

## REGULAR CITY COUNCIL MEETING – AGENDA #35

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

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

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

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

## **I. ORGANIZATIONAL BUSINESS**

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

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

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

#### **2B. PUBLIC COMMENT**

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

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

**3B.1** Introductions of New Employees

**3B.2** 2023 Summer Blossom Awards Presentation of Grand and First Place Winners of the Summer Blossom Awards Program

**3B.3** Mayor's Proclamation of September 17 – September 23, 2023, as "Constitution Week"

**A.** PROCLAMATION

**3B.4** Mayor's Proclamation of September 15 – October 15, 2023, as "Hispanic Heritage Month"

**A.** PROCLAMATION

## **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** Resolution Ordering Preparation of Proposed Assessments for Delinquent Charges and Setting a Public Hearing on those Assessments

**A.** RESOLUTION

**4.2** Set Date for Public Truth-in-Taxation Meeting

**4.3** Zoning Code Text Amendment: Outdoor Storage and Commercial Accessory Structures

**A.** ORDINANCE

**B.** SUMMARY OF PUBLICATION

**C.** PC MINUTES

- 4.4 Consider Approving the Expenditure of \$51,690 for the Removal of Bollards and Concrete Restoration Along Brooklyn Boulevard and Zane Ave N and Authorize Community Development Director to Enter Into a Contract with Create Construction to Complete the Work
  - A. RESOLUTION
  - B. BROOKLYN BLVD. BOLLARD PROJECT SCOPE
  - C. CREATE CONSTRUCTION BROOKLYN BLVD QUOTE
- 4.5 Osseo Independent School District School Resource Officer Agreement
  - A. RESOLUTION
  - B. AGREEMENT
- 4.6 2023-2024 School Resource Officer Contract with Anoka-Hennepin School District #11
  - A. RESOLUTION
  - B. AGREEMENT
- 4.7 Approval of CM Klonowski Attendance to MPACT Conference
  - A. TRAVEL POLICY
- 4.8 Approve a Tetrahydrocannabinol (THC) License for Ike's Wine & Spirits, Inc. dba Ike's Wine & Spirits, 9682 Colorado Ln N., Brooklyn Park, MN 55445
- 4.9 Approve a Tetrahydrocannabinol (THC) License for Standridge Empire, Inc. dba Cellars Wine & Spirits – Brooklyn Park, 7944 Brooklyn Blvd N., Brooklyn Park, MN 55445
- 4.10 Approve a Tetrahydrocannabinol (THC) License for MAM Company LLC dba BP Smoke Shop, 7654 Brooklyn Blvd N., Brooklyn Park, MN 55443
- 4.11 Approve a Tetrahydrocannabinol (THC) License and a Tobacco License for Neighborhood Gas and Food LLC dba Neighborhood Gas and Food, 7416 Brooklyn Blvd N., Brooklyn Park, MN 55443
- 4.12 Approve a Tetrahydrocannabinol (THC) License for Good Zen Inc. dba Good Zen, 8509 Jefferson Lane N, Brooklyn Park, MN 55443
- 4.13 Approve a Tetrahydrocannabinol (THC) License for SuperValu Inc. dba Cub Discount Liquor, 7555 West Broadway, Brooklyn Park, MN 55428
- 4.14 To Accept a Petition Supporting Additional Proposals without the Removal of Rink #1
  - A. PETITION

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 Overnight Parking Restriction
  - A. ORDINANCE
  - B. SNOW EMERGENCY STATISTICS

**6. LAND USE ACTIONS**

None.

**7. GENERAL ACTION ITEMS**

- 7.1 Approve Request for Proposal (RFP) for ARPA 2.0 Community Partnership Funding
  - A. RESOLUTION
  - B. ARPA ROUND 2 RFP

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

**8. DISCUSSION ITEMS**

None.

**IV. VERBAL REPORTS AND ANNOUNCEMENTS**

- 9A. COUNCIL MEMBER REPORTS AND ANNOUNCEMENTS
- 9B. CITY MANAGER REPORTS AND ANNOUNCEMENTS

## V. ADJOURNMENT

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

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	3B.1	<b>Meeting Date:</b>	September 11, 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>Administration</b>		
Jenny Gooden	August 21, 2023	Deputy City Clerk, FT
<b>Finance</b>		
Derek Steffen	July 24, 2023	Staff Accountant, FT
Tim Mitchell	August 9, 2023	Commercial Appraiser, FT

**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>	September 11, 2023
<b>Agenda Section:</b>	Public Presentations/ Proclamations/Receipt of General Communications	<b>Originating Department:</b>	Community Development Department
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	John Kinara, Housing and Redevelopment Coordinator; and Josephine Thao, Project Facilitator
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	John Kinara, Housing and Redevelopment Coordinator
<b>Item:</b>	2023 Summer Blossom Awards Presentation of Grand and First Place Winners of the Summer Blossom Awards Program		

## City Manager's Proposed Action:

On behalf of the City of Brooklyn Park, the Mayor and City Council will recognize and award the Grand and First Place Winners of the Summer Blossom Garden & Landscape Recognition Program.

## Overview:

The 24th Annual Summer Blossom Garden and Landscape Recognition Program took place over the summer. The purpose of the competitive program is to highlight attractive gardens and landscaping in Brooklyn Park and recognize residents and businesses that strive to improve the city's natural landscape. The landscaping work creates an aesthetic appeal of well-maintained homes and neighborhoods thus contributing towards a sense of pride and wellbeing among the residents of the community. Nominations were received from gardeners, neighbors, or friends from May 15 through July 14.

Grand Winners in Single Family, Townhome, Neighborhood and Commercial categories will each receive a \$400 check and an engraved Summer Blossom Paver. First Place Single Family winners each receive an engraved Summer Blossom paver and a \$100 check. The 2023 winners are:

CATEGORY	ADDRESS	GARDENERS
Grand Single Family (First Place Single Family - District 1)	6657 Hillsboro Ave N	Myrna Dahl
• First Place Single Family - District 2	8000 Mount Curve Blvd N	Pat Hansen
• First Place Single Family - District 3	104 75th Ave N	Daryoosh Tirandazi
• First Place Single Family - District 4	8842 Kentucky Ave N	Judy Willenbring
Grand Townhome	6332 84th Ct N	Doneva Rawls
Grand Neighborhood	3800 85th Ave N	Summercrest of Edinburgh
Grand Commercial	Park Place Promenade (Intersection of Oak Grove Pkwy and Zane Ave N)	HJ Development

All participants are also awarded a Certificate of Appreciation signed by Mayor Hollies Winston to thank residents and businesses for their wonderful contribution to their neighborhood and the city.

The judges for this year's program were 2021 Grand Single Family Winner, Tim Burt, previous Summer Blossom Awards Program Coordinator, Theresa Freund, and Landscape Designer, Laura Freund. Photographs of the

gardens were taken by the Digital Media Specialists, Eric Andresen, Stephen Batchner, and Cynthia Moua. The GIS and Data Analysis Coordinator, John Nerge, created a general map of all gardens in the Single Family category. The GIS Intern, Maggie Duerwachter, created a story map with the photos of all the winning gardens. It can be found on the City's website at [www.brooklynpark.org/neighborhoods/summer-blossom/](http://www.brooklynpark.org/neighborhoods/summer-blossom/).

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

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

**Attachments:** N/A

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	3B.3	<b>Meeting Date:</b>	September 11, 2023
<b>Agenda Section:</b>	Public Presentations/ Proclamations/Receipt of General Communications	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Devin Montero, City Clerk
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Hollies Winston, Mayor
<b>Item:</b>	Mayor's Proclamation of September 17 – September 23, 2023, as "Constitution Week"		

## City Manager's Proposed Action:

The Mayor shall proclaim September 17 – September 23, 2023, as "Constitution Week" by one of the following:

1. "I, Hollies Winston, Mayor of the city of Brooklyn Park, Minnesota do hereby proclaim September 17 – September 23, 2023, to be "Constitution Week" in the city of Brooklyn Park.

OR

2. By reading the proclamation.

## Overview:

The tradition of celebrating the Constitution was started many years ago by the Daughters of the American Revolution (DAR). In 1955, the Daughters petitioned Congress to set aside September 17-23 annually to be dedicated for the observance of Constitution Week. The resolution was later adopted by the U.S. Congress and signed into Public Law #915 on August 2, 1956, by President Dwight D. Eisenhower. The aims of the celebration are to (1) emphasize citizens' responsibilities for protecting and defending the Constitution, preserving it for posterity; (2) inform the people that the Constitution is the basis for America's great heritage and the foundation for our way of life; and (3) encourage the study of the historical events, which led to the framing of the Constitution in September 1787.

There are 24 Chapters in Minnesota and 11 in the Twin Cities. The Anoka Chapter of Daughters of the American Revolution is dedicated to historical preservation, patriotism and education.

Ms. Susan Anderson, Anoka Chapter of the Daughters of the American Revolution representative, and Joan Moses, Daughters of the American Revolution, State Constitution Week Chair, Anoka Chapter Chair, respectfully request a proclamation for "Constitution Week." Ms. Anderson will be in attendance to receive the proclamation.

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

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

## Attachments:

3B.3A PROCLAMATION

# PROCLAMATION

## DECLARING SEPTEMBER 17 – SEPTEMBER 23, 2023, AS “CONSTITUTION WEEK” IN THE CITY OF BROOKLYN PARK

WHEREAS, September 17, 2023, marks the two hundred thirty sixth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to accord official recognition of this magnificent document and its memorable anniversary and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through September 23 as Constitution Week; and

WHEREAS, I ask our community members to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties; remembering that lost rights may never be regained; and

NOW, THEREFORE, BE IT RESOLVED that I, Hollies Winston, Mayor of the city of Brooklyn Park, Minnesota, do hereby proclaim the week of September 17 through September 23, 2023, as “CONSTITUTION WEEK” in the city of Brooklyn Park.

\_\_\_\_\_  
Hollies Winston, Mayor





# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	3B.4	<b>Meeting Date:</b>	September 11, 2023
<b>Agenda Section:</b>	Public Presentations/ Proclamations/Receipt of General Communications	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Devin Montero, City Clerk
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Mayor Hollies Winston
<b>Item:</b>	Mayor's Proclamation of September 15 – October 15, 2023, as "Hispanic Heritage Month"		

## City Manager's Proposed Action:

The Mayor shall proclaim September 15 – October 15, 2023, as "Hispanic Heritage Month" by one of the following:

1. "I, Hollies Winston, Mayor of the city of Brooklyn Park, Minnesota do hereby proclaim September 15 – October 15, 2023, to be "Hispanic Heritage Month" in the city of Brooklyn Park.

OR

2. By reading the proclamation.

## Overview:

Hispanic Heritage Month takes place September 15 to October 15 every year as a time to recognize and celebrate the many contributions, diverse cultures, and extensive histories of the American Latino community. Beginning in 1968, Hispanic Heritage Month was originally observed as "Hispanic Heritage Week" under President Lyndon Johnson, but it was later extended to a month during President Ronald Reagan's term in 1988.

Since then, the month has been celebrated nationwide through festivals, art shows, conferences, community gatherings, and much more. The month also celebrates the independence days of several Latin American countries, including: Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua on September 15; Mexico on September 16; and Chile on September 18. They also include holidays that recognize Hispanic contributions such as Virgin Islands-Puerto Rico Friendship Day that is celebrated in the U.S. Virgin Islands.

According to the 2020 Census, approximately 8% of Brooklyn Park residents identify as Hispanic or Latino.

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

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

## Attachments:

3B.4A PROCLAMATION

# ***PROCLAMATION***

## **PROCLAIMING SEPTEMBER 15 TO OCTOBER 15, 2023, AS “HISPANIC HERITAGE MONTH” IN THE CITY OF BROOKLYN PARK, MINNESOTA**

WHEREAS, the city of Brooklyn Park recognizes the contributions of Hispanic and Latino communities that makes our city a thriving, vibrant, and diverse community; and

WHEREAS, September 15 is the anniversary of independence for five Latin American countries: Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua; Mexico achieved independence on September 16; and Chile achieved independence on September 18; and

WHEREAS, the observation started in 1968 as Hispanic Heritage Week under President Lyndon Johnson and was expanded by President Ronald Reagan in 1988 to cover a 30-day period starting on September 15 and ending on October 15. It was enacted into law on August 17, 1988, on the approval of Public Law 100-402; and

WHEREAS, Latino communities have had a profound influence on our country through their strong commitment to family, faith, hard work, and services; and they have enhanced and shaped our national heritage with centuries old traditions that reflect the multiethnic and multicultural customs of their communities; and

WHEREAS, during National Hispanic Heritage Month, the United States celebrates the culture and traditions of Spanish speaking residents who trace their roots to Spain, Mexico, Central America, South America, and the Caribbean; and

WHEREAS, the city of Brooklyn Park encourages all members of the community to learn more about the rich cultures, traditions, and history; and celebrate the contributions that have been made to our country and our community by Latino residents. Brooklyn Park, currently, is home to 8% Latino community members; and

WHEREAS, according to the Minnesota Compass organization, more than 345,000 people of Latino descent live in Minnesota, making up 6% of the state's population. While this total may sound modest in size, Latino population growth in Minnesota has been quite large, increasing 38% since 2010, compared to 8% growth for the state. Minnesota's Latino population also continues to grow in visibility, politically, and economically. Lastly, Minnesota's Latino history can be traced back as far as the early 1900s.

NOW, THEREFORE, I, Hollies Winston, Mayor of the city of Brooklyn Park, Minnesota, do hereby proclaim September 15 to October 15, 2023, to be Hispanic Heritage Month in the city of Brooklyn Park, Minnesota.



5200 85<sup>th</sup> Avenue North

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Hollies Winston, Mayor

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.1	<b>Meeting Date:</b>	September 11, 2023
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Finance
<b>Resolution:</b>	X	<b>Prepared By:</b>	Chris Kuecker, Accountant
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	LaTonia Green, Finance Director
<b>Item:</b>	Resolution Ordering Preparation of Proposed Assessments for Delinquent Charges and Setting a Public Hearing on those Assessments		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-\_\_\_\_\_ ORDERING PREPARATION OF PROPOSED ASSESSMENTS AND SETTING A PUBLIC HEARING ON THE PROPOSED ASSESSMENTS FOR OCTOBER 9, 2023.

## Overview:

Each year the City has outstanding charges for utility bills (water, sanitary sewer, storm sewer, and street light costs), abatements (weed cutting, tree removal, nuisance abatement charges, and fire inspection fees), administrative penalty citations related to code violations, and rental housing cases (administrative fines, property maintenance and repair, and court case costs) that are not able to be collected from the property owner. Per Minnesota state statues Section 444.075 SECTION 444.075 WATERWORKS SYSTEMS; STORM, SANITARY SEWER SYSTEMS. *Subd. 3e. **Who may be charged; unpaid charges.** The governing body may make the charges a charge against the owner, lessee, occupant or all of them and may provide and covenant for certifying unpaid charges to the county auditor with taxes against the property served for collection as other taxes are collected.*

## Primary Issues/Alternatives to Consider:

Not passing this resolution would deny the City the opportunity to assess the payments to the real property, resulting in some individual property owners receiving city services at the expense of other taxpayers and utility customers.

## Budgetary/Fiscal Issues:

In 2023, the following will be certified for collection with the property taxes of the property owners:

- 39 abatements totaling \$16,822.95
- 2 tree removal totaling \$4,450.00
- 260 citations totaling \$53,900.00
- 192 Misc. Billing administrative fees totaling \$2,880.00
- 3593 utility accounts totaling \$2,096,327.26
- 3593 utility account administrative fees totaling \$53,895.00

The City has worked with the Minnesota Low Income Home Water Assistance Program in conjunction with Community Action Partnership of Hennepin County to assist residents with their delinquent water bills since 2020. The City was notified on 9/6/2023 that this program has nearly expended its federal funds and there are

no current plans for additional funding to continue the program. The City will continue to refer residents that express need to Community Action Partnership of Hennepin County, CEAP, United Way, and the Salvation Army to assist residents with their delinquent utility bills.

**Attachments:**

4.1A RESOLUTION

RESOLUTION #2023-

RESOLUTION ORDERING PREPARATION OF PROPOSED ASSESSMENTS  
AND SETTING A PUBLIC HEARING ON THE PROPOSED ASSESSMENTS  
FOR OCTOBER 09, 2023

WHEREAS, the City has incurred certain delinquent utility charges; abatements costs for weed cutting, tree removal, nuisance abatements, and fire inspection fees; administrative citation costs; and various costs associated with rental housing cases.

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

- a. The cost of such delinquent utility charges; abatements costs for weed cutting, tree removal, nuisance abatements, and fire inspection fees; administrative citation costs; and various costs associated with rental housing cases shall be determined.
- b. The Finance Department shall calculate the proper amount to be assessed, as provided by law, and a copy of such proposed assessment shall be made available for public inspection through the City Clerk's office.
- c. A hearing shall be held on the 9<sup>th</sup> day of October 2023 at City Hall at 6:00 p.m. and at such time and place all persons owning property to be assessed will be given an opportunity to be heard with reference to such assessment.
- d. A notice of the hearing on the proposed assessments will be published in the official city newspaper at least 14 days prior to the hearing. Additional notice of such public hearings will be mailed to property owners at least 20 days prior to the hearing.

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.2	<b>Meeting Date:</b>	September 11, 2023
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Finance
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Chris Kuecker, Accountant, Financial Analyst
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	LaTonia Green
<b>Item:</b>	Set Date for Public Truth-in-Taxation Meeting		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO SET THE PUBLIC TRUTH-IN-TAXATION MEETING AS MONDAY, DECEMBER 4, 2023, AT 6:00 P.M.

## Overview:

The State "Truth-in-Taxation" law requires local governments with a population over 500 to schedule and hold a Property Tax Levy meeting to be held in late November or December. For the 2024 Property Tax Levy, the Council is required to set the meeting after November 24, 2023, and is required to notify the County Auditor of the date of the public meeting. The date, time and place of the hearing are printed on the individual property tax statements for the proposed property tax for 2024. The County must receive this information on or before September 30, 2023.

## Primary issues/alternatives to consider:

The Council must set the date for a public meeting 2024 Property Tax Levy.

## Budgetary/Fiscal Issues:

The final budget and tax levy can be legally adopted after the Truth-in-Taxation hearing has taken place. The final budget and tax levy adoption are planned for the December 11, 2023 City Council Meeting.

**Attachments:** N/A

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.3	<b>Meeting Date:</b>	September 11, 2023
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Community Development
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Erin McDermott, Associate Planner
<b>Ordinance:</b>	SECOND READING		
<b>Attachments:</b>	3	<b>Presented By:</b>	Paul Mogush, Planning Director
<b>Item:</b>	Zoning Code Text Amendment: Outdoor Storage and Commercial Accessory Structures		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO ADOPT ON SECOND READING ORDINANCE 2023-\_\_\_\_ AN ORDINANCE AMENDING CHAPTER 152.033, 152.361, 152.362, 152.364, and 152.365 OF THE BROOKLYN PARK CITY CODE OF ORDINANCES PERTAINING TO OUTDOOR STORAGE AND ACCESSORY STRUCTURES IN BUSINESS ZONING DISTRICTS.

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE THE TEXT OF THE SUMMARY OF ORDINANCE #2023-\_\_\_\_ DETERMINING THAT IT CLEARLY INFORMS THE PUBLIC OF THE INTENT AND EFFECT OF THE ORDINANCE.

## Overview:

The City Council voted unanimously to approve the first reading of Ordinance 2023-XX to amend zoning text pertaining to outdoor storage, and accessory structures in business zoning districts at the August 28, 2023 City Council Regular Meeting.

The Planning Commission considered this item and held a public hearing at the August 9, 2023 Regular Meeting. There were no members of the public present for comment. The Planning Commission unanimously (6-0) recommended the approval of this zoning text amendment.

## Primary Issues/Alternatives to Consider:

1. Approve the text amendment as presented.
2. Approve the text amendment with modifications.
3. Decline to approve the text amendment.

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

## Attachments:

- 4.3A ORDINANCE
- 4.3B SUMMARY ORDINANCE
- 4.3C PC MINUTES

ORDINANCE 2023-

AN ORDINANCE AMENDING SECTIONS 152.033, 152.361, 152.362, 152.364, and  
152.365 OF THE BROOKLYN PARK CITY CODE OF ORDINANCES PERTAINING TO  
OUTDOOR STORAGE AND ACCESSORY STRUCTURES IN BUSINESS ZONING  
DISTRICTS

~~Text with strikeout is proposed for deletion~~  
Underlined text is proposed for insertion

The City of Brooklyn Park does ordain:

**Section 1.** Section 152.033 of the City Code, titled "SITE PLAN REVIEW" is amended to read as follows:

§ 152.033 SITE PLAN REVIEW.

(A) *Purpose.* This section establishes Site Plan Review procedures and provides regulations pertaining to the enforcement of site design standards consistent with the requirements of this chapter. These procedures are established to promote high quality development to ensure the long-term stability of residential neighborhoods and enhance the built and natural environment within the city as new development and redevelopment activities occur. The specific goals of the city are:

- (1) To ensure the application of quality design principles within new and redevelopment projects.
- (2) To ensure ~~the~~ active participation and review of site plans by the affected public.
- (3) To mitigate to the extent possible, the impact of one development upon another.
- (4) To ensure new developments ~~to~~ contain elements of internal and external cohesiveness to promote good neighborhood atmosphere.

(B) *Exemptions to Site Plan Review.* The following are exempt from the Site Plan Review process:

- (1) Agricultural structures in the R-1 Urban Reserve District provided they comply with all sections of the City Code.
- (2) Accessory structures in residential developments under 120 square feet and 18 feet in height or the height of the principal structure, whichever is less, provided they comply with §§ 152.260 through 152.263.

(C) *Approval required.*

- (1) Without first obtaining site plan approval it is unlawful to do any of the following:
  - (a) Construct a building.
  - (b) Move a building or structure to any lot within the city.
  - (c) Expand or change the use of a building or parcel of land or modify a building, accessory structure or site or land feature in any manner that results in a different intensity of use, including the requirement for additional parking.
  - (d) Grade or take any action to prepare a site for development, except in



conformance with the requirements for a grading permit, an approved neighborhood development plan or an approved Conditional Use Permit.

(e) Remove earth, soils, gravel, or other natural material from or place the same on a site, except in conformance with the requirements for a building or grading permit or an approved neighborhood development plan or an approved Conditional Use Permit.

(2) *Procedures.* The procedures for application and public hearings for City Council approved Site Plan Review are outlined in § 152.031 of this subchapter.

(3) *Plan modification.* A modification to the plans previously approved through the City Council approved Site Plan Review process, which do not qualify for an administrative Site Plan Review, must follow the City Council approved Site Plan Review procedure.

(4) *Conditions.* The City Council may impose conditions that affect the intent of this chapter to the approval of a Site Plan Review. No building or grading permit can be issued except in compliance with the approved site plan and the conditions of approval.

(D) *Administrative Site Plan Review.*

(1) *Approval criteria.* Site and building plans for projects may be approved by the City Manager in lieu of City Council approval if they meet the following criteria, except as otherwise expressly provided in this chapter:

(a) Residential properties with one dwelling unit per parcel, including those residential properties within the Planned Community Development District, the Planned Unit Development District or a Special Zoning Overlay that have already been approved through another procedure and are in compliance with the approved plan.

(b) Sites, buildings and uses that are permitted in the zoning district and do not require any variances from this chapter or any other city code, with the exception of the following:

1. Nonresidential uses in a residential district.
2. Uses with drive-through service.
3. Nonresidential structures in a nonresidential zoning district that are not adjacent to any property zoned or guided for residential development other than property in the Urban Reserve District (R-1).
4. Uses in the Public Institution District (PI).
5. Religious institutions, either free-standing or within a multi-tenant building.
6. Projects that received a Conditional Use Permit, site plan approval, or are located in a PUD or PCDD district, or a Special Zoning Overlay, and are an expansion of no more than 10% of the floor area of an existing building, and/or affect no more than 10% of the site. They may include, but are not limited to, changing parking and circulation routes, changes in buffering or landscaping against abutting adjacent residential, etc. The site and building plans must also be in compliance with the previously approved permit, its conditions and plan requirements.
7. Public and private elementary and secondary schools, including charter schools.
8. Detached accessory structures in compliance with §152.362

(2) *Procedure.*

(a) Administrative Site Plan Review may be combined with the established building permit process when applicable. The City Manager may impose conditions on the approval to implement the intent of this chapter.

(b) Administrative approval, including all applicable conditions and requirements may be made either in writing separately or attached to the submitted plans. The applicant must fulfill all applicable conditions of the approval prior to the issuance of any permits.

(E) *Evaluation criteria.* The city must evaluate the effects of the proposed site plans. This review may be based upon, but not be limited to, the following criteria:

(1) Consistency with the Comprehensive Plan, the City Code, and this chapter.

(2) Enhancement of the site to create a meaningful and harmonious development.

(3) Creation of a functional and harmonious design for structures and site features, with special attention to the following principals:

(a) A functional relationship of the building(s) on the site to its intended use(s); accessory site improvements, public street and sidewalks, and adjacent uses and structures.

(b) The provision of a desirable environment through building and site design for occupants, visitors and the general community.

(c) A balance of open space and landscaping with site intensity, building height and parking requirements.

(d) The utilization of building materials, textures, colors, and construction details as an expression of design concept and quality.

(e) The functional internal design of vehicular and pedestrian circulation, location of access points to public streets, design of parking areas incorporating landscape elements, and separation of pedestrian and vehicular circulation movements.

(f) The use of landscape design and materials to augment significant native species existing on the site, create an aesthetically pleasing environment, and a sense of character between site elements.

(g) The design of site elements to adequately provide for drainage resulting from development, mitigation of off-site impacts from the development, mitigation of impacts from adjacent property such as noise, poor air quality, and unsightliness.

(4) The height, scale and massing of new buildings and structures should complement similar buildings within the same zoning district in which the application is made.

(F) *Conformance to the Approved Site Plan Review.* All developments must remain in continual conformance with the approved Site Plan Review until or unless amended in compliance with this chapter.

**Sec. 2.** Figure 152.361.01 in Section 152.361 of the City Code is amended to read as follows:

**Figure 152.361.01 Accessory Uses in Business Districts**

*"P" = Permitted Use "C" = Conditional Use "NP" = Not Permitted*

<i>Accessory Use</i>	<i>B-1</i>	<i>B-2</i>	<i>B-3</i>	<i>B-4</i>	<i>BP</i>	<i>I</i>
Antennas, satellite dishes and the like as regulated by §§ 152.090 through 152.096	P	P	P	P	P	P
Beekeeping	P	P	P	P	P	P
Buildings temporarily located for purposes of construction on the premises for a period not to extend beyond the issuance of a certificate of occupancy or the end of construction	P	P	P	P	P	P
Car wash (automatic) when accessory to a fuel station in compliance with § 152.362	NP	C	C	C	C	NP
Cocktail room	NP	NP	NP	NP	C	C
Commercial vehicle parking in compliance with § 152.148	P	P	P	P	P	P
Community garden as regulated by § 152.184	P	P	P	P	P	P
Crematories/Crematoriums when accessory to a funeral home subject to the state license and regulation process	P	NP	NP	NP	NP	NP
Drive-through windows	C	C	C	C	C	C
Farmers' market in compliance with § 152.362	C	C	C	C	C	C
Gas tanks (above ground) for propane, liquid nitrogen, etc. (excludes motor vehicle fuel) when fully screened or located out of public view	NP	P	P	P	P	P
Intermodal shipping containers in compliance with § 152.362(K)	P	P	P	P	P	P
Live entertainment in conjunction with a Class I, II, or brewpub restaurant	NP	P	P	P	P	P
Live entertainment in conjunction with a taproom or cocktail room	NP	NP	NP	NP	P	P
Live entertainment in conjunction with a Class I, II, or brewpub restaurant where a cover charge is required	NP	NP	C	C	C	C
Live entertainment in conjunction with a taproom or cocktail room where a cover charge is required	NP	NP	NP	NP	C	C
Loading docks in compliance with §§ 152.140 through 152.148	P	P	P	P	P	P
Mobile food units in compliance with §152.362	P	P	P	P	P	P

Outdoor pet runs in conjunction with a commercial kennel	NP	NP	NP	NP	C	C
Outdoor sales and display in compliance with § 152.362(D) and (H)	NP	NP	C	C	NP	NP
Outdoor storage in compliance with § 152.362(I)	NP	NP	<u>CP</u>	<u>CP</u>	<u>CP</u>	<u>CP</u>
Overnight recreational vehicle/recreational equipment parking or camping	NP	NP	NP	NP	NP	NP
Repair of vehicles when accessory to a vehicle sales business in conformance with §§ 152.340 through 152.345	NP	NP	NP	C	NP	NP
Restaurants, Class I, in compliance with §§ 152.033 and 152.362(C)	P	P	P	P	P	P
Restaurants, Class II, in compliance with § 152.362(C)	NP	C	C	C	C	C
Retail and service businesses as regulated by § 152.362	P	NP	NP	NP	P	P
Seasonal (temporary) greenhouses and garden centers in compliance with § 152.362(B)	NP	C	C	C	NP	NP
Seasonal sales (temporary) of Christmas trees	NP	P	P	NP	NP	NP
Seasonal sales (temporary) of fireworks between June 15 and July 5	NP	P	P	NP	NP	NP
Signs as regulated by Chapter 150 of the City Code	P	P	P	P	P	P
Solar energy system in conformance with § 152.187	P	P	P	P	P	P
Staging area in compliance with §§ 152.140 through 152.148	P	P	P	P	P	P
<del>Storage shed when accessory to daycare facilities or religious institutions</del> <u>Detached Accessory structure</u> in compliance with § 152.362	P	P	P	P	P	P
Structures designed to house environmental monitoring equipment	C	C	C	C	C	C
Taproom	NP	NP	NP	NP	C	C
Telecommunication towers as regulated in §§ 152.090 through 152.096	C	C	C	C	C	C
Transient sales, in compliance with § 152.344	NP	NP	C	NP	N P	NP
Exterior, food and beverage vending machines, ice machines, and propane tank exchanges in compliance with § 152.362	NP	P	P	P	P	P
Warehousing, incidental repair, or processing in compliance with § 152.362	P	P	P	P	P	P

Waste and recycling storage as regulated in §§ 98.01 through 98.16 of the City Code and §§ 152.290 through 152.293	P	P	P	P	P	P
Wind energy conversion system in conformance with § 152.187	P	P	P	P	P	P

**Sec. 3.** Section 152.362 of the City Code, titled “ADDITIONAL STANDARDS FOR ACCESSORY USES” is amended to read as follows:

§ 152.362 ADDITIONAL STANDARDS FOR ACCESSORY USES.

Certain accessory uses have characteristics that require additional regulation by the city to assure compatibility with other business properties and neighborhoods. The following accessory uses must comply with the following additional performance standards:

(A) *Car washes in the B-2 district.*

- (1) The use must be accessory to a vehicle fuel station.
- (2) The lot must be a minimum of two acres.
- (3) The building/structure housing the car wash must be no closer than 100 feet to the residential district boundary.
- (4) Additional regulations may be required through the Conditional Use Permit process to mitigate noise and/or other potential nuisances.

(B) *Seasonal greenhouses or garden centers.* The Conditional Use Permit may reflect the location, extent, content and allowable time period, the location, appearance and size of any outdoor seasonal greenhouse or garden center. The Conditional Use Permit must also comply with the following:

- (1) The area(s) designated may not be located in the required parking areas, block sidewalks, or interfere with public safety.
- (2) The area(s) designated may not be permitted in the required setback from residential districts or public rights-of- way.
- (3) The proprietor of the business must keep a copy of the Conditional Use Permit on the premises and demonstrate compliance with the permit upon inspection.
- (4) Conditional Use Permits may be revoked by the City Council if the activity is not used on an annual basis or if violations to any of the above regulations have been documented and were not corrected in a timely manner as determined by the City Manager.

(C) *Restaurants and retail or service businesses as accessory uses.*

- (1) May be located within the principal building or as a single tenant in a multi-tenant building.
- (2) The area of the building for restaurants or retail or service businesses are restricted to one-half of the total floor area of the ground level floor of a multistory building, but may not be restricted to any location in the building, or 10% of the floor area of a single story building.

(D) *Exterior food and beverage machines, ice machines, and propane tank exchanges.*

- (1) Must be in conjunction with approved fuel or vehicle service businesses and convenience or full-service grocery or variety goods store.
- (2) Must be adjacent to and project no further than five feet from the primary building.
- (3) Where sidewalks are present, a minimum access width of four feet must be provided and may not be blocked by the vending machines or containers.
- (4) In addition to subsections (1) through (3) above, propane tank exchanges must be located within a metal cabinet painted to blend into the building. The cabinet, not to exceed 52 cubic feet, must receive a permit from the Fire Chief.
- (5) In addition to subsections (1) through (4) above, propane tank exchanges in the Planned Unit Development (PUD), Planned Community Development District (PCDD), and Town Center (TC) Zoning Districts may be approved through the conditional use permit process as described in § 152.035.

(6) Exterior food and beverage vending machines, ice machines, and propane tank exchanges must be in good repair at all times.

(E) *Warehousing, incidental repair, or processing.*

(1) In the B1 - B-4 Districts, accessory warehousing may only be conducted in up to 30% of the gross floor area of the principal building.

(2) Must be necessary and related to the permitted principal use.

(F) ~~Storage shed when accessory to a daycare facility or a religious institution.~~  
Detached Accessory Structure

- (1) ~~Setback adjacent to rights-of-way. No storage sheds~~ Detached accessory structures are permitted between a public right-of-way and the principal structure.
- (2) ~~Interior side or rear setbacks. No storage sheds~~ Detached accessory structure is permitted closer than five feet from interior side property lines.
- (3) ~~Structure size. Storage sheds~~ Detached accessory structures may not exceed ~~420-2,000~~ square feet, or 15 percent of the principal structure footprint, whichever is less.
- (4) ~~Structure height. Storage sheds~~ Detached accessory structures may not exceed ~~42-16~~ feet in height, or the height of the principal structure, whichever is less.
- (5) No more than one ~~storage shed~~ detached accessory structure is permitted per lot of record
- ~~(6) The storage shed must be on the same lot of record as the daycare facility or religious institution and the lot of record must not have more than one detached storage shed.~~
- (6) ~~Storage sheds~~ Detached accessory structures shall not be designed or used for human habitation.
- (7) ~~Storage sheds~~ Detached accessory structures shall have the same or similar facade and roof colors exterior finish as the principal building.
- (8) ~~The storage shed must be removed upon change of use of the~~

~~principal building to a use other than a daycare facility or a religious institution.~~

(G) *Farmers' market.*

(1) No portion of the use or event shall take place within 200 feet, as measured in a straight line from the closest point of the property line of the property upon which the farmers' market is located, to the property line of any R-1 zoned property with residential buildings.

(2) A farmer's market shall be conducted only within a parking lot that has a minimum of 200 off street parking spaces. It is not required that all 200 spaces be used for the market.

(3) Parking and display areas associated with the sale shall not distract or interfere with existing business operations or traffic circulation patterns.

(4) Display areas and parking spaces shall use those parking lot spaces that are in excess of the minimum required parking for the primary use of that property.

(5) A farmers' market shall provide one and one-half parking stalls per producer and one and one-half customer parking stalls per producer.

(6) Sales merchandise trailers, temporary stands, etc., shall be located on an asphalt or concrete surface.

(7) The owner/operator shall have the written permission of the current property owner to locate on a specific site.

(8) No uses or displays shall be permitted in required green areas, parking setback areas, or any right-of-way or other public property.

(9) Signage shall be limited to one sign not to exceed 32 square feet. The sign may be a banner, shall have a professional appearance, and shall be mounted or erected in an appropriate location. The sign may be illuminated, but must comply with all requirements of Chapter 30 of this title.

(10) All lighting shall comply with the lighting standards of Chapter 150 of the City Code.

(11) All producer merchandise shall be unloaded prior to the opening of the market and confined to the off-street parking lot area. No on-street parking or unloading shall be allowed.

(12) No public address system or speakers shall be used.

(13) The site shall be kept in a neat and orderly fashion, free from litter, refuse, debris, junk, or other waste, which results in offensive odors or unsightly conditions.

(14) Display of items shall be arranged in as compact a manner as reasonably practicable with particular reference to vehicle and pedestrian safety and convenience, traffic flow and control, and access in case of fire or other emergency.

(15) All products, materials, quantities to be sold or displayed, and the dates, times, and duration of the market must be approved by the City Council.

(16) If the farmers' market is operated by a person other than the property owner, the property owner must notify the city of the full name, address, date of birth and telephone number of the operator in writing. The property owner is

responsible for the actions of the operator and for compliance with the conditions of this section.

(H) *Outdoor sales and display.*

- (1) The designated area must be identified on the site plan.
- (2) The designated area cannot block sidewalks.
- (3) The designated area must not encroach into setbacks.

(I) *Outdoor storage.* Outdoor storage of materials, equipment, and products accessory and necessary to the principal use must ~~obtain a Conditional Use Permit and~~ comply with the following:

- (1) The items in the area designated for outdoor storage must be completely screened from view from adjacent public rights-of-way or adjacent properties.
- (2) The area must not be used for the storage of junk vehicles, trash, debris, or other nuisance items as defined elsewhere in the City Code.
- (3) The area designated for storage must be clearly defined by fencing, striping, paving, or other means. ~~Any storage outside of the designated area shall be a violation of the Conditional Use Permit.~~
- (4) Outdoor storage is not permitted in the Highway Overlay (HO) District.
- (5) Height of materials, vehicles, or equipment in outdoor storage area shall not exceed the height of the principal structure.
- (6) The following performance standards apply to outside storage:

<b>Figure 152.362.01: Outdoor Storage Requirements</b>					
		<b>Zoning Districts</b>			
		<b>B3</b>	<b>B4</b>	<b>BP</b>	<b>I</b>
<b>Figure 152.362.01: Outdoor Storage Requirements</b>					
		<b>Zoning Districts</b>			
		<b>B3</b>	<b>B4</b>	<b>BP</b>	<b>I</b>
Minimum lot area to allow outside storage		25,000 sq. feet	2 acres	4 acres	40,000 sq. feet
Area limit on storage allowed		50% of site	70% of site	15% of building footprint	80% of site
Setbacks	From ROW	15 feet	15 feet	75 feet	15 feet
	From side and rear	5 feet	5 feet	50 feet	5 feet
	Adjacent to residential districts	35 feet	35 feet	NP	35 feet



Location restriction	Side or rear yard only	Side or rear yard only	Must be located to the rear of the front entrance	Side or rear yard only
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(J) *Mobile food units.*

- (1) The owner/operator shall have written permission of the current property owner to locate at a designated area.
- (2) The proprietor of the business must keep a copy of the mobile food unit license with the unit and demonstrate compliance with the license upon inspection.
- (3) The area(s) designated for the mobile food unit and accessory outdoor seating may not block sidewalks, impede pedestrian or vehicular traffic, or interfere with public safety.
- (4) No mobile food unit or accessory outdoor seating area may occupy parking spaces which may be leased to other businesses or used to fulfill its minimum parking requirements or any handicap accessible parking space.
- (5) Mobile food unit locations are limited to private property located in a Business District as listed in §152.361.
- (6) Mobile food units shall be located on an asphalt or concrete surface.
- (7) The owner/operator must provide trash receptacles for customer use and keep the site in a neat and orderly fashion, free from litter, refuse, debris, junk or other waste which results in offensive odors or unsightly conditions.
- (8) Temporary signage is permitted in accordance with § 150.06(A)(6) pedestrian signs.
- (9) Mobile food units cannot be located within 100 feet of ~~from~~ the main entrance of an eating establishment or any outdoor dining area.

(K) *Intermodal shipping containers.*

- (1) ~~One intermodal shipping container is permitted as a temporary accessory use per property for a maximum of 90 days per calendar year. Two intermodal shipping containers are permitted for outdoor storage on nonresidential properties.~~
- (2) Shipping containers utilized for permanent storage must be located in a staging the designated outdoor storage area of a property, in compliance with §152.362(I).
- (3) Shipping containers used for temporary storage are limited to 90 days per calendar year and must be located in a staging area.
- (4) The maximum dimensions of an intermodal shipping container are 40 feet long, ten feet wide, and ten feet tall.

**Sec. 4.** Section 152.434 of the City Code, titled "CONDITIONAL USE" is amended to read as follows:

§ 152.434 CONDITIONAL USES.

No permit may be issued for construction ~~for~~ of a building, structure or land use considered conditional unless a Conditional Use Permit has been granted by the City Council in accordance with §§ 152.030 through 152.039.

(A) Telecommunication towers as regulated by §§ 152.090 through 152.096.

~~(B) Outdoor storage of equipment, landscaping materials, etc. when accessory to a government building or maintenance facility.~~

**Sec. 5.** Section 152.436 of the City Code, titled "ACCESSORY USES" is amended to read as follows:

§ 152.436 ACCESSORY USES.

(A) The following accessory uses are permitted for all uses; however, they are limited to 10% (each) of the total building area if they are located within a religious institution or non-profit community agency:

- (1) Retail sales.
- (2) Class-I restaurants.
- (3) Assembly halls (other than for religious worship).
- (4) Day care.
- (5) Commercial vehicle parking in compliance with §152.148.
- (6) Intermodal shipping containers in compliance with § 152.362(K).
- (7) Detached Accessory structure in compliance with § 152.362

(B) The following accessory uses are conditional for all uses; however, they are limited to 10% (each) of the total building area if they are located within a religious institution or non-profit community agency:

- (1) Class-II restaurants.
- (2) Rectories for religious institutions (either within the principal structure or as a separate building).

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HOLLIES J. WINSTON, MAYOR

ATTEST:

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DEVIN MONTERO, CITY CLERK

Approved as to Form by City Attorney  
Passed on First Reading:  
Passed on Second Reading:

Summary Published in Official Newspaper:

The City Council has determined that pursuant to its City Charter, Ordinance #2023-1\_\_\_\_ should be published in summary form.

SUMMARY OF ORDINANCE #2023-1\_\_\_\_

AN ORDINANCE AMENDIING SECTIONS 152.033 THROUGH 152.434OF THE BROOKLYN PARK CITY CODE PERTAINING TO OUTDOOR STORAGE AND DETACHED ACCESSORY STRUCTURES IN BUSINESS DISTRICTS.

The City of Brooklyn Park does ordain:

Ordinance #2023-1\_\_\_\_, amends Chapter 152, Zoning Code to Title XV, General Regulations of the City Code to permit outdoor storage and detached accessory structures by right for Business District zoned properties. The ordinance also amends the accessory use table in the Business zoning districts to improve consistency with language used elsewhere in the code.

This summary of Ordinance #2023-1\_\_\_\_ has been approved by the City Council on \_\_\_\_\_, 2023. A printed copy of the full text of the ordinance and a map are available for public inspection in the office of the city clerk.

ATTEST:

\_\_\_\_\_  
HOLLIES WINSTON, MAYOR

\_\_\_\_\_  
DEVIN MONTERO, CITY CLERK

Approved as to Form by City Attorney  
Passed on First Reading:  
Passed on Second Reading:  
Summary Published in Official Newspaper:



## UNAPPROVED MINUTES

### MINUTES OF THE BROOKLYN PARK PLANNING COMMISSION Regular Meeting – August 9, 2023

#### 1. CALL TO ORDER

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

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

Those present were: Commissioners Cavin, Fraser, Kiekow, Turner, Wako and Yu; Planning Director Mogush; Principal Planner Turnquest; and Associate Planner McDermott.

Those arrived late: Commissioner Borer

Those not present were: Commissioners Gaye-Bai and Udomah (with prior notice).

#### 3. EXPLANATION BY CHAIR

#### 4. APPROVAL OF AGENDA

MOTION FRASER, SECOND TURNER TO APPROVE THE AUGUST 9, 2023 AGENDA.

*MOTION CARRIED UNANIMOUSLY.*

#### 5. CONSENT AGENDA

##### A. Minutes – July 12, 2023

MOTION FRASER, SECOND KIEKOW TO APPROVE THE JULY 12, 2023 CONSENT AGENDA.

*MOTION CARRIED UNANIMOUSLY.*

#### 6. PUBLIC HEARING

##### A. Outdoor Storage – Zoning Code Text Amendment #23-109: Outdoor Storage and Commercial Accessory Structures.

Associate Planner McDermott introduced the application for a zoning text amendment for outdoor storage. She provided background information on the outdoor storage, intermodal shipping containers, and accessory structures. She explained that increased proactive code enforcement has led to numerous requests by local businesses for accessory structures and changes to outdoor storage requirements. She explained that the proposed change would not visually impact the community and would allow staff to be more efficient in addressing code violations by removing the time requirement of obtaining a CUP. She noted that the remaining standards would remain in place for outdoor storage with the only change proposed to remove the requirement for a CUP. She removed the proposed changes related to intermodal shipping containers and accessory structures. She provided different examples of legal nonconforming uses related to these elements, proposed requests for these uses, and examples of properties that are currently in violation of outdoor storage only because of a lack of a CUP.

Commission Chair Cavin opened the public hearing.

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

Commissioner Kiekow commented that this change would allow up to two intermodal shipping containers and asked if the containers could be stacked.

Associate Planner McDermott replied that the screening requirements would request that the outdoor storage not exceed the height of the fence noting that the maximum height for a fence would be eight feet six inches. She commented that alternatively, landscaping could be used for screening as well. She stated that containers could not be double stacked as that height would be exceeded.

Commissioner Fraser asked how consistency would be ensured to make sure the storage containers blend with the existing structure.

Associate Planner McDermott replied that an accessory structure would need to match the principle structure on the property. She stated that staff would be able to ensure the integrity and appearance of the intermodal shipping containers because of the standards in place for that as well.

Commissioner Kiekow asked if these would only be allowed on paved areas.

Associate Planner McDermott replied that a paved surface would be required.

Commissioner Chair Cavin asked the difference between permanent and temporary.

Associate Planner McDermott replied that the term for temporary use would be up to 90 days. She stated that anything exceeding 90 days would need to follow the outdoor storage requirements.

Commission Chair Cavin used the example of the Small Business Center (SBC) which was under construction for some time and noted that he had noticed shipping containers used for storage for a time exceeding 90 days. He asked how that would be factored in.

Associate Planner McDermott replied that the current ordinance allows 90 days per year. She explained how the proactive code enforcement sweeps are focused, noting that the areas not being focused on at that time still follow the complaint-based response.

Planning Director Mogush replied that another portion of the ordinance addresses construction materials and things associated with construction that allow those things to be onsite during active construction.

Commission Chair Cavin asked if a temporary gazebo could be used by a business for something in the summer.

Associate Planner McDermott confirmed that special event permits would allow those types of uses while this ordinance language would be focused on structures that require a building permit.

Commissioner Fraser asked if there is guidance on the location and placement of these structures to ensure the views are not obstructed.

Associate Planner McDermott confirmed that there would be language guiding the placement, similar to residential accessory structures.

Commissioner Kiekow referenced the definition of intermodal containers and the number of containers that could be used to reach the maximum length capacity.

Associate Planner McDermott replied that two containers could be permitted regardless of size.

Commissioner Kiekow suggested that language be clarified.

Commissioner Wako asked for more clarification on the perspective of equity and bringing the ordinance up to date. He asked if there is a study on the cost in relation to enforcement of the ordinance.

Associate Planner McDermott replied that many of these businesses were established between 1950 and 1972 and at that time not many of the residents were black residents, therefore this would provide the opportunity for black property owners to have the same property rights without the additional steps and cost. She stated that legal nonconformities cannot expand and therefore code enforcement ensures that those uses stay within their legal nonconforming rights. She stated that this would not have any additional budget impacts. She stated that this change would allow staff to reduce the time spent at properties and conduct proactive sweeps more efficiently.

Commissioner Wako commented that many commercial properties are near residential properties and asked if the impact to those properties has been considered.

Associate Planner McDermott replied that screening requirements would not be changing, noting that the City has one of the most thorough landscaping and screening requirements. She noted that the standards would not be changing, the property owners would simply not be required to obtain a CUP.

Commissioner Turner wanted to ensure that there would not be any additional cost implications for the City as a result of these changes.

Associate Planner McDermott replied that there would be no additional cost implication on enforcement while this may bring benefits such as permit fees. She stated that growing businesses and improvements to the properties would increase property values and therefore property taxes.

Commissioner Kiekow commented that in his quick internet search, shipping containers vary quite a bit and perhaps there should be more standards on what would be allowed.

Planning Director Mogush replied that there are dimensions included in the ordinance as proposed.

Associate Planner McDermott replied that the shipping containers would be permitted through outdoor storage, therefore the shipping containers would count towards the allowed outdoor storage for that property. She explained that the size of the property/building dictates that allowed amount of outdoor storage space.

Planning Director Mogush again reiterated that the maximum dimensional standards he read aloud are already included in the ordinance.

Commissioner Wako referenced easements, noting that adjacent businesses sometimes have easements in between. He asked how this would impact those easements.

Associate Planner McDermott replied that if outdoor storage were established over an easement that would be addressed through code enforcement. She commented that they have not run into that issue in the past where someone has attempted to place outdoor storage over an easement.

**MOTION FRASER, SECOND TURNER TO RECOMMEND APPROVAL OF AN ORDINANCE AMENDING CHAPTER 152 OF THE BROOKLYN PARK CODE OF ORDINANCES PERTAINING TO OUTDOOR STORAGE AND ACCESSORY STRUCTURES IN BUSINESS ZONING DISTRICTS.**

*MOTION CARRIED UNANIMOUSLY.*

**B. 610 Corridor Development Study Comprehensive Plan Amendment – Case #23-112 for a Comprehensive Plan amendment consistent with the goals of Interim Ordinance 2023-1287**

Planning Director Mogush stated that there has been quite a bit of discussion on this topic by the Commission, City Council and broader community in the past few months. He provided background on the interim ordinance which placed a moratorium in order to ensure that new development would be done in a manner that increased the value of development and the tax base in order to reduce the property tax burden on residents. He noted that a large portion of that work focused on the 610/Zane area. He stated that the City contracted with a consulting firm to go through a process of testing various hypothetical development models for a portion of that larger 610/Zane area that would achieve the goal to increase the value of development. He provided an example of a model that was considered along with details on the engagement that was conducted. He summarized the recommendations that arose from the engagement noting positive support for creating a walkable, mixed-use environment as well as a desire and need for additional green space, retail, and public gathering spaces. He stated that the next step would be to amend the City's Comprehensive Plan, which will be followed by zoning regulation changes. He stated that after the moratorium expires, they will discuss the level of public investment that will be focused on this area. He compared the current future land use map to the proposed future land use map. He then reviewed the proposal for substantive changes to the mixed-use development related to scale, land use and design. He stated that as currently written the Comprehensive Plan provides review criteria that should be considered when thinking about an amendment, noting that the staff responses are included within the staff report. He reviewed the next steps, following the recommendation of the Planning Commission.

Commission Chair Cavin opened the public hearing.



# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.4	<b>Meeting Date:</b>	September 11, 2023
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Community Development
<b>Resolution:</b>	X	<b>Prepared By:</b>	Malcolm Hicks, Business Development Coordinator
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	3	<b>Presented By:</b>	Malcolm Hicks, Business Development Coordinator
<b>Item:</b>	Consider Approving the Expenditure of \$51,690 for the Removal of Bollards and Concrete Restoration Along Brooklyn Boulevard and Zane Ave N and Authorize Community Development Director to Enter Into a Contract with Create Construction to Complete the Work		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2023\_\_\_\_\_ APPROVING THE EXPENDITURE OF \$51,690 FOR THE REMOVAL OF BOLLARDS AND CONCRETE RESTORATION ALONG BROOKLYN BOULEVARD AND ZANE AVE N AND AUTHORIZE COMMUNITY DEVELOPMENT DIRECTOR TO ENTER A CONTRACT WITH CREATE CONSTRUCTION TO COMPLETE THE WORK.

## Overview:

The streetscape elements located along Brooklyn Boulevard and Zane Avenue N are aging and in need of repairs. Staff completed an inventory of needed repairs and sought quotes from various contractors to complete the work and seek to move forward to negotiate agreements with Create Construction for the demolition removal and concrete restoration of 120 bollards. It is anticipated that the work would begin fall of 2023. Attachment 4.4B outlines a listing of the needed repairs.

## Primary Issues/Alternatives to Consider:

- **Why is the City Council being asked to fund this work?**

The streetscape features that are being repaired were originally funded by the EDA and grants from other agencies in the early 2000s for the purpose of enhancing the aesthetics of the neighborhood and inspiring private reinvestment in the Village Creek redevelopment area. These repairs are crucial to the safety of Brooklyn Park residents and pedestrians utilizing the sidewalks along Brooklyn Blvd. and Zane.

- **How was Create Construction selected?**

Numerous vendors were solicited for quotes on removal and repairs. The city received quotes from Tambah and Sons Construction and Create Construction. Tambah and Sons Construction submitted a quote for \$94,140 and Create Construction's submitted a quote for \$51,690.

- **What work is being done as part of this contract?**

The complete listing of work to be completed is outlined in Attachment 4.4B. In summary, 120 bollards will be demolished and removed including metal rods, steel pipe and debris with a concrete restoration patch.

**Next Steps:**

If approved, the Community Development Director will negotiate and execute proper agreements with Create Construction for the demolition, removal, and concrete restoration of 120 bollards. It is anticipated that the work would begin Fall of 2023.

**Budgetary/Fiscal Considerations:**

The amount of this contract is \$51,690. It is anticipated funds for this will come out of CIP 4053, which has \$180,000 budgeted for streetscape repairs.

**Attachments:**

- 4.4A RESOLUTION
- 4.4B BROOKLYN BLVD. BOLLARD PROJECT SCOPE
- 4.4C CREATE CONSTRUCTION BROOKLYN BLVD QUOTE

RESOLUTION #2023-

RESOLUTION APPROVING THE EXPENDITURE OF \$51,690 FOR THE REMOVAL OF BOLLARDS AND CONCRETE RESTORATION ALONG BROOKLYN BOULEVARD AND ZANE AVE N AND AUTHORIZE THE COMMUNITY DEVELOPMENT DIRECTOR TO ENTER A CONTRACT WITH CREATE CONSTRUCTION TO COMPLETE THE WORK

WHEREAS the City Council of Brooklyn Park has installed numerous bollard streetscape over the years throughout the Village Creek area that have sustained damage and worn down through time and now require removal; and

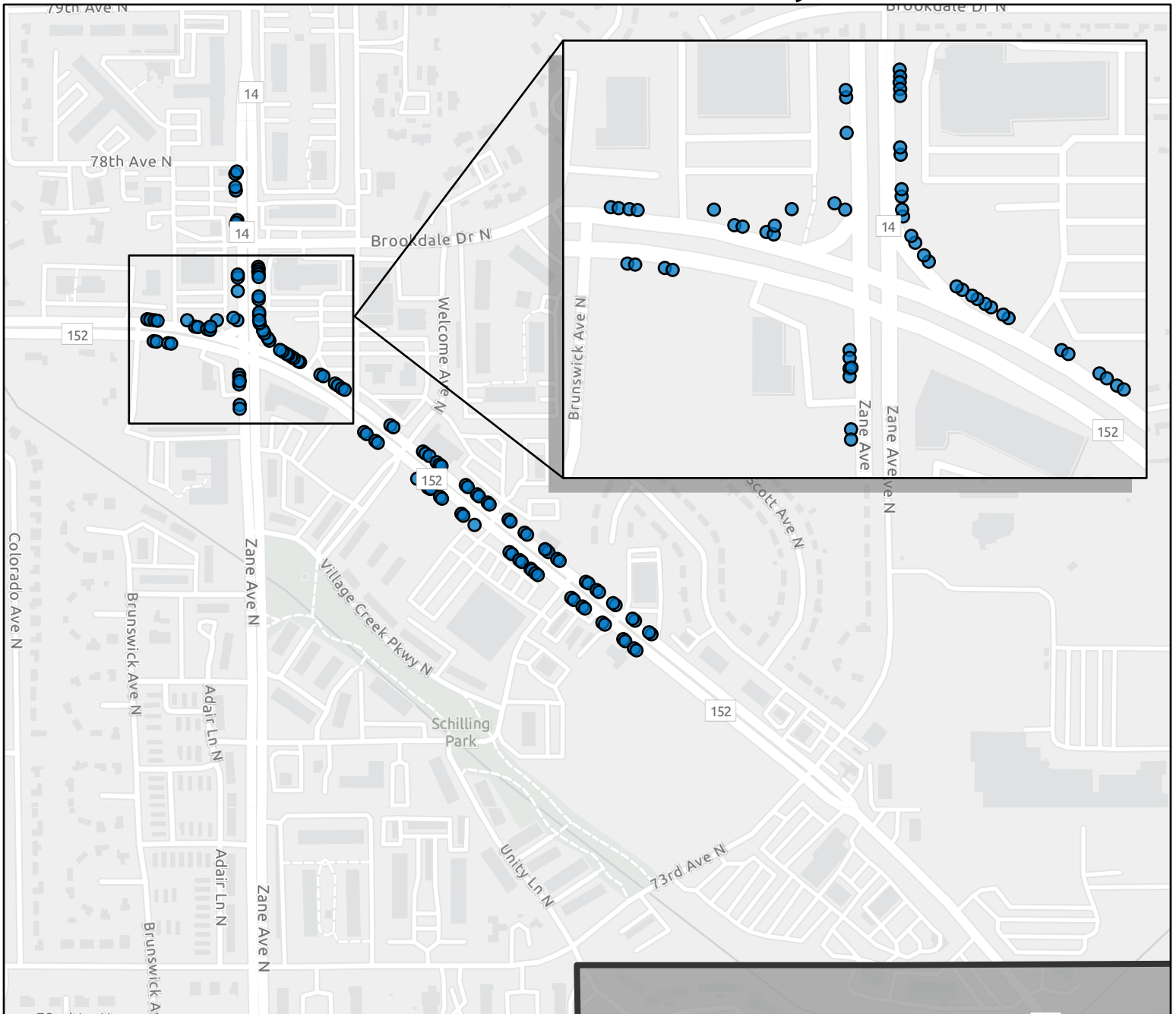
WHEREAS, the City Council of Brooklyn Park has determined that the removal and concrete restoration of one hundred and twenty bollards (the "Project") is needed because it contributes to the economic development potential of the community by providing infrastructure necessary for the development or redevelopment of property in Development District No. 1 (the "Development District") and encourages a safe environment for pedestrians to remove degraded bollards and debris on community sidewalks; and

WHEREAS, the City Council of Brooklyn Park has solicited vendors for quotes regarding removal and repairs. Tambah and Sons Construction submitted a quote for \$94,140, with Create Construction's submitting a quoting for \$51,690: and

WHEREAS, the City Council of Brooklyn Park has determined that the funding source for this project will come out of CIP 4053, which has \$180,000 budgeted for streetscape repairs.

Now, therefore, be it resolved that the City Council of the City of Brooklyn Park approves the expenditure of \$51,690 for the removal of bollards and concrete restoration along Brooklyn Boulevard and Zane Avenue N and authorize the Community Development Director to enter a contract with Create Construction to complete this work.

# Bollard locations in Brooklyn Park



This map is for general reference only. It is not for legal, engineering, or surveying use. Please contact the sources of the information if you desire more details. Basemap source: ArcGIS Online.



[Click here to access the Brooklyn Park Bollard Map Link](#)

Scope of  
Work

1. Demolition and Removal of bollards described below, including metal rods, steel pipe and debris with a concrete patch identified within the bollard hard scaping map.

Bollard Numbers:

Total Bollards: 113

- |      |       |       |       |
|------|-------|-------|-------|
| • 3  | • 54  | • 191 | • 235 |
| • 4  | • 82  | • 192 | • 236 |
| • 6  | • 83  | • 196 | • 237 |
| • 7  | • 84  | • 197 | • 240 |
| • 8  | • 85  | • 198 | • 241 |
| • 9  | • 86  | • 199 | • 242 |
| • 10 | • 87  | • 200 | • 243 |
| • 11 | • 88  | • 201 | • 246 |
| • 15 | • 89  | • 204 | • 247 |
| • 16 | • 115 | • 205 | • 248 |
| • 17 | • 154 | • 207 | • 249 |
| • 18 | • 155 | • 208 | • 254 |
| • 28 | • 156 | • 209 | • 255 |
| • 29 | • 157 | • 210 | • 256 |
| • 30 | • 160 | • 213 | • 258 |
| • 33 | • 161 | • 214 | • 259 |
| • 34 | • 162 | • 216 | • 267 |
| • 38 | • 163 | • 217 | • 291 |
| • 39 | • 168 | • 218 | • 313 |
| • 40 | • 178 | • 219 | • 314 |
| • 41 | • 179 | • 220 | • 315 |
| • 42 | • 180 | • 221 | • 317 |
| • 43 | • 181 | • 227 | • 318 |
| • 44 | • 182 | • 228 | • 319 |
| • 45 | • 183 | • 229 | • 322 |
| • 46 | • 184 | • 230 | • 323 |
| • 47 | • 185 | • 231 |       |
| • 50 | • 189 | • 232 |       |
| • 51 | • 190 | • 234 |       |

2. Demolition and Removal of bollards described below, including metal rods, steel pipe and debris with landscaping patch identified within the bollard hard scaping map.

Bollard Numbers:

Total Bollards: 7

- 167
- 169
- 170
- 171
- 172
- 173
- 177

3. Exclusion of the following bollards identified below within the bollard hardscaping map due to their electrical component.

Bollard Numbers:

Total Bollards: 4

- 24
- 118
- 121
- 122

4. Concrete patch to match as close as possible / sites restoration.
5. \*Install covers for exposed outlets in various locations.
6. Mobilization, setups, and all site cleanup & trash disposal



Creating Complete and Creative Solutions

Bollard Removal Project  
Location: Brooklyn Park, MN  
Dated: 6/18/23

**Price Quote**

Create Construction, is pleased to provide pricing based on the project scope provided by Malcolm Hicks.

Work included in the quote:

113 Bollards Demolition and Removal of bollards described below, including metal rods, steel pipe and debris with a concrete patch

7 Bollards Demolition and Removal of bollards described below, including metal rods, steel pipe and debris with landscaping patch

Mobilization, setups, and all site cleanup & trash disposal

Project Total: \$ 51,690.00

No bonding included

Create Construction is Insured to \$9,000,000 for this type of work.

Parc Gunderson  
Project Manager  
Create Construction

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.5	<b>Meeting Date:</b>	September 11, 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>	Osseo Independent School District School Resource Officer Agreement		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-\_\_\_\_ AUTHORIZING AN AGREEMENT WITH OSSEO SCHOOL DISTRICT 279 TO PROVIDE SCHOOL RESOURCE OFFICER SERVICES TO THE OSSEO SCHOOL DISTRICT'S BROOKLYN PARK SCHOOLS.

## Overview:

The City of Brooklyn Park has provided five School Resource Officers to the Osseo Independent School District 279 for several years. The Osseo School District has requested that the City of Brooklyn Park continue to assign police officers to these schools to provide dedicated public safety services. The school resource officer (SRO) program is designed to fulfill three roles:

1. Provide law enforcement, promote crime prevention, and ensure safety within the District schools
2. Foster a positive school environment
3. Provide instruction/guidance to students in law enforcement and justice

## Primary Issues/Alternatives to Consider:

This agreement shall be in effect from July 1, 2023, through June 30, 2026, unless otherwise terminated by either party in accordance with Section 18 of the agreement.

## Budgetary/Fiscal Issues:

A 4% inflationary increase is included in year two and year three of the contract.

## Attachments:

- 4.5A RESOLUTION
- 4.5B AGREEMENT



RESOLUTION #2023-

RESOLUTION AUTHORIZING AN AGREEMENT WITH OSSEO SCHOOL DISTRICT 279 TO PROVIDE  
SCHOOL RESOURCE OFFICER SERVICES TO THE OSSEO SCHOOL DISTRICT'S  
BROOKLYN PARK SCHOOLS

WHEREAS, Park Center High School, Brooklyn Middle School, North View Middle School, and Osseo Area Learning Center are located in the city limits of the city of Brooklyn Park; and

WHEREAS, the City of Brooklyn Park Police Department has assigned school resource officers to the Osseo School District, and the Osseo School District has requested School Liaison Officers through the 2025-2026 school year; and

WHEREAS, the Osseo School District will reimburse the City of Brooklyn Park in accordance with Section 4 of the agreement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park that the City enter into an agreement with Osseo Independent School District 279 to provide school resource officers to the Osseo School District's Brooklyn Park schools.

**AGREEMENT FOR SCHOOL RESOURCE OFFICER SERVICES  
BY AND BETWEEN  
OSSEO AREA SCHOOLS, ISD 279  
AND  
CITY OF BROOKLYN PARK**

This Agreement by and between the City of Brooklyn Park (“City”) and Osseo Area Schools-Independent School District Number 279 (“District”) is entered into under Minnesota law.

**PURPOSE:**

The purpose of this agreement is to address the need for the presence of licensed peace officers to provide specific services/roles to Osseo Area Schools and establish a mutually beneficial framework that both schools and law enforcement can work within to achieve shared goals. The intent is to establish and delineate the mission of the School Resource Officer program as a joint cooperative effort between the District and the City of Brooklyn Park. The partnership is intended to facilitate effective, timely communication and coordination of effort for both the District and the City to promote a safe and positive work and learning environment and to decrease the number of youth formally referred to the juvenile justice system. Additionally, it clarifies the roles and expectations and formalizes relationships between the participating entities to foster an efficient and cohesive program that will build a positive relationship between officer, school administrators, school staff and students.

1. **ROLE OF SCHOOL RESOURCE OFFICER (“SRO”).** The SRO program is designed to fulfill three roles:
  1. Provide law enforcement, promote crime prevention, and ensure safety within District schools and property;
  2. Foster a positive school environment; and
  3. Provide instruction/guidance to students in law enforcement and justice.

**Provide law enforcement, promote crime prevention, and ensure safety within District schools-**

SROs are responsible for law enforcement incidents occurring in the school. Parents/caregivers, students, teachers, and other school personnel should bring complaints about student misbehavior to school administration rather than the SRO. A determination of whether an incident raises to the level of a law enforcement activity, when reasonable, should be made in consultation with a school administrator. While law enforcement is one of the roles of an SRO, officers responding to an incident or consulting with school officials are encouraged to use their discretion in determining the best course of action, especially when using alternatives to arrest. However, the SROs discretion to act remains the same as that of any other peace officer. SROs may also serve as members of school threat assessment teams and assist in monitoring students as well as determining the need, if any, for law enforcement action. Crime prevention activities include foot patrols, monitoring areas known for criminal activity, speaking with staff on reducing opportunities for crime, analyzing crime patterns, investigating crimes, and general patrol efforts. SROs are critical members of the school Building Crisis Response Team (BCRT) for emergency preparation, planning, and response.

**Foster a positive school environment-**

SROs are expected to foster a positive school environment through relationship building. SROs will engage in various activities, in consultation with school administration, teachers, and students. SROs will strive to build a school culture of open communication and trust between and among students, families, and staff. SROs will focus on getting to know students, act as a role model, and to work with staff and administration to identify students that may be facing challenges and in need of additional resources to be successful.

**Provide instruction/guidance to students in law enforcement and justice-**

SROs should participate in the school community by becoming a member of the educational team where appropriate and by representing the law enforcement community to build positive relationships with youth, their families, and school staff. Whether talking to students in the hallways to build positive relationships or delivering a presentation in the classroom, SROs are embedded within the fabric of the school. SROs are to be proactive in seeking and creating opportunities within the educational setting. School administrators are encouraged to leverage this resource.

2. **SRO EMPLOYED BY CITY.** Each SRO is and shall remain an employee of the City. Nothing in this Agreement is intended or should be construed as creating or establishing an employment relationship between the District and an SRO. The City shall employ, in accordance with applicable state statutes, a police officer or officers to serve as an SRO (s) in District school(s). The selection and assignment of such officer(s) shall be at the discretion of the City and in consultation with the District. The City shall assume all obligations and payments with regard to such officers' salaries and benefits including worker's compensation, PERA, and withholding taxes. The District will compensate the City for these services as provided in this Agreement. The City will pay when due all required employment taxes and income tax withholding, including all federal and state income tax on any monies paid pursuant to this Contract. The City acknowledges that it and its employees are not entitled to tax withholding, worker's compensation, unemployment compensation, or any employee benefits, statutory or otherwise from the District. Through this agreement, the City and its employees have no authorization, express or implied, to bind District to any agreements, liability, or understanding except as expressly set forth herein. The City will be solely responsible for the acts of its employees and agents.
3. **TERM OF CONTRACT.** The term of this contract shall be from July 1, 2023 to June 30, 2026, unless terminated by either party in accordance with Paragraph 19 of this Agreement.
4. **FUNDING.** For and in consideration of the provision of a School Resource Officer(s) services in accordance with the terms of this Agreement, the District agrees to pay the following amount per SRO to the City by June 30 of each year of this Agreement. A 4% inflationary increase is included in year two and three of the contract.
  - 2023-2024 school year rate per officer: \$69,792.30
  - 2024-2025 school year rate per officer: \$72,584.00
  - 2025-2026 school year rate per officer: \$75,487.40

5. **INVOICING.** The police department shall provide the District Assistant Director of Risk Management one invoice per school year itemized for each school building. The District shall receive this invoice no later than June 1.
6. **ADMINISTRATION RESPONSIBILITIES.** Law enforcement services rendered to the District shall be at the sole direction of the City. Standards of performance, discipline of the assigned officer, and other internal matters shall be under the authority of the City. If requested by the City, the District shall provide the City with an appraisal of the City's services.
7. **SCHOOL YEAR REPORTING.** An SRO must report monthly to the school principal and District risk management on school-based arrests, referrals to law enforcement and diversions. The District and the City shall collaborate on the criteria to be reported prior to the start of each school year.
8. **PROGRAM ASSESSMENT.** The SRO Program will be assessed annually, and the evaluation will be conducted jointly between the police department and the District. By June 30 of every year, the police department shall provide the District a report from the previous school year. The following areas, at a minimum, will be used to evaluate the program:
  - Overview of the police department's school resource officer unit
  - Training attended
  - Training conducted
  - Meetings attended
  - Statistics, arrests/referrals
  - Highlights and accomplishments

Each officer's effectiveness in the program will be discussed at the end of each school year in a joint meeting between the police department and the school District. The District and the police department will discuss program effectiveness. This may include a recommendation by the District to the City Chief of Police that an officer maintains their current school assignment, an officer is moved to another District school determined to be a better fit for both officer and the District or that an officer not be assigned to any District school. If during the school year there is a concern with the effectiveness of the SRO program, the District, Chief of Police, and site principal/administrator shall meet and confer to determine the best course of action. This may include any of the actions described above.

9. **SELECTION OF SCHOOL RESOURCE OFFICER.** When an SRO position becomes open at a District school, District officials are required to participate in a formal interview process conducted by the police department, regardless of the number of candidates. At a minimum, an administrator from the school/site the SRO is to be placed as well as a representative(s) from the District Risk Management department shall attend the interview to provide feedback to the police department. Additional selection criteria (police department bargaining contract, seniority, etc.) will be established by the police department. The police department may temporarily assign an investigator or police officer as an SRO in the absence of the assigned SRO for up to 30 school days.
10. **TRAINING OF SCHOOL RESOURCE OFFICERS.** All officers assigned as SRO's will complete training as required by their department as well as the Minnesota P.O.S.T. In addition, all SROs shall complete training specific to their role as a SRO within one-year of appointment to the role. The District's preferred SRO training is the basic school resource



officer course offered by the National Association of School Resource Officers (NASRO). Training costs to be covered by the police department. When a new SRO is placed in a school, the district will provide training on district owned systems the SRO will use. The District will provide SROs appropriate training and opportunities to participate in professional development on topics relevant to the school setting and working with students. Such topics may include, but are not limited to restorative processes, equity foundational training, trauma informed, students with disabilities and special needs, social emotional learning and positive behavioral intervention supports (PBIS). The District will cover any costs associated with this training. Principals and assistant principals at schools where SRO's are assigned must complete one hour of training each year on the role of school administrators as it relates to the role of the SRO. The school District is responsible to ensure that principals are trained.

11. SRO SCHEDULING. By August 15 of each year, the District Assistant Director of Risk Management, school administration, in collaboration with the department's SRO supervisor, will determine the hours of SRO coverage at each school. A coverage schedule will be provided to the District, site administration, the SRO, and their supervisor each school year.

Time spent on emergency calls and police training not associated with the school District shall not be considered to be time spent as an SRO. Time in excess of eight hours per day shall be paid by the City according to the officer's employment contract with the City, providing such additional time has been approved in advance by the City. Blanket approvals will not be accepted. District requests for police services outside of the school day (athletic events, school dances, commencement, etc.) will be requested by submitting a police department contract police service agreement.

In the event the SRO is absent from work, the SRO or SRO's supervisor will notify the school principal and the Assistant Director of Risk Management as well as enter this information on a shared calendar that can be accessed and viewed by the District, site administration, the SRO, and their supervisor. In the event of any SRO absence, the District and the department will collaboratively determine if the temporary placement of another officer assigned as an SRO to a school is warranted. In the event an SRO is physically absent from their school duties for five (5) or more consecutive days, the department will work with the District to, as soon as practical, but no more than ten (10) days after the first day of absence, provide a replacement officer to fill the role of the absent SRO until such time as the SRO returns to their assignment or is replaced by another SRO. If the department is unable to provide a replacement SRO in this timeframe, the District will deduct the prorated cost based on the number of days over five (5) the SRO is absent.

12. DUTIES OF OFFICER. The list of basic duties and work schedule of each SRO shall be cooperatively developed between the District and the City. The District's Assistant Director of Risk Management may request, on behalf of the District, assignments of SROs to specific District buildings and the City will use its best efforts to comply with such requests.

Basic duties of the SRO will include but are not limited to:

1. To enforce criminal law and protect students, staff and visitors from criminal activity.
2. Foster mutually respectful relationships with students, families and staff to support a positive school climate.

3. Provide information concerning questions about law enforcement topics to students and staff.
  4. Provide classroom instruction on topics including but not limited to, law enforcement practices, conflict resolution, personal and school safety strategies, crime trends and responses.
  5. Handle initial police report of violent crimes committed at the school.
  6. Take enforcement action on criminal matters when appropriate.
  7. Coordinate investigative procedures between police and school administrators.
  8. Prepare lesson plans as necessary for instruction provided.
  9. Actively participate in emergency drills and the planning of drills.
  10. Participate in District SRO meetings and the District Risk and Emergency Management Advisory Committee as requested.
  11. Collect data on SRO activities (arrests, referrals, etc.)
13. **SRO ROLE IN SCHOOL POLICY VIOLATIONS.** School administrators and staff are responsible for school discipline. Although SROs are expected to be familiar with District and school rules and their application, SROs should not be involved with the enforcement of school rules or disciplinary infractions that are not violations of the law or that do not constitute a significant threat to health and safety. SROs should not intervene unless the situation directly affects the imminent threat to the health, safety, wellbeing of another person.
14. **PRIVACY OF PUPIL RECORDS.** In accordance with the District's Protection and Privacy of Pupil Records Policy, No. 515, and consistent with the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g; 34 C.F.R. Part 99) and the Minnesota Government Data Practices Act (Minn. Stat. Ch. 13 and MN Rules Part 1205, the Confidentiality of Information Section of the Individuals with Disabilities Education Act (34 C.F.R Parts 300.610-.627) the Health Insurance Portability and Accountability Act (HIPPA) (45 C.F.R Parts 160, 162 and 164) and the Records Retention Act (M.S. 138.17), a police officer shall be deemed to be a school official when performing the duties and responsibilities of the SRO. As such, the SRO and the City certify and agree that all data created, collected, received, stored, used, maintained, or disseminated by the SRO must comply with the Family Education Rights and Privacy Act, the Minnesota Government Data Practices Act, the Health Insurance Portability Act and the Records Retention Act.
15. **CLOTHING, EQUIPMENT, AND SUPPLIES.** The City shall provide any required clothing, uniforms, vehicle, necessary equipment, and supplies for its officers to perform law enforcement duties provided pursuant to this Agreement.
16. **DISTRICT SUPPLIED ITEMS.** The District will provide SROs access to an office that allows for security and privacy. The office must include, but is not limited to, a telephone, desk, chair, lockable filing cabinet, a computer, and monitor(s). The District will also provide a portable two-way radio to enable the SRO to communicate directly with school administration.
17. **SCHOOL CALENDAR.** The District shall provide the City with a school calendar. The City will provide the services of its respective SROs one week prior to the start of the school year through the last day of school. On days where there is a City holiday but the school district is in session, the City will provide a one police officer at Park Center Senior High at no additional cost to the District.

18. **TERMINATION.** Any party may terminate this Agreement upon thirty (30) days written notice to other party. All payment due hereunder shall be prorated in the event of such termination.
19. **SERVICE TO SCHOOLS.** The City will provide a total of five (5) SROs under the terms of this Agreement. The following schools shall receive SRO services in accordance with paragraph 12 herein and under the terms of this Agreement:

Brooklyn Middle School	7377 Noble Avenue N Brooklyn Park, MN 55443	763.569.7700
North View Middle	5869 69th Avenue N Brooklyn Park, MN 55429	763.585.7200
Osseo Area Learning Center	7300 Boone Ave N Brooklyn Park, MN 55428	763.391.8890
Park Center Senior High International Baccalaureate World School	7300 Brooklyn Boulevard Brooklyn Park, MN 55443	763.569.7600

20. **COMPLIANCE WITH THE LAW.** The City and the District agree to and shall abide by, conform to, and comply with all of the laws, rules, and regulations of the United States, the State of Minnesota, and the City including specifically Minn. Stat. § 16C.05, subd. 5 governing retention of records pertaining to this contract and the Minnesota Data Practices Act requirements for private data on individuals.
21. **SCOPE.** It is agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.
22. **COUNTERPARTS.** This Agreement may be executed in several counterparts, each of which shall be deemed an original, all of which together shall constitute the same instrument.

The parties agree to the terms of this School Liaison Services Agreement as evidenced by their signatures below.

CITY OF BROOKLYN PARK

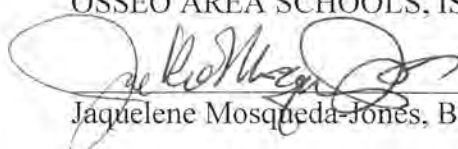
\_\_\_\_\_  
Hollies Winston, Mayor

\_\_\_\_\_  
Date

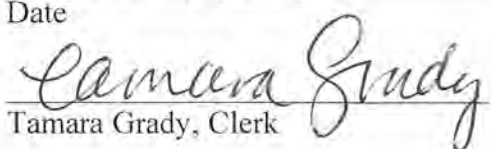
\_\_\_\_\_  
Jay Stroebel, City Manager

\_\_\_\_\_  
Date

OSSEO AREA SCHOOLS, ISD 279

  
Jaqueline Mosqueda-Jones, Board Chair

05.23.23  
\_\_\_\_\_  
Date

  
Tamara Grady, Clerk

05.23.23  
\_\_\_\_\_  
Date

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.6	<b>Meeting Date:</b>	September 11, 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>	Chief Mark Bruley
<b>Item:</b>	2023-2024 School Resource Officer Contract with Anoka-Hennepin School District #11		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-\_\_\_\_\_ APPROVING THE AGREEMENT WITH THE ANOKA-HENNEPIN SCHOOL DISTRICT #11 TO PROVIDE SCHOOL RESOURCE OFFICER SERVICES TO CHAMPLIN PARK HIGH SCHOOL AND PREVENTION PROGRAM INSTRUCTION TO OXBOW CREEK ELEMENTARY SCHOOL AND MONROE ELEMENTARY SCHOOL.

## Overview:

The City of Brooklyn Park has provided a School Resource Officer (SRO) to the Champlin Park High School (CPHS) since 2002. Anoka-Hennepin School District is requesting we extend the current contract and has submitted a new memorandum of understanding for the 2023-2024 school year.

The Brooklyn Park Police Department (BPPD) has also been providing prevention program curriculum at Oxbow Creek Elementary since 2003 and Monroe Elementary since 2017. Programming at these two schools will continue for the 2023-2024 school year.

## Primary Issues/Alternatives to Consider:

The SROs and DARE instructors will foster a positive school climate through relationship building with students and striving to build a school culture of open communication and trust between and among students and adults. Officers will focus on getting to know students, serving as a role model, and working with teachers and administrators to support students who may be facing challenges and need additional resources or attention to be successful in school.

This agreement shall be in effect during the 2023-2024 school year and can be terminated in accordance with Section 16.

## Budgetary/Fiscal Issues:

The Anoka-Hennepin School District will pay \$69,792.30 for one SRO according to Section 17 of the agreement.

## Attachments:

- 4.6A RESOLUTION
- 4.6B AGREEMENT



RESOLUTION #2023-

RESOLUTION APPROVING THE AGREEMENT WITH THE ANOKA-HENNEPIN SCHOOL DISTRICT #11 TO PROVIDE SCHOOL RESOURCE OFFICER SERVICES TO CHAMPLIN PARK HIGH SCHOOL AND PREVENTION PROGRAM INSTRUCTION TO OXBOW CREEK ELEMENTARY SCHOOL AND MONROE ELEMENTARY SCHOOL

WHEREAS, Champlin Park High School, Oxbow Creek Elementary School and Monroe Elementary are located in the city limits of the City of Brooklyn Park; and

WHEREAS, the City of Brooklyn Park Police Department has assigned a school resource officer to Champlin Park High School since the 2002-2003 school year and Champlin Park High School has requested a School Liaison Officer for the 2023-2024 school year; and

WHEREAS, Oxbow Creek and Monroe Elementary Schools have requested prevention program instruction for the 2023-2024 school year; and

WHEREAS, the Anoka-Hennepin School District will reimburse the City of Brooklyn Park \$69,792.30 according to Section 16 of the agreement for the 2023-2024 school year.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park that the City enter into an agreement with Anoka-Hennepin School District #11 to assign a school resource officer to Champlin Park High School and provide prevention program instruction at Oxbow Creek and Monroe for the 2023-2024 school year.

**AGREEMENT FOR EDUCATION  
SERVICES AND FOSTERING A SAFE AND  
WELCOMING SCHOOL ENVIRONMENT**

This Agreement is made by and between Anoka-Hennepin School District No. 11 (“District”) and the City of Brooklyn Park (“City”).

**WHEREAS**, the District desires to create safe and welcoming schools and believes that having licensed peace officers present at its buildings and grounds during the school day helps to create safe and welcoming schools where students can learn and grow; and

**WHEREAS**, the City desires to reduce the number of youth referred to the juvenile justice system by fostering positive relationships between its law enforcement officers and youth; and

**WHEREAS**, the District desires to have licensed peace officer provide DARE education and education on other safety topics to its students; and

**WHEREAS**, the District has only those statutory powers granted to it by the legislature and those powers do not include the authority to raise a police force or confer law enforcement powers; and

**WHEREAS**, the District, lacking statutory powers to raise a police force or confer law enforcement powers, has no power to authorize sworn peace officers to conduct law enforcement activities as the District’s agent; and

**WHEREAS**, the City is authorized by law to maintain a law enforcement agency; and

**WHEREAS**, the Parties recognize that when sworn peace officers are present in school buildings to provide education and foster a safe and welcoming environment, the sworn peace officer remains employed by the City and will, from time to time, be summoned to conduct law enforcement activities both in the community and in the school; and

**WHEREAS**, the Parties further recognize that when conducting such law enforcement activities, the sworn peace officer is subject to the sole authority and control of the City and the District has no authority to direct, control, oversee, or in any way interfere with the sworn peace officer when carrying out law enforcement duties; and

**WHEREAS**, the Parties recognize that when conducting law enforcement activities the sworn peace officer is not an agent of the District and that this agreement does not control or otherwise direct the duties of a sworn peace officer;

**NOW, THEREFORE**, in consideration of the mutual promises and obligations contained herein, the parties agree as follows:

1. **Education Services and Presence in the School**: The City will provide one sworn peace

officer to provide DARE education and education on other safety topics to the District's students. In addition to providing education services, the sworn peace officer will be present in District schools to help foster a safe and welcoming school environment.

**Education Services:** Law-Related Educator – The sworn peace officer will participate in the school community by supporting the educational team where appropriate, and by representing the law enforcement community to build positive relationships with youth, their families, and school staff.

**Fostering a Safe and Welcoming School Environment:** The sworn peace officer will foster a positive school climate through relationship building with students and striving to build a school culture of open communication and trust between and among students and adults. Officers will focus on getting to know students, serving as a role model, and working with teachers and administrators to support students who may be facing challenges and need additional resources or attention to be successful at school.

2. **Schools:** The City shall provide one sworn peace officer to provide education services and to be present to foster a safe and welcoming school environment. The officer will provide these services in the following schools:

Champlin Park High School  
Monroe Elementary School  
Oxbow Elementary School

The officer's primary location of support will be at the secondary schools.

3. **School Calendar:** The District shall provide the City with a school calendar. The sworn peace officer will be present at school during regular school hours on all student contact days.

The sworn peace officer will respond to emergency calls within the boundaries of the City and attend police training and special duties as assigned by the City while fulfilling the requirements of this Agreement.

4. **Officer Employed by City.** City shall employ (or assign), in accordance with applicable state statutes, a police officer(s) to serve as a sworn peace officer in District schools. The selection or assignment of such officers shall be done by the City in consultation with school administration. City shall assume all obligations and payments with regard to the sworn peace officer's salary and benefits.
5. **No Role in Student Discipline.** School administrators and teachers are responsible for school discipline. The sworn peace officer shall not be involved with the enforcement of school rules or disciplinary infractions.

6. **Effectuating Arrest, Responding to Imminent Health and Safety Threat.** When law enforcement situations arise at school, in their capacity as a sworn peace officer, the officer will effectuate arrests, enforce the laws of the State of Minnesota, keep the peace, conduct searches, and respond to imminent threats to the health or safety of a student or others. In effectuating these law enforcement duties, the officer is under the sole direction and control of the Brooklyn Park Police Department and the District has no authority to direct, control, oversee, or in any way interfere with the sworn peace officer when carrying out law enforcement duties. These duties are expressly outside of the parameters of this Agreement.
7. **Data Privacy.** Pursuant to the District's Protection and Privacy of Pupil Records Policy and consistent with the requirements of the Family Educational Rights and Privacy Act and the Minnesota Government Data Practices Act, the District will obtain written consent from parents and guardians to allow the sharing of educational data necessary for the officer to conduct DARE classes and provide other educational services. Private educational data on a student may be shared with in a health or safety emergency or to the extent permitted under Minn. Stat. 13.32 if the data concerns the juvenile justice system and the ability of the system to effectively serve a student, prior to adjudication. Law enforcement may share information with school officials to the extent permitted or required by Minn. Stat. 260B.171
8. **Law Enforcement Equipment and Supplies:** The Brooklyn Park Police Department shall provide any required clothing, uniforms, vehicle, necessary equipment and supplies for the officer to perform law enforcement duties.
9. **Educator Equipment and Supplies:** District shall lease to the City a private, lockable office, telephone, and supplies necessary for the officer to effectively support the school environment.
10. **Training.** The sworn peace officer shall receive such training as is necessary to permit the sworn peace officer to effectively advance the school's educational mission in the context of their role as educator and in fostering a safe and welcoming school environment.
11. **District Meetings.** Upon appointment, the District will provide newly assigned sworn peace officers with training related to District policies and District crisis management planning. The District will also provide annual orientation training in the fall, prior to school beginning, and bi-monthly meetings to discuss school specific issues and sworn peace officer concerns and/or recommendations.
12. **District Contact.** The District Manager of Security and Emergency Operations will be the primary contact at the District for the assigned sworn peace officer.
13. **Agent of District for purposes of education and fostering a safe and welcoming school environment.** The Parties recognize that when providing education and fostering a safe

and welcoming school environment, the sworn peace officer may be deemed an agent of the District.

14. **No Agency.** The District has only those statutory powers granted to it by the legislature and those powers do not include the authority to raise a police force or confer law enforcement powers. Because the District lacks statutory powers to raise a police force or confer law enforcement powers, it has no power to authorize sworn peace officers to conduct law enforcement activities as the District's agent. When effectuating arrests, enforcing the law, keeping the peace, and responding to health and safety emergencies, the sworn peace officer is subject to the sole authority and control of the City and the District has no authority to direct, control, oversee, or in any way interfere with the sworn peace officer when carrying out these law enforcement duties; and the officer is not an agent of the District when carrying out such law enforcement duties.
15. **Term of Agreement.** The term of this Agreement shall be from July 1, 2023, to June 30, 2024, renewable each year unless terminated by either party as defined in paragraph 16.
16. **Termination.** Any party may terminate this Agreement upon 30 days prior written notice of such termination. All payment due hereunder shall be prorated in the event of such termination.
17. **Payment.** District shall pay City the sum \$69,792.30. Request for payment should be submitted by June 1, 2024. The District shall pay within 30 days of receipt of the request.
18. **Indemnification.** The City and District agree to defend, indemnify and hold harmless the other party and their agents, officials, employees and representatives from any and all claims, causes of action, lawsuits, damages, losses or expenses, including attorney fees, arising out of or resulting from their respective duties.
19. **Complete Agreement:** This Agreement constitutes the entire agreement between the parties.
20. **Savings Clause:** In case any one or more of the provisions of this Agreement shall be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained in this Agreement will not in any way be affected or impaired.

**City of Brooklyn Park:**

**Anoka-Hennepin School District No. 11:**

Signed By:

Signed By:

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Title:

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Title:

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Date:

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Date:

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**ADMINISTRATION INFORMATION FORM**

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**CONTACTS AT THE SCHOOL DISTRICT**

District Administration

Greg Cole  
Chief Operations Officer  
Anoka-Hennepin School District  
Educational Service Center  
2727 N Ferry Street  
Anoka, MN 55303  
763-506-1175

School Administration

[List schools, administrators and contact information]

**Payment Procedures**

Pursuant to paragraph 15 of the agreement, the City should submit a bill to:  
Anoka-Hennepin School District  
Educational Service Center  
ATTN: Greg Cole, Chief Operations Officer  
2727 N Ferry St  
Anoka, MN 55303

[greg.cole@ahschools.us](mailto:greg.cole@ahschools.us)

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.7	<b>Meeting Date:</b>	September 11, 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>	1	<b>Presented By:</b>	Jay Stroebel, City Manager
<b>Item:</b>	Request by Council Member Klonowski to Travel to and Attend the M pact Transit + Community 2023 Conference in Phoenix, AZ from November 5 – 8, 2023		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE COUNCIL MEMBER KLONOWSKI TO TRAVEL TO AND ATTEND THE MPACT TRANSIT + COMMUNITY 2023 CONFERENCE IN PHOENIX, AZ FROM NOVEMBER 5 – 8, 2023.

## Overview:

Council Member Klonowski has requested to travel to the M pact Transit + Community 2023 Conference in Phoenix, AZ from November 5 – 8, 2023.

## Estimated Costs as of September 6, 2023:

Flights (11/4-11/8): \$500

Registration: \$595

Hotel (11/4-11/8): \$996.00

Car (11/4-11/8): \$400

Per diem:

- First/Last Day, if requested (11/4, 11/8): \$51.75 per day
- M&IE, if requested (11/5-11/7): \$76 per day (less any meals provided by conference)

Daily Council Pay, if requested: \$50 per day

**Total: \$2844.50**

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.

**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 attended 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.

Mayor Winston will be attending a business development trip with Governor Walz on September 8 – 15, 2023. The cost to the City will be approximately: Flight: \$1800; Hotel: September 8 – 13: \$1100 (Tokyo); Hotel: September 13 – 15: \$440; Transportation from Tokyo to Osaka: \$400; MWJA Conference Registration: \$700; Meals and Incidentals, Tokyo, September 8 – 13: \$115 per day; Meals and Incidentals, Osaka, September 14 – 15: \$116 per day; Supplemental Income September 8 – 15, if requested: \$50 per day

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:**

4.7A 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>	4.8	<b>Meeting Date:</b>	September 11, 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 Tetrahydrocannabinol (THC) License for Ike's Wine & Spirits, Inc. dba Ike's Wine & Spirits, 9682 Colorado Ln N., Brooklyn Park, MN 55445		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE A TETRAHYDROCANNABINOL (THC) LICENSE FOR IKE'S WINE & SPRITS, INC. DBA IKE'S WINE & SPIRITS, 9682 COLORADO LN N., BROOKLYN PARK, MN 55445.

## Overview:

This approval is for a THC license at an existing liquor store looking to include THC in their products for sale. The THC license application has been approved and the police department has completed their investigation of the applicants.

There are no known code violations and staff recommends approval of the THC license.

## Background:

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

## Ordinance Requirements:

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

- Business must have a license approved by the city council to sell THC products effective March 1, 2023.
- Customers must be 21 years old to purchase THC products, and it is a petty misdemeanor violation for anyone under 21 to possess licensed products.
- Customers must provide a valid government issued photo identification for purchase upon request.
- Products must be located behind a counter or in a locked case requiring store employees to access.
- License applicants must pass a background check prior to license approval.
- Compliance checks and business inspections are required to ensure compliance with regulations.
- Annual license fee of \$1,000 and background check fee of \$500
- The total number of THC licenses allowed in the city proposed at 15 per each of three city council districts (east, central, west) and 45 total licenses allowed in the city based on discussion with the city council during the first reading.
- THC licenses are allowed in all retail areas except within 300 feet of a school.

- Penalties for violations and appeal processes are comparable to tobacco compliance processes.

THC Business Locations:

Map #	Business Name	Location	Council District	Total in District		
				Central	East	West
1	A&J Tobacco	8058 Brooklyn Blvd	West			X
2	Boone Tobacco	6284 Boone Ave	West			X
3	BP Smoke Shop (new license requested)	7654 Brooklyn Blvd	East		X	
4	Cellar's Wine & Spirits (new license requested)	7944 Brooklyn Blvd	West			X
5	E-Vapor and Tobacco	4658 85 <sup>th</sup> Ave	Central	X		
6	Good Zen (new license requested)	8509 Jefferson Ln	West			X
7	Ike's Wine & Spirits (new license requested)	9682 Colorado Ln	West			X
8	Lifted	8470 Xerxes Ave	East		X	
9	Love is an Ingredient	6276A Boone Ave	West			X
10	Love is an Ingredient	8505 Jefferson Ln	West			X
11	Neighborhood Gas and Tobacco (new owner with new license requested)	7416 Brooklyn Blvd	East		X	
12	New Superette	6290 Boone Ave	West			X
13	Speedy Market & Tobacco	7401 Regent Ave	East		X	
14	Winner Gas	1500 Brookdale Dr	East		X	
15	Cub Liquor (new license requested)	7555 W Broadway	West			X
			<b>TOTALS</b>	1	5	9

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

**Budgetary/Fiscal Issues:**

THC License prorated fees totaling \$500 will be added to the general fund.

**Attachments:** N/A

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.9	<b>Meeting Date:</b>	September 11, 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 Tetrahydrocannabinol (THC) License for Standridge Empire, Inc. dba Cellars Wine & Spirits – Brooklyn Park, 7944 Brooklyn Blvd N., Brooklyn Park, MN 55445		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE A TETRAHYDROCANNABINOL (THC) LICENSE FOR STANDRIDGE EMPIRE, INC. DBA CELLARS WINE & SPIRITS – BROOKLYN PARK, 7944 BROOKLYN BLVD N., BROOKLYN PARK, MN 55445.

## Overview:

This approval is for a THC license at an existing liquor store looking to include THC in their products for sale. The THC license application has been approved and the police department has completed their investigation of the applicants.

There are no known code violations and staff recommends approval of the THC license.

## Background:

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

## Ordinance Requirements:

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

- Business must have a license approved by the city council to sell THC products effective March 1, 2023.
- Customers must be 21 years old to purchase THC products, and it is a petty misdemeanor violation for anyone under 21 to possess licensed products.
- Customers must provide a valid government issued photo identification for purchase upon request.
- Products must be located behind a counter or in a locked case requiring store employees to access.
- License applicants must pass a background check prior to license approval.
- Compliance checks and business inspections are required to ensure compliance with regulations.
- Annual license fee of \$1,000 and background check fee of \$500
- The total number of THC licenses allowed in the city proposed at 15 per each of three city council districts (east, central, west) and 45 total licenses allowed in the city based on discussion with the city council during the first reading.
- THC licenses are allowed in all retail areas except within 300 feet of a school.

- Penalties for violations and appeal processes are comparable to tobacco compliance processes.

THC Business Locations:

Map #	Business Name	Location	Council District	Total in District		
				Central	East	West
1	A&J Tobacco	8058 Brooklyn Blvd	West			X
2	Boone Tobacco	6284 Boone Ave	West			X
3	BP Smoke Shop (new license requested)	7654 Brooklyn Blvd	East		X	
4	Cellar's Wine & Spirits (new license requested)	7944 Brooklyn Blvd	West			X
5	E-Vapor and Tobacco	4658 85 <sup>th</sup> Ave	Central	X		
6	Good Zen (new license requested)	8509 Jefferson Ln	West			X
7	Ike's Wine & Spirits (new license requested)	9682 Colorado Ln	West			X
8	Lifted	8470 Xerxes Ave	East		X	
9	Love is an Ingredient	6276A Boone Ave	West			X
10	Love is an Ingredient	8505 Jefferson Ln	West			X
11	Neighborhood Gas and Tobacco (new owner with new license requested)	7416 Brooklyn Blvd	East		X	
12	New Superette	6290 Boone Ave	West			X
13	Speedy Market & Tobacco	7401 Regent Ave	East		X	
14	Winner Gas	1500 Brookdale Dr	East		X	
15	Cub Liquor (new license requested)	7555 W Broadway	West			X
			<b>TOTALS</b>	1	5	9

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

**Budgetary/Fiscal Issues:**

THC License prorated fees totaling \$500 will be added to the general fund.

**Attachments:** N/A

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.10	<b>Meeting Date:</b>	September 11, 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 Tetrahydrocannabinol (THC) License for MAM Company LLC dba BP Smoke Shop, 7654 Brooklyn Blvd N., Brooklyn Park, MN 55443		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE A TETRAHYDROCANNABINOL (THC) LICENSE FOR MAM COMPANY LLC DBA BP SMOKE SHOP, 7654 BROOKLYN BLVD N., BROOKLYN PARK, MN 55443.

## Overview:

This approval is for a THC license at an existing tobacco store looking to include THC in their products for sale. The THC license application has been approved and the police department has completed their investigation of the applicants.

There are no known code violations and staff recommends approval of the THC license.

## Background:

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

## Ordinance Requirements:

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

- Business must have a license approved by the city council to sell THC products effective March 1, 2023.
- Customers must be 21 years old to purchase THC products, and it is a petty misdemeanor violation for anyone under 21 to possess licensed products.
- Customers must provide a valid government issued photo identification for purchase upon request.
- Products must be located behind a counter or in a locked case requiring store employees to access.
- License applicants must pass a background check prior to license approval.
- Compliance checks and business inspections are required to ensure compliance with regulations.
- Annual license fee of \$1,000 and background check fee of \$500
- The total number of THC licenses allowed in the city proposed at 15 per each of three city council districts (east, central, west) and 45 total licenses allowed in the city based on discussion with the city council during the first reading.
- THC licenses are allowed in all retail areas except within 300 feet of a school.

- Penalties for violations and appeal processes are comparable to tobacco compliance processes.

THC Business Locations:

Map #	Business Name	Location	Council District	Total in District		
				Central	East	West
1	A&J Tobacco	8058 Brooklyn Blvd	West			X
2	Boone Tobacco	6284 Boone Ave	West			X
3	BP Smoke Shop (new license requested)	7654 Brooklyn Blvd	East		X	
4	Cellar's Wine & Spirits (new license requested)	7944 Brooklyn Blvd	West			X
5	E-Vapor and Tobacco	4658 85 <sup>th</sup> Ave	Central	X		
6	Good Zen (new license requested)	8509 Jefferson Ln	West			X
7	Ike's Wine & Spirits (new license requested)	9682 Colorado Ln	West			X
8	Lifted	8470 Xerxes Ave	East		X	
9	Love is an Ingredient	6276A Boone Ave	West			X
10	Love is an Ingredient	8505 Jefferson Ln	West			X
11	Neighborhood Gas and Tobacco (new owner with new license requested)	7416 Brooklyn Blvd	East		X	
12	New Superette	6290 Boone Ave	West			X
13	Speedy Market & Tobacco	7401 Regent Ave	East		X	
14	Winner Gas	1500 Brookdale Dr	East		X	
15	Cub Liquor (new license requested)	7555 W Broadway	West			X
			<b>TOTALS</b>	1	5	9

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

**Budgetary/Fiscal Issues:**

THC License prorated fees totaling \$500 will be added to the general fund.

**Attachments:** N/A

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.11	<b>Meeting Date:</b>	September 11, 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 Tetrahydrocannabinol (THC) License and a Tobacco License for Neighborhood Gas and Food LLC dba Neighborhood Gas and Food, 7416 Brooklyn Blvd N., Brooklyn Park, MN 55443		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE A TETRAHYDROCANNABINOL (THC) LICENSE FOR NEIGHBORHOOD GAS AND FOOD LLC DBA NEIGHBORHOOD GAS AND FOOD, 7416 BROOKLYN BLVD N., BROOKLYN PARK, MN 55443.

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE A TOBACCO LICENSE FOR NEIGHBORHOOD GAS AND FOOD LLC DBA NEIGHBORHOOD GAS AND FOOD, 7416 BROOKLYN BLVD N., BROOKLYN PARK, MN 55443.

## Overview:

Due to a change in ownership, new licenses are being issued, however, this location has previously held THC and tobacco licenses.

The first action is for approval of a new THC license at 7416 Brooklyn Blvd N. The THC license application has been approved and the police department has completed their investigation of the applicants.

The second action is for approval of a new tobacco license at 7416 Brooklyn Blvd N. The tobacco application has been approved and the police department has completed their investigation of the applicants.

There are no known code violations and staff recommends approval of both the THC and Tobacco licenses.

## Background:

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

## Ordinance Requirements:

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

- Business must have a license approved by the city council to sell THC products effective March 1, 2023.
- Customers must be 21 years old to purchase THC products, and it is a petty misdemeanor violation for anyone under 21 to possess licensed products.



- Customers must provide a valid government issued photo identification for purchase upon request.
- Products must be located behind a counter or in a locked case requiring store employees to access.
- License applicants must pass a background check prior to license approval.
- Compliance checks and business inspections are required to ensure compliance with regulations.
- Annual license fee of \$1,000 and background check fee of \$500
- The total number of THC licenses allowed in the city proposed at 15 per each of three city council districts (east, central, west) and 45 total licenses allowed in the city based on discussion with the city council during the first reading.
- THC licenses are allowed in all retail areas except within 300 feet of a school.
- Penalties for violations and appeal processes are comparable to tobacco compliance processes.

THC Business Locations:

Map #	Business Name	Location	Council District	Total in District		
				Central	East	West
1	A&J Tobacco	8058 Brooklyn Blvd	West			X
2	Boone Tobacco	6284 Boone Ave	West			X
3	BP Smoke Shop (new license requested)	7654 Brooklyn Blvd	East		X	
4	Cellar's Wine & Spirits (new license requested)	7944 Brooklyn Blvd	West			X
5	E-Vapor and Tobacco	4658 85 <sup>th</sup> Ave	Central	X		
6	Good Zen (new license requested)	8509 Jefferson Ln	West			X
7	Ike's Wine & Spirits (new license requested)	9682 Colorado Ln	West			X
8	Lifted	8470 Xerxes Ave	East		X	
9	Love is an Ingredient	6276A Boone Ave	West			X
10	Love is an Ingredient	8505 Jefferson Ln	West			X
11	Neighborhood Gas and Tobacco (new owner with new license requested)	7416 Brooklyn Blvd	East		X	
12	New Superette	6290 Boone Ave	West			X
13	Speedy Market & Tobacco	7401 Regent Ave	East		X	
14	Winner Gas	1500 Brookdale Dr	East		X	
15	Cub Liquor (new license requested)	7555 W Broadway	West			X
			<b>TOTALS</b>	1	5	9

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

**Budgetary/Fiscal Issues:**

THC License prorated fees totaling \$500 will be added to the general fund.  
Tobacco License prorated fee of \$100 will be added to the general fund.

**Attachments:** N/A

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.12	<b>Meeting Date:</b>	September 11, 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 Tetrahydrocannabinol (THC) License for Good Zen Inc. dba Good Zen, 8509 Jefferson Lane N, Brooklyn Park, MN 55443		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE A TETRAHYDROCANNABINOL (THC) LICENSE FOR GOOD ZEN INC. DBA GOOD ZEN, 8509 JEFFERSON LANE N, BROOKLYN PARK, MN 55443.

## Overview:

This is a request for approval of a new THC license of a business at 8509 Jefferson Lane North. The THC license application has been approved and the police department has completed their investigation of the applicants.

There are no known code violations and staff recommends approval of the THC license.

## Background:

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

## Ordinance Requirements:

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

- Businesses must have a license approved by the city council to sell THC products effective March 1, 2023.
- Customers must be 21 years old to purchase THC products, and it is a petty misdemeanor violation for anyone under 21 to possess licensed products.
- Customers must provide a valid government issued photo identification for purchase upon request.
- Products must be located behind a counter or in a locked case requiring store employees to access.
- License applicants must pass a background check prior to license approval.
- Compliance checks and business inspections are required to ensure compliance with regulations.
- Annual license fee of \$1,000 and background check fee of \$500
- The total number of THC licenses allowed in the city proposed at 15 per each of three city council districts (east, central, west) and 45 total licenses allowed in the city based on discussion with the city council during the first reading.
- THC licenses are allowed in all retail areas except within 300 feet of a school.
- Penalties for violations and appeal processes are comparable to tobacco compliance processes.

THC Business Locations:

Map #	Business Name	Location	Council District	Total in District		
				Central	East	West
1	A&J Tobacco	8058 Brooklyn Blvd	West			X
2	Boone Tobacco	6284 Boone Ave	West			X
3	BP Smoke Shop (new license requested)	7654 Brooklyn Blvd	East		X	
4	Cellar's Wine & Spirits (new license requested)	7944 Brooklyn Blvd	West			X
5	E-Vapor and Tobacco	4658 85 <sup>th</sup> Ave	Central	X		
6	Good Zen (new license requested)	8509 Jefferson Ln	West			X
7	Ike's Wine & Spirits (new license requested)	9682 Colorado Ln	West			X
8	Lifted	8470 Xerxes Ave	East		X	
9	Love is an Ingredient	6276A Boone Ave	West			X
10	Love is an Ingredient	8505 Jefferson Ln	West			X
11	Neighborhood Gas and Tobacco (new owner with new license requested)	7416 Brooklyn Blvd	East		X	
12	New Superette	6290 Boone Ave	West			X
13	Speedy Market & Tobacco	7401 Regent Ave	East		X	
14	Winner Gas	1500 Brookdale Dr	East		X	
15	Cub Liquor (new license requested)	7555 W Broadway	West			X
			<b>TOTALS</b>	1	5	9

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

**Budgetary/Fiscal Issues:**

THC License prorated fees totaling \$500 will be added to the general fund.

**Attachments:** N/A

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.13	<b>Meeting Date:</b>	September 11, 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 Tetrahydrocannabinol (THC) License for SuperValu Inc. dba Cub Discount Liquor, 7555 West Broadway, Brooklyn Park, MN 55428		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE A TETRAHYDROCANNABINOL (THC) LICENSE FOR SUPERVALU INC. DBA CUB DISCOUNT LIQUOR, 7555 WEST BROADWAY, BROOKLYN PARK, MN 55428.

## Overview:

This approval is for a THC license at an existing liquor store looking to include THC in their products for sale. The THC license application has been approved and the police department has completed their investigation of the applicants.

There are no known code violations and staff recommends approval of the THC license.

## Background:

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

## Ordinance Requirements:

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

- Business must have a license approved by the city council to sell THC products effective March 1, 2023.
- Customers must be 21 years old to purchase THC products, and it is a petty misdemeanor violation for anyone under 21 to possess licensed products.
- Customers must provide a valid government issued photo identification for purchase upon request.
- Products must be located behind a counter or in a locked case requiring store employees to access.
- License applicants must pass a background check prior to license approval.
- Compliance checks and business inspections are required to ensure compliance with regulations.
- Annual license fee of \$1,000 and background check fee of \$500
- The total number of THC licenses allowed in the city proposed at 15 per each of three city council districts (east, central, west) and 45 total licenses allowed in the city based on discussion with the city council during the first reading.
- THC licenses are allowed in all retail areas except within 300 feet of a school.

- Penalties for violations and appeal processes are comparable to tobacco compliance processes.

THC Business Locations:

Map #	Business Name	Location	Council District	Total in District		
				Central	East	West
1	A&J Tobacco	8058 Brooklyn Blvd	West			X
2	Boone Tobacco	6284 Boone Ave	West			X
3	BP Smoke Shop (new license requested)	7654 Brooklyn Blvd	East		X	
4	Cellar's Wine & Spirits (new license requested)	7944 Brooklyn Blvd	West			X
5	E-Vapor and Tobacco	4658 85 <sup>th</sup> Ave	Central	X		
6	Good Zen (new license requested)	8509 Jefferson Ln	West			X
7	Ike's Wine & Spirits (new license requested)	9682 Colorado Ln	West			X
8	Lifted	8470 Xerxes Ave	East		X	
9	Love is an Ingredient	6276A Boone Ave	West			X
10	Love is an Ingredient	8505 Jefferson Ln	West			X
11	Neighborhood Gas and Tobacco (new owner with new license requested)	7416 Brooklyn Blvd	East		X	
12	New Superette	6290 Boone Ave	West			X
13	Speedy Market & Tobacco	7401 Regent Ave	East		X	
14	Winner Gas	1500 Brookdale Dr	East		X	
15	Cub Liquor (new license requested)	7555 W Broadway	West			X
			<b>TOTALS</b>	1	5	9

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

**Budgetary/Fiscal Issues:**

THC License prorated fees totaling \$500 will be added to the general fund.

**Attachments:** N/A

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.14	<b>Meeting Date:</b>	September 11, 2023
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Devin Montero, City Clerk
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Devin Montero
<b>Item:</b>	To Accept a Petition Supporting Additional Proposals without the Removal of Rink #1		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO ACCEPT AND DISPENSE WITH THE READING OF THE PETITION SUBMITTED BY SARAH FERCHO ON SEPTEMBER 5, 2023 SUPPORTING ADDITIONAL PROPOSALS WITHOUT THE REMOVAL OF RINK #1.

## Overview:

Ms. Sarah Fercho, Three Rivers Park District, handed the petition to the city clerk on September 5, 2023.

Per city code 30.26, "Petitions and other papers addressed to the Council must be in writing and filed with the City Clerk not later than 3:00 p.m. the Wednesday prior to any regular meeting at which it will be presented. At the time of the meeting, such papers must be read by the City Clerk unless the reading is dispensed by unanimous consent of the Council."

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

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

## Attachments:

4.14A PETITION

# Tell Brooklyn Park (BP) City Council to "Vote No" to the BP Community Activity Center Rink One Removal Proposal

Brooklyn Park has a proposal as part of the Community Activity Center remodel to permanently remove Rink One from the building and replace with 3 multipurpose (basketball, volleyball, and pickleball) courts.

Sign this petition that will be shared with the Brooklyn Park City Council if you support:

- Clear data driven goals for the project
- Community engagement with all stakeholders and the general public prior a City Council Vote
- Additional proposal that include courts without the removal of Rink One

saverinkonebp@gmail.com [Switch account](#)

 Not shared



\* Indicates required question

Name (First and Last) \*

Your answer

Email Address

Your answer

~~SARAH FERCHHO~~

President@ThreeriversFSC.org



**Address**

Your answer

Submit

Clear form

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# Google Forms





September 2023 CAC Rink One Petition as of 9/5/2023 4:38 PM

Timestamp	Name (First and Last)	Email Address	Address
2023/09/02 3:54:25 PM EST	Michael G. Martin	mike@mgm-lawoffice.com	11914 Edgewood Ln N, Champlin, MN
2023/09/02 4:04:58 PM EST	Patti Itzin	ltzi20@yahoo.com	7949 Idaho Ave N, Brooklyn Park, MN 55445
2023/09/02 4:07:26 PM EST	Lisa Olson	Lisa.olson521@gmail.com	2701 87th Trail N
2023/09/02 4:10:20 PM EST	Kim Pappas	pappasfamily@arczip.com	4708 76th Ave. N.
2023/09/02 4:12:33 PM EST	Ashley Lloyd	Ashley_lloyd11@hotmail.com	12511 overlook rd Dayton MN 55327
2023/09/02 4:14:16 PM EST	Robert Lloyd	Lloyd_319@hotmail.com	12511 Overlook Rd Dayton, MN 55327
2023/09/02 4:16:30 PM EST	Lindsay McCullough	Lindsaycooper1@hotmail.com	
2023/09/02 4:31:23 PM EST	Courtney Koenig Wojack		
2023/09/02 4:32:45 PM EST	Carol Helseth	Cmhelseth@gmail.com	10041 Colorado lane north
2023/09/02 4:33:52 PM EST	Sheridan Chelberg	sherichelb@gmail.com	9731 Greenspruce Ct N Brooklyn Park, MN
2023/09/02 4:35:56 PM EST	Julie Schulte	julleaschulte@yahoo.com	2216 73rd Ave N, Brooklyn Park, MN 55444
2023/09/02 4:36:46 PM EST	Randy Schulte	rcjaschulte@comcast.net	2216 73rd Ave N, Brooklyn Park, MN 55444
2023/09/02 4:47:09 PM EST	Matt Perkins	Marr@perkinsmediagroup.com	Champlin
2023/09/02 4:51:06 PM EST	Doug Koenig Wojack		
2023/09/02 4:51:24 PM EST	Mike Hockerts	Junkemail4797@gmail.com	10415 Indiana Ave.
2023/09/02 4:54:24 PM EST	Tim Robinson	RoboT88420@gmail.com	4008 105th Trail
2023/09/02 4:55:50 PM EST	Penny McFaddeb	Pennyjmcfadden@yahoo.com	10703 jersey ct n, Brooklyn Prk MN 55445
2023/09/02 4:57:51 PM EST	Mike Itzin	mikeitzin@gmail.com	7949 Idaho Ave N, Brooklyn Park, MN 55445-2614
2023/09/02 4:59:11 PM EST	Mike Itzin	mike@itzin.com	7949 Idaho Ave N, Brooklyn Park, MN 55445
2023/09/02 4:59:18 PM EST	Jennifer Braunschweig	Jenbraunschweig80@gmail.com	7373 Logan Court. Brooklyn Park MN 554444
2023/09/02 5:06:03 PM EST	Pam Fischer	Pjfsch@comcast.net	2701 87th Trail
2023/09/02 5:24:52 PM EST	Jen Mannel	Jmmannel@gmail.com	15059 91st Ave N Maple Grove, MN 55369
2023/09/02 5:25:52 PM EST	Don Hall	Loveforfrance@yahoo.com	
2023/09/02 5:30:06 PM EST	Kelly Hall	kehudak@aol.com	11906 Edgewood Lane N
2023/09/02 5:41:54 PM EST	Dana Kraemer	Leebensdana@yahoo.com	7959 June Ave N Brooklyn Park MN 55443
2023/09/02 5:42:40 PM EST	Eric Leebens	Ericjal1970@gmail.com	4401 Estate Dr. Brooklyn Park MN 55443
2023/09/02 5:45:22 PM EST	Julia Alexander		
2023/09/02 5:51:52 PM EST	James Dillenburg	jimdillenburg@hotmail.com	4740 Oxborough Ct N Brooklyn Park
2023/09/02 5:55:02 PM EST	Andrea Wehnreb	ace10021@yahoo.com	14800 61st ave north, Plymouth, MN 55446
2023/09/02 6:07:25 PM EST	Stephanie Fletcher	sblanchard92@gmail.com	17500 Erklum St NW Ramsey MN 55303
2023/09/02 6:22:20 PM EST	Macaella Sikhoya		
2023/09/02 6:25:37 PM EST	Brianna Fetzer	Roach105@umn.edu	8827 90th Court Way Northfield, MN 55057
2023/09/02 6:27:42 PM EST	Sonja Talamine	sonjamc7@yahoo.com	14730 61st Ave N 55446
2023/09/02 6:31:21 PM EST	Angela Hiltner	Ascorpdragon@gmail.com	2648 101st LN N, Brooklyn Park
2023/09/02 6:33:49 PM EST	J L Nessel		
2023/09/02 6:36:06 PM EST	Marek Krause	marekkrause@icloud.com	10570 Noble Cir N 55443
2023/09/02 6:37:39 PM EST	Evelyn McKean		
2023/09/02 6:45:32 PM EST	Sonja Menard	sonjacmenard@gmail.com	8340 Balsam Lane North, Maple Grove, MN 55369
2023/09/02 6:45:41 PM EST	Dan Fischer	fischd@comcast.net	2701 87th Trail N

## September 2023 CAC Rink One Petition as of 9/5/2023:38 PM

Timestamp	Name (First and Last)	Email Address	Address
2023/09/02 6:54:03 PM EST	Marlo Chelberg	scmnmarloc100@gmail.com	9731 Greenspruce Ct. N.
2023/09/02 7:01:40 PM EST	Ilesha Ibrahim		
2023/09/02 7:07:32 PM EST	Elizabeth Dittrich	elizabeth.dittrich94@gmail.com	
2023/09/02 7:20:43 PM EST	Tracey Dittrich	tracey.dittrich@comcast.net	
2023/09/02 7:24:46 PM EST	Kari Girard		
2023/09/02 7:30:44 PM EST	Dana Menard	danamenard1@gmail.com	8340 Balsam Lane N, Maple Grove, MN 55369
2023/09/02 7:32:12 PM EST	Kyle Girard	kyle.girard@rocketmail.com	2903 82nd Circle N, Brooklyn Park, MN 55444
2023/09/02 7:34:41 PM EST	Brent Ricci	Mr24hockeyjr@yahoo.com	
2023/09/02 7:49:39 PM EST	Katie Zachmann	Halekkm@comcast.net	5501 105th Ave N. Brooklyn Park MN 55443
2023/09/02 7:50:33 PM EST	Michelle Johnson	mstwora@hotmail.com	10622 Vera Cruz Drive N, Brooklyn Park MN 55443
2023/09/02 7:51:23 PM EST	Emily Meuers		
2023/09/02 7:54:50 PM EST	Amy Broisma	amybroisma@gmail.com	9677 Regent Ave n Brooklyn Park Mn 55443
2023/09/02 7:57:23 PM EST	Benjamin McSherry	Benjaminmcsberry1@gmail.com	
2023/09/02 7:59:45 PM EST	Kaia Carter		
2023/09/02 8:00:28 PM EST	Amelia Ventura	avpandagirl@gmail.com	10032 Elm Ave N, Brooklyn Park, MN
2023/09/02 8:01:41 PM EST	Henry Deuel	redcheetah08@gmail.com	10642 Union Terrace, Lane n
2023/09/02 8:03:17 PM EST	Bob Johnson		
2023/09/02 8:03:27 PM EST	Sandra Johnson		
2023/09/02 8:06:22 PM EST	Madelyn Janowak	Madkatistrouble@gmail.com	
2023/09/02 8:06:58 PM EST	Cindy Ngo	cindyngo551@gmail.com	9831 Linden Ave North
2023/09/02 8:08:06 PM EST	Alissa Ventura	alissaventura@gmail.com	10032 Elm Avenue North
2023/09/02 8:09:16 PM EST	Julle Kadlec	Jumogran@gmail.com	
2023/09/02 8:11:21 PM EST	Josie Whalen		
2023/09/02 8:11:31 PM EST	Larali Larsob		
2023/09/02 8:14:21 PM EST	Sarah Fercho	Sarah.fercho@gmail.com	10857 Jersey Drive North Brooklyn Park, MN 55445
2023/09/02 8:15:13 PM EST	Evan Fercho	Evanfercho@gmail.com	10857 Jersey Drive North Brooklyn Park, MN 55445
2023/09/02 8:16:52 PM EST	Crystal Nehwah	Crystalnehwah33@gmail.com	Not comfortable putting my address here.
2023/09/02 8:26:21 PM EST	John Toering		
2023/09/02 8:34:13 PM EST	Liliana Mannel	Liliana.mannel@gmail.com	15059 91st Ave N, Maple Grove
2023/09/02 8:37:27 PM EST	Sheila Sitati	ssitati@gmail.com	5520 Village Creek Pkwy N. Brooklyn Park MN. 55443
2023/09/02 8:37:32 PM EST	Ethan Mannel	ethan.mannel@gmail.com	15059 91st Ave. North
2023/09/02 8:37:43 PM EST	Sydney Thiede	sydneyt4706@icloud.com	
2023/09/02 8:38:08 PM EST	Sydney Alsaker	Sydneyalsaker@gmail.com	13926 95th Ave N, Maple Grove, MN
2023/09/02 8:44:02 PM EST	Claire Marble		
2023/09/02 8:47:23 PM EST	Niko Johnson	randomrainbow333@gmail.com	10503 Scott Ave n Brooklyn park MN
2023/09/02 8:59:44 PM EST	Kara Anderson	Kamian21@yahoo.com	10521 Major Ave N, Brooklyn Park, MN 55443
2023/09/02 9:02:37 PM EST	Patricia Krause	Pkkrause@gmail.com	10570 Noble Cir N, Brooklyn Park, MN 55443
2023/09/02 9:14:25 PM EST	Kayll Girard		
2023/09/02 9:31:19 PM EST	Kendra Jensen	Kendra.friedland@gmail.com	4685 209th Ave NE East Bethel, MN 55011

September 2023 CAC Rink One Petition as of 9/5/2023 4:38 PM

Timestamp	Name (First and Last)	Email Address	Address
2023/09/02 9:32:05 PM EST	Erik Jensen	Erikjensen.fitness@gmail.com	4685 209th Ave NE East Bethel, MN 55011
2023/09/02 9:37:16 PM EST	Nick Mannel	nmmannel@gmail.com	15059 91st Ave N
2023/09/02 9:38:26 PM EST	Shelly Christman	Shellychristman@hotmail.com	10509 Major Ave N Brooklyn Park MN 55443
2023/09/02 9:40:51 PM EST	Kim Mannel	Kim_smurlo@hotmail.com	6427 104th Ave N, Brooklyn Park
2023/09/02 9:59:35 PM EST	Jenna Selchow	Jkherbers1@gmail.com	10700 Rhode Island Ave n, Brooklyn park
2023/09/02 10:01:02 PM EST	Catherine Martin	Camartin022@gmail.com	11914 Edgewood Lane North
2023/09/02 10:01:08 PM EST	Amanda Naylor	Anaylor2@gmail.com	
2023/09/02 10:01:22 PM EST	Eric Naylor		
2023/09/02 10:01:34 PM EST	Pat Naylor		
2023/09/02 10:01:50 PM EST	Mark Naylor		
2023/09/02 10:12:39 PM EST	Erin Stwora	Ens128@gmail.com	11106 Brittany Dr N, Champlin, MN 55316
2023/09/02 10:14:18 PM EST	Rachel Bergerson	Rjbergerson@gmail.com	969 113th court NE blaine 55434
2023/09/02 10:18:07 PM EST	jasmine wilson	jasmineawilson@gmail.com	4406 chowen ave n
2023/09/02 10:18:54 PM EST	Giselle Gonzalez Martinez	Gisellegonzalezmz@gmail.com	4216 82nd Ave N Brooklyn park
2023/09/02 10:21:34 PM EST	Ann Mack	aegal@aol.com	10568 Major Ave N, Brooklyn Park
2023/09/02 10:23:30 PM EST	Candace Nielsen	Cjborgen@gmail.com	
2023/09/02 10:24:43 PM EST	Neal Mannel	neal_mannel@yahoo.com	6427 104th Ave N
2023/09/02 10:46:36 PM EST	jeromie Fofana	JeromieFofana15@gmail.com	5401 94th Avenue north
2023/09/02 10:48:40 PM EST	Corrie Hoff	Robandcorrie06@gmail.com	14655 Empire Ct N.
2023/09/02 10:50:04 PM EST	Megan Fordice	megancarol@gmail.com	5009 89th Crescent N, Brooklyn Park
2023/09/02 10:50:09 PM EST	McCullough Julia	Jdrmccullough@yahoo.com	1821 St Mary's
2023/09/02 11:10:18 PM EST	Kyle Mckean		
2023/09/02 11:14:34 PM EST	Joe Zieba	Joezieba@gmail.com	
2023/09/02 11:16:22 PM EST	Jessica Whalen	Jmarschel@creighton.edu	5700 102nd Ave N Brooklyn Park MN 55443
2023/09/02 11:28:39 PM EST	Dru Pavelka	drupavelka@gmail.com	1541 93rd ave N Brooklyn Park MN
2023/09/02 11:50:42 PM EST	Johnathan Vang	johnathanvang67@gmail.com	7932 Lee Ave N Brooklyn Park MN
2023/09/02 11:55:58 PM EST	Chris Norman	iswim41@gmail.com	8485 Regent Ave N, Brooklyn Park, Minn.
2023/09/02 11:58:23 PM EST	Jamie	Mielke	10418 France Ave n Brooklyn park Mn 55443
2023/09/02 11:59:01 PM EST	Bob	Mielke	10418 France Ave north Brooklyn park Mn 55443
2023/09/02 11:59:35 PM EST	Piper	Mielke	10418 France Ave north Brooklyn park Mn 55443
2023/09/03 12:00:02 AM EST	Gracelyn	Mielke	10418 France Ave north Brooklyn park Mn 55443
2023/09/03 12:00:26 AM EST	Jennie	Serakos	8825 west river road Brooklyn park Mn 55444
2023/09/03 12:26:18 AM EST	Randi Klein	Randi.klein19@gmail.com	3617 104th Ave N
2023/09/03 1:03:20 AM EST	Samantha Brunelle		
2023/09/03 1:03:45 AM EST	Samantha Brunelle		
2023/09/03 2:20:13 AM EST	Alycia Maxson	Alyciak11@gmail.com	10425 Vera Cruz Dr N, Brooklyn Park 55443
2023/09/03 5:19:23 AM EST	Josh Janisch	jdjanis@aol.com	10532 Forestview
2023/09/03 6:29:24 AM EST	Marly	Marlyann4@outlook.com	8655 riverview lane
2023/09/03 6:54:39 AM EST	Dani Triplett		

## September 2023 CAC Rink One Petition as of 9/5/2023:38 PM

Timestamp	Name (First and Last)	Email Address	Address
2023/09/03 7:02:14 AM EST	Sue Goeman		
2023/09/03 7:20:06 AM EST	Heather Bell	Baultbell@yahoo.com	10832 Jersey Drive North Brooklyn Park MN 55445
2023/09/03 7:20:50 AM EST	Matthew Bell	Mwbell29@yahoo.com	10832 Jersey Drive North Brooklyn Park MN 55445
2023/09/03 7:26:21 AM EST	Kate manders	Katerae83@hotmail.com	10538 major ave n
2023/09/03 7:32:02 AM EST	Tammi Josephs	p.t.j@comcast.net	10734 Regent Ct N, Brooklyn Park 55443
2023/09/03 7:33:10 AM EST	Peter Josephs	p.t.j@comcast.net	10734 Regent Ct N, Brooklyn Park 55443
2023/09/03 7:35:34 AM EST	Lucas Krause	Lucas.Krause@gmail.com	10570 Noble Circle N, Brooklyn Park MN 55443
2023/09/03 7:53:01 AM EST	Pam Getchell	Getch1111@aol.com	13113 VIntage St NW , Coon Rapids MN 55448
2023/09/03 8:35:54 AM EST	Cassandra Nelson	Nels.cassandra@gmail.com	9300 Prestwick Lane North Brooklyn Park MN
2023/09/03 8:55:06 AM EST	Rosemary A Knuth	knuthra57@gmail.com	2801 91rst Crescent No
2023/09/03 9:08:49 AM EST	Natasha Kuntz	Nkuntz99@gmail.com	Timberline Dr. Champlin
2023/09/03 9:09:54 AM EST	Jessica Lind	Jessicalind615@gmail.com	Ashley Terrace Brooklyn Park, MN 55443
2023/09/03 9:13:20 AM EST	Gary Stwora	Gestwora@yahoo.com	27953 blue lake drive n.w. Zimmerman, mn. 55398
2023/09/03 9:13:21 AM EST	David Lind	David.lind13@gmail.com	8931 Ashley Terrace, Brooklyn Park 55443
2023/09/03 9:17:33 AM EST	Susan Stwora	Skstwora50@yahoo.com	27953 BlueLake Drive N.W. Zimmerman MN. 55398
2023/09/03 9:29:20 AM EST	Rachel Johnson	Rachel.Louise.johnson2@gmail.com	9824 Northwood ave, Brooklyn park
2023/09/03 9:34:18 AM EST	Roxanne Ornat	Roxanne.Ornat@gmail.com	
2023/09/03 9:50:12 AM EST	Aaron Ledebuhr	aal.usmc@gmail.com	10324 Maryland Ave N
2023/09/03 9:50:26 AM EST	Cheyenne hall	@hcheyenne226@gmail.com	3526 Brookdale drive north MN
2023/09/03 9:56:02 AM EST	Sara Yee	Piglet017@gmail.com	1201 81st Ave N BP MN 55444
2023/09/03 10:15:24 AM EST	Christine Johnson	Christine_lm@yahoo.com	10711 Major Ave. N Brooklyn Park, MN 55443
2023/09/03 10:16:31 AM EST	Jennifer Lundquist	Jenniferstrangis@gmail.com	11031 Fair Meadows Court, Dayton MN 55369
2023/09/03 10:16:51 AM EST	Tonya Rowe	Tonyarowe@comcast.net	2852 aspen lake dr Blaine MN 55449
2023/09/03 10:24:37 AM EST	Nora Carstens		
2023/09/03 10:27:56 AM EST	Amy Lewis	amylewis780@gmail.com	10402 Maryland Avenue N
2023/09/03 10:33:42 AM EST	Melanie Mattson	melaniesoltis@hotmail.com	9742 Penn Ave N, Brooklyn Park
2023/09/03 10:34:26 AM EST	Katie	Benson	10712 Jersey Drive N
2023/09/03 11:09:13 AM EST	Steve Girard	scuba001212@hotmail.com	10635 Kyle Ct. N. Brooklyn Park. MN 55443
2023/09/03 11:29:12 AM EST	Kamar sati	8thegirl@gmail.com	13020 Deerwood In north Dayton
2023/09/03 11:32:43 AM EST	Johnny Hoang	jblaze1801@gmail.com	
2023/09/03 11:46:39 AM EST	Laura Burns	Lmdburns@gmail.com	9923 Linden Ave N Brooklyn Park
2023/09/03 11:50:34 AM EST	Matt O'Keefe	Okeefematt8@gmail.com	10542 Florida Ave N
2023/09/03 11:51:11 AM EST	Shelby O'Keefe		
2023/09/03 11:53:39 AM EST	Heather Johannessen	Heather.Johannessen@gmail.com	10501 Florida AVE N 55445
2023/09/03 12:17:51 PM EST	Tyler Haeder	goallemanmg@gmail.com	14672 80th ave N
2023/09/03 12:28:25 PM EST	Erik Johannessen	erikjoha@gmail.com	10501 Florida Av N, Brooklyn Park
2023/09/03 1:16:54 PM EST	Megan Giftakis	megsm1021@gmail.com	
2023/09/03 1:23:41 PM EST	Jamie Gregory	Jaybubbles99@aol.com	5127 twin lake Blvd e Brooklyn center, mn 55429
2023/09/03 2:50:26 PM EST	Nigel Dyalsingh	nhdys003@gmail.com	9001 Farnsworth Ave N

September 2023 CAC Rink One Petition as of 9/5/2023:38 PM

Timestamp	Name (First and Last)	Email Address	Address
2023/09/03 3:24:48 PM EST	Krissy Rick	Ellmomr@gmail.com	
2023/09/03 4:21:34 PM EST	Julie Harris	Juliegroven@hotmail.com	4000 99th Avenue North
2023/09/03 4:22:40 PM EST	mary todd		
2023/09/03 4:22:49 PM EST	Deb Peter	Bryansebpeter5@gmail.com	6506 206th Ave N BP 55445
2023/09/03 4:28:04 PM EST	Sam Serakos	Swserakos@hotmail.com	2752 Terraceview Court
2023/09/03 4:30:53 PM EST	Chlo Wallin	Cwalensky@msn.com	9905 Colorado Ave N, Brooklyn Park MN 55445
2023/09/03 4:32:07 PM EST	Andrew Ventura	agv.njit@gmail.com	10032 Elm Ave N, Brooklyn Park, MN 55443
2023/09/03 4:44:31 PM EST	Mike Nelson	Nels.cassandra@gmail.com	8942 Ashley terrace brooklyn park, MN 55443
2023/09/03 4:47:02 PM EST	Natalie Nelson	Nels.cassandra@gmail.com	8942 Ashley Terrace Brooklyn Park MN 55443
2023/09/03 4:57:49 PM EST	Jennifer Clatti	jciatti2012@gmail.com	10882 Jersey Circle N, Brooklyn Park
2023/09/03 5:25:55 PM EST	Jennie Serakos	Jennieserakos@yahoo.com	8825 West River Road
2023/09/03 5:26:44 PM EST	Jim Serakos	jim.serakos@serakoscpa.com	8825 West River Road
2023/09/03 5:33:16 PM EST	Bridget Hicks	B-D.hlcjs@comcast.net	10425 France Ave. N., Brooklyn Park, MN 55443
2023/09/03 5:34:09 PM EST	Danny Hicks	Hickster8580@gmail.com	10425 France Ave. N., Brooklyn Park, MN 55443
2023/09/03 5:35:04 PM EST	Adia Hicks	Remody0212@gmail.com	10425 France Ave. N., Brooklyn Park, MN 55443
2023/09/03 5:39:19 PM EST	Dawn Sammon	Dawnsammon@gmail.com	10711 jersey ct n
2023/09/03 5:54:01 PM EST	Jill Sargent	jill.sargent@comcast.net	5609 102nd Ave N
2023/09/03 5:59:57 PM EST	Nathan sargent	Nathansargent@comcast.net	5609 102nd Ave n brooklyn park, mn 55443
2023/09/03 6:00:31 PM EST	Mercedes sargent	Nathan.sargent@comcast.net	6416 74th Ave n brooklyn park, mn 55428
2023/09/03 6:05:30 PM EST	Diane Braunschweig	braunschweig94@gmail.com	6800 Shingle Creek Blvd
2023/09/03 6:09:12 PM EST	Matthew Sargent	Sarge4x4@aol.com	18169 65th Ave N
2023/09/03 6:30:09 PM EST	Nicole Reiling	Nboogaard@gmail.com	10552 Noble Ave N, Brooklyn Park
2023/09/03 6:32:14 PM EST	Kimberly Miller		
2023/09/03 6:36:38 PM EST	Dawn Holm	akafrannie@hotmail.com	7954 Fairfield circle Brooklyn Park 55444
2023/09/03 6:37:36 PM EST	Greta Holm	Gretabeans1@hotmail.com	7954 Fairfield Circle, Brooklyn Park, 55444
2023/09/03 6:46:15 PM EST	Ranga Ramamoorthy	rramamoo@yahoo.com	18331 64th Ave N, Maple Grove, MN 55311
2023/09/03 6:47:17 PM EST	Saarvi Rangarajan	Rinkratzfamily@gmail.com	18331 64th Ave N
2023/09/03 6:47:59 PM EST	Marc Peters	marcsharonpeters@usfamily.net	6501 Hokah Dr N.
2023/09/03 7:06:01 PM EST	Eleanor Johnson	cbjehj@comcast.net	4744 Oxborough Ct N
2023/09/03 7:25:30 PM EST	Anna McMonagle	Anna_virgillo@yahoo.com	10747 Scott Ave N Brooklyn Park, Mn 55443
2023/09/03 7:38:24 PM EST	Sarah Zins	sarahburkhardt7@gmail.com	10769 Regent Ave N Brooklyn Park MN
2023/09/03 7:39:56 PM EST	Heather Kestly	Hskatter@gmail.com	7406 Oxbow Creek Cir N Brooklyn Park
2023/09/03 7:49:42 PM EST	Ross Jerpseth	Jerpy7@msn.com	10621 Colorado Ave N
2023/09/03 8:33:03 PM EST	Thomas Arneson	tgaiil@icloud.com	4021 103rd Ave N, Brooklyn Park, MN 55443
2023/09/03 8:34:05 PM EST	Lynn Cunnien	lynn.cunnien@gmail.com	986 Aspen Ln Lino Lakes, MN
2023/09/03 8:38:03 PM EST	Brian Grant	grantzky@yahoo.com	
2023/09/03 8:38:55 PM EST	Jeremy Lewis	Jandtlewis@comcast.net	10128 Ewing Lane North
2023/09/03 8:48:03 PM EST	Alyssa Lee		9524 Oliver Ave N Brooklyn Park MN 55444
2023/09/03 8:52:04 PM EST	Doug Hubred	dkhubred@yahoo.com	11810 65th Place North, Maple Grove, Mn, 55369



## September 2023 CAC Rink One Petition as of 9/5/2023 4:38 PM

Timestamp	Name (First and Last)	Email Address	Address
2023/09/03 9:33:49 PM EST	Trevor Rokusek	trokusek@gmail.com	10308 Oregon Ave N
2023/09/03 9:45:44 PM EST	Joy Arneson	Joy.Arneseon@yahoo.com	4021 103rd Ave N Brooklyn Park MN 55443
2023/09/03 9:49:45 PM EST	Amy Nunn	amyennunn@gmail.com	749 Ali Lane, Victoria, MN 55386
2023/09/03 9:54:19 PM EST	Heidi Benson	Benson.Heidi@ymail.com	12900 Monticello Lane
2023/09/03 9:54:55 PM EST	Bethany Anne Benson	tbenson389@live.com	55316
2023/09/03 10:30:47 PM EST	Kourtney Early	normaninc23@gmail.com	8485 Regent Ave n Brooklyn park mn 55443
2023/09/03 10:48:13 PM EST	Gina Pitzen	gmpitzen@gmail.com	10575 Noble Circle N
2023/09/03 10:54:15 PM EST	Callan Dockry	calland1465@gmail.com	8843 Hillswick Trail, Brooklyn Park
2023/09/03 10:54:58 PM EST	Mike Itzin	Mike@itzin.com	7949 Idaho Ave N, Brooklyn Park MN. 55445
2023/09/03 10:57:25 PM EST	Jodi Sargent	Callsargents@aol.com	18269 65th Ave N
2023/09/03 10:58:58 PM EST	Kay Itzin	Kay@itzin.com	7949 Idaho Ave N, Brooklyn Park, MN. 55445
2023/09/03 11:02:24 PM EST	Kennedy Fercho	Iharait4roc@gmail.com	
2023/09/03 11:53:25 PM EST	Stacle Stenglein	Lynner1028@gmail.com	9920 Chestnut Ave N Brooklyn Park, MN 55443
2023/09/04 12:51:48 AM EST	Sarah Kimbal	Lexi37420@comcast.net	30291 Highway 58 Blvd Red Wing, MN 55066
2023/09/04 12:53:27 AM EST	Jami Peterson	Petersonjami5@gmail.com	5603 102nd Ave no Brooklyn park
2023/09/04 5:05:07 AM EST	Mary starke	Marystarke@protonmail.com	6600 104th circle n Brooklyn park mn 55445
2023/09/04 7:12:16 AM EST	Aurora kernan	CrystalWolf735@gmail.com	
2023/09/04 7:18:22 AM EST	Janette Gilbertson	Mikejanettegilbertson@gmail.com	8831 Stratford Xing, Brooklyn Park, MN 55443
2023/09/04 7:41:21 AM EST	Monica Rannals	Mlrannals@gmail.com	3018 81st Circle North
2023/09/04 7:42:03 AM EST	Bob Rannals	Mlrannals@gmail.com	3018 81st Circle North
2023/09/04 7:54:09 AM EST	Jason Cordes	jcordes80@gmail.com	6418 108th trail N
2023/09/04 7:59:54 AM EST	Dawn Freadhoff	dawnfreadhoff@yahoo.com	6366 Polaris.Ln N Maple Grove, MN 55311
2023/09/04 8:00:15 AM EST	Heather Tollefson	Hntollefson88@gmail.com	11500 134th Ave N Dayton 55327
2023/09/04 8:00:48 AM EST	Mikayla Nelson	Mlkaylanelsonmn@gmail.com	11217 Creek View Lane Champlin MN
2023/09/04 8:02:17 AM EST	Larry Tweet	tweeter70@charter.net	203 LANA CT. Fergus Falls, Mn.
2023/09/04 8:03:45 AM EST	Tina Carstens	ctcarstens@gmail.com	3622 104th Ave N, Brooklyn Park, MN, 55443
2023/09/04 8:04:51 AM EST	Alexa-Jane Hoidahl		
2023/09/04 8:05:06 AM EST	Sarah Storm	Stormy614@hotmail.com	10350 Quail Cir N, Brooklyn Park MN 55443
2023/09/04 8:05:46 AM EST	Danny Storm	Danny.storm@hotmail.com	10350 Quail Cir N, Brooklyn Park, MN 55443
2023/09/04 8:07:28 AM EST	Patricia Israelson	Prshafer5@comcast.net	3108 Berwick Knoll Brooklyn Park, MN 55443
2023/09/04 8:09:38 AM EST	Holly Penoyer	Hepenoyer2012@yahoo.com	321 Belle Aire dr Champlin, Mn 55316
2023/09/04 8:30:34 AM EST	Deb Gagnon	Deb.gagnon@icloud.com	11261 Oakridge Cir
2023/09/04 8:35:41 AM EST	Greg Alexander		
2023/09/04 8:42:51 AM EST	Diane K Post	Dkpost100@comcast.net	8807 North Brook Circle N Brooklyn Park, MN
2023/09/04 8:52:41 AM EST	Sandra Eggers	Smeggers@comcast.net	10839 Jersey Drive N
2023/09/04 9:11:10 AM EST	Travis Smith	Traviss@appolis.com	6327 Cypress LN N Maple Grove MN 55369
2023/09/04 9:22:34 AM EST	Nick Warren	Nickwarren19@yahoo.com	
2023/09/04 9:29:43 AM EST	Michael Gilbertson	Gilbostang@hotmail.com	8831 STRATFORD CROSSING
2023/09/04 9:49:33 AM EST	charlie fercho	charlotte.fercho@email.com	10857 jersey drive north

## September 2023 CAC Rink One Petition as of 9/5/2023 4:38 PM

Timestamp	Name (First and Last)	Email Address	Address
2023/09/04 10:05:24 AM EST	Matt Edlund	Edlund369@gmail.com	12842 88th place n
2023/09/04 10:11:09 AM EST	Marla Stahl	md1stahl@yahoo.com	10220 39th Ave n Plymouth, MN 55441
2023/09/04 10:23:11 AM EST	Kira Musial	kamusial@comcast.net	
2023/09/04 11:08:33 AM EST	Laura Fischer	fischer.lc@gmail.com	1202 Lujan St.
2023/09/04 12:07:24 PM EST	Marian Rios Orluhuela	marianrios720@gmail.com	2932 69th Ln N
2023/09/04 12:53:47 PM EST	Rebecca Horner	becca.jhorner@gmail.com	9101 Dunbar Knoll n, Brooklyn Park, 55443
2023/09/04 1:36:41 PM EST	Julie Walker	julie.walkerann@gmail.com	6326 104th Ave. N Brooklyn Park
2023/09/04 1:37:05 PM EST	Sabrlna Weber	Hodginsska@gmail.com	403 E 9th St Duluth MN 55805
2023/09/04 1:37:07 PM EST	Kent walker	walker.madij@gmail.com	6326 104th ave N. Brooklyn Park, MN 55445
2023/09/04 1:37:42 PM EST	Patrice Olson	Olson1028@gmail.com	4606 106th Ave n
2023/09/04 1:39:41 PM EST	Brian Olson	Phatal99@gmail.com	4606 106th Ave N, Brooklyn Park, MN 55443
2023/09/04 1:51:00 PM EST	Ronda Sargent Estey	rondaestey@hotmail.cok	Minnesota
2023/09/04 2:03:44 PM EST	Dean W Lyons	lyonsdw205@gmail.com	4601 82nd Ave No
2023/09/04 2:06:17 PM EST	Gretchen Ping	Gjping@yahoo.com	9237 Victoria Court, BP
2023/09/04 2:07:48 PM EST	Michelle Hagelin	Hagelinmichelle@yahoo.com	8824 Jersey Ave N
2023/09/04 2:12:32 PM EST	Rob Wilson	Robw720@gmail.com	3416 94th ave n. Brooklyn park, mn
2023/09/04 2:15:56 PM EST	Katie Neshelm	K_nesheim@hotmail.com	9737 Greenspruce Ct N, Brooklyn Park, MN 55443
2023/09/04 2:23:31 PM EST	John Fischbach	Fischbach1987@yahoo.com	3950 160th ave ne
2023/09/04 2:35:24 PM EST	Debi Rattler		
2023/09/04 2:54:42 PM EST	Alex Huffman	alex@thedancecomplexmn.com	9484 Hemlock LN N, Maple Grove
2023/09/04 2:55:46 PM EST	Kua Xiong	Xiong.kua@gmail.com	Vote No
2023/09/04 3:07:08 PM EST	Allison Gruhn	allisongruhn@yahoo.com	9213 Telford Crossing, Brooklyn Park, MN 55443
2023/09/04 3:16:39 PM EST	Julia Dart	Juliadart62@gmail.com	4716 91st Crescent Brooklyn Park MN 55443
2023/09/04 3:18:56 PM EST	mary ann baralbar	grannym00@yahoo.com	8233 kentucky ave n
2023/09/04 3:20:30 PM EST	Doug Hubred	dkhubred@yahoo.com	11810 65th Place North, Maple Grove, Mn, 55369
2023/09/04 3:22:42 PM EST	Kelly Janssen	Janssenk76@gmail.com	Brooklyn Park, MN
2023/09/04 3:24:20 PM EST	Patricia Bloom	pbloom1958@gmail.com	3908 Brookdale Circle N
2023/09/04 3:32:01 PM EST	Amy Machado	Amy.machado@comcast.net	4508 Estate Dr Brooklyn Park
2023/09/04 3:38:15 PM EST	Jennifer Leslle	Lesliejen1@gmail.com	9114 W River Road
2023/09/04 3:39:06 PM EST	Dennis Leslie	Lesliejen1@gmail.com	9114 W River Rd
2023/09/04 3:39:15 PM EST	Janet Carlson	carlsonjanetmarie@gmail.com	2009 Sugarloaf Trail
2023/09/04 3:45:15 PM EST	Crystal Henson	crystalhenson.44@gmail.com	Keep rink 1
2023/09/04 3:47:21 PM EST	Kris shaw	Kshaw@echo.com	1280 130th ln nw
2023/09/04 3:48:12 PM EST	Brittany mkearn@gmail.com	Bmther10@gmail.com	3116 81st ave north Brooklyn park mn 55443
2023/09/04 3:50:07 PM EST	Nicole Duff	Ntkoroshec@gmail.com	788 Major Avenue N Brooklyn Park, MN
2023/09/04 3:56:14 PM EST	Kent walker	walker.madij@gmail.com	6326 104th ave N. Brooklyn Park, MN 55445
2023/09/04 3:58:03 PM EST	Linda Wood	Linda.wood@comcast.net	9603 Scott Circle North Brooklyn Park
2023/09/04 3:58:43 PM EST	Kim Henke	KIhenke@comcast.net	7525 Emerson Avenue North
2023/09/04 4:02:35 PM EST	Jeanne ness	Jeannemness@hotmail.com	Montegue terrace 55443

## September 2023 CAC Rink One Petition as of 9/5/2023 4:38 PM

Timestamp	Name (First and Last)	Email Address	Address
2023/09/04 4:12:01 PM EST	Sierra Roller		
2023/09/04 4:15:55 PM EST	Joanna Baker	amarla2000@comcast.net	8818 Jersey Ave N Brooklyn Park, MN 55445
2023/09/04 4:20:22 PM EST	Erika Januschka	ejanuschkaod@gmail.com	10315 Louisiana Ave N Brooklyn Park
2023/09/04 4:21:46 PM EST	Colleen Jensen	irishlasie@gmail.com	10626 Colorado Ave N, Brooklyn Park, MN 55443
2023/09/04 4:22:18 PM EST	Mary Miller	Millermary6547@gmail.com	8545 Telford Lane
2023/09/04 4:22:57 PM EST	Ann Bryant	Lastingimprint@comcast.net	4601 Oxborough Gardens
2023/09/04 4:24:03 PM EST	Kari Strausser	Karl.strausser@gmail.com	524 Pearson Parkway BP
2023/09/04 4:25:02 PM EST	Jeremy Whalen		5700 102nd Ave N
2023/09/04 4:25:38 PM EST	Jessica Whalen		5700 102nd Ave N
2023/09/04 4:25:53 PM EST	Jude Whalen		
2023/09/04 4:26:07 PM EST	Josie Whalen		
2023/09/04 4:26:13 PM EST	Gwen R Chiodo	Grchiodo@aol.com	1845 Innsbruck Parkway Columbia Heights Mn 55421
2023/09/04 4:28:21 PM EST	shane jensen	shane.jensen74@gmail.com	10626 COLORADO AVE N
2023/09/04 4:30:49 PM EST	Elizabeth Foltynski	Liz.foltynski@gmail.com	8649 Mattson Brook Ln N Brooklyn Park MN 55444
2023/09/04 4:32:36 PM EST	David Klosner	david	10328 Oregon ct n, Brooklyn Park MN 55445
2023/09/04 4:36:14 PM EST	Macy LaBarge		
2023/09/04 4:38:33 PM EST	Tara Schlomka	Belleskater27@yahoo.com	Zimmerman MN
2023/09/04 4:39:07 PM EST	Lexi Anderson	Lexi.anderson2@yahoo.com	10500 chestnut circle north Champlin MN
2023/09/04 4:40:37 PM EST	Trevor Tjelmeland	Realtortrevortj@gmail.com	3619 Sunset Rd, Brookly Park
2023/09/04 4:44:12 PM EST	Kinkerlin Prieto	Kinkerlin@hoymail.com	
2023/09/04 4:47:16 PM EST	Matt Koegl	mkoegl24@gmail.com	
2023/09/04 4:58:30 PM EST	Samantha Olsen	Plante.Samantha8@gmail.com	
2023/09/04 4:58:35 PM EST	Jane Mayer	Mommayer@yahoo.com	7916 Bryant Ct
2023/09/04 4:59:27 PM EST	Gary Mayer	Mommayer@yahoo.com	7916 Bryant Ct
2023/09/04 5:00:37 PM EST	Cathrine Wadler	Csquareded@gmail.com	7416 Hampshire Ave N 55428
2023/09/04 5:02:35 PM EST	kelly lambert	klambert@aafedt.com	2829 Highlands Rd
2023/09/04 5:09:32 PM EST	Yiyu Guo	katyguoyiyu@gmail.com	134 West Eagle Lake Drive
2023/09/04 5:09:54 PM EST	Kevin Willms	kwillms79@gmail.com	7117 Kentucky Avenue North Brooklyn Park, MN 55428-1657
2023/09/04 5:10:57 PM EST	Karla Kitoski	kkitoski317@gmail.com	2609 Edinbrook Terrace
2023/09/04 5:15:55 PM EST	Jeff Lange	lange58102@yahoo.com	6531 106th Ave North, Brooklyn, MN 55445
2023/09/04 5:15:58 PM EST	Steve Schmidt	Skschmidt2@comcast.net	4811 Ladyslipper Ave N
2023/09/04 5:19:07 PM EST	Debra Hustoft	dhustoft@yahoo.com	8240 Brunswick ave n
2023/09/04 5:21:20 PM EST	Lisa Elinger	Lisa.elinger@gmail.com	
2023/09/04 5:22:30 PM EST	Bill Webster	Billwebster1963@gmail.com	10802 Sunset Terrace N. B.P.
2023/09/04 5:27:21 PM EST	Bridget Rodriguez	brod18kln16@gmail.com	
2023/09/04 5:29:30 PM EST	Karen Cameron	zzzjcam@comcast.net	92 Brookdale Drive.
2023/09/04 5:31:39 PM EST	David Elinger	Dave.elinger@gmail.com	10484 Abbott Dr N, Brooklyn Park, MN 55443
2023/09/04 5:35:47 PM EST	Scott Olson	Scott.olson8@gmail.com	12788 Cedar Ridge Lane, Champlin, MN 55316
2023/09/04 5:36:35 PM EST	Sharon Peters	Peters55014@gmail.com	6501 Hokak Dr LinoLakes MN 55014



September 2023 CAC Rink One Petition as of 9/5/2023 4:38 PM

Timestamp	Name (First and Last)	Email Address	Address
2023/09/04 5:37:51 PM EST	Rebecca Klesk	Rklesk1229@gmail.com	3701 Brookdale Cir N
2023/09/04 5:50:38 PM EST	Josie Schuette	Josieschuette@gmail.com	4316 Estate Dr
2023/09/04 5:53:34 PM EST	Megan Arnold	mshorma@hotmail.com	200 75th Ave North Brooklyn Park MN 55444
2023/09/04 5:56:23 PM EST	Chad Olson	ezgimpln@msn.com	8557 Stratford Lane
2023/09/04 6:05:05 PM EST	Diane Post	Dkpost100@comcast.net	8807 North Brook Circle N Brooklyn Park, MN 55428
2023/09/04 6:12:21 PM EST	Janet Miller		
2023/09/04 6:12:37 PM EST	Colleen Donovan	d10director@yahoo.com	324 9th Ave N
2023/09/04 6:12:39 PM EST	Steve Miller		
2023/09/04 6:16:32 PM EST	Erryn Williams	Embe909@aol.com	10036 Toledo Drive N, Brooklyn Park
2023/09/04 6:18:16 PM EST	Glenda Rudolph	Rudolph-4@comcast.net	8719 Kilbirnie Ter Brooklyn Park
2023/09/04 6:23:07 PM EST	Brian Pfannenstern	Pfannenstern.b@comcast.net	8900 Edgewood Ave N
2023/09/04 6:25:56 PM EST	Christine M Dockry	cmdockry@gmail.com	
2023/09/04 6:29:50 PM EST	Heather Gallivan	Hpgallivan@yahoo.com	10335 Kentucky Ave N, Brooklyn Park
2023/09/04 6:30:29 PM EST	Sharon Keszler	sharonk56@gmail.com	7780 Daleview Drive, Brooklyn Park, MN 55443
2023/09/04 6:30:53 PM EST	Patrick Gallivan	Hpgallivan@gmail.com	10335 Kentucky Ave N, Brooklyn Park
2023/09/04 6:34:14 PM EST	Dawn Belko	Dbelko@nhcc.edu	2424 94th Way Brooklyn Park
2023/09/04 6:38:50 PM EST	Kara Cole		
2023/09/04 6:42:57 PM EST	Molly McCaffrey	Smallsm@aol.com	12795 Lake Vista Lane Champlin 55316
2023/09/04 6:45:40 PM EST	Richard Tiedeman	rgtiedeman@yahoo.com	8660 S Maplebrook Cir
2023/09/04 6:49:44 PM EST	Brian	Brianrogers2020@gmail.com	4600 75th ave north
2023/09/04 6:51:21 PM EST	Leanne Girard	Leannekay21@hotmail.com	10635 Kyle Court N 55443
2023/09/04 6:54:27 PM EST	Danyelle Derose	Danyb6@msn.com	6604 108th Trl N
2023/09/04 6:57:32 PM EST	Millie Hoff	milliebillie735@gmail.com	14655 empire court north Dayton 55327
2023/09/04 6:59:03 PM EST	Mary Hanley	Maryahanlet@hotmail.com	8009 Sierra pkwy
2023/09/04 7:00:43 PM EST	Kimberly Pollmann	markandkimpollmann@pollmannfamily.com	5625 105th Ave N, Brooklyn Park
2023/09/04 7:02:30 PM EST	Robert mikulak	Mncoachrobby@gmail.com	
2023/09/04 7:12:50 PM EST	Terri Anderson-Webb	terri.anderson-webb@comcast.net	8356 Kentucky Ave N
2023/09/04 7:13:46 PM EST	Christine Ernst	cjernst30@hotmail.com	5217 82nd Ave N Brooklyn Park, MN 55443
2023/09/04 7:19:02 PM EST	Lauren Intihar	laurenintihar@gmail.com	4016 edinbrook terrace
2023/09/04 7:21:29 PM EST	Karen Walters	Kjwalters01-@gmail.com	6100 Nedderson Parkway North. Brooklyn Park, 55443
2023/09/04 7:25:56 PM EST	Cathryn Rosene	contardl4@comcast.net	3708 81st Avenue N, Brooklyn Park, MN 55443
2023/09/04 7:32:00 PM EST	Melissa Barglof-Johnson	Barglofm@gmail.com	9200 Yates Bay, Brooklyn Park, MN 55443
2023/09/04 7:33:30 PM EST	Sarah Hall	S.hall.10@outlook.com	11011 Quebec Ave N, Champlin MN 55316
2023/09/04 7:41:55 PM EST	Chuck Sawicky	Cs.hockey@yahoo.com	6607 104th Cir N, Brooklyn Park, MN 55445
2023/09/04 7:42:52 PM EST	Cynthia Scheevel	Cscheevel39@gmail.com	10516 Quebec ave n
2023/09/04 7:43:20 PM EST	Rob Mattson	Rjm9571@hotmail.com	9742 Penn Ave N Brooklyn Park Mn 55444
2023/09/04 7:46:30 PM EST	Craig Graham		
2023/09/04 7:57:19 PM EST	Corey Douglas	Coreymdouglas1@gmail.com	106 Pony Ct Lino Lakes MN 55014
2023/09/04 7:57:40 PM EST	Mildred Rotzoll	milcrasar@comcast.net	8508 Upland Lane N, Maple Grove, MN 55311

## September 2023 CAC Rink One Petition as of 9/5/2023:38 PM

Timestamp	Name (First and Last)	Email Address	Address
2023/09/04 8:04:38 PM EST	Corey Douglas	Coreymdouglas1@gmail.com	106 Pony Ct Lino Lakes MN 55014
2023/09/04 8:19:44 PM EST	Jake Fuller	Fullhockeyhouse@gmail.com	1730 226th Ln NE, East Bethel, MN 55005
2023/09/04 8:25:31 PM EST	Karen Waters	watersmom48@gmail.com	3800 Brookdale Circle N, Brooklyn Park, Mn 55443
2023/09/04 8:26:55 PM EST	Frank Yee	arinkrat17@gmail.com	1201 81st Avenue N BP MN 55444
2023/09/04 8:28:47 PM EST	Brenda Smith	brendafayesmith@outlook.com	2911 94th Way, Brooklyn Park, MN 55444
2023/09/04 8:35:58 PM EST	Cindi Rose	CindiScavone@gmail.com	10808 184th CT NW, Elk River, MN 55330
2023/09/04 8:48:41 PM EST	Laura Maro	Ljmaro17@gmail.com	5900 111th ave
2023/09/04 9:17:39 PM EST	Amy anderson	Aejones39@gmail.com	2724 OHenry Road Brooklyn Center MN 55430
2023/09/04 9:20:23 PM EST	Holly Roehl	Holly0501@hotmail.com	10985 Mississippi dr champlin
2023/09/04 9:20:31 PM EST	Teresa Hagman	trese8@hotmail.com	10613 Brunswick Ave
2023/09/04 9:20:44 PM EST	Stacey Nelson	slzac30@gmail.com	11653 Oregon Ave N
2023/09/04 9:21:13 PM EST	Rick Block	rick.block@live.com	8000 Aldrich Ave N
2023/09/04 9:21:33 PM EST	Eryn Block	Eryn.m.block@gmail.com	8000 Aldrich Ave N
2023/09/04 9:23:54 PM EST	Tiffany Bakke	Tiffanybakke@gmail.com	10418 Abbott Ct N, BP 55443
2023/09/04 9:27:31 PM EST	Liz Housman	elesile10@hotmail.com	6820 105th Trail North, Brooklyn Park, Mn 55445
2023/09/04 9:28:21 PM EST	Joe Housman	Joseph.Housman@bbrown.com	6820 105th Trail N, Brooklyn Park
2023/09/04 9:31:22 PM EST	Kirsten McDermott	Kirstenapaulson@yahoo.com	
2023/09/04 9:31:38 PM EST	Jennifer Jaeger	Jaegerjen1980@gmail.com	4809 102nd trail n.
2023/09/04 9:32:22 PM EST	Thomas Mead	tomhmead2@gmail.com	8140 Zenith Ct N Brooklyn Park Mn.
2023/09/04 9:37:43 PM EST	Nicole Perez	nkperez@msn.com	5812 114th Pl N. Champlin, MN 55316
2023/09/04 9:37:43 PM EST	Rebecca Blehn	Rbiehn@ushwireless.com	5429 kings circle n, Brooklyn park Mn 55443
2023/09/04 9:38:08 PM EST	Miranda Bennett	Mirandaabennett@gmail.com	Shingle Creek Drive, Brooklyn Park
2023/09/04 9:38:11 PM EST	Aaron Heitzman	aaron.heizman@gmail.com	
2023/09/04 9:39:52 PM EST	Erin Burns	erln-burns@hotmail.com	14230 Juneau Ln N Dayton, MN 55327
2023/09/04 9:40:00 PM EST	Sara Vogt	Sjgans05@hotmail.com	1119 Sunny Lane Anoka Mn
2023/09/04 9:42:34 PM EST	Connor Cordes	ConnorCordes0925@gmail.com	6418 108th tr n
2023/09/04 9:42:35 PM EST	Kristi Parent	Krlstiparent@msn.com	10984 Mississippi Dr.
2023/09/04 9:43:07 PM EST	Brent Parent	brent@parentcustomhomes.com	10984 Mississippi Dr.
2023/09/04 9:44:46 PM EST	Cindy Solo		
2023/09/04 9:51:12 PM EST	Amy Boyer	Soupkid463@gmail.com	
2023/09/04 9:56:07 PM EST	Miranda Vogtman	frogger_ms@hotmail.com	8446 Shadyview Lane North
2023/09/04 9:57:50 PM EST	Kimberly Rettke	kimberlyrettke@yahoo.com	7315 114TH LN N
2023/09/04 9:57:59 PM EST	Karl Jacobson	KruthleJ@gmail.com	8009 Fairfield Rd Brooklyn Park
2023/09/04 10:05:36 PM EST	Brian Vesall	Bvesall@gmail.com	8700 Xylon Avenue North Brooklyn Park MN 55445
2023/09/04 10:06:13 PM EST	Jeremy Lewandowski	jeremy_lewandowski@yahoo.com	6419 105th Trl N
2023/09/04 10:09:38 PM EST	Anne Keenan	Keenanne23@gmail.com	1309 Palace Ave, St Paul
2023/09/04 10:14:12 PM EST	Oliver bothun		
2023/09/04 10:22:28 PM EST	Aaron Snyder	asnyder81@gmail.com	19001 62nd Ave N
2023/09/04 10:29:58 PM EST	Lisa Hatle	Hatle8516@gmail.com	2717 91st crescent n 55443

September 2023 CAC Rink One Petition as of 9/5/2023 4:38 PM

Timestamp	Name (First and Last)	Email Address	Address
2023/09/04 10:30:09 PM EST	Jeff Dahlman		
2023/09/04 10:30:56 PM EST	Jason Rogowski	rogo0020@umn.edu	Maple Grove, MN
2023/09/04 10:32:23 PM EST	Nicole Kustermann	Nkustermann@gmail.com	18030 78th place north, Maple Grove MN 55312
2023/09/04 10:35:41 PM EST	Kara Boespflug	kara.boespflug@gmail.com	12943 Bauer Drive North
2023/09/04 10:35:56 PM EST	Dustin Brooks	Dcambrooks@gmail.com	Vote no
2023/09/04 10:45:03 PM EST	James Barnes	gollumpetal@icloud.com	9317 Balsam Fir Avenue North BrooklynPark
2023/09/04 10:51:00 PM EST	Judith Nessel	Judnes@hotmail.com	Maple Grove, Mn
2023/09/04 10:51:38 PM EST	Chris Knutson	mncknuts@comcast.net	Dayton
2023/09/04 10:55:12 PM EST	Andrea Weltgenant	andrea.weltgenant@gmail.com	10673 W River Rd, Brooklyn Park, MN
2023/09/04 10:58:57 PM EST	Beth McKnight	Bethamcknight@gmail.com	8017 83rd Ave N, 55445
2023/09/04 11:05:51 PM EST	Niki Koll	Niki_bye@yahoo.com	10003 Hampshire Terrace N BP MN 55445
2023/09/04 11:08:51 PM EST	Toby Seymour	Hunter.seymour.y35@gmail.com	10924 Tanglewood lane north
2023/09/04 11:09:43 PM EST	Vincent Sciola	vinnysciola@gmail.com	12772 Belle Aire Dr
2023/09/04 11:17:52 PM EST	Sofi Alexander	jeffandsofi@me.com	627 Aster rd, medina
2023/09/04 11:27:53 PM EST	Jeff Richardson	jd-richardson@hotmail.com	7400 merrimac ln n, Maple grove
2023/09/04 11:28:15 PM EST	Lauren Richardson	lmmelsnitzer@yahoo.com	7400 merrimac ln n Maple Grove
2023/09/04 11:30:18 PM EST	Mari Gigley	dgigley@yahoo.com	3900 81st Av N Brooklyn Park MN 55443
2023/09/04 11:31:25 PM EST	Mark Gigley	dgigley@yahoo.com	3900 81st Ave N Brooklyn Park MN 55443
2023/09/04 11:34:15 PM EST	Gabe Oelkers	gabethedawgg@gmail.com	11100 Welcome Ave N
2023/09/05 12:09:17 AM EST	Carol Mraz	mrazcj@yahoo.com	3301 98th Circle N, BP, MN 55443
2023/09/05 12:09:50 AM EST	Rachel Schermann	Lilchef@gmail.com	7860 83rd court north Brooklyn Park
2023/09/05 12:36:58 AM EST	Wendy Prokosch	Wendyprokosch@gmail.com	
2023/09/05 1:08:18 AM EST	Bryan Peter	bryandebpeter5@gmail.com	6506 106th Ave. N. Brooklyn Park, MN 55445
2023/09/05 1:18:38 AM EST	Matt Henke	matt.henke@gmail.com	10030 Honeysuckle Ave N, Brooklyn Park, MN 55444
2023/09/05 2:20:04 AM EST	Jesse Christensen		701 82nd av n
2023/09/05 3:38:53 AM EST	Michelle Nelson	Mjnelson324@yahoo.com	4437 Impatiens Ave n.
2023/09/05 4:06:38 AM EST	Tinzing Artmann	TinzingArtmann@gmail.com	6705 OAK GROVE PARKWAY, BROOKLYN PARK MN 55445
2023/09/05 5:33:40 AM EST	Eric Lyons		
2023/09/05 5:34:01 AM EST	Lily Tooker-kirkevold		
2023/09/05 5:34:15 AM EST	Andrew Lyons		
2023/09/05 5:34:26 AM EST	Emilly Lyons		
2023/09/05 5:34:40 AM EST	John Lyons		
2023/09/05 5:34:51 AM EST	Alice Lyons		
2023/09/05 5:35:02 AM EST	Maxwell Otto		
2023/09/05 5:35:14 AM EST	Mitchell Peterson		
2023/09/05 5:35:24 AM EST	Mitchell brewer		
2023/09/05 5:39:21 AM EST	Jena Radmacher	Jenaradmacher@live.com	11515 preserve ln n champlin
2023/09/05 5:40:50 AM EST	Joe Shah	boxerfan53@gmail.com	7209 Idaho Avenue North
2023/09/05 5:48:40 AM EST	Aric Radmacher	aradmacher@eideballly.com	11515 Preserve Lane N, Champlin MN

## September 2023 CAC Rink One Petition as of 9/5/2023:38 PM

Timestamp	Name (First and Last)	Email Address	Address
2023/09/05 6:08:30 AM EST	Derek Brink	brinkd007@gmail.com	5530 Trenton Ln n. Plymouth mn 55442
2023/09/05 6:13:52 AM EST	Brent Parent	brent@parentcustomhomes.com	10984 Mississippi Dr Champlin
2023/09/05 6:17:28 AM EST	Jessica Perkins		
2023/09/05 6:19:15 AM EST	Jeff Hermes	Timrek_11@yahoo.com	Shoreview, MN
2023/09/05 6:25:10 AM EST	carrie slag	Cslag24@gmail.com	9983 vagabond ct n, maple grove
2023/09/05 6:31:13 AM EST	Danadean	Deano40@hotmail.com	18288 72 nd maple grove Mn 55311
2023/09/05 6:34:02 AM EST	Larry Davis	larry.davis@gmail.com	18225 72nd Ave N. Maple Grove, MN 55311
2023/09/05 6:42:50 AM EST	David Margenau	Dmargenau@aol.com	Maple Grove
2023/09/05 7:01:01 AM EST	Lisa Fischer		
2023/09/05 7:07:09 AM EST	Brad Albers	Brad@albetscontracting.com	12374 89th Place n
2023/09/05 7:11:23 AM EST	Brad Solomon	dianabrad@yahoo.com	11319 Trillium Lane N. Champlin, MN 55316
2023/09/05 7:26:11 AM EST	Mike Smith	mlke.smith@totinograce.org	10622 Brunswick Ct. N, Brooklyn Park, MN 55443
2023/09/05 7:26:26 AM EST	Haley Beuning	haleyb21@hotmail.com	Save
2023/09/05 7:35:39 AM EST	Thomas Claussen	Tomclaussen@hotmail.com	8913 Peony Court, Maple Grove, MN 55311
2023/09/05 7:43:18 AM EST	Trevor Williams	T.s.williams22@gmail.com	16690 110th Ave N, Dayton, MN, 55369
2023/09/05 7:47:22 AM EST	Ben King	benedictking78@gmail.com	16517 72nd Pl n, Maple Grove MN 55311
2023/09/05 7:47:32 AM EST	LeAnne Tieman	Lrtieman@comcast.net	5436 Kings Cir N, Brooklyn park, MN 55443
2023/09/05 7:50:50 AM EST	Kevin Gross	kevin.h.gross@gmail.com	Maple Grove, MN
2023/09/05 7:52:07 AM EST	Tracy Albers	wurz0006@umn.edu	
2023/09/05 7:58:53 AM EST	John Hasselbring	j.hasselbring@ace-aircontrol.com	10701 Jersey Crt N
2023/09/05 8:03:34 AM EST	Pat Higgins	p.m.higgins@juno.com	4575 Zircon Ln N. Plymouth
2023/09/05 8:03:51 AM EST	Kory Ellefsen	kal.theta@gmail.com	10421 Indiana Avenue North
2023/09/05 8:07:51 AM EST	Tara Pavelka	tarakpav@gmail.com	1541 93rd Ave N. Brooklyn Park, MN 55444
2023/09/05 8:12:07 AM EST	Jack Nafstad	Jackhn@comcast.net	1032 Orleans Ln N
2023/09/05 8:16:35 AM EST	Janice Sporn	Janspor58@aol.com	10608 Sumter Ave N, Brooklyn Park, MN 55445
2023/09/05 8:17:51 AM EST	Marjan Sporn	Msporn@aol.com	10608 Sumter Ave N, Brooklyn Park, MN 55445
2023/09/05 8:20:22 AM EST	Kirsten McDermott	Kirstenapaulson@yahoo.com	
2023/09/05 8:25:18 AM EST	Michelle Grany	Msuzgrant@hotmail.com	10308 Oregon Ave N, Brooklyn Park
2023/09/05 8:28:12 AM EST	Keri Foss	Hansenbug@msn.com	7622 115th Ave n
2023/09/05 8:28:50 AM EST	Keri Foss		
2023/09/05 8:33:18 AM EST	Josh Kern	jkernlife@gmail.com	7008 104th Ct N, Brooklyn Park, MN 55445
2023/09/05 8:34:27 AM EST	Keith unterberger	Baseballdude4848@aim.com	
2023/09/05 8:39:33 AM EST	Khloe burge	Khloebyrge@gmail.com	708 1st street NE
2023/09/05 8:50:35 AM EST	Jeremy Laberda	Laberda2984@gmail.com	10426 Indiana Ave
2023/09/05 8:57:38 AM EST	Kathleen Mrozek	kkassera@gmail.com	7918 Mississippi Lane, Brooklyn Park MN 55444
2023/09/05 8:58:59 AM EST	Leisa Olson	Lko62183@gmail.com	10530 Florida Ave
2023/09/05 9:01:20 AM EST	Ryan Olson	Rolsonemail86@yahoo.com	10530 Florida Ave
2023/09/05 9:08:09 AM EST	Andy	Leafblad	7460 Peony Lane North
2023/09/05 9:13:29 AM EST	Brett Lampe	brettlampe@gmail.com	7006 104th Court N, Brooklyn Park, MN 55445

## September 2023 CAC Rink One Petition as of 9/5/2023 4:38 PM

Timestamp	Name (First and Last)	Email Address	Address
2023/09/05 9:14:30 AM EST	Mollie Henefeld	mhenefeld@gmail.com	
2023/09/05 9:18:02 AM EST	Britta Walstrom		
2023/09/05 9:25:08 AM EST	Beth Seppelt	bseppelt1@gmail.com	16191 73rd Circle N
2023/09/05 9:25:53 AM EST	Karl Braun	Klbrown11@gmail.com	12125 88th Place N, Maple Grove MN
2023/09/05 9:38:05 AM EST	David Ness	Cphockey71@comcast.net	8737 Montegue Terrace
2023/09/05 9:44:00 AM EST	Todd Sherner	Shernz@icloud.com	7240 Balsam Ln N Maple Grove
2023/09/05 9:46:27 AM EST	Elizabeth Nelson	Loudharpo@hotmail.com	10420 Chowen Court, Brooklyn Park, MN 55443
2023/09/05 9:53:07 AM EST	Brian Patrick	BPatrick@x-golf.com	6413 104th Ave N
2023/09/05 9:59:45 AM EST	Liz Patrick	Lmpatrick42424@gmail.com	6413 104th Ave. N.
2023/09/05 10:00:02 AM EST	Eric whinnery	Ewhinnery@gmail.com	Champlin mn
2023/09/05 10:02:03 AM EST	Craig Jackson	Bigdrip1251@yahoo.com	9325 Penn Ave.
2023/09/05 10:06:35 AM EST	Tony Johnson	arj143@msn.com	10503 Scott Ave N, Brooklyn Park, MN 55443
2023/09/05 10:09:31 AM EST	Michael Weinreb	michael_weinreb@hotmail.com	
2023/09/05 10:10:08 AM EST	Kimberley Bennett	Kbbfourfive@gmail.com	9312 Balsam Fir Ave.
2023/09/05 10:10:28 AM EST	Leisa Olson	Lko62183@gmail.com	10530 Florida Ave
2023/09/05 10:11:46 AM EST	Jourdan Bennett	Jfbsoftbal43@gmail.com	9312 Balsam Fir Ave
2023/09/05 10:20:28 AM EST	Trisha Donelon		5704 103rd Ave N Brooklyn Park, MN 55443
2023/09/05 10:30:43 AM EST	Millan Luzaich	Mgluzaich@msn.com	11871 Emery Village Dr N Champlin Mn 55316
2023/09/05 10:32:18 AM EST	Paul Arnevik	psarnevik@gmail.com	11318 Basswood Ln N, Maple Grove MN, 55369
2023/09/05 10:43:26 AM EST	Harley Stankus	harley_stankus@yahoo.com	
2023/09/05 10:53:20 AM EST	TJ spaanem	Taurusspaanem@gmail.com	
2023/09/05 11:11:06 AM EST	Brandon Burrell		
2023/09/05 11:11:14 AM EST	Brent Parent	brent@parentcustomhomes.com	10984 Mississippi Dr Champlin
2023/09/05 11:20:32 AM EST	Rachel Ersbo	Rersbo@gmail.com	9431 James Ave N Brooklyn Park
2023/09/05 11:34:48 AM EST	Tom Bennett	Tomb@vendingmn.com	5707 102nd Ave. N.
2023/09/05 11:35:47 AM EST	Jess Bennett	Jessb@vendingmn.com	5707 102nd Ave. N.
2023/09/05 11:40:08 AM EST	Heather Paine	Hhpworkout75@gmail.com	3908 94th Ave N
2023/09/05 11:41:36 AM EST	Matthew Paine	Mattpaine157@yahoo.com	3908 94th Ave N.
2023/09/05 11:43:43 AM EST	Laura Laberda	Lmlshopping@gmail.com	10426 105th Trail
2023/09/05 11:43:49 AM EST	Matthew Paine	Mattpaine157@yahoo.com	3908 94th Ave N.
2023/09/05 12:04:14 PM EST	Jason Soltis	j.soltis@comcast.net	2525 87th Trail N, Brooklyn Park, MN 55443
2023/09/05 12:25:51 PM EST	Ruthie Somers	Vlobass1114@gmail.com	9116 victoria ct brooklyn park MN
2023/09/05 1:08:00 PM EST	Matt Willlams	mattw@heimdall.org	8481 Kentucky Ave N, Brooklyn Park MN 55445
2023/09/05 1:12:41 PM EST	Nancy Lottman	nancycmalbums@hotmail.com	6314 98th Lane N Brooklyn Park MN 55445
2023/09/05 1:14:09 PM EST	Del Lottman	catcher12@comcast.net	6314 98th Lane N Brooklyn Park MN 55455
2023/09/05 1:27:06 PM EST	Krystle wall	Klieberman@nwhealth.edu	7534 mariner drive
2023/09/05 1:28:28 PM EST	Bill Hanson	R.mh11@live.com	8109 Florida ct n brooklyn park mn 55445
2023/09/05 1:36:25 PM EST	scott zins	scottzins19@gmail.com	10769 Regent Ave N
2023/09/05 2:18:51 PM EST	Todd Lambert	Tlambert@parker.com	2829 Highlands rd Brooklyn Park MN 55443



## September 2023 CAC Rink One Petition as of 9/5/2023 4:38 PM

Timestamp	Name (First and Last)	Email Address	Address
2023/09/05 2:41:29 PM EST	Todd Lambert	Todd.d.lambert@gmail.com	2829 Highlands rd Brooklyn Park MN 55443
2023/09/05 2:44:03 PM EST	Chris Hoffmann	hoffmannlawn@yahoo.com	8612 Maryland Ave N Brooklyn Park 55445
2023/09/05 2:44:46 PM EST	Melissa Hoffmann	mschauff68@gmail.com	8612 Maryland Ave N Brooklyn Park 55445
2023/09/05 2:45:51 PM EST	Chris Hoffmann	cchoff15@gmail.com	8612 Maryland Ave N Brooklyn Park 55445
2023/09/05 2:46:40 PM EST	Autumn Hoffmann	autumnhoffmann2002@yahoo.com	8612 Maryland Ave N Brooklyn Park 55445
2023/09/05 2:47:41 PM EST	Tyler Hoffmann	tylerhoffmann00@yahoo.com	8612 Maryland Ave N Brooklyn Park 55445
2023/09/05 2:50:20 PM EST	Tyler Hoffmann	tylerhoffmann00@gmail.com	8612 Maryland Ave N Brooklyn Park 55445
2023/09/05 2:51:06 PM EST	Trey Hoffmann	treyhoffmann30@gmail.com	8612 Maryland Ave N Brooklyn Park 55445
2023/09/05 2:51:49 PM EST	Jason Rettke	Rettkejason@yahoo.com	7315 114th lane N Champlin
2023/09/05 2:52:05 PM EST	Autumn Hoffmann	autumnhoffmann2002@gmail.com	8612 Maryland Ave N Brooklyn Park 55445
2023/09/05 2:55:15 PM EST	Chad Hibbs	Chad.hibbs@gmail.com	20120 Hillside Dr Rogers MN 55374
2023/09/05 2:55:43 PM EST	Chris McLeod	mcleod.chris1@gmail.com	16211 73rd Circle North Maple Grove, MN 55311
2023/09/05 2:55:45 PM EST	Neil Roers	neilroers@gmail.com	13700 59TH PLACE N
2023/09/05 2:55:50 PM EST	Hailey Fischer-Anderlie	Hailey@ferbrookviewapartments.com	16420 107th Ave N, Maple Grove
2023/09/05 2:55:54 PM EST	Amanda Rog	Rogx0004@gmail.com	7882 83rd ct n
2023/09/05 2:55:55 PM EST	Barton Wold	barton.wold@yahoo.com	17597 72nd Pl N
2023/09/05 2:56:00 PM EST	Doug Fischer	Doug_Fischer@Bose.com	17746 75th Ave. N, Maple Grove, Mn 55311
2023/09/05 2:56:01 PM EST	Klm conrad	Kboltonnc@hotmail.com	6902 holly
2023/09/05 2:56:06 PM EST	Patrick Deshler	patrick.deshler@gmail.com	17702 93rd Pl N, Maple Grove, MN 55311
2023/09/05 2:56:07 PM EST	Karson Frokjer	kfrokjer@hotmail.com	17453 weaver lake drive, maple grove, mn
2023/09/05 2:56:12 PM EST	Corey Anderlie	coreyanderlie@yahoo.com	16420 107th Ave N, Maple Grove
2023/09/05 2:56:17 PM EST	Kelly Wold	kelly_wold@yahoo.com	17597 72nd Pl N
2023/09/05 2:56:28 PM EST	Jake klein	prodigalsunn337@gmail.com	2919 OHENRY RD
2023/09/05 2:56:32 PM EST	Donald hedlund	Donniehedlund@hotmail.com	12061 91st Ave north maple grove mn 55369
2023/09/05 2:56:33 PM EST	Jason Price	jascon5@yahoo.com	10935 Cattail Path, Osseo, MN 55369
2023/09/05 2:56:35 PM EST	Jonathan Bishop	jonathanlbishop@gmail.com	15930 FAIR MEADOWS LANE
2023/09/05 2:56:35 PM EST	Nate Jordan	natejordan1313@gmail.com	11400 50th Ave N, Plymouth, MN 55442
2023/09/05 2:56:37 PM EST	Aaron	ajake67@hotmail.com	8377 Yellowstone Lane n
2023/09/05 2:56:42 PM EST	Nick Trulen	ntrulen@gmail.com	7792 Narcissus Lane N, Maple Grove, MN 55311
2023/09/05 2:56:51 PM EST	Jake Eickholt	Jake.eickholt@gmail.com	100 4th Avenue SE Osseo MN 55369
2023/09/05 2:56:56 PM EST	Warren Knowles	warrenknowles@yahoo.com	7637 Blackoaks Ln, Maple Grove, MN 55311
2023/09/05 2:56:59 PM EST	Dan Vogtman	danvogtman@gmail.com	8446 Shadyview Ln N, Maple Grove, MN 55311
2023/09/05 2:57:00 PM EST	Megan McKenzie	megpossum@gmail.com	11550 Arbor Lakes Pkwy N. 55369
2023/09/05 2:57:01 PM EST	Anna Mueller	Babynurse_mn@hotmail.com	6810 104th Cir N, Brooklyn Park, MN, 55445
2023/09/05 2:57:08 PM EST	Lindsay Geatz	lindsay.erickson01@gmail.com	
2023/09/05 2:57:30 PM EST	Sandy Khamvongsa	skhamvongsa66@gmail.com	9205 Trinity Gardens Brooklyn Park
2023/09/05 2:57:34 PM EST	James Januschka	januschka@hotmail.com	10315 Louisiana Ave N
2023/09/05 2:57:45 PM EST	Jason Gaspard	jgasremote@gmail.com	7878 Queensland Lane N. Maple Grove, MN
2023/09/05 2:57:47 PM EST	Gus Ewoldt	gusewoldt@gmail.com	NO

September 2023 CAC Rink One Petition as of 9/5/2023 4:38 PM

Timestamp	Name (First and Last)	Email Address	Address
2023/09/05 2:57:57 PM EST	Nicole Balarezo	nicnacfitness@yahoo.com	8015 Terraceview Lane N Maple Grove MN 55311
2023/09/05 2:58:03 PM EST	Braden Tapani		
2023/09/05 2:58:19 PM EST	Jeremy White		
2023/09/05 2:58:23 PM EST	Kathy Robinson	Kgrose21@yahoo.com	4002 105th trail n, Brooklyn Park 55443
2023/09/05 2:58:32 PM EST	Jesse Brine	jesselbrine@gmail.com	6500 Balsam Ln N, Maple Grove, MN 55369
2023/09/05 2:58:51 PM EST	Aaron Strey	streyad@gmail.com	16561 72nd Pl N
2023/09/05 2:59:12 PM EST	Jaclyn Mielke	Jackie_mielke@yahoo.com	6248 Dallas Ct N Maple Grove MN 55311
2023/09/05 2:59:16 PM EST	Charlie Klosner	Klosnerfam14@gmail.com	10328 Oregon ct n Brooklyn Park mn 55445
2023/09/05 2:59:31 PM EST	Mindy Fjosne	Fjosne.mindy@yahoo.com	17317 79th Pl N Maple Grove, MN 55311
2023/09/05 2:59:45 PM EST	Kevin Cerepak	cere8@yahoo.com	7025 Xlmines lane n
2023/09/05 2:59:57 PM EST	Eric Soderberg	esoderberg22@gmail.com	8084 VAGABOND LANE N
2023/09/05 3:00:09 PM EST	Kelly Pulford	Klboush@yahoo.com	9112 Prestwick court n Brooklyn park mn 55443
2023/09/05 3:00:25 PM EST	Darcie Roche	darcie.roche@target.com	7229 Comstock lane n, maple grove mn 55311
2023/09/05 3:00:46 PM EST	Chris Fjosne	Fjosnechris@yahoo.com	17317 79th Pl N Maple Grove, MN 55311
2023/09/05 3:01:04 PM EST	Jen Atherton	jen.hocum@gmail.com	18904 Gladstone Blvd North
2023/09/05 3:01:07 PM EST	Tom ferlaak	t.ferlaak@gmail.com	13286 94th Ave n Maple Grove MN 55369
2023/09/05 3:01:29 PM EST	Sommer Lieser	sommerlieser@hotmail.com	15531 Creekside Lane, Dayton, MN 55369
2023/09/05 3:01:35 PM EST	Lindsay Kellner	nlkellner@comcast.net	8041 Narcissus Ln N, Maple Grove, MN 55311
2023/09/05 3:01:47 PM EST	CHRIS SLUITER	chris@1mbi.com	8836 Ranier Lane N, Maple Grove, MN 55311
2023/09/05 3:01:53 PM EST	Brandon Yerxa	brandon.yerxa@gmail.com	11327 Goose Lake Pkwy Maple Grove, MN
2023/09/05 3:01:59 PM EST	Rob Cherney	robert.cherney@cdirad.com	18293 Gladstone Blvd.
2023/09/05 3:02:25 PM EST	Amber Johnson	ajjohnson8954@gmail.com	8954 Willowby Crossing, Maple Grove, MN 55311
2023/09/05 3:02:38 PM EST	Michael Miller	miller.mtu@gmail.com	14056 95th ave north maple grove mn
2023/09/05 3:02:40 PM EST	Kevin Schiller	kevinschiller92@gmail.com	10533 Monticello ln n maple grove mn 55369
2023/09/05 3:02:40 PM EST	Sarah Dass	Sdass15@hotmail.com	7806 yucca lane n
2023/09/05 3:02:46 PM EST	Travis Williams	travlsjwilliams22@yahoo.com	4601 Marigold N
2023/09/05 3:02:57 PM EST	Kevin Kobienia	kkobienia@gmail.com	11945 87th Pl N, Maple Grove MN 55368
2023/09/05 3:03:39 PM EST	Andy Kampa	andy.kampa@robinsonfresh.com	7456 Peony Lane North. Maple Grove, MN 55311
2023/09/05 3:03:43 PM EST	Sara Madler	Saramadler@hotmail.com	6484 Queensland ln n maple grove mn 55311
2023/09/05 3:04:05 PM EST	Don Beauclaire	dbeauclaire@hajekbeauclaire.com	7968 Inland Ln N Maple Grove
2023/09/05 3:05:32 PM EST	Jon Sticha	Jssticha@yahoo.com	11001 fair Meadows ct Dayton
2023/09/05 3:06:01 PM EST	Danielle Wishcop	Dwishcop@yahoo.com	
2023/09/05 3:06:13 PM EST	Tami Howell	Rudi1114@yahoo.com	7728 shingle creek place
2023/09/05 3:08:08 PM EST	Dawn Fryxell	dawn_fryxell@yahoo.com	17939 72nd Ave N, Maple Grove, MN 55311
2023/09/05 3:08:22 PM EST	Kammie Traverse	katraverse@hotmail.com	8404 Shadyview Ln N
2023/09/05 3:09:28 PM EST	Lorrie Litzinger	lllitzinger@gmail.com	8712 Maryland Ave N
2023/09/05 3:10:06 PM EST	Sarah Price	jsprice28@icloud.com	55359
2023/09/05 3:10:08 PM EST	Jason Litzinger	Litzinjp@gmail.com	8712 Maryland Ave N
2023/09/05 3:12:05 PM EST	Pat Becker	Patrbecker1@gmail.com	7894 Ithaca lane north, Maple Grove Mn 55311

## September 2023 CAC Rink One Petition as of 9/5/2023:38 PM

Timestamp	Name (First and Last)	Email Address	Address
2023/09/05 3:12:23 PM EST	Amber Bretto	amber.bretto@yahoo.com	
2023/09/05 3:12:57 PM EST	Melissa Leimbek	Mel2128@hotmail.com	7690 Everest Ln Maple Grove, mn 55311
2023/09/05 3:13:24 PM EST	Brady Day	bradyday@hotmail.com	6490 Archer Ln N, Maple Grove, MN 55311
2023/09/05 3:13:33 PM EST	Mao Vang	mvang49@gmail.com	4601 Marigold Avenue N, Brooklyn Park, MN 55443
2023/09/05 3:15:34 PM EST	Gregory Siers	Gsliers01@gmail.com	9124 Yates Bay Brooklyn Park MN 55443
2023/09/05 3:15:41 PM EST	Emily Stoll	emily.stoll97@comcast.net	9024 Farnsworth Ct N BP MN 55443
2023/09/05 3:15:56 PM EST	Melissa Soukup	Masoukup24@gmail.com	17111 89th Place N
2023/09/05 3:17:24 PM EST	Karen Keller	karenannekeller@hotmail.com	10108 Georgia Ave n, Brooklyn park.
2023/09/05 3:17:36 PM EST	Jenn Lestor	Jenn.Lestor	10350 Louisiana Avenue N Brooklyn Park MN 55445
2023/09/05 3:17:47 PM EST	Kellen Lestor	klestor@gmail.com	10350 Louisiana Ave N Brooklyn Park MN 55445
2023/09/05 3:18:02 PM EST	Lelf skogsberg	Leifskogsberg@hotmail.com	10108 Georgia Ave n, Brooklyn park
2023/09/05 3:18:09 PM EST	Jenna Colvin	toje0601@gmail.com	18072 78th place N Maple Grove MN
2023/09/05 3:18:36 PM EST	Brian Thompson	bthomps11@yahoo.com	18570 69TH PL N
2023/09/05 3:19:24 PM EST	Dan Hamman	dan@customfiltration.com	18075 72nd Ave N Maple Grove
2023/09/05 3:20:13 PM EST	Michael Mayhew		
2023/09/05 3:20:41 PM EST	Jim Krzoska	jkrzoska@gmail.com	3906 103rd Ave N, Brooklyn Park, MN 55443
2023/09/05 3:21:59 PM EST	Gretchen Randall	nestleroo@yahoo.com	8076 Ithaca Lane N
2023/09/05 3:22:00 PM EST	Kimberly Day	Kimberlyaday@hotmail.com	6490 Archer Lane N Maple Grove
2023/09/05 3:22:31 PM EST	Ryan Smith	rsmith0621@yahoo.com	
2023/09/05 3:23:09 PM EST	Antonio Orfei	aorfei@ship360freight.com	8615 Shadow Creek Drive
2023/09/05 3:23:33 PM EST	Jacque king	Jacque_E_Anderson@yahoo.com	14575 95th Avenue N
2023/09/05 3:23:50 PM EST	Ben king	benking21@hotmail.com	14575 95th Ave N
2023/09/05 3:23:58 PM EST	Jesse Hadley	Jesse.r.hadley@gmail.com	7664 Jewel Lane North, Maple Grove, MN 55311
2023/09/05 3:27:28 PM EST	Greg Eckman	Eckman73@gmail.com	7692 Kingsview Ln N
2023/09/05 3:27:37 PM EST	Steve Palmberg	spalmberg@yahoo.com	8156 James Ave n Brooklyn Park MN 55444
2023/09/05 3:28:49 PM EST	Lisa Albers	lisaalbers@outlook.com	12374 89th Pl N, Maple Grove 55369
2023/09/05 3:29:11 PM EST	Nate Bartuska	Nbartuska@gmail.com	15501 72nd Ave N Maple Grove, MN 55311
2023/09/05 3:29:54 PM EST	Denise Pederson	denipederson@gmail.com	19468 Meadow View Lane Maple Grove MN 55369
2023/09/05 3:30:08 PM EST	Matt Reid	mattreid17@hotmail.com	10995 Quantico Ln N, Maple grove, MN 55369
2023/09/05 3:30:20 PM EST	Michelle Bartuska	Bartuska1@msn.com	15501 72nd Ave N. Maple Grove, MN 55311
2023/09/05 3:30:52 PM EST	Krista Kuhnly	flosser303@yahoo.com	6929 Alvarado Lane N
2023/09/05 3:31:03 PM EST	Kristy Spaanem	ktspaanem@gmail.com	10902 Dunkirk Cir N Maple Grove, MN 55369
2023/09/05 3:31:55 PM EST	Sai Vang	sal.vang@hotmail.com	4218n78th CT. N. Brooklyn Park, MN 55443
2023/09/05 3:32:21 PM EST	Sarah Stang	sarahsthree_one@yahoo.com	17635 83rd ave n maple grove mn
2023/09/05 3:32:38 PM EST	Cindy Roux	Cindyroux09@gmail.com	Yorktown Lane N. Maple Grove
2023/09/05 3:32:43 PM EST	Barb Nelson	barb.nelson5@gmail.com	6657 Merrimac Lane North. Maple Grove MN 55311
2023/09/05 3:33:00 PM EST	Jesse Burshem	Jburshem@hotmail.com	6987 Kimberly Ct N maple grove mn
2023/09/05 3:33:01 PM EST	Brandon Wicklund	bwicklun@gmail.com	Save the rink
2023/09/05 3:33:45 PM EST	Nick Colvin	ncolvin87@gmail.com	18072 78th Pl N, Maple Grove, MN 55311



## September 2023 CAC Rink One Petition as of 9/5/2023 4:38 PM

Timestamp	Name (First and Last)	Email Address	Address
2023/09/05 3:37:45 PM EST	Amber Cordes	Jaacordes@gmail.com	
2023/09/05 3:38:19 PM EST	Jill Kramer	Jillrkramer@yahoo.com	10762 orchid lane ln
2023/09/05 3:38:37 PM EST	Troy Fodstad	fods18@gmail.com	9176 Lanewood Ct
2023/09/05 3:40:30 PM EST	Bo Moore		
2023/09/05 3:41:14 PM EST	David Bakker	dbakker2001us@yahoo.com	17832 75th Ave N Maple Grove, MN 55311
2023/09/05 3:43:37 PM EST	Paul Sorensen	paulsorensen11@gmail.com	
2023/09/05 3:43:56 PM EST	Sandl Jaeger	sandi.m.jaeger@gmail.com	13420 60TH PL N UNIT 134
2023/09/05 3:44:12 PM EST	Tina Reid	reid.tinam@hotmail.com	
2023/09/05 3:46:22 PM EST	Andrey Tsapov	atsapov@gmail.com	17017 78TH CT N
2023/09/05 3:47:08 PM EST	William Roisum	brolsum7@yahoo.com	10787 Sundance Blvd N
2023/09/05 3:47:49 PM EST	Nicole Hurt	nhurt81@gmail.com	9912 94TH AVE N
2023/09/05 3:49:22 PM EST	Kampheak Orfel	Kchhunn@yahoo.com	8615 shadow creek drive 55311
2023/09/05 3:52:12 PM EST	David Willey	davidpwilley@gmail.com	
2023/09/05 3:52:41 PM EST	Melissa Huber	Melissahuber420@icloud.com	9845 hemlock way, maple grove
2023/09/05 3:53:12 PM EST	Doug Karels	karels.doug@gmail.com	11041 Sundance Woods Blvd,, Dayton, MN 55369
2023/09/05 3:54:21 PM EST	Amanda Klosner	amandajeanburrows@gmail.com	10328 Oregon Ct N
2023/09/05 3:54:33 PM EST	Amanda Klosner	amandajeanburrows@gmail.com	10328 Oregon Ct N
2023/09/05 3:59:40 PM EST	Johann Toikka	jatoikka@comcast.net	15581 Yakima st nw
2023/09/05 3:59:44 PM EST	Scott Poska	sposka@gmail.com	11031 Sundance Rldge
2023/09/05 4:00:05 PM EST	Jacki Roeder	jhoglo@yahoo.com	Maple Grove, MN
2023/09/05 4:01:59 PM EST	Joe Stwora	Jstwora@yahoo.com	11106 Brittany dr Champlin, Mn
2023/09/05 4:06:23 PM EST	Leslie DuBols	Ldubois63@yahoo.com	4800 Oxborough Gardens
2023/09/05 4:06:32 PM EST	Holly Bakker	Holly_bakker@yahoo.com	17832 75th Ave N
2023/09/05 4:07:22 PM EST	George Farner	geocyn255@gmail.com	6619 104th Cir, N. Brooklyn Park, MN 55445
2023/09/05 4:07:34 PM EST	Michelle Thompson	mtutland@yahoo.com	18570 69th Place North Maple Grove MN 55311
2023/09/05 4:07:58 PM EST	Amanda Kranz	Kranz_amanda@yahoo.com	10202 93rd Avenue N., Maple Grove MN 55369
2023/09/05 4:08:54 PM EST	Steven Fischer	sfischer@arrowcos.com	10766 Dunkirk Lane N Maple Grove, MN 55369
2023/09/05 4:10:53 PM EST	Kimberly Sankey	sankeyfamily@comcast.net	6624 88th Ave N, Brooklyn Park
2023/09/05 4:13:36 PM EST	Calee Hedlund	caleehedlund@gmail.com	12061 91ST AVE N, Maple Grove, MN 55369
2023/09/05 4:14:06 PM EST	Danielle Eickholt	Danielle.eickholt@gmail.com	100 4th Ave SE, Osseo, Mn 55369
2023/09/05 4:17:01 PM EST	Jade Kelzenberg	Turnerjade11@gmail.com	8054 Narcissus Lane N, Maple Grove
2023/09/05 4:17:11 PM EST	Mandy Johnson	mjwangen@gmail.com	Champlin
2023/09/05 4:17:54 PM EST	Trista McCormick	Tristiki@msn.com	13120 55th Ave N
2023/09/05 4:19:47 PM EST	Camille Peterson	camillelynnpeterson@gmail.com	11955 84th Place N, Maple Grove Mn 55369
2023/09/05 4:19:53 PM EST	Leah Barber	leahbarber11@hotmail.com	13964 95th Ave N
2023/09/05 4:20:12 PM EST	Jeff Price	Jprice21@hotmail.com	11910 53rd ave n Plymouth MN 55442
2023/09/05 4:20:15 PM EST	Hannah Carrithers	2twinboys@gmail.com	6565 Shadyview Lane N; Maple Grove 55311
2023/09/05 4:21:02 PM EST	John Carrithers	Jhx2@yahoo.com	6565 Shadyview Lane N; Maple Grove 55311
2023/09/05 4:23:06 PM EST	Lucas Ahlberg	l_ahlberg@yahoo.com	7437 Shenandoah Lane N, Maple Grove, MN 55311

September 2023 CAC Rink One Petition as of 9/5/2023 4:38 PM

Timestamp	Name (First and Last)	Email Address	Address
2023/09/05 4:23:36 PM EST	Susan Albers	susan_albers@yahoo.com	7509 Walnut Grove Lane N, Maple Grove, MN 55311
2023/09/05 4:24:39 PM EST	Amy Hanson	Hansonamysue@yahoo.com	
2023/09/05 4:26:47 PM EST	Jessica Gist	Jessica.kgist@gmail.com	15555 71st Pl N, Maple Grove, MN 55311
2023/09/05 4:30:49 PM EST	Andrea Maikkula	andreamaikkula@gmail.com	10189 93rd Ave N
2023/09/05 4:31:32 PM EST	Dan Wegwerth		
2023/09/05 4:31:50 PM EST	Megan Wegwerth		
2023/09/05 4:32:58 PM EST	Coletta Lundeen	Clundeen01@aol.com	7892 84rd ct no.
2023/09/05 4:34:05 PM EST	John ampe	johnampeiii@gmail.com	18907 Yarborough Trace Maple Grove MN 55311

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	5.1	<b>Meeting Date:</b>	September 11, 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>	September 11, 2023
<b>Agenda Section:</b>	GENERAL ACTION ITEM	<b>Originating Department:</b>	Community Development
<b>Resolution:</b>	X	<b>Prepared By:</b>	Felicia Jappah, Project Coordinator, Pandemic Catrice O'Neal, Workforce Development Director
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Felicia Jappah
<b>Item:</b>	Approve Request for Proposal (RFP) for ARPA 2.0 Community Partnership Funding		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-\_\_\_\_\_ APPROVING THE REQUEST FOR PROPOSALS (RFP) FOR ARPA 2.0 COMMUNITY PARTNERSHIP FUNDING.

## Overview:

In June 2023, staff proposed two categories for Round 2 of ARPA community partnership funding to the City Council. One category was to extend contracts for a selection of high performing organizations funded in Round 1 that have been successful in the implementation and delivery of their programs. The other was to release a new RFP for organizations not previously funded to submit proposals. The City Council authorized staff to develop the processes around the two categories for a second round of ARPA community partnership funding.

Staff is seeking approval on the proposed Request for Proposal (RFP) to be released immediately following approval. In response to feedback from the previous round of funding and partnership feedback early this year, staff solicited feedback on the RFP and process from the community.

## Background

The City of Brooklyn Park received a total allocation of \$11,052,580 from the State and Local Fiscal Recovery Funds (SLFRF) of the American Rescue Plan Act (ARPA) signed into law in March 2021 by President Biden. The city's strategy to spend the funds included providing funding to support community partners serving residents to alleviate the impact of the COVID-19 pandemic.

From 2021-2022, the city allocated \$1.2 million in ARPA funds in support of its strategy to partner with community organizations. The Economic Development Authority (EDA) also allocated \$200,500 for its Community Partnership Program (CPP) Initiative. The city combined the two funding sources into one Request for Proposal for Round 1 Community Partnership Funding Opportunity.

In July 2023, the Council approved \$250k to extend the contract of 10 organizations. Three of these organizations also received a total of \$54K for Brooklyn Center's workforce development initiative. The extension will be an amendment of their current contracts and organizations will rescope program and budgets to align with funding approved and continue their work in successful programs and activities. Staff is currently working with the organizations to finalize these contract extensions. Following the approval of the contract extensions, the total community partnership funding remaining to fund the RFP is \$300,000. The City of Brooklyn Park anticipates awarding approximately \$50,000 to six organizations.

**Primary Issues/Alternatives to Consider:**

- **What will be funded under this Request for Proposal?**

As part of the RFP funding opportunity, the city will fund programs around youth services, workforce development and economic development for businesses, organizations, and individuals. An additional \$96,000 from the City of Brooklyn Center will be awarded to organizations serving Brooklyn Center residents in workforce development initiatives through the City of Brooklyn Center’s joint powers agreement. All awards for activities in Brooklyn Park and Brooklyn Center will be contracted and managed through the city of Brooklyn Park.

- **What has been the community’s feedback to the proposed RFP?**

In August, staff began community engagement and outreach to solicit feedback on the draft RFP through various email, social media platforms and the city’s website and one CCX interview. Staff encouraged residents to complete the Interest and Feedback Form to submit recommendations or to be notified when the RFP is released.

GovDelivery Email and social media outreach	Contacted around 12,000 community partners in multiple email communications and reach approximately 5,550 via social media with visible 144 clicks on the ARPA content.
Interest and Feedback Form	As of September 6, 2023, 47 residents had completed the interest and feedback form with majority providing their contact to be notified when the RFP is released, and a few submitting feedback while others had questions around the RFP process.

**What are the funding considerations?**

The funding for the RFP has been approved as part of the 2023 budget allocated by the City Council and the EDA General Fund budget for community partnership funding opportunity. Staff will be requesting a roll forward of funds not spent in 2023 to the 2024 budget.

- **What is the proposed timeline for the RFP?**

The outreach, release, and review of proposals in Round 2 of the ARPA community partnership fund will occur from September to November. The proposed plan is below:

September 11	Council Review and approval of the proposed RFP
September - October	Application period
October - November	Proposal review and selection
Mid November	Recommendation of selected organizations for council approval
Late November	Notification of award

**Next Steps:**

The RFP will be released immediately following approval. Organizations will be given about a month to respond to the RFP.

**Budgetary/Fiscal Issues:**

The total funding for Round 2 ARP/EDA-Community Partnership Program (CPP) was \$700,000, broken down as follows:

- ARPA community partnership funding budget approval by City Council - \$350,000
- EDA General Fund budget approval by EDA -\$200,000
- Brooklyn Center subrecipient agreement for workforce development initiatives - \$150,000.

Following the allocation in July for contract extensions to 10 community partners, the remaining funding available for Round 2 for 2023 is \$395,000, which is broken down to \$300,000 for Brooklyn Park and \$95K for Brooklyn Center.

**Attachments:**

- 7.1A RESOLUTION
- 7.1B ARPA ROUND 2 RFP



## RESOLUTION #2023 -

## RESOLUTION APPROVING THE REQUEST FOR PROPOSALS (RFP) FOR ARPA 2.0 COMMUNITY PARTNERSHIP FUNDING

WHEREAS, The City of Brooklyn Park ("City") received a total allocation of \$11,052,580 from the State and Local Fiscal Recovery Fund (SLFRF) of the American Rescue Plan Act (ARPA) signed into law in March 2021 by President Biden and adopted a spending strategy which included providing funding to support community partners serving residents to alleviate the impact of the COVID-19 pandemic; and

WHEREAS, from 2021-2022, the City allocated \$1.2 million in ARPA funds to partner with community organizations and the Brooklyn Park Economic Development Authority (EDA) also allocated \$200,500 for its Community Partnership Program (CPP) Initiative, and the City and EDA combined the two funding sources into one Request for Proposal for Round 1 Community Partnership Funding Opportunity; and

WHEREAS, the Brooklyn Park City Council allocated an additional \$550,000 of ARPA and EDA funds to contract with community organizations for 2023/2024; and

WHEREAS, the City Council desires to continue utilizing ARPA funds for the purpose of contracting with community organizations providing services to the people of Brooklyn Park, and to that end authorized to extend the contracts of 10 community contractors for an additional twelve months and authorized staff to develop a request for proposals (RFP) which is included in the Request for Council Action (RFCA) as 7.1B, as part of the selection process for selecting new contractors to provides services within the City in response to the impacts of COVID-19 (together "ARPA Round 2 Community Partnership Funding"); and

WHEREAS, the total funding available for the Round 2 RFP is \$395,000 which includes the \$300,000 from Brooklyn Park and \$95,000 from Brooklyn Center.

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

1. The City Council hereby approves the RFP for Round 2 of Community Partnership Funding, in substantially the same form as provided in 7.1B in the RFCA, subject to necessary revisions as approved by staff to finalize the RFP and authorizes staff to release the RFP to solicit proposals for funding.
2. The City Council hereby authorizes and directs the City Manager and/or his designees to release the RFP and initiate the process to solicit, review, and select eligible organizations proposing programs in response to the RFP and submit for council approval.

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**DRAFT FOR COMMUNITY REVIEW  
CITY OF BROOKLYN PARK AMERICAN RESCUE PLAN ACT (ARPA)  
COMMUNITY PARTNERSHIP FUNDING ROUND 2  
REQUEST FOR PROPOSALS**

**2023 - 2024**

**Purpose:** The American Rescue Plan Act (ARPA) Round 2 Community Funding Opportunity will provide funds to eligible community partners; both businesses and non-profits that are delivering services in identified areas of need particularly to underserved and cultural groups. The city will award funding to a limited number of eligible organizations to implement programs that align with federal ARPA guidelines and city goals. Organizations must show a demonstrated history of programs and activities serving Brooklyn Park or Brooklyn Center residents. Funded activities must take place in the cities of Brooklyn Park or Brooklyn Center and prioritize services to residents in the cities. The City of Brooklyn Park has \$300,000 available for awards and anticipates awarding approximately \$50,000 to six organizations. Additionally, the City of Brooklyn Center has allocated \$95,000 of its ARPA funding for joint workforce development initiatives and Brooklyn Park will award between \$25,000 - \$50,000 to selected applicants on behalf of Brooklyn Center. This Request for Proposals (RFP) is intended to solicit proposals from organizations serving residents in either or both cities, with the funding source chosen by the city of Brooklyn Park.

Funding will be awarded from two sources:

- ARPA/Economic Development Authority – Brooklyn Park: \$300,000
- ARPA – Brooklyn Center *workforce development programs only*: \$95,000

All awards for activities in Brooklyn Park and Brooklyn Center will be contracted through the city of Brooklyn Park.

**Eligible recipients:** Businesses and non-profit organizations with demonstrated service to residents of Brooklyn Park or Brooklyn Center that meet the below criteria:

- a) Non-profit organizations with a 501 (c)(3) tax exempt status, other nonprofit tax status, or a fiscal agent.
- b) Businesses with an active registration and in good standing with the Minnesota Secretary of State.

Individuals are not eligible, proposals that seek business support for operations are not eligible, and organizations suspended or debarred from receiving federal funds are not eligible.

**Eligible uses:** Round 2 will fund community partners to implement programs to support residents in several key areas:

- a) youth and senior programs
- b) workforce development, and
- c) economic improvement programs for businesses, organizations, and individuals.

**Ineligible expenses:** Direct cash assistance including gift cards to individuals or households, research projects, purchases of furniture or equipment unless it is a specific need relating to the delivery of the proposed program, and religious activities are ineligible activities. Direct medical expenses, rental assistance or business expenses not related to program delivery are also

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ineligible. Additional ineligible expenses are fundraising, lobbying, capital campaigns, political activity, or activities for private benefit.

**Funding available:** Awarded contracts will likely be for \$25,000 - \$50,000 per organization and for up to 12 months from the date of the award. We reserve the right to make more awards available if more funds become available and the City is not required to make any awards.

**Eligible programs:** The ARPA funding requires compliance with Part 200 of the Code of Federal Regulations (2 CFR 200) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Applicants and staff may need to negotiate program and contracting requirements before an award is granted. Please contact city staff if you have any questions about eligible programs or costs. Below is a nonexclusive list of eligible programs for Round 2 in the city of Brooklyn Park. Funding for Brooklyn Center is limited to use 3b.

- 1) Basic support services, including:
  - a) food assistance (e.g., non-perishable/pre-packaged meals/food from an approved source).
  - b) emergency home repairs, weatherization, or other needs.
- 2) Resource support:
  - a) Navigation support services such as access to social services, counseling and legal aid to prevent eviction or homelessness.
  - b) programs promoting homeownership, outreach to renters, or on-site renter support services.
- 3) Economic Empowerment
  - a) Organizations: technical assistance, counseling, or other services to assist with business planning needs.
  - b) Individuals/Households: Job training/workforce development, particularly for unemployed workers to address negative economic or public health impacts experienced due to a worker's occupation or level of training, and financial literacy for youth and seniors.

For Brooklyn Park awards, some programs or services may be funded by ARPA and others by the Brooklyn Park Economic Development Authority (EDA) Community Partnership Program (CPP).

**Overview:** The city of Brooklyn Park is offering a second round of funding for community partners that are serving residents in continued response to the negative economic impacts caused by the COVID-19 pandemic, and in continuation of the strategic approach adopted in 2021 to assist impacted residents. This funding is also a response to feedback from community partners that there is a need to continue the work from Round 1. Successful applicants will contract with the city of Brooklyn Park to deliver eligible programs that have been identified as community needs in Brooklyn Park and/or Brooklyn Center. Under this new round of funding, the cities are focusing on key areas that will have long term impact and create economic security for residents.

The cities have determined that eligible costs will include the operation, planning, coordination, delivery, and administration of the approved program. Only those programs and initiatives that are in line with ARPA guidelines and city goals will be funded. Applicants must specify which funds they are seeking – City of Brooklyn Park and/or City of Brooklyn Center workforce development funding. Non-profit applicants may submit reimbursement of up to 10% in indirect costs to cover administrative overhead if allowed and approved by the city.

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**Background:** In March 2021, President Biden signed the American Rescue Plan Act (ARPA) (H.R. 1319) into law. The ARPA provided \$1.9 trillion in relief to respond to the coronavirus (COVID-19) and provided funds directly to local governments to respond to COVID-19 under the State and Local Fiscal Recovery Funds (SLFRF). The City of Brooklyn Park received a total allocation of \$11,052,580 from the SLFRF. Following an engagement process in 2021, the city adopted a strategic approach which included using part of the SLFRF to support community organizations responding to the pandemic.

In 2021-2022, the city allocated \$1.2 million in ARPA funds and \$200,500 from the Economic Development Authority (EDA) Community Partnership Program (CPP) Initiative to support community-based organizations proposing programs in response to the COVID pandemic. The combined \$1.4M provided awards in Round 1 of the ARPA/CPP Community Funding to 41 community-based organizations. In 2022, community-partner work impacted approximately 5,797 residents in a variety of service areas.

The city of Brooklyn Park is continuing the strategic approach adopted in 2021. As part of this Round 2 funding, on July 24, 2023, the Council approved \$250,000 to fund ongoing work for a limited number of organizations from Round 1. The remaining \$300,000 will be awarded in this RFP for proposed eligible programs. An additional \$95,000 from the City of Brooklyn Center's ARPA will be awarded to workforce development initiatives through this RFP.

To know more about how the city of Brooklyn Park has been using ARPA funds, please visit: <https://www.brooklynpark.org/city-finances/american-rescue-plan/>

**ARPA Compliance Resources:** In 2022, the federal government released the Final Rule which provides guidance on the use of the ARPA funds. Additional resources that guide the use, management, compliance, and reporting requirements of these federal funds are linked below:

- American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF) Final Rule  
<https://home.treasury.gov/system/files/136/SLFRF-Final-Rule.pdf>
- Compliance and Reporting Guidance  
<https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>
- Supplement to the Compliance and Reporting Guidance  
[https://home.treasury.gov/system/files/136/SLFRF\\_Treasury-Portal-Recipient-Reporting-User-Guide.pdf](https://home.treasury.gov/system/files/136/SLFRF_Treasury-Portal-Recipient-Reporting-User-Guide.pdf)

**Application Support:**

- Technical assistance is available to help organizations complete the application including program rescoping and budgeting. To schedule a virtual or in-person appointment to assist with an application, please contact Felicia Jappah – Project Coordinator, Pandemic Response at [felicia.jappah@brooklynpark.org](mailto:felicia.jappah@brooklynpark.org) or 763.493.8030.
- Please attend the informational webinar for information on submitting a competitive proposal. See details below in the Important Dates section.
- Please submit all questions to [Felicia.jappah@brooklynpark.org](mailto:Felicia.jappah@brooklynpark.org). Submit your questions prior to completing and submitting your application.
- Each week after the informational webinar on September X, 2023, we will update the Frequently Asked Question (FAQ) page located on the city's ARPA webpage.

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**Important Dates**

**RFP Release:** September X, 2023

**Informational Webinar:** September X, 2023

- Webinar: TBD (CST); join us via Microsoft Teams for an informational webinar from your smartphone, tablet, or computer for a Teams meeting.
- The webinar will be recorded and posted at <https://www.brooklynpark.org/city-finances/american-rescue-plan/>.

**Proposals Due:** Friday October X at 5:00pm (CST), Completed proposals must be submitted via email to Felicia Jappah at [felicia.jappah@brooklynpark.org](mailto:felicia.jappah@brooklynpark.org)

**Award Decision:** October/November 2023 contract review, selection, and Council approval

**Award Decision Communicated:** November 2023

**Contract Period:** Contracts will be for up to a year from the date of execution but must end on or before November 1, 2024.

**Proposal evaluation criteria:** Proposals will be reviewed, scored, and ranked by a panel of staff and BrookLynk alumni. The review panel will evaluate all eligible submissions received and make a recommendation to the City Council for approval. Please note that the City of Brooklyn Park and the City of Brooklyn Center are not obligated to award any contract and reserve the right to reject any proposal that is incomplete or does not meet eligibility requirement. Applications will be reviewed based on a rubric and points will be awarded based on the response to the questions in the RFP.

Scoring of the proposals will be on a 100-point scale in response to questions around the below criteria:

Criteria	Section response limit	Points available (100)
Organizations located in Brooklyn Park or Brooklyn Center and/or organizations providing services to residents	Maximum: 250 words	20 points
Composition of staff and board reflect the community	Maximum 250 words	10 points
Staff and financial capacity to implement the work	Maximum 250 words	20 points
Program/workplan plan and expected impact	Maximum 700 words	25 points
How the program responds to the negative impact of the COVID pandemic or supports economic empowerment of residents	Maximum 700 words	25 points

**Compliance and reporting requirements:** Organizations awarded funding under the ARPA/CPP community partnership funding opportunity are required to enter into a contract with the city of Brooklyn Park and meet contract stipulations and compliance and reporting

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requirements prior to and during the term of the contract. Contractors may also be referred to a city funded consultant for reporting and compliance technical assistance.

Each contract will specify financial and program reporting requirements based on the program proposed and activities funded. Reporting requirements may include but not be limited to:

- Performance measures:
  - verifiable report on the number of Brooklyn Park or Brooklyn Center residents or businesses served, including diverse and cultural populations
  - written reports of completed activities, including evidence of completed work
  - summary of successes, challenges, and impact
  - periodic verbal or written progress
  - documentation of intentional outreach to underserved residents in specific areas program areas
  - timely submission of required reports
- Site visits from city staff
- Documentation of expenses such as copies of invoices, receipts, or service provided
- End of program evaluation of key activities for some programs
- Other activities as needed based on performance and contract services

RFP attachments:

- Attachment I: Application Form
- Attachment II: Budget Template
- Attachment III: Program/Activity Template
- Attachment IV: Service Agreement Template

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**Attachment I. Application form**

**Organizational information**

Organization name: \_\_\_\_\_  
Organization type (e.g nonprofit or business): \_\_\_\_\_  
Organization address: \_\_\_\_\_

Active Secretary of State Registration? Y  N  verify at:  
<https://mblsportal.sos.state.mn.us/Business/Search>

EIN/Tax ID: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Contact title/position: \_\_\_\_\_  
Contact phone number: \_\_\_\_\_  
Contact email address: \_\_\_\_\_  
Requested amount: \_\_\_\_\_  
Website \_\_\_\_\_

**Which eligible activity do you plan to provide? (only choose one):**

- *Reminder: Brooklyn Center funding is only available for 3b (workforce development activities).*

- 1) Basic support services,  including:
  - a) food assistance (e.g., non-perishable/pre-packaged meals/food from an approved source).
  - b) emergency home repairs, weatherization, or other needs.
- 2) Resource support: 
  - a) Navigation support services such as access to social services, counseling and legal aid to prevent eviction or homelessness.
  - b) programs promoting homeownership, outreach to renters, or on-site renter support services.
- 3) Economic Empowerment
  - Brooklyn Park Funding – 3a & 3b*
  - Brooklyn Center Funding 3b only*
  - a) Organizations: technical assistance, counseling, or other services to assist with business planning needs.
  - b) Individuals/Households: Job training/workforce development, particularly for unemployed workers to address negative economic or public health impacts experienced due to a worker's occupation or level of training, and financial literacy for youth and seniors.

**If you are proposing to provide services under 3b (work force development), please answer the below question.**

- Do you plan to serve residents in:
  - Brooklyn Park
  - Brooklyn Center
  - Both Cities



City of Brooklyn Park  
 5200 85<sup>th</sup> Ave N, Brooklyn Park MN 55443  
 763-493-8000  
[www.brooklynpark.org](http://www.brooklynpark.org)



### Application narrative

1. Organization overview/history of service/work in Brooklyn Park (and/or Brooklyn Center if you are applying for 3b, work force development funding) (Maximum: 250 words) (20 points).
2. How does the composition of your staff and board reflect your targeted community? (Maximum 250 words) (10 points)
  - a. Describe the resident group that you intend to serve with this funding and indicate if this is a cultural group or an underserved group.
  - b. How does your organization's staff and board reflect that community?
3. Do you have the staff and financial capacity to implement this work? (Maximum: 250 words) (20 points)
  - a. How do you currently track and manage your finances? Indicate your accounting and fund management process including what you use to track your finances, pay for service, or pay vendors.
  - b. This funding is reimbursement based. How will the organization pre-fund program activities? If you are unable to pre-fund program expenses, please explain.
  - c. Is this a new program to be funded only by this award Yes  No
  - d. Is this an ongoing program that will benefit from additional funding?  
Yes  No
4. Program plan and expected impact (Maximum: 750 words) (25 points)
  - a. Describe the need for the program or services your organization is proposing to implement and the service you will provide.
  - b. What are the goals for implementing this program and targeted outcomes? Describe how you will implement the program, what your goals are for proposing this program.
    - In addition to this response, complete the attached Activity Worksheet
  - c. How do you plan outreach to the community – describe your planned outreach efforts/communications/strategy to reach the targeted group and meet your program deliverables.
  - d. Please include a budget using the Budget Template below OR attach your own budget form. Be sure to include additional funding sources and, *where possible, identify if those funding sources use ARPA funds.*
5. Program responds to the negative impact of the COVID pandemic, an identified need, or supports economic empowerment (Maximum: 750 words) (25 points)
  - a. Describe how your proposed program is a response to the negative impact of the pandemic and/or how this program is a need determined by your organization to be a priority for your community served.



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- b. Over the last 3 years, how has your organization responded to alleviating the impacts of COVID-19 in the community you serve? Please include specific programs/activities and verifiable outcomes. If you have not done any work in response to COVID, indicate "*none*".

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**Attachment II. Budget form**

Category	Description	Amount (include calculation if applicable)
<b>Personnel (include name and title)</b>		
Ex. Executive Director John Doe	Ex. Managing contracts, collaborating with partners	Ex. \$75,000/year x .25 time spent on this program: \$18,750
<b>Program Costs</b>		
Ex. Participant tuition	Ex. Student scholarships for training	Ex. \$250 x 8 participants: \$2,000
<b>Administration</b>		
Ex. Office supplies	Ex. Filing folders, pens, paper, etc.	Ex. \$50/month x 12 months: \$600
<b>Materials</b>		
Ex. Marketing materials	Ex. 1000 flyers for distribution	EX. \$30
<b>Other</b>		
<b>Administrative overhead 10%</b>		
<b>Total Amount Requested</b>		

Please list any additional funding sources for this program and indicate if that source is using ARPA funds.

Funding source	Amount	Status (committed or pending)	ARPA funds (yes, no, unsure)
Ex. Minneapolis Foundation	Ex. \$10,000	Ex. committed	Ex. No

**Attachment III. Activities form**

Please complete this form with the program you are proposing. Provide activities for program implementation, a schedule, expected outcomes, how you will measure outcomes and track BP residents served. Tracking Brooklyn Park and Brooklyn Center residents using these funds is a requirement. Please indicate what systems you have of tracking residents served. If you have any questions, please contact Felicia Jappah at 763.493.8030 or [felicia.jappah@brooklynpark.org](mailto:felicia.jappah@brooklynpark.org).

<b>Program Activity</b>	<b>Schedule of Activities: (how often activity will occur during contract term)</b>	<b>Expected measurable outcome – what is the anticipated result of the activity?</b>	<b>Number of residents served</b>	<b>Tracking method (sign in, client forms, software)</b>
<b>Activity 1</b>				
Ex. Business Technical Support	Ex. 1 event per week	Ex. Clients gain knowledge in accounting software as reported on client evaluation forms at end of trainings	Ex 5 businesses per week	Ex. Business name, person served, and location of business as reported on client form
<b>Activity 2</b>				

**Attachment IV. Service Agreement Template**

**ARPA FUNDING OPPORTUNITY SERVICES AGREEMENT**

THIS ARPA FUNDING OPPORTUNITY SERVICES AGREEMENT (this "Agreement") is entered into as of \_\_\_\_, by and between the city of Brooklyn Park, a public body corporate and politic under the laws of the State of Minnesota ("City"), and \_\_\_\_\_, a Minnesota [corporation/nonprofit corporation] ("Contractor").

**RECITALS**

WHEREAS, the U.S. Department of the Treasury ("Treasury") has allocated to the City of Brooklyn Park ("City") \$11,052,580.00 of federal stimulus funding from the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Funds under CFDA No. 21.027 ("ARPA Funds") under Section 603(b) of the Social Security Act, as amended by Section 9901 of the American Rescue Plan Act ("ARPA");

WHEREAS, ARPA authorizes ARPA Funds to be used for the following purposes as outlined in the Final Rule as follows:

- (1) To respond to the COVID-19 public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- (2) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;
- (3) For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and
- (4) To make necessary investments in water, sewer, or broadband infrastructure.

WHEREAS, the City has elected to take the "standard allowance" under Treasury's Final Rule, allowing the City to use up to \$10,000,000 of its ARPA Funds for the provision of government services;

WHEREAS, the City authorized \$\_\_\_\_\_ of ARPA Funds for the purpose of partnering with community organizations to address the public health emergency and its negative economic impacts;

WHEREAS, on \_\_\_\_\_ the City published a request for proposals that respond to the public health emergency or negative economic impacts caused by the COVID-19 pandemic and successful proposers would enter into an agreement with the City to provide identified services;

WHEREAS, the Contractor's proposal has been chosen and the Contractor has agreed to provide the services which are described in Exhibit A ("Contracted Services"), which is incorporated herein by reference;

WHEREAS, the City has authorized \$ \_\_\_\_\_ of its ARPA Funds for the purpose of funding the Contractor's Contracted Service; and

WHEREAS, the City and Contractor desire to enter into this Agreement so that the City may provide ARPA Funds for Contracted Services as allowed under the Final Rule.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and Contractor hereby agree as follows:

1. Effective Date And Term. This Agreement shall govern the performance of the parties for the period commencing at the date of execution of this agreement (the "Effective Date") through \_\_\_\_\_ unless earlier terminated by either party in accordance with the terms of this Agreement.
2. Funds. The City agrees to provide the Contractor with a total sum not to exceed \_\_\_\_\_ and 00/100ths dollars (\$ \_\_\_\_\_) for the provision of the Contracted Services.
3. Description of Services. The Contracted Services are detailed in Exhibit A, the Contractor shall not enter into any subcontract for performance of any of the Contracted Services without the prior written approval of the City and subject to such conditions and provisions as the City may deem necessary or desirable at its sole discretion.
4. Payment of Funds; Reimbursement Period. Contractor will be paid in accordance with the process established in Exhibit A. Except for an initial payment of up to \_\_\_\_\_ dollars (\$\$) ("Initial Payment"), if requested by the Contractor and after meeting with a Compliance Consultant as described in Section 5, the City agrees to reimburse Contractor for Contracted Services actually incurred by Contractor in accordance with Section 3, in an amount not to exceed \$ \_\_\_\_\_ ("Total Agreement Funds"). Contractor may submit for reimbursement expenses for Contracted Services as detailed in Exhibit A.
5. Requirement to Work With Compliance Consultant. The City has entered into separate agreements with outside consultants to perform certain accounting and compliance work for the City ("Compliance Consultant"). Contractors will be required to work with a Compliance Consultant if: i) Contractor requests to receive an Initial Payment, as described in Section 4; and/or ii) the City, at its sole discretion, determines it is in the best interest of the City that the Contractor work with Consultant. Contractor's may voluntarily work with Compliance Consultants. City-required or voluntary work with a Compliance Consultant will be paid for by the City for up to 10 hours of Compliance Consultant work hours.
6. Suspension and Debarment. Contractor represents that neither it nor any of its principals has been debarred, suspended or determined ineligible to participate in federal assistance awards or contracts. Contractor further agrees that it will notify the City immediately if it or any of its principals is placed on the list of parties excluded from federal procurement or nonprocurement programs available at [www.sam.gov](http://www.sam.gov).
7. Financial and Other Reports. Contractor shall submit to the City such reports and data as may be required by the City, Treasury, or any other entity with authority over the reporting

of ARPA Funds, including, without limitation, such reports in accordance with the schedule in Exhibit A.

8. Improper Payments. Any item of expenditure by Contractor under the terms of this Agreement which is found by auditors, investigators, and other authorized representatives of the city of Brooklyn Park, the U.S. Government Accountability Office or the Comptroller General of the United States to be improper, unallowable, in violation of federal or state law or the terms of this Agreement, or involving any fraudulent, deceptive, or misleading representations or activities of the Contractor, shall become the Contractor's liability, to be paid by Contractor from funds other than those provided by the City under this Agreement or any other agreements between the City and Contractor.
9. Termination. If the Contractor fails to perform any of the provisions of this Agreement or otherwise breaches or fails to comply with any of the terms of this Agreement, it shall be in default. If the default is for improper payments, as provided in Section 8, the City may immediately terminate or cancel this Agreement upon written notice to the Contractor and demand repayment in full of the funds that have been improperly spent. In all other instances, unless the Contractor's default is excused in writing by the City, the City may terminate this Agreement if Contractor defaults under the terms of this Agreement and does not cure the default within thirty (30) days after written notice of the default. Additionally, failure to comply with the terms of this Agreement shall be just cause for the City to delay payment until the Contractor complies with all the requirements of this Agreement. In the event of a decision to withhold payment, the City shall furnish written notice to Contractor. If this Agreement expires or is cancelled or terminated by either party, at any time, the Contractor shall not be entitled to any payment, fees or other monies.
10. Independent Contractor. Each party under the Agreement shall be for all purposes an independent contractor. Nothing contained herein will be deemed to create an association, a partnership, a joint venture, or a relationship of principal and agent, or employer and employee between the parties. The Contractor shall not be, or be deemed to be, or act or purport to act, as an employee, agent, or representative of the City for any purpose.
11. Indemnification. The Contractor agrees to defend, indemnify and hold the City, its officers, officials, employees, agents and volunteers harmless from and against any and all claims, injuries, damages, losses or expenses including without limitation personal injury, bodily injury, sickness, disease, or death, or damage to or destruction of property, which are alleged or proven to be caused in whole or in part by an act or omission of the Contractor, its officers, directors, employees, and/or agents relating to the Contractor's performance or failure to perform under this Agreement. The section shall survive the expiration or termination of this Agreement.
12. Insurance. The Contractor shall maintain reasonable insurance coverage throughout the term of this Agreement, as determined by the City. The Contractor agrees that before any work related to the approved Services can be performed, the Consultant shall maintain at a minimum, or receive a waiver from, the following:
  - (i) Worker's Compensation Insurance as required by Minnesota Statutes, section 176.181, subd. 2, if applicable.

- (ii) Commercial General Liability in an amount of not less than \$1,500,000.00 per occurrence for bodily injury or death arising out of each occurrence, and \$1,500,000.00 per occurrence for property damage.

To meet the Commercial General Liability requirement, the Contractor may use a combination of Excess and Umbrella coverage. The Contractor shall provide the City with a current certificate of insurance for the amounts identified in this Section 12. Such certificate of liability insurance shall list the City of Brooklyn Park as an additional insured and contain a statement that such policies of insurance shall not be canceled or amended unless thirty (30) days' written notice is provided to the City, or ten (10) days' written notice in the case of non-payment.

- 13. Compliance with Laws, Guidelines. The Contractor shall comply with all federal, state, and local laws, rules, City program requirements currently in force or later enacted regarding use of ARPA funds. Because the source or partial source of funds under this Agreement is from federal monies or from a federal source, the Contractor is bound by and shall comply with applicable law, rules, regulations, applicable documentation or other directives relating to the source and utilization of such funds including but not limited to applying for funds for expenses that have been or will be reimbursed under any federal, county, state, or other local government program.
- 14. Data Privacy And Security. Contractor, its officers, agents, owners, partners, employees, volunteers and subcontractors shall, to the extent applicable, abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 ("MGDPA") and all other applicable state and federal laws, rules, regulations and orders relating to data or the privacy, confidentiality or security of data.
- 15. Maintenance and Audit of Records. Subject to the requirements of Minnesota Statutes § 16C.05, subd. 5, the City, the State Auditor, or any of their authorized representatives which may include other independent financial analysts at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to request submission of documentation, examine, audit, excerpt, and transcribe any books, documents, papers, records, or other data, which are pertinent to the accounting practices and procedures of Contractor and involve transactions relating to this Agreement. Contractor shall maintain these materials and allow access during the period of this Agreement and for six (6) years after its expiration, cancellation or termination.
- 16. Notices. All notices, demands, or other communications required in the Agreement shall be effective: (i) if given personally, upon receipt; (ii) if given by facsimile or electronic mail, when such notice is transmitted and confirmation of receipt obtained; (iii) if mailed by certified mail, postage prepaid, return receipt requested. The following addresses, emails, and contact persons may be changed by any party upon proving notice to the other parties:

As to the City :           City of Brooklyn Park  
                                  5200 85<sup>th</sup> Avenue North  
                                  Brooklyn Park, MN 55443  
                                  Attn: \_(Contract Manager)\_\_\_\_\_

                                  Email: \_\_\_\_\_

As to the Contractor:            [XXX]  
    [XXX]  
    Attn: \_\_\_\_\_  
    Email: \_\_\_\_\_

17. Improper Influence. Each party warrants that it did not and will not employ, retain, or contract with any person or entity on a contingent compensation basis for the purpose of seeking, obtaining, maintaining, or extending this Agreement. Each party agrees, warrants, and represents that no gratuity whatsoever has been or will be offered or conferred with a view towards obtaining, maintaining, or extending this Agreement.
18. Conflict of Interest. The elected and appointed officials and employees of the parties shall not have any personal interest, direct or indirect, which gives rise to a conflict of interest.
19. Time. Time is of the essence in this Agreement.
20. Survival. The provisions of this Agreement that by their sense and purpose should survive expiration or termination of the Agreement shall so survive. Those provisions include without limitation Indemnification, Improper Payments, and Maintenance and Audit of Records.
21. Amendment. No amendment or modification to the Agreement will be effective without the prior written consent of the authorized representatives of the parties.
22. Non-Discrimination. Contractor shall not exclude any person from full employment rights nor prohibit participation in or the benefits of any program, service or activity on the grounds of any protected status or class including but not limited to race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status, or national origin. No person who is protected by applicable federal or state laws against discrimination shall be subjected to discrimination.
23. ADA Compliance. Contractor shall comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. Sections 12101 et seq.). If any claim of disability discrimination is made against the Contractor, the Contractor must immediately provide notice of such claim to the City.
24. Governing Law. The Agreement will be governed in all respects by the laws of the state of Minnesota, both as to interpretation and performance, without regard to conflicts of law or choice of law provisions. Any action arising out of or in connection with the Agreement may be instituted and maintained only in a court of competent jurisdiction in Hennepin County.
25. Non-Waiver. No failure on the part of the City to exercise, and no delay in exercising, any right hereunder shall operate as a waiver thereof; nor shall any single or partial exercise by the City of any right hereunder preclude any other or further exercise thereof or the exercise of any other right. The remedies herein provided are cumulative and not exclusive of any remedy available to the City at law or in equity.



26. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors.
27. Assignment. The Contractor shall not assign or transfer any of its interests in or obligations under this Agreement without the prior written consent of the City.
28. Entire Agreement. This Agreement constitutes the entire agreement between the City and the Contractor for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the parties with respect to this Agreement.
29. No Third Party Beneficiaries. Nothing herein shall or be deemed to create or confer any right, action, or benefit in, to, or on the part of any person or entity that is not a party to this Agreement. This provision shall not limit any obligation which either party has to Treasury in connection with the use of ARPA Funds, including the obligations to provide access to records and cooperate with audits as provided in this Agreement.
30. Severability. In the event that one or more provisions of this Agreement shall be determined to be invalid by any court of competent jurisdiction or agency having jurisdiction thereof, the remainder of the Agreement shall remain in full force and effect and the invalid provisions shall be deemed deleted.
31. Counterparts. This Agreement may be executed in one or more counterparts, any of which shall be deemed an original but all of which together shall constitute one and the same instrument.
32. Authorization. Each party signing below warrants to the other party, that they have the full power and authority to execute this Agreement on behalf of the party for whom they sign.
33. Notice of Public Events. Contractor shall provide the City with information related to any public event funded, in whole or in part, using Agreement. Funds.

*[Remainder of page left intentionally blank]*

IN WITNESS WHEREOF, each of the parties has executed this Agreement by its duly authorized officer as of the day and year first written above.

**CITY OF BROOKLYN PARK  
(CITY)**

\_\_\_\_\_  
**(CONTRACTOR)**

By: \_\_\_\_\_  
Name:  
Title:

By: \_\_\_\_\_  
Name:  
Title:

By: \_\_\_\_\_  
Name:  
Title:

**CONTRACTED SERVICES AGREEMENT**

**List of Exhibits**

- |                         |  |
|-------------------------|--|
| <b><u>Exhibit A</u></b> | <b>CONTRACTED SERVICES AND REQUEST FOR FUNDS</b> |
| <b><u>Exhibit B</u></b> | <b>REVISED SCOPE DOCUMENT</b>                    |

## Exhibit A

### CONTRACTED SERVICES AND REQUEST FOR FUNDS

#### Contracted Services

The Contractor submitted a proposal in response to the City's Request for Proposals for services that respond to the public health emergency or negative economic impacts caused by the COVID-19 pandemic. The Contractor's revised scope document is attached to this Agreement as Exhibit B.

The scope of services in Exhibit B have been identified as the Contractor Services that will be performed by the Contractor.

Reimbursement requests must be made in accordance with the Request for Payment process outlined below.

#### Requests for Payment

Contractor shall perform all Contracted Services hereunder to the satisfaction of City, in accordance with the provisions herein, and in compliance with applicable law. If City determines that Contractor has not complied with the foregoing, City shall not have any obligation to pay Contractor for the non-complying services.

##### 1) Initial Payment

No advance payments will be made under this Agreement except for, if applicable, the fixed payment amount, as described in Agreement Section 4, and issued to Contractor as set forth below:

One (1) payment upon execution of the Agreement in the amount of five thousand dollars (\$\_\_\_\_\_) ("Initial Payment").

Contractor shall submit an invoice to the city and, if applicable, evidence of spending, after receipt of the Initial Payment at time of reporting. This must be in a format approved by the City providing proof that the Initial Payment was used for Contracted Services. If the Initial Payment invoice is not submitted or is submitted late, scheduled payments may be late or may not be generated by City.

Should the City determine that the initial payment was used for expenses that are not defined as Contracted Services the City may immediately terminate the Agreement and demand repayment of the misspent funds or may reduce future reimbursements by the amount determined to be misspent.

##### 2) Payments for Contracted Services

Except for the initial payment, all subsequent payments from the City to the Contractor shall be made on a reimbursement basis after the Contractor provides proof, in a form acceptable to the City, that the Contractor has incurred eligible expenses for Contracted Services, as provided in this Exhibit A.

Payments shall be made pursuant to the provisions herein and the City's then applicable payment policies, procedures, rules and directions. City is not responsible for remedying fraudulent or unauthorized payments requested in Contractor's name.

Failure to comply with the provisions of this Agreement shall be just cause for delaying payment until Contractor is in compliance. In the event of a decision to withhold payments, City shall furnish prior written notice to Contractor.

Contractor shall not invoice for services not identified under the Agreement and in this Exhibit A.

The City will provide payments under the Agreement after Contractor performs the actions below (“Request”):

- To make a Request, Contractor must submit proof of expenses incurred in the performance of Contracted Services under this Agreement that the City determines is sufficient to authorize disbursement of funds upon receipt and approval of a Request.
- Requests shall not be expenses reimbursed by any other funding source, including federal or state funds (e.g. no double dipping).
- Contractor’s may make Requests up to once per month. Quarterly requests must be made to the City on the following schedule and must include Requests covering all expenses incurred in the previous quarter that have not already been reimbursed:
  - \_\_\_\_\_, covering outstanding expenses incurred between date of award and \_\_\_\_\_
  - \_\_\_\_\_, covering outstanding expenses incurred between \_\_\_\_\_ and \_\_\_\_\_
  - \_\_\_\_\_, covering outstanding expenses incurred between \_\_\_\_\_ and \_\_\_\_\_
  - \_\_\_\_\_, covering outstanding expenses incurred between \_\_\_\_\_ and June \_\_\_\_\_
- Requests must include a brief summary of the work performed since the previous Request and must include data on the number of Brooklyn Park residents served.
- A final report is due following the completion of all activities identified in Exhibit B. Activities may be completed any time within one year of the contract execution date.

City will make payment within sixty (60) days from receipt of the Request. If the Request is incorrect, defective, or otherwise improper, City will notify Contractor within ten (10) days of receiving the incorrect Request. Upon receiving the corrected invoice from Contractor, City will make payment within sixty (60) days.

Failure to provide any of the required documentation may result in the withholding and/or nonpayment of all or a portion of the request, and termination of the Agreement.

**Exhibit B**

Note: this will be the scope of service document completed by each contracted organization

**Questions**

If you have any questions, please contact Felicia Jappah Project Coordinator –  
Pandemic Response, at 763.493.8030 [felicia.jappah@brooklynpark.org](mailto:felicia.jappah@brooklynpark.org).