federal, state, or local laws, rules, regulations, ordinances, permits, or licenses, or changes in the interpretation of such laws, rules, regulations, ordinances, permits, or licenses by a court or public agency asserting jurisdiction after the date of the execution of the contract, except a change in federal, state, local or any other tax law.
- (c) The suspension, termination, interruption, denial, or failure of renewal of any permit, license, consent, authorization or approval essential to the



construction or operation of the Facility, if not the result of willful or negligent action or inaction of the party claiming the event as an uncontrollable circumstance.

- (d) Orders and/or judgments of any federal, state, or local court, administrative agency, or governmental body, if not the result of willful or negligent action or inaction of the party claiming the event as an uncontrollable circumstance.
- 18. Contractor shall make available to the residents of all participating cities unscreened compost on terms and conditions, and at a cost, to be established by mutual agreement among contractor and the city from time to time throughout the term of this Agreement. Until further agreement such unscreened compost will be available on a "self-service" basis without charge to either the resident or the city.
- 19. By entering into this Agreement, the parties are not making any other agreement with respect to the operations set forth herein, or any other agreements between the City and Contractor, including, without limitation, leases of the subject property.
- 20. In the event Contractor receives any revenue from the sale or disposal of yard waste as defined in this Agreement, Contractor shall credit the City on its next monthly statement with an amount equal to 50% of the gross amount of such revenue, pro-rated among all participating cities, based on the average disposal fee paid by each city during the previous 12-month period.

The parties agree that finished compost is not "yard waste" as defined in this Agreement. The parties further agree that Contractor shall be entitled to retain the first \$3.00 per cubic yard received from the sale of compost to reimburse Contractor for the cost of processing, screening, and producing such compost from raw yard waste. Any amounts received by Contractor in excess of \$3.00 per cubic yard shall be divided 50 percent each between Contractor and the participating cities as described above.

- 21. Either party shall have the right to terminate this agreement, with or without cause, by giving written notice to the other at the address indicated by certified mail, return receipt requested, on or before December 31, of any calendar year, which notice shall be effective for future calendar years.

IN WITNESS WHEREOF the parties to this Agreement have caused it to be executed by

their duly authorized officers as of the date first written above.

CITY OF BROOKLYN PARK

By: \_\_\_\_\_  
Hollies J. Winston, Mayor

By: \_\_\_\_\_  
Jay T. Stroebel, City Manager

LYNDE & McLEOD, INC.

By: \_\_\_\_\_  
Derek E. Lynde, President

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF HENNEPIN    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by Hollies J. Winston, as Mayor and Jay T. Stroebel, as City Manager respectively of the City of Brooklyn Park.

\_\_\_\_\_  
Notary Public

STATE OF MINNESOTA    )  
  ) ss.

COUNTY OF HENNEPIN )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,  
2023, by Derek E. Lynde, as President of Lynde & McLeod, Inc.

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Notary Public

This instrument drafted by:

Derek E. Lynde  
9293 Pineview Lane N  
Maple Grove, MN 55369  
Telephone 763 420 4400

EXHIBIT A  
SUBJECT PROPERTY



EXHIBIT B

FIXED PAYMENT SCHEDULE

The fixed monthly payment referred to in Paragraph 6 of the contract shall be calculated as follows:

City of Maple Grove (Host City)	\$1,333.00
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All other cities shall pay a fixed monthly fee equal to their pro-rata share of \$6,667.00 based on the total number of non-apartment households in each city divided by the total number of non-apartment households in all participating cities (except Maple Grove) calculated annually. Each participating city shall certify to Contractor by February 15<sup>th</sup> of each contract year the total number of non-apartment households in that city for the upcoming contract year.

PROCESSING FEE SCHEDULE

April 1, 2024- November 30, 2024,	\$5.90 per cubic yard
April 1, 2025- November 30, 2025,	\$6.05 per cubic yard
April 1, 2026- November 30, 2026,	\$6.20 per cubic yard
April 1, 2027- November 30, 2027,	\$6.35 per cubic yard

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.6	<b>Meeting Date:</b>	August 14, 2023
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Community Development
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Megan Bookey, Program Assistant III
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Keith Jullie, Rental and Business Licensing Manager
<b>Item:</b>	Approve a 3.2 Malt Liquor Off-Sale License for Noble Gas Inc. dba Noble Mobil, Located at 9500 Noble Parkway North, Brooklyn Park, MN 55443		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE A 3.2 MALT LIQUOR OFF-SALE LICENSE FOR NOBLE GAS INC. DBA NOBLE MOBIL, LOCATED AT 9500 NOBLE PARKWAY NORTH, BROOKLYN PARK, MN 55443.

## Overview:

This is an existing business with a new 3.2 off-sale license being issued to Noble Gas Inc. dba Noble Mobil, located at 9500 Noble Parkway North in Brooklyn Park, MN. Noble Mobile also has a tobacco and food license.

The police department has completed their investigation of the owners. There are currently no known code violations at this address and staff recommends approval of this 3.2 liquor license.

**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>	5.1	<b>Meeting Date:</b>	August 14, 2023
<b>Agenda Section:</b>	Public Hearing	<b>Originating Department:</b>	Operations and Maintenance
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Dan Ruiz, Operations & Maintenance Director
<b>Ordinance:</b>	First Reading		
<b>Attachments:</b>	2	<b>Presented By:</b>	Dan Ruiz
<b>Item:</b>	First Reading – Amendments to Ordinance 72.08 Pertaining to Overnight Parking Restrictions		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT ON FIRST READING AN ORDINANCE AMENDING BROOKLYN PARK CITY CODE SECTION 72.08 PERTAINING TO OVERNIGHT PARKING.

## Overview:

In 2017, the City Council directed staff to present our current practices related to the enforcement of Ordinance 72.08 – All Night Parking. The City Council and Police Department was receiving many complaints about overnight parking, particularly around apartment communities. In June of 2017, staff presented current practices and possible ordinance changes for consideration. No changes were made at that time.

On June 4, 2018, a modified option to the existing no parking rules (no parking on public streets from 2 a.m. to 5 a.m., October 15 – April 15), including a snow emergency declaration, was discussed. By declaring a snow emergency, the city could increase communication on plowing operations and address parked cars that impede plowing. This is similar to what many suburban communities are now doing. Staff was directed to draft amendments to Ordinance 72.11 to address snow emergencies for Council consideration.

On July 9, 2018, the City Council held a public hearing on the snow emergency ordinance. After testimony and discussion, the item passed 7-0 in favor of the new ordinance. The existing winter parking restrictions of no parking on public streets from 2 a.m. to 5 a.m., October 15 – April 15 remained unchanged.

In May 2021, staff had a discussion with the City Council regarding the parking regulations and it was decided to implement a pilot project to reduce the timeframe for enforcing the overnight parking to November 1 – March 31. Based on positive feedback the shortened overnight parking restriction from November 1 – March 31 was continued for the 2022 – 2023 winter.

The piloted overnight restrictions continued to work well during the 2022-2023 winter and based on continued positive feedback, staff is now recommending to permanently change the overnight parking regulations on public streets from 2 a.m. to 5 a.m., November 1 – March 31, instead of the current dates of October 15 – April 15.

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

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

## Attachments:

- 5.1A ORDINANCE
- 5.1B SNOW EMERGENCY STATISTICS

ORDINANCE #2023-

ORDINANCE AMENDING BROOKLYN PARK CITY CODE SECTION 72.08 PERTAINING TO  
OVERNIGHT PARKING

Underlined text is proposed to be added  
Text with strikeout is proposed for ~~deletion~~

The City of Brooklyn Park does ordain:

Section 1. Section 72.08 of the Brooklyn Park City Code is amended to read:

**§ 72.08 ALL NIGHT.**

It is unlawful, except for a physician on an emergency call, to park a vehicle on a street between the hours of 2:00 a.m. and 5:00 a.m. of any day from ~~October 15~~ November 1 in one calendar year until ~~April 15~~ March 31 in the following calendar year.



# Snow Emergency Stats

Oct 15 – Apr 15



Snow Season	# of Snow Emergencies	Total Impounds	Avg. # of Impounds Per Emergency	Total Citations	Avg. # of Citations Per Emergency	Total Police Staff Cost	Avg. Police Staff Cost Per Emergency
2017/2018	N/A	19	N/A	2,575 for 2-5 parking, 417 for snowbird	N/A	N/A	N/A
2018/2019	8	679	85	901	113	\$8,800	\$1,100
2019/2020	4	567	142	719	180	\$5,900	\$1,500
2020/2021	4	629	157	673	168	\$4,700	\$1,175
2021/2022* (*Nov 1 – Mar 31)	4	545	136	635	159	\$8,766**	\$2,192**
2022/2023 (*Nov 1 – Mar 31)	8	736	92	847	106	\$19,290.37	\$2,411

- Tow Fees: \$125 for the tow; \$35 per day for storage (passenger vehicles and light trucks), \$35 admin fee, \$10 fuel surcharge
- 2-5 Parking Citation Fine: \$30; Snow Emergency Citation Fine: \$33. The city receives approximately 80% of the parking citation fines when paid

\*\*Total Police Staff Cost for 2021/2022 does not include back pay after contract settled

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	7.1	<b>Meeting Date:</b>	August 14, 2023
<b>Agenda Section:</b>	General Action Items	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	X	<b>Prepared By:</b>	Devin Montero, City Clerk
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	3	<b>Presented By:</b>	Devin Montero
<b>Item:</b>	Resolution Canvassing the City Special Election Held on August 8, 2023		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-\_\_\_\_\_ CANVASSING THE SPECIAL CITY ELECTION HELD ON AUGUST 8, 2023.

## Overview:

Minnesota State Statute 205.185, Subdivision 3 (a), requires, "Between the third and tenth days after an election, the governing body of a city conducting any election including a special municipal election, or the governing body of a town conducting the general election in November shall act as the canvassing board, canvass the returns, and declare the results of the election.

The effect of this action will be to canvass the election.

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

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

## Attachments:

- 7.1A RESOLUTION
- 7.1B EXHIBIT A – LIST OF ELECTION JUDGES
- 7.1C SAMPLE BALLOTS

RESOLUTION #2023-

RESOLUTION CANVASSING THE SPECIAL CITY ELECTION FOR THE  
WEST DISTRICT HELD ON AUGUST 8, 2023

WHEREAS, pursuant to due call and notice thereof, a Special City Election was held in the City of Brooklyn Park on August 8, 2023; and

WHEREAS, the purpose of said City Election was to select a candidate to fill the Council Member's seat in the West District for the balance of a term to expire on January 6, 2025; and

WHEREAS, under Section 4.09 of the City Charter, and under the general laws of the State of Minnesota, the Council is required to meet and canvass the election returns.

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

1. The total number of ballots cast and the vote for each candidate is as follows:

Total Number of Ballots Cast: 442  
Total Number of Spoiled Ballots: 0

<b>COUNCIL MEMBER WEST DISTRICT</b>	
Tony McGarvey	351
Daniel D. Goba	78
Write Ins	13
Overvotes	0
Undervotes	0

<b>REQUESTED WRITE-INS TO BE COUNTED</b>	
William Birdnecklace	6
Yelena S. Kurdyumova	5

2. Attached hereto and made a part hereof is a true and correct copy of the ballot used in said election.
3. The names of the judges of the election are attached hereto as Exhibit A and made a part hereof as fully as if set forth in this resolution.
4. The following is elected to the office as set forth:

**Tony McGarvey, Council Member – West District**

5. The City Clerk is hereby directed to issue a certificate of election to the successful candidate on the 7<sup>th</sup> day after the canvass is completed.

## EXHIBIT A

Sunday Alabi  
Lori Anderson  
Nancy Anderson  
Elizabeth Baker  
Constance Boord  
Linda Browning  
Pamela Chandler  
Joanne Coller  
Steven Debner  
Wayne Doe  
Rhonna Douglas-West  
Mike Felien  
Michelle Ferrel  
Diane Gambrel  
Kim Gerou  
Michael Goebel  
Lillie Harris  
Dezra Helgeson  
Vicki Herald  
Marian Hutchens  
Robert Janson Kelley  
Dave Johnson  
Laura G Johnson  
Rachel G Johnson  
Susan M Johnson  
Courage Kai  
Charles Karver  
Linda Kelly-Allen  
Dawn Kramer  
Trudi LaRose  
Joe Levens  
Joyce Lewis  
William Lynch  
Susan Mabera  
Teri Maggi  
Joanne Mann  
David Mantini  
Jorge Martinez  
Patricia McDonald  
John McLain  
Elizabeth Meyers  
Sarah Moore  
Walter Munsterman  
Karen Norberg  
Tammy Otten  
Patricia Patterson  
Susan Petersen

Edward Pheifer  
John Plante  
Debra Redepenning  
Chad Reickard  
Kristin Reickard  
Jill Schuerman  
Ebun Thorpe  
Alexander Vasquez  
Richard Vosika  
Rosemary Wagner  
Karoll Walsh  
Teresa M Ward  
Peggy Warren  
Stanley Weese  
Robert Welde  
Koffi Michel Yigan-Kohoe  
Donna Zeman  
Shannon Pettit  
Carol Parks  
Melody Bird  
Catherine Oslund

# Official Ballot

Judge \_\_\_\_\_ Judge \_\_\_\_\_

## Special General Election Ballot City Election Ballot City of Brooklyn Park August 8, 2023

**Instructions to Voters:**  
To vote, completely fill in the oval(s) next to your choice(s) like this: ●

### City Offices

**Special Election for Council Member  
West District**  
To fill vacancy in term expiring January 6, 2025  
**Vote for One**

Daniel D. Goba

Tony McGarvey

\_\_\_\_\_  
write-in, if any

SAMPLE

**BROOKLYN PARK W-W P-1  
0395**

**Official Ballot**

Judge \_\_\_\_\_ Judge \_\_\_\_\_

**Special General Election Ballot  
City Election Ballot  
City of Brooklyn Park  
August 8, 2023**

**Instructions to Voters:**  
To vote, completely fill in the oval(s) next to your choice(s) like this: ●

**City Offices**

**Special Election for Council Member  
West District**  
To fill vacancy in term expiring January 6, 2025  
**Vote for One**

- Tony McGarvey
- Daniel D. Goba
- 

write-in, if any

SAMPLE

**BROOKLYN PARK W-W P-3  
0405**

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	7.2	<b>Meeting Date:</b>	August 21, 2023
<b>Agenda Section:</b>	General Action Items	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jay Stroebel, City Manager
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Jay Stroebel
<b>Item:</b>	Introduction of Fire Chief and Confirmation of Appointment		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE THE CITY MANAGER'S APPOINTMENT OF SHAWN CONWAY AS FIRE CHIEF WITH AN ANNUAL SALARY OF \$170,000 EFFECTIVE AUGUST 22, 2023.

## Overview:

In March 2023, Brooklyn Park Fire Chief John Cunningham departed his role to become an assistant commissioner at the Minnesota Department of Public Safety following nearly five years of service to the Brooklyn Park community. Following a national search to fill the position, seven applicants were invited for first round interviews. Three finalists were identified to move onto second round interviews and leadership assessments. In total, two rounds of interviews were conducted as well as open houses for the fire department staff and the public. The interview panels comprised community leaders, public safety partners (North Memorial, Brooklyn Park Police, and Burnsville Fire), members of the fire department, city department directors, and the Mayor and City Manager.

Following the selection process, Deputy Chief / Interim Fire Chief Shawn Conway has been offered the Brooklyn Park Fire Chief position pending Council approval, as required by City Charter.

Candidate Shawn Conway has a long-tenured career in the fire service and has most recently served as Brooklyn Park's Deputy Chief of Operations for the last sixteen months. He has also served as Interim Fire Chief since Chief Cunningham's departure in March 2023. During his twenty-eight year career, Candidate Shawn Conway has had a number of notable accomplishments, including:

- Veteran of the US Air Force serving 22 years;
- Served as the Fire Chief at Travis Air Force Base (2011-2014) and Scott Air Force Base (2015-2018);
- Between 2010 and 2017, held multiple positions at St. Paul Fire Department rising to the rank of Training Officer/Battalion Chief Echelon;
- Served in the capacities of Battalion Chief of Operations and Training and Assistant Chief of Operations between 2017 and 2022 for Maplewood Fire Department;

Mr. Conway has been in the fire/EMS service since 1995. He graduated from Community College of the Air Force in 2007 with an Associate's Degree and also graduated from Liberty University in 2011 with a Bachelor's Degree.

Upon approval, Mr. Conway will assume responsibility as Fire Chief effective immediately.

**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>	8.1	<b>Meeting Date:</b>	August 14, 2023
<b>Agenda Section:</b>	Discussion	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Dr. Marcellus Davis, REDI Manager
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A		
<b>Item:</b>	Racial Equity Principles		

## City Manager's Proposed Action:

Informational discussion on the design and implementation of racial equity principles for the City of Brooklyn Park.

## Overview:

This presentation will provide an overview of the design and implementation of racial equity principles for the City of Brooklyn Park. These principles will help assure that in all development of policies, initiatives, and practices, racial equity is at the core of the design to assure that we are working towards eradicating racial inequities internally and city wide. These principles will also help with the design of the updated version of the *Brooklyn Park 2025 Community Plan* and elicit internal and external community input.

## Primary Issues/Alternatives to Consider:

Addressing racial inequities citywide.

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

**Attachments:** N/A