

## REGULAR CITY COUNCIL MEETING – AGENDA #38

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Para asistencia, 763-424-8000; Yোগ 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** Osseo Area Schools District 279 Bond Referendum Update by Superintendent Dr. Kim Hiel

**3B.3** Proclamation Declaring October 2023 as "Domestic Violence Awareness Month" in the City of Brooklyn Park

**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** Adopt a Resolution Appointing Election Judges for the November 7, 2023 Osseo Area Schools ISD279 Special Election

**A.** RESOLUTION

**B.** EXHIBIT A

**4.2** Accept an AKC Reunite Grant

**A.** RESOLUTION

**4.3** Authorize Application for Grant Funding through Hennepin Youth Activities Grant

**A.** RESOLUTION

**4.4** Approve a 2023 CEP Budget Amendment for Edinburgh USA Equipment purchase

- A. RESOLUTION
- B. BUDGET AMENDMENT FINANCIAL ANALYSIS
- 4.5 2024 Bonding Project Support for Central Fire Station & Zanewood Recreation Center
  - A. RESOLUTION
- 4.6 Approve the Purchase of a Sign Truck
  - A. RESOLUTION
- 4.7 Accept 2023-2024 Healthy Tree Canopy Grant from Hennepin County
  - A. RESOLUTION
- 4.8 Accept Quote and Award Contract for 2005-23 Jefferson Hwy Trail Rehabilitation
  - A. RESOLUTION
- 4.9 CM Morson Travel Approval
  - A. RESOLUTION

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 Adopt Resolution for Proposed Special Assessments for Delinquent Utility Charges; Abatements Costs for Weed Cutting, Tree Removal, Nuisance Abatements, and Fire Inspection Fees; Administrative Penalty Citations; Various Costs Associated with Rental Housing Cases; And Administrative Fees, Except for Contested Charges and Costs Held Over For Further Review
  - A. RESOLUTION
  - B. 2023 SPECIAL ASSESSMENT HEARING PROCESS MEMO TO CITY MANAGER
  - C. CERTIFICATION LIST (LIMITED DISTRIBUTION – Available for viewing at the City Clerk's office)

**6. LAND USE ACTIONS**

None.

**7. GENERAL ACTION ITEMS**

- 7.1 Request Acceptance of 2023 State Appropriations Funded from State General Obligation Bonds for Central Fire Station Design and Direct Staff to Solicit Bids for the Demolition of the Building Located at 8600 Zane Avenue North
  - A. RESOLUTION
- 7.2 Fire Apparatus Replacement (two fire engines and one ladder truck)
  - A. RESOLUTION
  - B. APPROVAL OF FIRE TRUCK BUDGET AMENDMENT
  - C. FIRE ENGINES BID
  - D. FIRE LADDER TRUCK BID
- 7.3 Appointments to Commissions

**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. WORK SESSION – Recess to Room A203**

- 10.1 610 Corridor Development Study Zoning Changes
  - A. FLOOR AREA RATIO RESOURCES

**VI. 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>	October 9, 2023
<b>Agenda Section:</b>	Public Presentations/ Proclamations/Receipt of General Communications	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Katrina Doshier Program Assistant
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Department Directors/Managers
<b>Item:</b>	Introduction of New Employees		

## City Manager's Proposed Action:

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

## Overview:

<u>Employee</u>	<u>Start Date</u>	<u>Title</u>
<b>Finance</b>		
Ricky Herrera	October 2, 2023	Staff Accountant, FT
<b>Police</b>		
Raymond Campbell	September 1, 2023	Police Cadet, PT
Ken Celedon	August 21, 2023	Program Assistant II, Police Front Counter Clerk, FT
Liz Oakland	August 21, 2023	Program Assistant II, Police Front Counter Clerk, FT
<b>Recreation and Parks</b>		
Huy Nguyen	September 18, 2023	Recreation Program Supervisor, 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>	October 9, 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>	Superintendent Dr. Kim Hiel
<b>Item:</b>	Osseo Area Schools District 279 Bond Referendum Update by Superintendent Dr. Kim Hiel		

## City Manager's Proposed Action:

Osseo Area Schools District 279 Superintendent Dr. Kim Hiel will introduce herself and talk a bit about the upcoming bond referendum ([Building a Better Future, Phase II](#)).

**Overview:** N/A

**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>	October 9, 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>	1	<b>Presented By:</b>	Mayor Hollies Winston
<b>Item:</b>	Proclamation Declaring October 2023 as "Domestic Violence Awareness Month" in the City of Brooklyn Park		

## City Manager's Proposed Action:

The Mayor shall proclaim October 2023 as Domestic Violence Awareness Month in the city of Brooklyn Park by one of the following:

1. I, Hollies Winston, Mayor of the City of Brooklyn Park, Minnesota, do hereby proclaim October 2023 as "Domestic Violence Awareness Month" in the city of Brooklyn Park.

or

2. By reading the proclamation.

## Overview:

The month of October is recognized nationally as Domestic Violence Awareness Month (DVAM). One in three women and one in four men will experience some form of intimate partner violence in their lifetime (National Coalition Against Domestic Violence). Domestic violence occurs in all communities. In Brooklyn Park, officers were dispatched 1,337 times to domestic-related calls in 2022, as compared to 1,341 times in 2021. Because of this prevalence, the Brooklyn Park Police Department has dedicated resources to address domestic violence including partnering with Cornerstone to provide needed crisis intervention, housing, advocacy, education and therapeutic services to the individual(s) or family involved.

The COVID-19 pandemic had a substantially negative impact on victims because of isolation and many residents staying inside their homes more than usual. Community members are also facing many additional stresses due to challenges with finances, distance learning, issues related to racial justice, and other life challenges. However, victims may be afraid to call for help or are reliant on abusers for support, and fewer people may be calling to report abuse on behalf of victims.

This year, for the Purple Lights Initiative, the city of Brooklyn Park will again use purple lights to raise awareness that there is help and hope for victims of domestic violence. The city will light City Hall and the Police Department North Station purple during the month of October. Purple light bulbs will also be available at the City Hall front desk and the Community Activity Center reception desk for residents to pick up in order to switch out their porch lights for the month of October.

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

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

## Attachments:

3B.3A PROCLAMATION

# **PROCLAMATION**

## **PROCLAIMING OCTOBER 2023 AS DOMESTIC VIOLENCE AWARENESS MONTH IN THE CITY OF BROOKLYN PARK**

WHEREAS, the community problem of domestic violence has become a critical public health and welfare concern in Brooklyn Park; and

WHEREAS, domestic violence is a crime, the commission of which will not be tolerated in Brooklyn Park and perpetrators of said crime are subject to prosecution and conviction in accordance with the law; and

WHEREAS, thousands of men, women and children have and will continue to access assistance from Cornerstone, a domestic violence service provider, working closely with the Brooklyn Park Police Department; and

WHEREAS, domestic violence will be eliminated through community partnerships of concerned individuals and organizations working together to prevent abuse while at the same time effecting social and legal change; and

WHEREAS, October is National Domestic Violence Awareness Month; and

WHEREAS, during National Domestic Violence Awareness Month, Brooklyn Park organizations and groups will inform area residents about domestic violence, its prevalence, consequences, and what we as a concerned community can do to eliminate its existence; and

WHEREAS, during the month of October, the city of Brooklyn Park will use purple lights to raise awareness that there is help and hope for victims of domestic violence, by lighting up city buildings and distributing purple bulbs for residents to switch out their porch lights.

NOW, THEREFORE, BE IT RESOLVED that I, Hollies Winston, Mayor of the city of Brooklyn Park, Minnesota, do hereby proclaim October 2023 as "Domestic Violence Awareness Month" in the city of Brooklyn Park.

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



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

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.1	<b>Meeting Date:</b>	October 9, 2023
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	X	<b>Prepared By:</b>	Devin Montero, City Clerk
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Devin Montero
<b>Item:</b>	Adopt a Resolution Appointing Election Judges for the November 7, 2023 Osseo Area Schools ISD279 Special Election		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-\_\_\_\_ APPOINTING ELECTION JUDGES FOR THE NOVEMBER 7, 2023 OSSEO AREA SCHOOLS ISD279 SPECIAL ELECTION.

## Overview:

Minnesota State Statute, 204B.21, Subdivision 2, requires election judges to be appointed by the governing body of the municipality or school board at least 25 days before the election at which the election judges will serve. Attached is the list of election judges assigned to the Osseo Area Schools ISD279 special election on November 7, 2023.

The Osseo Area School Board will also be appointing the election judges at its meeting on October 24, 2023.

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

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

## Attachments:

- 4.1A RESOLUTION
- 4.1B EXHIBIT A



RESOLUTION #2023-

RESOLUTION APPOINTING ELECTION JUDGES  
FOR THE NOVEMBER 7, 2023, OSSEO AREA SCHOOLS ISD279 SPECIAL ELECTION

WHEREAS, Minnesota State Statute, 204B.21, Subdivision 2, requires election judges be appointed by the governing body of the municipality or school board at least 25 days before the election.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park, that the election judges for the November 7, 2023, Osseo Area Schools ISD279 Special Election be appointed as presented by the City Clerk, per Exhibit A attached hereto and made a part hereof and further authorizing the City Clerk to appoint additional judges if and where needed.

## EXHIBIT A

Ahmed, Alhassan  
Anderson, Nancy  
Batzlaff, Angela  
Beckman, Terrence  
Bombich, Tami  
Boord, Constance  
Browning, Linda  
Calvert, Kristi  
Campbell, Colin  
Chittester, Patrick  
Cole, David  
Crandall, Beth  
Debner, Steven  
Derrick, Melia  
Dickson, Arthur (Dana)  
Ferrel, Michelle  
Flugaur, Patricia  
Fredrick, William  
Fuller, Jeffery  
Gaffney, Annie  
Gambrel, Diane  
Gigley, Dionne  
Goebel, Michael  
Grady, Alice  
Guthrie, Kathleen  
Guthrie, Thomas  
Harris, Lillie  
Hedman, Michael  
Hedman, Sharon  
Hedman, Stephen  
Helgeson, Dezra  
Hennen, Nancy  
Herbach, Susan  
Holland, Pamela  
Holmgren, Ronald  
Howard, Frances  
Hutchens, Marian  
Janson Kelley, Robert  
Johnson, Susan M  
Juntilla, Gerri  
Kai, Courage  
Kari, Julie  
Karver, Charles  
Kern, Jackie  
Keymer, John  
Kline, Nancy  
Kollodge, Darryl

Kust, Amy  
LaRose, Trudi  
Larson, Nancy  
Lenzen, Debra  
Levens, Joseph  
Lewis, Joyce  
Lottman, Nancy  
Lung, Pamela  
Mann, Joanne  
Marengo, Melissa  
Martinez, Jorge  
Matthew, Cynthia  
McDonald, Patricia  
McLain, John  
Meissner, Barb  
Morales, Jeanne  
Moravec, Kelly  
Munsterman, Walter  
Norberg, Karen  
Olsen, Michelle  
Onyejekwe, Umebe  
Otten, Tammy  
Peek, Charles  
Petersen, Susan  
Peterson, Margaret  
Pettis, Barbra  
Pheifer, Edward  
Plante, John  
Pollmann, Kimberly  
Redepenning, Debra  
Reickard, Chad  
Reickard, Kristin  
Rundquist, Celeste  
Schaefer, John  
Servi, Andrew  
Shepperd, Bruce  
Shreve, Clinton  
Smith, Bruce  
Sogbeh, Finda  
Strand, Charles  
Taylor, Eve  
Tilong, Denis  
Tommerdahl, Christine  
Vosika, Richard  
Walsh, Karoll  
Ward, Teresa M  
Weese, Stanley  
Welde, Robert

Wesely, Susan  
Williams, Isaiah  
Wood, Linda  
Yigan-Kohoe,  
Koffi Michel  
Zeman, Donna  
Catherine Oslund  
Carol Parks  
Melody Bird  
Bobbi Leitner  
Sharon Knutson  
George Bonnell  
Scott Knutson

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.2	<b>Meeting Date:</b>	October 9, 2023
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Police
<b>Resolution:</b>	X	<b>Prepared By:</b>	Stephanie Heiberger, Police Renee Manning, Finance
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Shane DuPaul, Deputy Chief
<b>Item:</b>	Accept an AKC Reunite Grant		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-\_\_\_\_\_ TO ACCEPT AN AKC REUNITE GRANT AND AMEND THE 2023 GRANT FUND FOR THE PURCHASE OF A POLICE CANINE.

## Overview:

The Police Department applied for and received a grant from AKC Reunite. This award provides \$10,000 toward the purchase of a tracking/evidence recovery canine. Within the 2023-2027 CEP, the police department had planned for the replacement of two canines in 2024. One of our canines recently passed away unexpectedly. These funds will allow us to acquire and train a dog more quickly.

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

## Budgetary/Fiscal Issues:

Amend the grant fund budget as follows:

Changes to the GENERAL LEDGER Budget					
<b>Financing Changes</b>					
Fund	Revenue Classification	Description	Current Budget	Changes	Amended Budget
203	Other Grants	AKC Reunite Grant	\$ -	\$ 10,000.00	\$ 10,000.00
			\$ -	\$ -	\$ -
		Total	\$ -	\$ 10,000.00	\$ 10,000.00
<b>Spending Changes</b>					
Fund	Expense Classification	Description	Current Budget	Changes	Amended Budget
203	Supplies	Police K9	\$ -	\$ 10,000.00	\$ 10,000.00
			\$ -	\$ -	\$ -
		Total	\$ -	\$ 10,000.00	\$ 10,000.00
Changes to the PROJECT Budget (Only complete this section if this is a CIP/CEP/Grant)					
<b>Financing Changes</b>					
Project Number	Funding Source	Description	Current Budget	Changes	Amended Budget
GROAKC	G.R. - Grants	AKC Reunite Adopt A K9 grant	\$ -	\$ 10,000.00	\$ 10,000.00
					\$ -
		Total	\$ -	\$ 10,000.00	\$ 10,000.00
<b>Spending Changes</b>					
Project Number	Expense Category	Description	Current Budget	Changes	Amended Budget
GROAKC	Small Equipment	Police K9	\$ -	\$ 10,000.00	\$ 10,000.00
					\$ -
		Total	\$ -	\$ 10,000.00	\$ 10,000.00

## Attachments:

4.2A RESOLUTION

RESOLUTION #2023-

TO ACCEPT AN AKC REUNITE GRANT AND AMEND THE 2023 GRANT FUND  
FOR THE PURCHASE OF A POLICE CANINE

WHEREAS, the police department applied for a grant from the AKC Reunite organization for funding for the purchase of a tracking and evidence recovery canine; and

WHEREAS, the grant award was in the amount of \$10,000; and

WHEREAS, the 2023 grant fund will need to be amended for this grant; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to accept an AKC Reunite Grant and amend the 2023 grant fund for the purchase of a police canine.

Changes to the GENERAL LEDGER Budget					
<b>Financing Changes</b>					
Fund	Revenue Classification	Description	Current Budget	Changes	Amended Budget
203	Other Grants	AKC Reunite Grant	\$ -	\$ 10,000.00	\$ 10,000.00
			\$ -	\$ -	\$ -
		Total	\$ -	\$ 10,000.00	\$ 10,000.00
<b>Spending Changes</b>					
Fund	Expense Classification	Description	Current Budget	Changes	Amended Budget
203	Supplies	Police K9	\$ -	\$ 10,000.00	\$ 10,000.00
			\$ -	\$ -	\$ -
		Total	\$ -	\$ 10,000.00	\$ 10,000.00

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.3	<b>Meeting Date:</b>	October 9, 2023
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Recreation and Parks
<b>Resolution:</b>	X	<b>Prepared By:</b>	Brad Tullberg, Recreation and Parks Director
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Brad Tullberg
<b>Item:</b>	Authorize Application for Grant Funding through Hennepin Youth Activities Grant		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-\_\_\_\_ TO AUTHORIZE APPLICATION FOR GRANT FUNDING THROUGH THE HENNEPIN YOUTH ACTIVITIES FACILITIES GRANT PROGRAM.

## Overview:

The Twins Ballpark sales tax, approved by the Minnesota Legislature in 2006, funds the Hennepin Youth Sports Program. State legislation authorizing the construction of Target Field allows Hennepin County to use a portion of the 0.15% sales tax surcharge to grant over \$2 million dollars each year to Hennepin County communities to assist with youth activities.

Hennepin County is currently soliciting applications for the Youth Sports Facilities Grant. The purpose of the facility grants is to allow municipalities, park districts, watershed districts, and school districts to create, expand, or improve athletic and recreational facilities to enhance opportunities for youth participation. Grant funds are meant to be the last funds for a project; therefore, funding is not meant to be used for fundraising purposes or as seed money for new projects. Grant funding may not be used for programming, operations, or maintenance of any facility. Grants between \$100,000 to \$300,000 are available. Grant awards will be paid to grant recipients through a cost-reimbursement contract. The awards are paid as reimbursement after the Local Government Unit (LGU) submits documentation of project activity expenses.

Staff has reviewed grant requirements and agree to be bound by Hennepin County Grant Agreement and are prepared to be the fiscal agent for the award, to disburse the funds, and ensure the funds are used as listed in the application.

## Primary Issues/Alternatives to Consider:

Staff recommends authorization to submit application for the Hennepin Youth Sports Facilities Grant to support the renovation and expansion of Zanewood Recreation Center.

## Budgetary/Fiscal Issues:

Staff is requesting up to \$300,000 in Hennepin Youth Sports Facilities Grant funds to be used to support the renovation and expansion of the Zanewood Recreation Center.

## Attachments:

4.3A RESOLUTION

RESOLUTION #2023-

RESOLUTION TO AUTHORIZE APPLICATION FOR GRANT FUNDING  
THROUGH THE HENNEPIN YOUTH ACTIVITIES GRANT PROGRAM

WHEREAS, the Hennepin County Board of Commissioners, via the Hennepin Youth Activities Grants, provides for capital funds to assist local government units of Hennepin County for the development of sports or recreational facilities; and

WHEREAS, The City of Brooklyn Park (local government unit, hereinafter LGU) desires to develop the renovation and expansion of the Zanewood Recreation Center (hereinafter PROJECT).

NOW, THEREFORE BE IT RESOLVED BY THE CITY OF BROOKLYN PARK:

- I. The estimate of the total cost of developing PROJECT shall be \$4,500,000 plus site excavation, concrete and asphalt trails costs. The LGU is requesting \$ 300,000 from the Hennepin Youth Activities Grants and will assume responsibility for providing matching funds of \$ 4,200,000.
- II. The City of Brooklyn Park is the owner of the property where the PROJECT is located. The City of Brooklyn Park will own the property where PROJECT is located for at least the functional life of the facility, which is estimated to be 25 years. The PROJECT may not be converted to a non-public or non-recreational use within this time period without the approval of Hennepin County.
- III. The City of Brooklyn Park agrees to assume one hundred (100) percent of operational and maintenance costs for PROJECT. The City of Brooklyn Park will operate PROJECT for its intended purpose as stated in the PROJECT application for the functional life of the facility.
- IV. LGU agrees to enter into necessary and required agreements with Hennepin County for the specific purpose of developing PROJECT and managing its long-term operation.
- V. That the City Manager is authorized and directed to execute the application for the Hennepin Youth Activities Grants program.

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.4	<b>Meeting Date:</b>	October 9, 2023
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Recreation & Parks
<b>Resolution:</b>	X	<b>Prepared By:</b>	Dolly Lee, Assistant Finance Director Brad Tullberg, Recreation & Parks Director
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Brad Tullberg
<b>Item:</b>	Approve a 2023 CEP Budget Amendment for Edinburgh USA Equipment purchase		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-\_\_\_\_ TO AUTHORIZE STAFF TO ENTER INTO A PURCHASE AGREEMENT WITH MTI DISTRIBUTING TO PURCHASE FOLEY REEL GRINDER IN AN AMOUNT NOT TO EXCEED \$100,000 AND TO AMEND THE 2023 RECREATION ENTERPRISE FUND EQUIPMENT REPLACEMENT BUDGET AND 2023-27 CAPITAL EQUIPMENT PLAN TO MAKE THE PURCHASE.

## Overview:

The replacement of the 2007 Toro Multi Sprayer for chemical applications at Edinburgh and Brookland Golf Courses in the Recreation and Parks Department was originally included in the 2021-2025 Capital Equipment Plan (CEP) as item #6123 and planned for replacement in 2023 for \$100,000. In 2023, staff have found a solution expected to extend the life of the sprayer.

During the 2023 golf season, staff have experienced several issues with the 1996 Foley Reel Grinder that is used to maintain the cutting surfaces for equipment that maintains the golf course. The reel grinder slides have become warped and need to be replaced. Staff are having difficulty finding replacement parts due to the age of the unit. Reel grinders are critical to the operation and maintenance of a golf course. Any time these units are down for repair or are not functioning properly it significantly impacts the conditions of the course.

Staff have worked with vendors to get quotes for the replacement of the reel grinders. They are:

MTI Distributing	\$ 87,855 plus tax
Midwest Turf and Irrigation	\$ 91,871 plus tax
Reinders	\$ 94,489 plus tax

Staff would like to amend the 2023 CEP budget to re-allocate funds budgeted for the Toro Sprayer replacement to be utilized for the replacement of the Foley Reel Grinder. The purchase amount will be less than the \$100,000 budgeted from the Recreation Enterprise fund for the Sprayer purchase in 2023.

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

## Budgetary/Fiscal Issues:

The 2023 cost of the Foley Reel Grinder would not exceed the \$100,000 budgeted for the Sprayer. The cost of the Reel Grinder can be accommodated in the amended 2023 Recreation Enterprise Fund.

## Attachments:

4.4A RESOLUTION



RESOLUTION #2023-

AUTHORIZE STAFF TO ENTER INTO A PURCHASE AGREEMENT WITH MTI DISTRIBUTING TO PURCHASE FOLEY REEL GRINDER IN AN AMOUNT NOT TO EXCEED \$100,000 AND TO AMEND THE 2023 RECREATION ENTERPRISE FUND EQUIPMENT REPLACEMENT BUDGET AND 2023-27 CAPITAL EQUIPMENT PLAN TO MAKE THE PURCHASE.

WHEREAS, the replacement of the 2007 Toro Multi Sprayer for chemical applications at Edinburgh and Brookland Golf Courses in the Recreation and Parks Department was originally included in the 2021-2025 Capital Equipment Plan (CEP) as item #6123 and planned for replacement in 2023 for \$100,000; and

WHEREAS, during the 2023 golf season, staff have experienced several issues with the 1996 Foley Reel Grinder that are used to maintain the cutting surfaces for equipment to maintain the golf course; and

WHEREAS, staff are having difficulty finding replacement parts due to the age of the unit. Reel grinders are critical to the operation and maintenance of a golf course. Any time these units are down for repair or are not functioning properly significantly impacts the conditions of the course; and

WHEREAS, staff have worked with vendors to get quotes for the replacement of the reel grinders. The quotes received were MTI Distributing \$ 87,855 plus tax, Midwest Turf and Irrigation \$ 91,871 plus tax, Reinders \$ 94,489 plus tax; and

WHEREAS, staff would like to amend the 2023 CEP budget to re-allocate funds budgeted for the Toro Sprayer replacement to be utilized for the replacement of the Foley Reel Grinder; and

WHEREAS, the purchase amount will be less than the \$100,000 budgeted from the Recreation Enterprise fund for the Sprayer purchase in 2023.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to authorize staff to enter into a purchase agreement with MTI Distributing to purchase Foley Reel Grinder in an amount not to exceed \$100,000 and to amend the 2023 Recreation Enterprise Fund equipment replacement budget and 2023-27 capital equipment plan to make the purchase.

Changes to the PROJECT Budget ( <i>Only complete this section if this is a CIP/CEP/Grant</i> )					
<b>Financing Changes</b>					
Project Number	Funding Source	Description	Current Budget	Changes	Amended Budget
6123	R.E. - Rec. Enterprise	Sprayer	\$ 100,000.00	\$ (100,000.00)	\$ -
6108	R.E. - Rec. Enterprise	Reel Grinders	\$ -	\$ 100,000.00	\$ 100,000.00
					\$ -
		Total	\$ 100,000.00	\$ -	\$ 100,000.00
<b>Spending Changes</b>					
Project Number	Expense Category	Description	Current Budget	Changes	Amended Budget
6123	Capital Equipment	Sprayer	\$ 100,000.00	\$ (100,000.00)	\$ -
6108	Capital Equipment	Reel Grinders	\$ -	\$ 100,000.00	\$ 100,000.00
					\$ -
		Total	\$ 100,000.00	\$ -	\$ 100,000.00

**City of Brooklyn Park Financial Analysis**



City Council Meeting Date: 10/9/2023

RFCA Title: Approve a 2023 CEP Budget Amendment for Edinburgh USA Equipment Purchase

Agenda Section/Number: 4.4

Fiscal Analysis/Explanation for Budget Amendment:

Replace Capital Equipment Project #6123 Sprayer with Project #6108 Reel Grinders. Financial impact to adopted budget and capital equipment budget is net zero and the funding source for the new project #6108 Reel Grinders remains the same as project #6123 Sprayer.

Changes to the GENERAL LEDGER Budget					
<b>Financing Changes</b>					
Fund	Revenue Classification	Description	Current Budget	Changes	Amended Budget
			\$ -	\$ -	\$ -
					\$ -
Total			\$ -	\$ -	\$ -
<b>Spending Changes</b>					
Fund	Expense Classification	Description	Current Budget	Changes	Amended Budget
			\$ -	\$ -	\$ -
					\$ -
Total			\$ -	\$ -	\$ -

Changes to the PROJECT Budget ( <i>Only complete this section if this is a CIP/CEP/Grant</i> )					
<b>Financing Changes</b>					
Project Number	Funding Source	Description	Current Budget	Changes	Amended Budget
6123	R.E. - Rec. Enterprise	Sprayer	\$ 100,000.00	\$ (100,000.00)	\$ -
6108	R.E. - Rec. Enterprise	Reel Grinders	\$ -	\$ 100,000.00	\$ 100,000.00
					\$ -
Total			\$ 100,000.00	\$ -	\$ 100,000.00
<b>Spending Changes</b>					
Project Number	Expense Category	Description	Current Budget	Changes	Amended Budget
6123	Capital Equipment	Sprayer	\$ 100,000.00	\$ (100,000.00)	\$ -
6108	Capital Equipment	Reel Grinders	\$ -	\$ 100,000.00	\$ 100,000.00
					\$ -
Total			\$ 100,000.00	\$ -	\$ 100,000.00

# City of Brooklyn Park Request for Council Consent Agenda

<b>Agenda Item:</b>	4.5	<b>Meeting Date:</b>	October 9, 2023
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Fire/Rec and Parks Departments
<b>Resolution:</b>	X	<b>Prepared By:</b>	Shawn Conway, Fire Chief Brad Tullberg, Recreation and Parks Director
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Shawn Conway
<b>Item:</b>	2024 Bonding Project Support for Central Fire Station & Zanewood Recreation Center		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-\_\_\_\_ AUTHORIZING THE CITY MANAGER TO FILE AN APPLICATION WITH THE MINNESOTA MANAGEMENT AND BUDGET OFFICE FOR 2024 STATE APPROPRIATIONS FUNDED FROM STATE GENERAL OBLIGATION BONDS.

## Overview:

The Minnesota Management and Budget Office (MMB) will be accepting local government requests for state appropriations for capital improvement projects that the State Legislature will consider during the 2024 Legislative Session. All requests for appropriations funded from state general obligation bonds must be accompanied by a resolution of the governing body of the applicant with the project priority number if submitting multiple requests. Based on the costs of the projects and potential costs to Brooklyn Park taxpayers, the number 1 priority is recommended to be the construction of a new Central Fire Station, with the number 2 priority being the renovation and expansion of the Zanewood Recreation Center.

### Central Fire Station

The City of Brooklyn Park is seeking \$12.7 million in the 2024 State of Minnesota bonding funds to construct and furnish the Central Fire Station which will serve our community locally with the additional capability as well as serve regionally as an Emergency Operations Center and Training Facility.

### Zanewood Recreation Center

The City of Brooklyn Park is seeking \$4 million in 2024 State of Minnesota binding funds to design, construct and furnish the renovation and expansion of the Zanewood Recreation Center to expand programs, services and workforce development opportunities available for young people and families in Brooklyn Park and nearby suburbs.

The goal is to secure state bonding dollars for the central fire station construction and the Zanewood Recreation Center expansion MMB is requesting these be placed in priority order based on the costs of the projects. We are recommending Central Fire Station be prioritized #1 Zanewood Recreation

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

## Budgetary/Fiscal Issues:

Staff is requesting approval authorizing the submission of requests for 2024 state appropriations funded from state general obligation bonds to assist in financing the following projects of regional and state significance - the number 1 and 2 projects.

## Attachments:

4.5A RESOLUTION

RESOLUTION #2023 -

AUTHORIZING THE CITY MANAGER TO FILE AN APPLICATION WITH THE  
MINNESOTA MANAGEMENT AND BUDGET OFFICE FOR 2024 STATE  
APPROPRIATIONS FUNDED FROM STATE GENERAL OBLIGATION BONDS

WHEREAS: Minnesota Statutes section 16A.86 establishes the process by which local governments and political subdivisions may request state appropriations for capital improvement projects; and

WHEREAS, the Minnesota Management and Budget Office will be accepting local government requests for state appropriations for capital improvement projects that the State Legislature will consider during the 2024 Legislative Session; and

WHEREAS, all requests for appropriations funded from state general obligation bonds must be accompanied by a resolution of the governing body of the applicant with the project priority number if submitting multiple requests; and

WHEREAS, local governments are encouraged to be selective in their requests and propose only the most important projects with clear regional or statewide significance; and

WHEREAS, the City of Brooklyn Park has deemed; the number 1 priority being the construction of a new Central Fire Station; and, the number 2 priority being the renovation and expansion of the Zanewood Recreation Center.

WHEREAS, the City of Brooklyn Park requires State bonding appropriations to provide financing to supplement City and other local funding to effectuate the design and construction of the aforementioned projects of regional and state significance.

NOW, THEREFORE BE IT RESOLVED, that the City of Brooklyn Park City Council assigns the project priority and project priority numbers as follows:

1. Central Fire Station Project
2. Renovation and Expansion of the Zanewood Recreation Center

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Brooklyn Park City Council authorizes the submission of requests for 2024 state appropriations funded from state general obligation bonds to assist in financing the following projects of regional and state significance - the number 1 and 2 projects.

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.6	<b>Meeting Date:</b>	October 9, 2023
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Operations and Maintenance
<b>Resolution:</b>	X	<b>Prepared By:</b>	Dolly Lee, Assistant Finance Director Dan Ruiz, O&M Director
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Dan Ruiz
<b>Item:</b>	Approve the Purchase of a Sign Truck		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-\_\_\_\_\_ TO AUTHORIZE STAFF TO ENTER INTO A PURCHASE AGREEMENT WITH CRYSTEEL TRUCK EQUIPMENT TO COMPLETE THE BUILDUP OF A SIGN TRUCK IN THE AMOUNT NOT TO EXCEED \$81,000 AND TO AMEND THE 2023 CENTRAL GARAGE EQUIPMENT REPLACEMENT BUDGET AND 2023-27 CAPITAL EQUIPMENT PLAN TO MAKE THE PURCHASE.

## Overview:

The replacement of a Ford F550 sign truck for the Operations and Maintenance Department was originally included in the 2022-2026 Capital Equipment Plan (CEP) as item #5711 and budgeted for \$115,000. Staff ordered the truck in 2022. We received and paid \$39,056 for the truck chassis in 2022, but the truck body was delayed until 2023.

Staff worked with our vendor to get new cost estimates for the truck box, which cost approximately \$7,000 more than originally budgeted in 2022. To pay for the truck box, we need to carry forward the remaining 2022 truck budget of \$75,944 into the 2023 budget and add \$5,056 to the 2023 budget to complete the purchase. An amendment to the 2023 budget and capital equipment plan are necessary to complete the purchase.

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

## Budgetary/Fiscal Issues:

The 2023 cost for the buildup of the sign truck is not to exceed \$81,000. The cost of the vehicle can be accommodated in the amended 2023 Central Garage Equipment Replacement Fund.

## Attachments:

4.6A RESOLUTION

RESOLUTION #2023-

AUTHORIZE STAFF TO ENTER INTO A PURCHASE AGREEMENT WITH CRYSTEEL TRUCK EQUIPMENT TO COMPLETE THE BUILDUP OF A SIGN TRUCK IN THE AMOUNT NOT TO EXCEED \$81,000 AND TO AMEND THE 2023 CENTRAL GARAGE EQUIPMENT REPLACEMENT BUDGET AND 2023-27 CAPITAL EQUIPMENT PLAN TO MAKE THE PURCHASE.

WHEREAS, the purchase of a Sign Truck for the Operations and Maintenance Department was originally in the 2022-2026 Capital Equipment Plan as item #5711 and budgeted for \$115,000; and

WHEREAS, the sign truck and accessories were ordered in 2022, but we only received and paid for the truck chassis; and

WHEREAS, due to supply shortages the buildup of the truck body was delayed until 2023 and staff worked with a vendor to develop new cost estimates to complete the buildup of the sign truck in 2023; and

WHEREAS, the buildup cost increased approximately \$7,000;

WHEREAS, \$75,944 of 2022 funds need to be carried forward to 2023 and \$5,056 needs to be added to the budget to complete the buildup of the sign truck; and

WHEREAS, the \$81,000 to complete the buildup of the sign truck can be accommodated by the amended 2023 Central Garage Equipment Replacement Budget.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to authorize staff to enter into a purchase agreement with Crysteel Truck Equipment to complete the buildup of a sign truck in the amount not to exceed \$81,000 and to amend the 2023 Central Garage Equipment Replacement Budget and 2023-2027 Capital Equipment Plan to make the purchases.

Amendment to the 2023 Budget					
<b>Financing Changes</b>					
Fund	Revenue Classification	Description	Current Budget	Changes	Amended Budget
Central Garage	Use of Fund Balance	Buildup of Sign Truck	\$ 3,442,406.00	\$ 81,000.00	\$ 3,523,406.00
					\$ -
		Total	\$ 3,442,406.00	\$ 81,000.00	\$ 3,523,406.00
<b>Spending Changes</b>					
Fund	Expense Classification	Description	Current Budget	Changes	Amended Budget
Central Garage	Capital Outlay	3 Single Axle Dump Trucks	\$ 4,201,774.00	\$ 81,000.00	\$ 4,282,774.00
					\$ -
		Total	\$ 4,201,774.00	\$ 81,000.00	\$ 4,282,774.00
Amendment to the 2023-2027 Capital Equipment Plan					
<b>Financing Changes</b>					
Project Number	Funding Source	Description	Current Budget	Changes	Amended Budget
CEP5711	E.R. - Equipment Replacement	Buildup of Sign Truck	\$ -	\$ 81,000.00	\$ 81,000.00
					\$ -
					\$ -
					\$ -
		Total	\$ -	\$ 81,000.00	\$ 81,000.00
<b>Spending Changes</b>					
Project Number	Expense Category	Description	Current Budget	Changes	Amended Budget
CEP5711	Capital Equipment	Buildup of Sign Truck	\$ -	\$ 81,000.00	\$ 81,000.00
					\$ -
					\$ -
					\$ -
		Total	\$ -	\$ 81,000.00	\$ 81,000.00

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.7	<b>Meeting Date:</b>	October 9, 2023
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Operations and Maintenance
<b>Resolution:</b>	X	<b>Prepared By:</b>	Greg Hoag, Park and Building Maintenance Manager
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Dan Ruiz
<b>Item:</b>	Accept 2023-2024 Healthy Tree Canopy Grant from Hennepin County		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-\_\_\_\_ TO ACCEPT A GRANT FROM HENNEPIN COUNTY FOR THE 2023-2024 HEALTHY TREE CANOPY GRANT PROGRAM, AND AUTHORIZE THE CITY MANAGER TO ENTER INTO AN AGREEMENT.

## Overview:

Emerald ash borer (EAB) is a non-native insect that infests and kills ash trees. EAB was first discovered in Brooklyn Park in August 2017. The cost to remove and replace all public ash trees in Brooklyn Park is estimated to be \$5 to \$6 million.

In May 2023, Hennepin County opened a Healthy Tree Canopy Grant Solicitation process. The goals of the grant are to assist communities in managing ash trees for EAB. Staff applied for funds through this solicitation process in June. Recently, Hennepin County notified staff of a grant award of \$50,000 to Brooklyn Park.

## Primary Issues/Alternatives to Consider:

Operations and Maintenance staff recommend acceptance of the grant as presented.

## Budgetary/Fiscal Issues:

This grant has a 25% match requirement. The Grant award is \$50,000, with a city match of \$12,500. Matching funds will be available in the 2024 forestry expenses from both the EAB Capital Fund and the Park Maintenance Forestry General Fund budget. The work for this grant will take place in 2024. The 2024 grant fund budget will include the \$50,000.

## Attachments:

4.7A RESOLUTION



RESOLUTION #2023-

RESOLUTION TO ACCEPT A GRANT FROM HENNEPIN COUNTY  
FOR THE 2023-2024 HEALTHY TREE CANOPY GRANT PROGRAM, AND AUTHORIZE  
THE CITY MANAGER TO ENTER INTO AN AGREEMENT

WHEREAS, in May 2023, Hennepin County opened a grant solicitation for the 2023-2024 Healthy Tree Canopy Grant Program; and

WHEREAS, Operations and Maintenance staff submitted an application for \$50,000 from this grant program; and

WHEREAS, in October 2023, Hennepin County awarded Brooklyn Park a \$50,000 grant; and

WHEREAS, the grant requires a 25% match, which is \$12,500; and

WHEREAS, the City of Brooklyn Park will include funds in the 2024 grant fund budget for this grant;  
and

WHEREAS, the City of Brooklyn Park must formally accept the grant award from Hennepin County.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to accept the Grant of \$50,000 from Hennepin County and will fund the city's required match through the EAB Capital Improvement Fund and the Park Maintenance Forestry General Fund budgets and authorize the City Manager to enter into an Agreement with Hennepin County for the 2023-2024 Healthy Tree Canopy Grant Program.

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.8	<b>Meeting Date:</b>	October 9, 2023
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Operations and Maintenance Engineering Services Division
<b>Resolution:</b>	X	<b>Prepared By:</b>	Jason Ives, Senior Project Manager
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Jesse Struve, P.E, City Engineer
<b>Item:</b>	Accept Quote and Award Contract for 2005-23 Jefferson Hwy Trail Rehabilitation		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-\_\_\_\_\_, ACCEPTING QUOTE AND AWARDED CONTRACT IN THE AMOUNT OF \$156,957.00 TO NEW LOOK CONTRACTING FOR JEFFERSON HWY TRAIL REHABILITATION, CIP 2005-23.

## Overview:

Operations and Maintenance (O&M) staff rate the condition of city trails on an annual basis. Based on these ratings, O&M prioritizes trail improvements throughout the community. Based on recent condition assessments, the segment of trail along the west side of Jefferson highway from 101<sup>st</sup> Ave to 109<sup>th</sup> Ave needs repair. The plan is to reclaim 6" of material, remove the top 3" of gravel, and place a new 3" wear course down with minor restoration along the sides of the trail. This will have minimal impact to properties.

Under the current procurement policy for Brooklyn Park, the city can obtain quotes for projects under \$175,000 versus creating plans and bidding the project. Since it is late in the year and it would not be possible to do this project through the normal bidding process, staff reached out to 4 contractors to submit quotes for 3 segments of trail.

Quotes were received on September 27, 2023, with two quotes being submitted. Quotes were:

1. New Look Contracting - \$156,957.00
2. Park Construction - \$215,940.13

The lowest responsible bidder is New Look Contracting in the amount of \$156,957.00. They have been a prime contractor and subcontractor on numerous projects similar in size and scope of this project in Brooklyn Park. The 2023-2027 Capital Improvement Plan includes \$300,000 for a reconstruction project.

Staff recommends the City Council award the contract to New Look Contracting.

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

## Budgetary/Fiscal Issues:

This project is scheduled for a 2023 completion and, in accordance with City policies, these costs will be paid for utilizing the Heritage Improvement Fund

## Attachments:

4.8A RESOLUTION

RESOLUTION #2023-

RESOLUTION ACCEPTING QUOTE AND AWARDING CONTRACT IN THE  
AMOUNT OF \$156,957.00 TO NEW LOOK CONTRACTING FOR JEFFERSON HWY TRAIL  
REHABILITATION, CIP 2005-23.

WHEREAS, the City Engineer prepared the information for the quotes for the following improvements to  
wit:

CIP 4003-23: Jefferson Hwy Trail Rehabilitation.

Bids were received, opened, and tabulated according to law and the following bids were received complying with  
the advertisement:

<u>Quote Provider</u>	<u>TOTAL AMOUNT OF QUOTE</u>
NEW LOOK CONTRACTING, INC.	\$156,957.00
PARK CONSTRUCTION COMPANY	\$215,940.13

and;

WHEREAS, the City Manager recommends award of contract to New Look Contracting as the lowest  
responsible bidder.

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

1. The Mayor and Manager are hereby authorized and directed to enter into a contract with New Look Contracting in the name of the City of Brooklyn Park for the improvements aforesaid according to the quote thereof approved by the Council and on file in the office of the Clerk.

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.9	<b>Meeting Date:</b>	October 9, 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 Boyd Morson to Travel to and Attend the National IRA Funding Summit at the Department of Energy in Washington, DC from November 15 – 16, 2023		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE COUNCIL MEMBER BOYD MORSON TO TRAVEL TO AND ATTEND THE NATIONAL IRA FUNDING SUMMIT AT THE DEPARTMENT OF ENERGY IN WASHINGTON, DC FROM NOVEMBER 15 – 16, 2023

## Overview:

Council Member Morson has requested to travel to the National IRA Funding Summit at the Department of Energy in Washington, DC. The summit starts at 5 p.m. on November 15, 2023 and runs through November 16, 2023. The cost of flights, hotel, taxi/rideshare, and dinner for both evenings of the summit will be covered by Elected Officials Protecting America (EOPA).

## Estimated Costs to the City of Brooklyn Park:

Per diem:

- M&IE (summit days, 11/15-11/16): \$76 per day (less any meals provided by conference)
- Last day travel (11/17): \$51.75

Daily Council Pay, if requested: \$50 per day (up to four days)

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 was approximately: Tuition: \$1500; 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: \$50.

Mayor Winston attended a business development trip with Governor Walz on September 8 – 15, 2023. The cost to the City was 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.

Council Member Klonowski will be attending the M pact Transit + Community 2023 Conference in Phoenix, AZ from November 5 – 8, 2023. The cost to the City will be approximately: Flights (11/4-11/8): \$500, Registration: \$700, Hotel (11/4-11/8): \$996.00, along with taxi/rideshare costs and per diem for meals not covered by the conference. Council Member Klonowski has declined the supplemental Council pay.

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:**

4.9A 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>	5.1	<b>Meeting Date:</b>	October 09, 2023
<b>Agenda Section:</b>	Public Hearings	<b>Originating Department:</b>	Finance
<b>Resolution:</b>	X		
<b>Ordinance:</b>	N/A	<b>Prepared By:</b>	Chris Kuecker, Staff Accountant
<b>Attachments:</b>	3	<b>Presented By:</b>	LaTonia Green, Finance Director
<b>Item:</b>	Adopt Resolution for Proposed Special Assessments for Delinquent Utility Charges; Abatement Costs for Weed Cutting, Tree Removal, Nuisance Abatements, and Fire Inspection Fees; Administrative Penalty Citations; Various Costs Associated with Rental Housing Cases; And Administrative Fees, Except for Contested Charges and Costs Held Over For Further Review.		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING OF THE PUBLISHED NOTICE OF HEARING ON PROPOSED ASSESSMENT FOR DELINQUENT UTILITY CHARGES, ABATEMENT COSTS FOR WEED CUTTING, TREE REMOVAL, NUISANCE ABATEMENTS, FIRE INSPECTION FEES, ADMINISTRATIVE PENALTY CITATIONS, VARIOUS COSTS ASSOCIATED WITH RENTAL HOUSING CASES, AND ADMINISTRATIVE FEES AND HOLD THE PUBLIC HEARING.

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-\_\_\_\_ LEVYING SPECIAL ASSESSMENTS FOR DELINQUENT UTILITY CHARGES, ABATEMENT COSTS FOR WEED CUTTING, TREE REMOVAL, NUISANCE ABATEMENTS, FIRE INSPECTION FEES, ADMINISTRATIVE PENALTY CITATIONS, VARIOUS COSTS ASSOCIATED WITH RENTAL HOUSING CASES, AND ADMINISTRATIVE FEES, EXCEPT FOR CONTESTED CHARGES AND COSTS HELD OVER FOR FURTHER REVIEW.

## Overview:

Each year, the City has outstanding charges for utility charges; abatements costs for weed cutting, tree removal, nuisance abatements, and fire inspection fees; administrative penalty citations; various costs associated with rental housing cases; and administrative fees that the City is not able to collect from the property owner. The only action that can be taken to collect these charges is to assess the amounts in question and certify these charges to the property taxes of the property owners. Minnesota State Statute 444.075 Subd. 3 allows for the assessment of delinquent utility bills. Minnesota State Statute 429.101 allows for the assessment of delinquent weed cutting, tree removal, and nuisance abatement charges. The City Charter, Section 14.19, allows for the assessment of delinquent administrative citations. Minnesota Statute 336.012 allows for assessment of delinquent fire inspection fees. In addition, notices of this public hearing have been mailed to the affected parties.

For 2023, we have identified the following amounts for possible certification to the property taxes in 2024. Data for 2021 & 2022 is provided below for comparison:

Description	2021		2022		2023	
	Number	Dollar Amount	Number	Dollar Amount	Number	Dollar Amount
Abatements	51	28,674.51	56	20,912.79	39	16,822.95
Citations	200	33,135.00	249	55,840.00	260	53,900.00
Utility Accounts	3059	1,681,757.31	3037	1,690,147.79	3593	2,082,917.26
Tree removal	1	4,425.00	1	3,600.00	2	4,450.00
Rental Housing	0	-	0	-	0	-
Hydrant Maintenance	2	1,307.00	0	-	0	-
Administrative Fees	3205	48,075.00	3197	50,590.31	3764	56,460.00

We continue to receive and post payments on these accounts daily. Payments will be accepted through 4:30 p.m. on November 16, 2023. Accounts paid by this date will be removed from the certification list. Accounts not paid by this date will be certified to Hennepin County. The amount certified includes the outstanding amount plus interest for fourteen (14) months at the rate of 4% annum, a \$35.00 administrative fee, and a Hennepin County service charge of \$2.50.

An administrative fee of \$15.00 was included on each account that received a notice of a delinquent account. This was approved on the November 13, 2018 council meeting.

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

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

**Attachments:**

- 5.1A RESOLUTION
- 5.1B 2023 SPECIAL ASSESSMENT HEARING PROCESS MEMO TO CITY MANAGER
- 5.1C CERTIFICATION LIST (*LIMITED DISTRIBUTION – Available for viewing at the City Clerk's office*)

RESOLUTION #2023-

RESOLUTION LEVYING SPECIAL ASSESSMENTS FOR DELINQUENT UTILITY CHARGES, ABATEMENT COSTS FOR WEED CUTTING, TREE REMOVAL, NUISANCE ABATEMENTS, FIRE INSPECTION FEES, ADMINISTRATIVE PENALTY CITATIONS, VARIOUS COSTS ASSOCIATED WITH RENTAL HOUSING CASES, AND ADMINISTRATIVE FEES, EXCEPT FOR CONTESTED CHARGES AND COSTS HELD OVER FOR FURTHER REVIEW

WHEREAS, pursuant to proper notice duly given as required by law, Council has met, and heard, and passed upon all uncontested proposed assessment for delinquent utility charges; abatements costs for weed cutting, tree removal, nuisance abatements, and fire inspection fees; administrative penalty citations; various costs associated with rental housing cases; and administrative fees. All objections are held over for further review at the October 23 meeting.

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

1. That pursuant to Minnesota Statutes and the City Code of the City of Brooklyn Park, the delinquent utility charges; abatements costs for weed cutting, tree removal, nuisance abatements, and fire inspection fees; administrative penalty citations; various costs associated with rental housing cases; and administrative fees shall be levied against the properties and collected as other taxes are collected and remitted to the City of Brooklyn Park. All properties involved and the amounts to be certified are on file with the City Clerk.
2. That such proposed assessment, hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included with the exception of the house and garage roof tract of land is hereby found to be benefited by the delivered services in the amount of the assessment levied against it, and that each property shall have the entire amount, plus interest for (14) months at the rate of 4% PER annum, and a \$35.00 administrative fee added to their assessment, and a Hennepin County administration service charge of \$2.50.
3. That the owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole or any part of the assessment on such property from the adoption of this resolution until November 16, 2023.
4. That the City Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County, and such assessments shall be collected and paid in the same manner as other municipal taxes.





## MEMORANDUM

**DATE:** September 11, 2023

**TO:** Jay Stroebel, City Manager

**FROM:** Jason Newby, Inspections & Environmental Health Manager

**CC:** Kim Berggren, Director of Community Development  
LaTonia Green, Finance Director

**SUBJECT: 2023 Special Assessment Hearing Process**

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The purpose of this memo is to provide you with some background and information regarding the upcoming special assessment hearing process.

Each year, property owners have one final opportunity to appeal their special assessments to the City Council before they are certified to their taxes. These assessments represent all unpaid water bills, administrative citations (false alarms, code enforcement violations, licensing violations, etc.) abatement fees (long grass, nuisances, securing vacant structures, hazardous tree removal, etc.). Throughout the year, residents have an opportunity to contest these assessments through communication with staff and the administrative hearing process.

The Finance Department recently sent out certifications to all parties that met the definitions referenced above. Residents have an opportunity to contact the City in the event they feel these charges were issued improperly or should be removed due to staff error. Staff will work closely with those individuals and address those issues prior to the assessment hearing.

For the special assessment hearing at the City Council meeting, staff is proposing a similar format that has been used in previous years.

**Step 1 (October 9, 2023):** Have residents who wish to contest their special assessments sign in prior to the City Council meeting and conduct the public hearing. The mayor may call each resident to the podium to state their objections to the special assessment. Rather than responding immediately to the public hearing comments, staff will make a recommendation to the City Council to pull all the contested items from the list and continue those at the next public hearing on October 23, 2023. All remaining non-contested fines or fees can be certified at that time.

**Step 2:** Staff will gather all the necessary case information for those that testified at the hearing or sent in letters or emails appealing their assessment. For each appeal, a case history will be prepared (correspondence, correction notices, citations, abatements, and hearings results) and included in the City Council report.

**Step 3 (October 23, 2023):** Staff will respond to each case at the next City Council meeting on October 23. At the Mayor's discretion, property owners can be allowed to speak again in response to staff comments on their assessment.

Staff feels this format will allow us to respond in an orderly manner and provide all the necessary information, so the City Council can make an informed decision. If there are questions on the case history, staff are happy to walk through the details of any case prior to the October 23 meeting.

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	7.1	<b>Meeting Date:</b>	October 9, 2023
<b>Agenda Section:</b>	Discussion Items/ General Action Items	<b>Originating Department:</b>	Fire Department
<b>Resolution:</b>	X	<b>Prepared By:</b>	Shawn Conway, Fire Chief
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Shawn Conway
<b>Item:</b>	Request Acceptance of 2023 State Appropriations Funded from State General Obligation Bonds for Central Fire Station Design and Direct Staff to Solicit Bids for the Demolition of the Building Located at 8600 Zane Avenue North		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-\_\_\_\_ ACCEPTING THE 2023 STATE APPROPRIATIONS FUNDED FROM STATE GENERAL OBLIGATION BONDS FOR CENTRAL FIRE STATION DESIGN AND DIRECT STAFF TO SOLICIT BIDS FOR THE DEMOLITION OF THE BUILDING LOCATED AT 8600 ZANE AVENUE NORTH.

## Overview:

The City of Brooklyn Park was awarded \$1.1 million from the 2023 Legislative Session for pre-design/design work for the Central Fire Station project. After accepting these funds, the next step will be to hire an architect for the project. The design project will likely take eight to ten months.

The proposed new Central Fire Station location is the site of the Old Hennepin County Library, located at 8600 Zane Avenue. Staff recommends initiating the demolition of the vacant building now to prepare the site for this project and to prevent additional building holding costs. The Brooklyn Park Economic Development Authority (EDA) purchased the building from Hennepin County in 2019 and has been maintaining the vacant building since that time. The estimated annual cost of maintaining the vacant building is \$25,000 per year. If the City Council/EDA is ready to proceed with demolition, staff will bring back demolition bids to a future EDA meeting.

## Background:

The possible repurposing of the old library facility at 8600 Zane Ave was discussed after it was acquired from Hennepin County. The building and many of its components need replacement or rehabilitation in order to return to the minimum acceptable standards for public occupancy. The roof, mechanical and HVAC systems, doors, flooring were some of the more expensive items identified in need of replacement. Water intrusion from the leaking roof has created various areas with high mold concentration as well as issues with the cracking and separation of some areas of the building stucco. Asbestos has been identified in the joints of the ductwork and is assumed to be present in the fire doors, roofing materials, boiler insulation, ductwork and other building components. The building has been mothballed since the Fall of 2021.

## Primary Issues/Alternatives to Consider:

- 1) Approve actions as proposed
- 2) No action

## Budgetary/Fiscal Issues:

Staff is requesting approval to receive and allocate 2023 bonding funds to conduct pre-design/design work for the Central Fire Station Project.

The proposed funding source for the demolition of the 8600 Zane Ave building is EDA General funds, which will be considered by the EDA a future meeting.

**Attachments:**

7.1A RESOLUTION

RESOLUTION #2023 -

RESOLUTION ACCEPTING THE 2023 STATE APPROPRIATIONS FUNDED FROM  
STATE GENERAL OBLIGATION BONDS FOR CENTRAL FIRE STATION DESIGN

WHEREAS: Minnesota Statutes section 16A.86 establishes the process by which local governments and political subdivisions may request state appropriations for capital improvement projects; and

WHEREAS, the Minnesota Management and Budget Office has awarded the City of Brooklyn Park \$1.1 million from the 2023 Legislative Session for pre-design/design work for the Central Fire Station project; and

WHEREAS, after accepting these funds, the next step will be to hire an architect for the project. The design project will likely take eight to ten months; and

WHEREAS, Staff recommends initiating the demolition of the vacant building now to prepare the site for this project and to prevent additional building holding costs; and

NOW, THEREFORE BE IT RESOLVED, Staff is requesting approval to receive and allocate 2023 bonding funds to conduct pre-design/design work for the Central Fire Station Project.

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	7.2	<b>Meeting Date:</b>	October 9, 2023
<b>Agenda Section:</b>	Discussion Items/ General Action Items	<b>Originating Department:</b>	Fire Department
<b>Resolution:</b>	X	<b>Prepared By:</b>	Shawn Conway, Fire Chief
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	4	<b>Presented By:</b>	Shawn Conway
<b>Item:</b>	Fire Apparatus Replacement (two fire engines and one ladder truck)		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2023-\_\_\_\_ APPROVING THE PURCHASE OF TWO (2) PIERCE ENFORCER ENGINES AND, ONE (1) PIERCE ENFORCER 100' ASCENDANT LADDER AND THE UPFITTING AND EQUIPPING OF THE SAME, FOR THE FIRE DEPARTMENT IN THE TOTAL AMOUNT OF \$4,052,789.00, AND APPROVING PURCHASE CONTRACT WITH MACQUEEN EQUIPMENT.

## Overview:

The Brooklyn Park Fire Department respectfully requests Council Action to authorize the acquisition of (2) Pierce Engines to replace a 1999 and 2010 apparatus (Project # 5405), and (1) Pierce Ladder Apparatus to replace a 2004 apparatus (Project # 5408).

## Primary Issues/Alternatives to Consider:

Apparatus lead times:

### (2) Pierce Enforcer Engines

- 35-38 months from receipt and acceptance of contract

### (1) Pierce Enforcer 100' Ascendant Ladder:

- 31 - 34 months from receipt and acceptance of contract

## Budgetary/Fiscal Issues:

\$750,000 was planned for and approved in the 2023-27 Capital Equipment Plan (CEP) to fund the purchase of one engine in 2024 and one engine in 2025, replacing two engines from 1999 and 2010 (Project # 5405). Due to inflation, the anticipated cost of replacing the two fire engines has increased.

\$1.9m was planned for and approved in the 2023-27 Capital Equipment Plan (CEP) to fund the purchase of one ladder truck to replace our current 20 y/o 2004 Pierce Ladder (Project # 5408). Due to inflation, the anticipated cost of replacing the ladder truck has increased.

In summary, one fire engine will be paid for in 2023 out of the Heritage Fund and one fire engine will be paid for in 2023 out of the Capital Equipment Plan Fund and the ladder truck will be paid for in installments over the next three years from the General Fund; fund balance.

## Purchase Details:

(2) Pierce Enforcer Engines:

- Sale Price \$2,085,700.00 - (\$1,042,850.00 each engine)
- Discount \$167,732.00 - (compared to previous discount of \$160,180.00) \*\*\*Discount improved by \$7552 > previous price \$1,925,520\*\*\*
- **Final Price \$1,917,968.00**

(1) Pierce Enforcer 100' Ascendant Ladder

- Sale Price \$2,235,000
- Discount with payment terms - \$100,179.00 (compared to previous discount of \$170,822) \*\*\*Discount decreased by \$70,643 > previous price \$2,064,178) \*\*\*
- **Final Price \$2,134,821**

Staff are requesting approval to spend up to \$4,052,789.00 (pre-payment option without performance bond) to MacQueen Emergency Equipment, LLC for two (2) Pierce Enforcer Engines and one (1) Pierce Enforcer 100' Ascendant Ladder. No funds needed to be held in reserve to cover additional expenses as the apparatus will be delivered response ready.

**Attachments:**

- 7.2A APPROVAL OF FIRE TRUCK RESOLUTION
- 7.2B APPROVAL OF FIRE TRUCK BUDGET AMENDMENT
- 7.2C FIRE ENGINES BID
- 7.3D FIRE LADDER TRUCK BID

RESOLUTION #2023-

RESOLUTION APPROVING THE PURCHASE OF TWO (2) PIERCE ENFORCER ENGINES AND, ONE (1) PIERCE ENFORCER 100' ASCENDANT LADDER AND THE UPFITTING AND EQUIPPING OF THE SAME, FOR THE FIRE DEPARTMENT IN THE TOTAL AMOUNT OF \$4,052,789.00, AND APPROVING PURCHASE CONTRACT WITH MACQUEEN EQUIPMENT.

WHEREAS, fire apparatus serve as a valuable life-safety tool in protecting the Brooklyn Park community; and

WHEREAS, specifications were prepared for the purchase of two (2) new fire engines and one (1) new ladder truck for the City of Brooklyn Park; and

WHEREAS, the purchase of two (2) new fire engines and one (1) new ladder truck can be made on the Houston-Galveston Area Council (H-GACBuy) from MacQueen Equipment contract number to be determined; and

WHEREAS, the total project cost, which includes the aforementioned purchase of two (2) new fire engines and one (1) new ladder truck from MacQueen Equipment is \$4,052,789.00; and

WHEREAS, one fire engine will be paid for in 2023 out of the Heritage fund and one fire engine will be paid for in 2023 out of the Capital Equipment Plan Fund and the ladder truck will be paid for in installments over the next three years from the General Fund; fund balance; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Brooklyn Park authorizes the purchase of two (2) new fire engines in the amount of \$958,984.00 per engine, and one (1) new ladder truck in the amount of \$2,134,821 from MacQueen Equipment for a total project cost of \$4,052,789.00; and authorize staff to increase 2023 expense appropriation by \$1,000,000 from Heritage Fund Balance and incorporate the remaining \$3,052,789 expense budget into the 2024-2025 budgeting process; and

BE IT FURTHER RESOLVED that the City Council approves and authorizes the appropriate city officials to execute any documents necessary to accomplish the purchasing and upfitting of the fire engine.

Changes to the GENERAL LEDGER Budget					
<b>Financing Changes</b>					
Fund	Revenue Classification	Description	Current Budget	Changes	Amended Budget
Heritage Fund	Use of Fund Balance	Fire Engines and Ladder Truck	\$ 3,052,702.00	\$ 1,000,000.00	\$ 4,052,702.00
Central Garage	Transfers In	Transfer In from Heritage Fund	\$ 396,260.00	\$ 1,000,000.00	\$ 1,396,260.00
					\$ -
		Total	\$ 3,448,962.00	\$ 2,000,000.00	\$ 5,448,962.00
<b>Spending Changes</b>					
Fund	Expense Classification	Description	Current Budget	Changes	Amended Budget
Heritage Fund	Transfers Outs	Transfer Out to Central Garage	\$ 1,145,000.00	\$ 1,000,000.00	\$ 2,145,000.00
Central Garage	Capital Outlay	Fire Engines and Ladder Truck	\$ 1,542,000.00	\$ 1,000,000.00	\$ 2,542,000.00
					\$ -
		Total	\$ 2,687,000.00	\$ 2,000,000.00	\$ 4,687,000.00
Changes to the PROJECT Budget <i>(Only complete this section if this is a CIP/CEP/Grant)</i>					
<b>Financing Changes</b>					
Project Number	Funding Source	Description	Current Budget	Changes	Amended Budget
CEP5405 & CEP5408	H.I. - Heritage Infrastructure	Fire Engines and Ladder Truck	\$ -	\$ 1,000,000.00	\$ 1,000,000.00
					\$ -
		Total	\$ -	\$ 1,000,000.00	\$ 1,000,000.00
<b>Spending Changes</b>					
Project Number	Expense Category	Description	Current Budget	Changes	Amended Budget
CEP5405 & CEP5408	E.R. - Equipment Replacement	Fire Engines and Ladder Truck	\$ -	\$ 1,000,000.00	\$ 1,000,000.00
					\$ -
		Total	\$ -	\$ 1,000,000.00	\$ 1,000,000.00



**City of Brooklyn Park Financial Analysis**



City Council Meeting Date: 10/9/2023

RFCA Title: Approval of Fire Truck

Agenda Section/Number: 7.2

Fiscal Analysis/Explanation for Budget Amendment:

Purchase of capital equipment for Fire department - 2 Pierce Enforcer Engines and 1 Pierce Enforcer Ladder. This budget amendment is to authorize staff to increase use of fund balance by \$1M in the Heritage Fund.

**Changes to the GENERAL LEDGER Budget**

<b>Financing Changes</b>					
Fund	Revenue Classification	Description	Current Budget	Changes	Amended Budget
Heritage Fund	Use of Fund Balance	Fire Engines and Ladder Truck	\$ 3,052,702.00	\$ 1,000,000.00	\$ 4,052,702.00
Central Garage	Transfers In	Transfer In from Heritage Fund	\$ 396,260.00	\$ 1,000,000.00	\$ 1,396,260.00
					\$ -
<b>Total</b>			<b>\$ 3,448,962.00</b>	<b>\$ 2,000,000.00</b>	<b>\$ 5,448,962.00</b>
<b>Spending Changes</b>					
Fund	Expense Classification	Description	Current Budget	Changes	Amended Budget
Heritage Fund	Transfers Outs	Transfer Out to Central Garage	\$ 1,145,000.00	\$ 1,000,000.00	\$ 2,145,000.00
Central Garage	Capital Outlay	Fire Engines and Ladder Truck	\$ 1,542,000.00	\$ 1,000,000.00	\$ 2,542,000.00
					\$ -
<b>Total</b>			<b>\$ 2,687,000.00</b>	<b>\$ 2,000,000.00</b>	<b>\$ 4,687,000.00</b>

**Changes to the PROJECT Budget (Only complete this section if this is a CIP/CEP/Grant)**

<b>Financing Changes</b>					
Project Number	Funding Source	Description	Current Budget	Changes	Amended Budget
CEP5405 & CEP5408	H.I. - Heritage Infrastructure	Fire Engines and Ladder Truck	\$ -	\$ 1,000,000.00	\$ 1,000,000.00
					\$ -
<b>Total</b>			<b>\$ -</b>	<b>\$ 1,000,000.00</b>	<b>\$ 1,000,000.00</b>
<b>Spending Changes</b>					
Project Number	Expense Category	Description	Current Budget	Changes	Amended Budget
CEP5405 & CEP5408	E.R. - Equipment Replacement	Fire Engines and Ladder Truck	\$ -	\$ 1,000,000.00	\$ 1,000,000.00
					\$ -
<b>Total</b>			<b>\$ -</b>	<b>\$ 1,000,000.00</b>	<b>\$ 1,000,000.00</b>



September 29, 2023

Fire Chief Shawn Conway  
City of Brooklyn Park  
5700 85<sup>th</sup> Ave. N  
Brooklyn Park, MN 55443

Subject: **Proposal for two (2) Pierce Enforcer Pumps  
Proposal / Bid 1032**

Dear Fire Chief Conway,

With regard to the above subject, please find attached our completed proposal. Pricing, is as follows, including chassis prepay option.

**Pricing Summary:**

Sale Price – **\$2,085,700.00\*** - \$1,042,850.00each  
**\*Houston-Galveston Area Council (HGAC) Consortium Pricing.**  
*\*Pricing is subject to change based on production slot availability.*

**100% Performance Bond:**

Should the City of Brooklyn Park elect to have us provide a Performance Bond, \$5,276.00 will need to be added to the above price.

**100% Prepayment Option:**

Should the City of Brooklyn Park elect to make 100% prepayment fifteen (15) days from contract signing, a discount of (**\$167,732.00**) can be subtracted from the above "Sale Price" resulting in a revised contract price of **\$1,917,968.00 OR \$1,923,244.00 with Performance Bond.**

**Terms and Conditions:**

- Taxes – Not Applicable
- Freight – F.O.B. – Appleton, WI / Shipping to Brooklyn Park, MN
- Terms – Net due prior to vehicle(s) release at the Pierce Manufacturing Plant (Appleton, WI). Net due fifteen (15) days from contract signing for **Prepay discount** to be applicable.
- Delivery – 35-38 months from receipt and acceptance of contract.



PERFORM. LIKE NO OTHER.

MINNESOTA ILLINOIS INDIANA MISSOURI NEBRASKA NORTH DAKOTA SOUTH DAKOTA

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Said apparatus and equipment are to be built and shipped in accordance with the specifications hereto attached, delays due to strikes, war, or international conflicts, or other causes beyond our control not preventing, could alter the delivery schedule.

The specifications herein contained, shall form a part of the final contract, and are subject to changes as desired by the purchaser, provided such changes are acknowledged and agreed to in writing by the purchaser.

This proposal for fire apparatus conforms with all Federal Department of Transportation (DOT) rules and regulations in effect at the time of bid, and with all National Fire Protection Association (NFPA) Guidelines for Automotive Fire Apparatus as published at the time of bid, except as modified by customer specifications.

The attached proposal is valid for (30) thirty days. *\*Pricing is subject to change based on production slot availability.*

We trust the above and the enclosed to be full and complete at this time; however, should you have any questions or require additional information, please do not hesitate to contact me at 651-261-9885 or [dan.corcoran@macqueengroup.com](mailto:dan.corcoran@macqueengroup.com).

We wish to thank the City of Brooklyn Park for the opportunity to submit our proposal.

Respectfully,

*Dan Corcoran*

Dan Corcoran  
Apparatus Sales  
MacQueen Equipment LLC  
DBA MacQueen Emergency Group



September 28, 2023

Fire Chief Shawn Conway  
City of Brooklyn Park  
5700 85<sup>th</sup> Ave. N  
Brooklyn Park, MN 5543

Subject: **Proposal for One (1) Pierce Enforcer 100' Ascendant Tower  
Proposal / Bid 1007**

Dear Fire Chief Conway,

With regard to the above subject, please find attached our completed proposal. Pricing, is as follows, including Special Prepay option.

**Pricing Summary:**

Sale Price – **\$2,235,000.00\***  
*\*Houston-Galveston Area Council (HGAC) Consortium Pricing.*  
*\*Pricing is subject to change based on production slot availability.*

**100% Performance Bond:**

Should the City of Brooklyn Park elect to have us provide a Performance Bond, \$5,654.00 will need to be added to the above price.

**Special Prepayment Option:**

Should the City of Brooklyn Park elect to make a \$500,000.00 prepayment fifteen (15) days after contract execution, \$400,000.000 payment by 1/10/2024, \$400,000.000 payment by 1/10/2025 and \$400,000.000 payment by 1/10/2026, a discount of **(\$100,179.00)** can be subtracted from the above "Sale Price".

**Terms and Conditions:**

- Taxes – Not Applicable
- Freight – F.O.B. – Appleton, WI / Shipping to Brooklyn Park, MN
- Terms – Net due prior to vehicle(s) release at the Pierce Manufacturing Plant (Appleton, WI). Net due per special prepay option terms above for **Prepay discount** to be applicable.
- Delivery – 31 - 34 months from receipt and acceptance of contract.



MINNESOTA ILLINOIS INDIANA MISSOURI NEBRASKA NORTH DAKOTA SOUTH DAKOTA

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Said apparatus and equipment are to be built and shipped in accordance with the specifications hereto attached, delays due to strikes, war, or international conflicts, or other causes beyond our control not preventing, could alter the delivery schedule.

The specifications herein contained, shall form a part of the final contract, and are subject to changes as desired by the purchaser, provided such changes are acknowledged and agreed to in writing by the purchaser.

This proposal for fire apparatus conforms with all Federal Department of Transportation (DOT) rules and regulations in effect at the time of bid, and with all National Fire Protection Association (NFPA) Guidelines for Automotive Fire Apparatus as published at the time of bid, except as modified by customer specifications.

The attached proposal is valid for thirty (30) days. *\*Pricing is subject to change based on production slot availability.*

We trust the above and the enclosed to be full and complete at this time; however, should you have any questions or require additional information, please do not hesitate to contact me at 651-261-9885 or [dan.corcoran@macqueengroup.com](mailto:dan.corcoran@macqueengroup.com).

We wish to thank the City of Brooklyn Park for the opportunity to submit our proposal.

Respectfully,

*Dan Corcoran*

Dan Corcoran  
Apparatus Sales  
MacQueen Equipment LLC  
DBA MacQueen Emergency Group

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	7.3	<b>Meeting Date:</b>	October 5, 2023
<b>Agenda Section:</b>	General Action Items	<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>	Mayor Hollies Winston
<b>Item:</b>	Appointments to Commissions		

## City Manager's Proposed Action:

Appoint commissioners to serve on the Budget Advisory Commission, Human Rights Commission, and the Recreation and Parks Advisory Commission.

**Budget Advisory Commission (BAC)** One appointment (Balance of a Three-year term)

**West District** (One Appointment)

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_ TO THE BUDGET ADVISORY COMMISSION REPRESENTING THE WEST DISTRICT EFFECTIVE IMMEDIATELY, FOR THE BALANCE OF A THREE-YEAR TERM TO EXPIRE APRIL 1, 2024. (REPLACING THOMAS SAMLASKA)

**Human Rights Commission (HRC)**

**West District** (One Appointment)

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_ TO THE HUMAN RIGHTS COMMISSION REPRESENTING THE WEST DISTRICT EFFECTIVE IMMEDIATELY, FOR THE BALANCE OF A THREE-YEAR TERM TO EXPIRE APRIL 1, 2026. (REPLACING CHELSEA YOUNGQUIST)

**RECREATION AND PARKS ADVISORY COMMISSION (RPAC)** Two appointments (Balance of Three-year terms)

**City At-large** (One Appointment)

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_ TO THE RECREATION AND PARKS ADVISORY COMMISSION REPRESENTING THE CITY AT-LARGE EFFECTIVE IMMEDIATELY, FOR THE BALANCE OF A THREE-YEAR TERM TO EXPIRE APRIL 1, 2024. (REPLACING JOHNNY HOANG)

**West District** (One Appointment)

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_ TO THE RECREATION AND PARKS ADVISORY COMMISSION REPRESENTING THE WEST DISTRICT EFFECTIVE IMMEDIATELY, FOR THE BALANCE OF A THREE-YEAR TERM TO EXPIRE APRIL 1, 2024. (REPLACING WILLIAM BIRDNECKLACE)

**Overview:**

On September 25, 2023, the City Council interviewed applicants to fill commission openings. If there are openings left unfilled after the appointments are made at tonight's Council meeting, City staff will re-advertise to fill the positions that are still vacant.

**Primary Issues/Alternatives to Consider:**

Selection and appointment of commissioners.

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

**Attachments:** N/A

# City of Brooklyn Park City Council Work Session

<b>Agenda Item:</b>	10.1	<b>Meeting Date:</b>	October 2, 2023
<b>Agenda Section:</b>	Work Session	<b>Prepared By:</b>	Paul Mogush, Planning Director
<b>Resolution:</b>	N/A	<b>Presented By:</b>	Paul Mogush
<b>Attachments:</b>	1		
<b>Item:</b>	610 Corridor Development Study Zoning Approach		

## Overview/Background:

At the August 28 regular meeting, the City Council approved an amendment to the 2040 Comprehensive Plan consistent with the goals of the development moratorium. The next step is to enact zoning map and text changes that implement the Comprehensive Plan amendment. The Planning Commission will consider those changes at its regular meeting on October 11, and the City Council will consider the changes on first reading on October 23.

At the October 2 Council work session, staff will provide a preview of the recommended approach to the zoning changes and seek feedback and questions. The discussion will focus on establishing a minimum acceptable level of development through a minimum floor area ratio. Staff assembled several resources to inform the conversation about minimum FAR (attached).

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

## Attachments:

10.1A Floor Area Ratio Resources



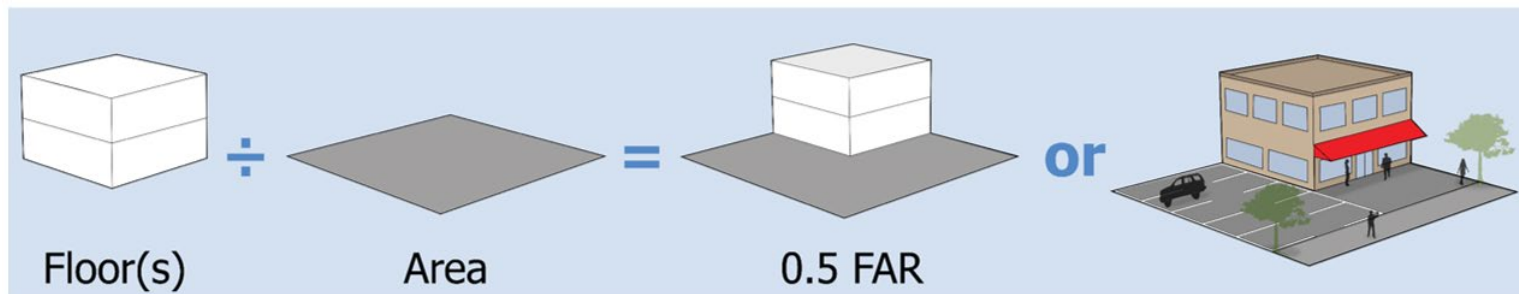
# Resources for determining minimum FAR in the new Mixed Use zoning district

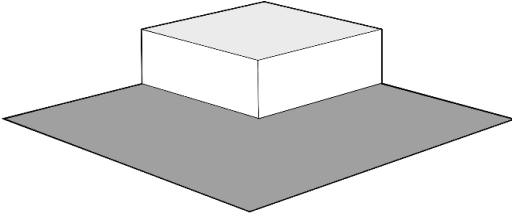
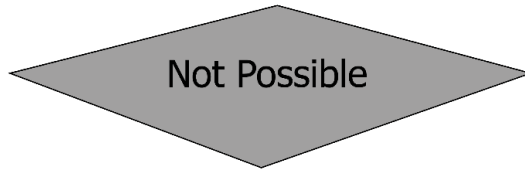
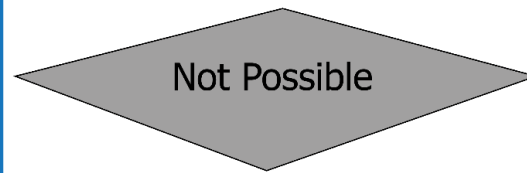
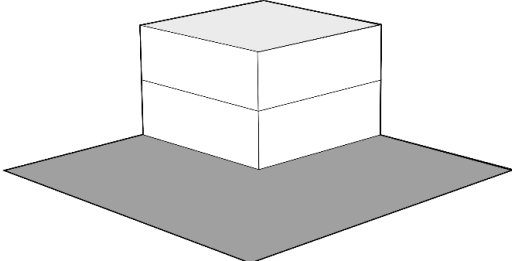
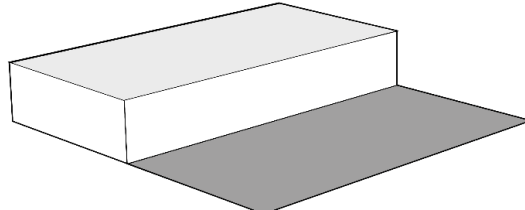
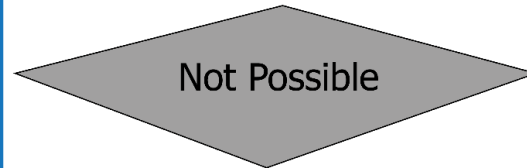
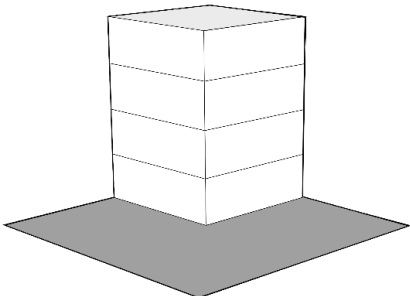
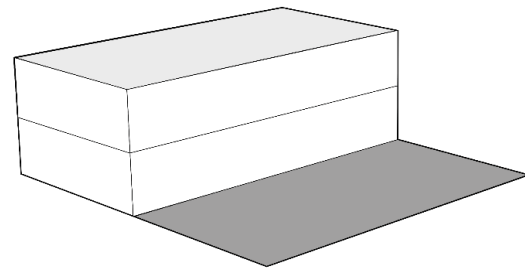
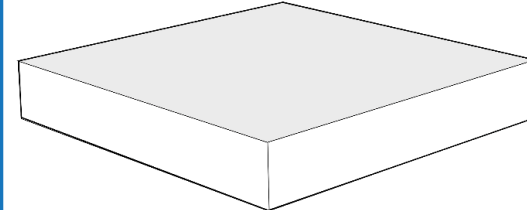
# Scale

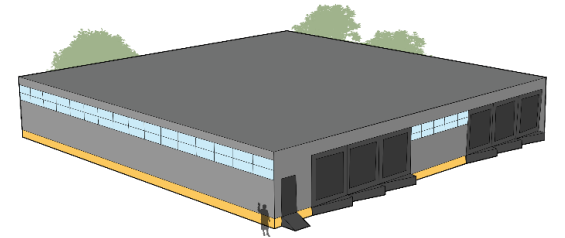
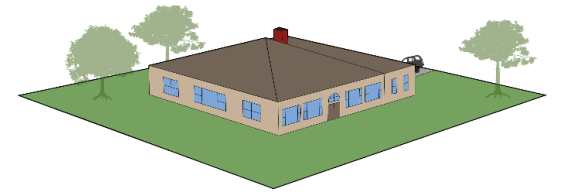
Objective	Current Guidance	Proposed Guidance
<p>Ensure that individual parcels and the area as a whole are <b>not underdeveloped</b>, which would be counter to the Council’s goal of increasing value</p>	<p>None</p>	<p>Establish minimum development intensity standards to ensure efficient use of land (Minimum Floor Area Ratio)</p>

## FAR

Floor Area Ratio



	<b>25%</b> Building footprint	<b>50%</b> Building footprint	<b>100%</b> Building footprint
<b>0.25</b> FAR			
<b>0.50</b> FAR			
<b>1</b> FAR			



# Model 1.5: Medium-High Density



- **References:**  
Edison  
Apartments  
(City of  
Roseville)
- **Land Uses:**  
Commercial,  
Residential,  
Office, Parks,  
Parking

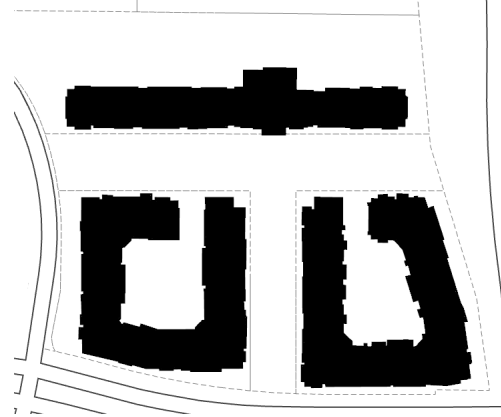
# Comparing Apples-to-Apples

Feasibility Analysis Summary - July 24, 2023	Model 1	Hybrid Model 1.5	Model 2	Model 3A (2017 Small Area Plan)	Model 3B (2040 Comp. Plan)
Range of Heights	4 - 7 stories	2 - 7 stories	1 - 5 stories	1 - 2 stories	1 - 2 stories
Housing (units)	4,905	3,371	2,020	374	741
Affordable Unit Count	736	506	303	56	111
Housing (SF)	4,494,400	3,087,836	1,850,320	387,468	768,417
Housing %	67%	61%	63%	28%	60%
Retail (SF)	194,023	194,026	143,984	236,300	66,006
Retail %	3%	4%	5%	17%	5%
Office (SF)	0	0	30,085	0	0
Office %	0%	0%	1%	0%	0%
Park/Public Space	91,000	91,000	91,000	159,890	0
Parks %	1%	2%	3%	12%	0%
Total Parking	8,605	7,460	3,706	2,638	2,023
Parking Square Footage	1,936,125	1,678,468	833,850	593,479	455,175
Parking %	29%	33%	28%	43%	35%
Total Development Square Footage	6,715,548	5,051,330	2,949,239	1,377,137	1,289,598
FAR	3.56	2.68	1.56	0.73	0.68
Total Development Model Cost	\$1,734,693,776	\$1,231,700,240	\$654,744,800	\$216,123,087	\$275,167,012
Total Up-Front Affordable Housing Subsidy	\$41,832,291	\$28,703,074	\$17,199,706	\$5,335,620	\$10,581,480
Total Up-Front Public Parking Subsidy	\$81,758,333	\$70,306,905	\$4,632,500	\$0	\$0
Annual Property Tax Revenue (City)	\$9,540,816	\$6,774,351	\$3,601,096	\$1,188,677	\$1,513,419
Value/Acre	\$40,062,212	\$28,445,733	\$15,121,127	\$4,991,295	\$6,354,896

# FAR in Brooklyn Park

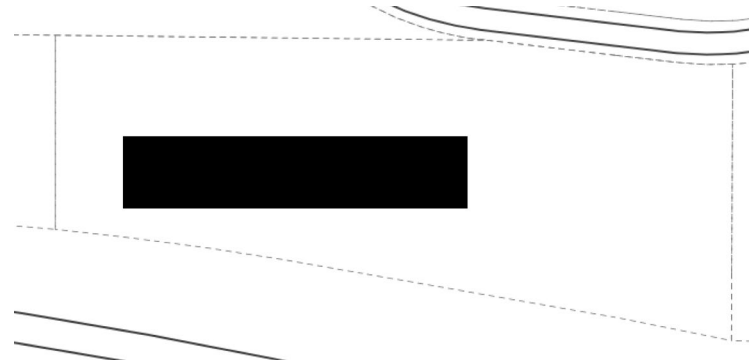
# 610 West Apartments (Built)

	610 West Apts. (Built)
FAR (no parking)	1.77
FAR (with parking)	2.16
Lot Size (sq ft)	377,279
Lot Size (acres)	8.66
Gross Square Footage (no structured parking)	669,060
Gross Square Footage (with structured parking)	818,282
Stories (no structured parking)	4
Units	480
Units Per Acre	55
Zoned Units Per Acre	12 to 50
Value Per Acre	\$11.6M
Structured Parking	492
<i>Underground</i>	492
<i>Above Ground</i>	0
Surface Parking	210
Total Parking	702



# 610 West Apartments (Proposed Addition)

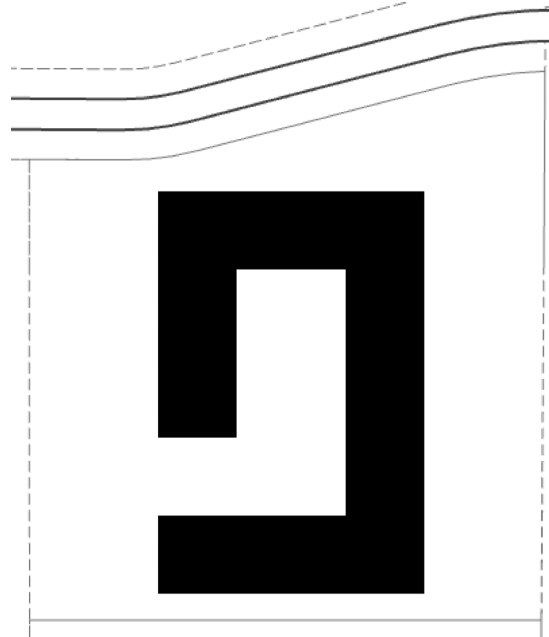
	610 West Apts. (Proposed)
FAR (no parking)	0.61
FAR (with parking)	0.75
Lot Size (sq ft)	161,172
Lot Size (acres)	3.7
Gross Square Footage (no structured parking)	98,926
Gross Square Footage (with structured parking)	120,755
Stories (no structured parking)	4
Units	115
Units Per Acre	31
Zoned Units Per Acre	7 to 25
Value Per Acre	-
Structured Parking	58
<i>Underground</i>	58
<i>Above Ground</i>	0
Surface Parking	164
Total Parking	222





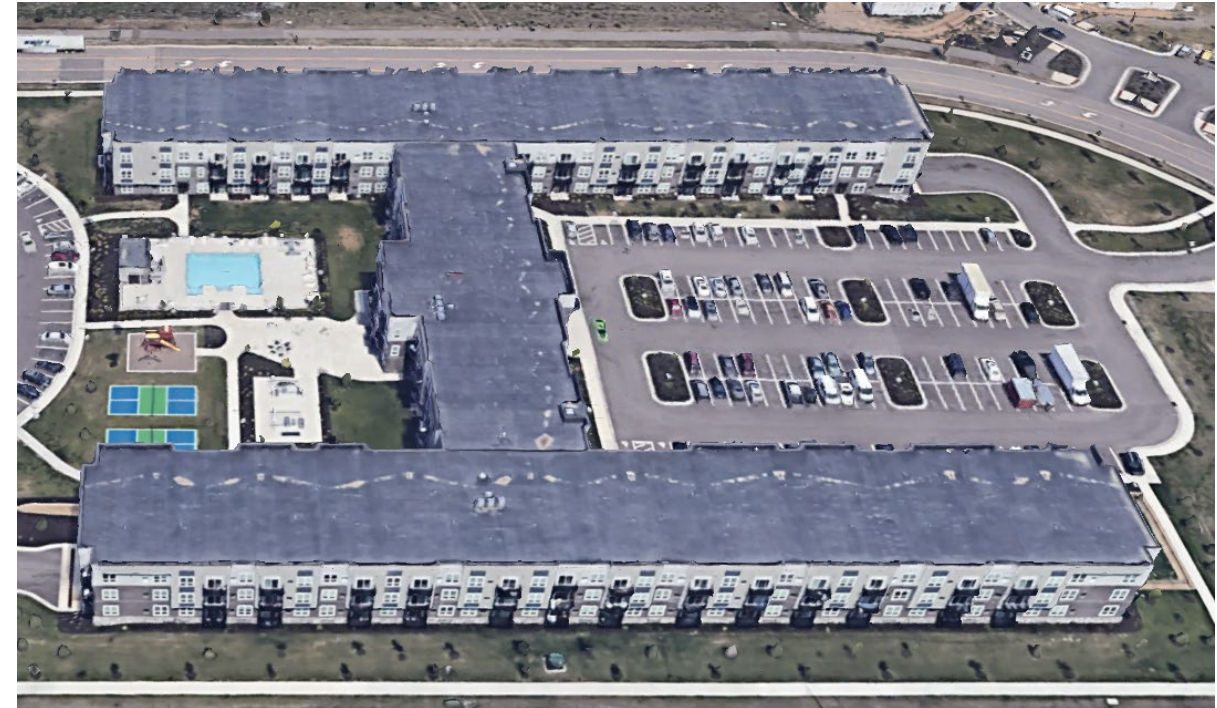
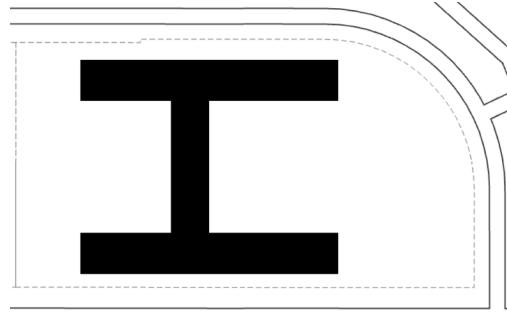
# Kipling Apartments

	Kipling Apts.
FAR (no parking)	0.81
FAR (with parking)	1.08
Lot Size (sq ft)	196,410
Lot Size (acres)	4.51
Gross Square Footage (no structured parking)	158,885
Gross Square Footage (with structured parking)	212,723
Stories (no structured parking)	3
Units	146
Units Per Acre	35
Zoned Units Per Acre	7 to 25
Value Per Acre	-
Structured Parking	148
<i>Underground</i>	148
<i>Above Ground</i>	0
Surface Parking	108
Total Parking	256

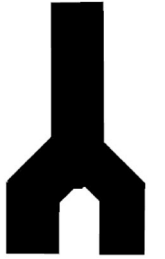


# Urbana Court Apartments

	Urbana Court
FAR (no parking)	0.19
FAR (with parking)	0.25
Lot Size (sq ft)	326,793
Lot Size (acres)	7.5
Gross Square Footage (no structured parking)	61,636
Gross Square Footage (with structured parking)	82,181
Stories (no structured parking)	3
Units	207
Units Per Acre	28
Zoned Units Per Acre	12 to 50
Value Per Acre	\$5.9M
Structured Parking	218
<i>Underground</i>	218
<i>Above Ground</i>	0
Surface Parking	187
Total Parking	405



# Urbana Place Senior Living

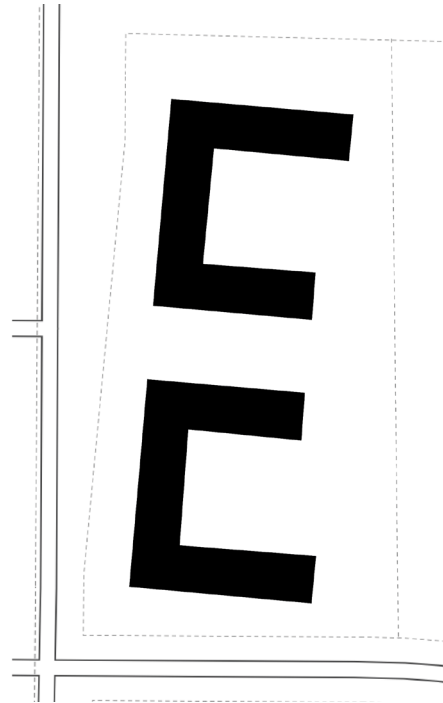


	Urbana Place
FAR (no parking)	0.21
FAR (with parking)	0.26
Lot Size (sq ft)	128,643
Lot Size (acres)	2.95
Gross Square Footage (no structured parking)	26,968
Gross Square Footage (with structured parking)	33,710
Stories (no structured parking)	4
Units	103
Units Per Acre	35
Zoned Units Per Acre	12 to 50
Value Per Acre	\$6M
Structured Parking	52
<i>Underground</i>	52
<i>Above Ground</i>	0
Surface Parking	40
Total Parking	92



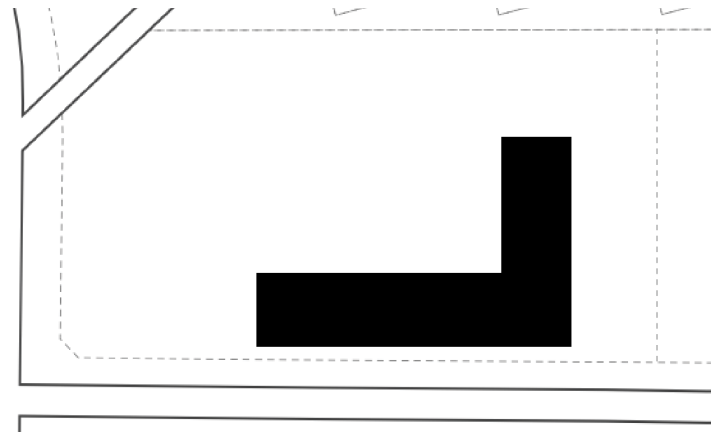
# Decatur North & South Apartments

	Decatur North & South
FAR (no parking)	0.72
FAR (with parking)	0.84
Lot Size (sq ft)	339,768
Lot Size (acres)	7.8
Gross Square Footage (no structured parking)	243,714
Gross Square Footage (with structured parking)	284,846
Stories (no structured parking)	6
Units	350
Units Per Acre	45
Zoned Units Per Acre	12 to 50
Value Per Acre	-
Structured Parking	443
<i>Underground</i>	239
<i>Above Ground</i>	204
Surface Parking	218
Total Parking	661



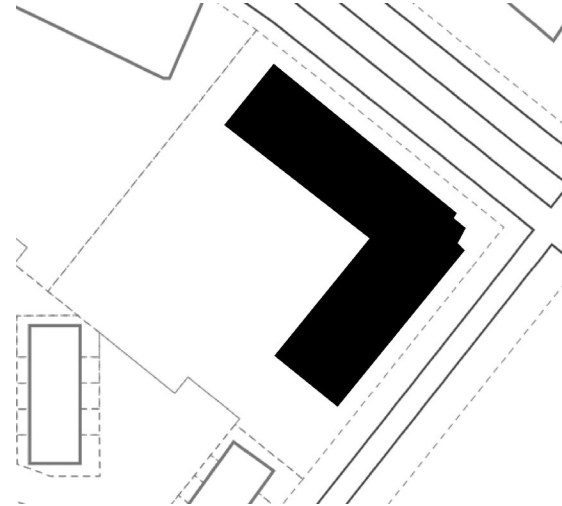
# Tessman Ridge Phase I

	Tessman Ridge
FAR (no parking)	0.92
FAR (with parking)	1.10
Lot Size (sq ft)	111,114
Lot Size (acres)	2.55
Gross Square Footage (no structured parking)	102,040
Gross Square Footage (with structured parking)	124,876
Stories (no structured parking)	4
Units	75
Units Per Acre	29
Zoned Units Per Acre	12 to 50
Value Per Acre	-
Structured Parking	70
<i>Underground</i>	70
<i>Above Ground</i>	0
Surface Parking	84
Total Parking	154



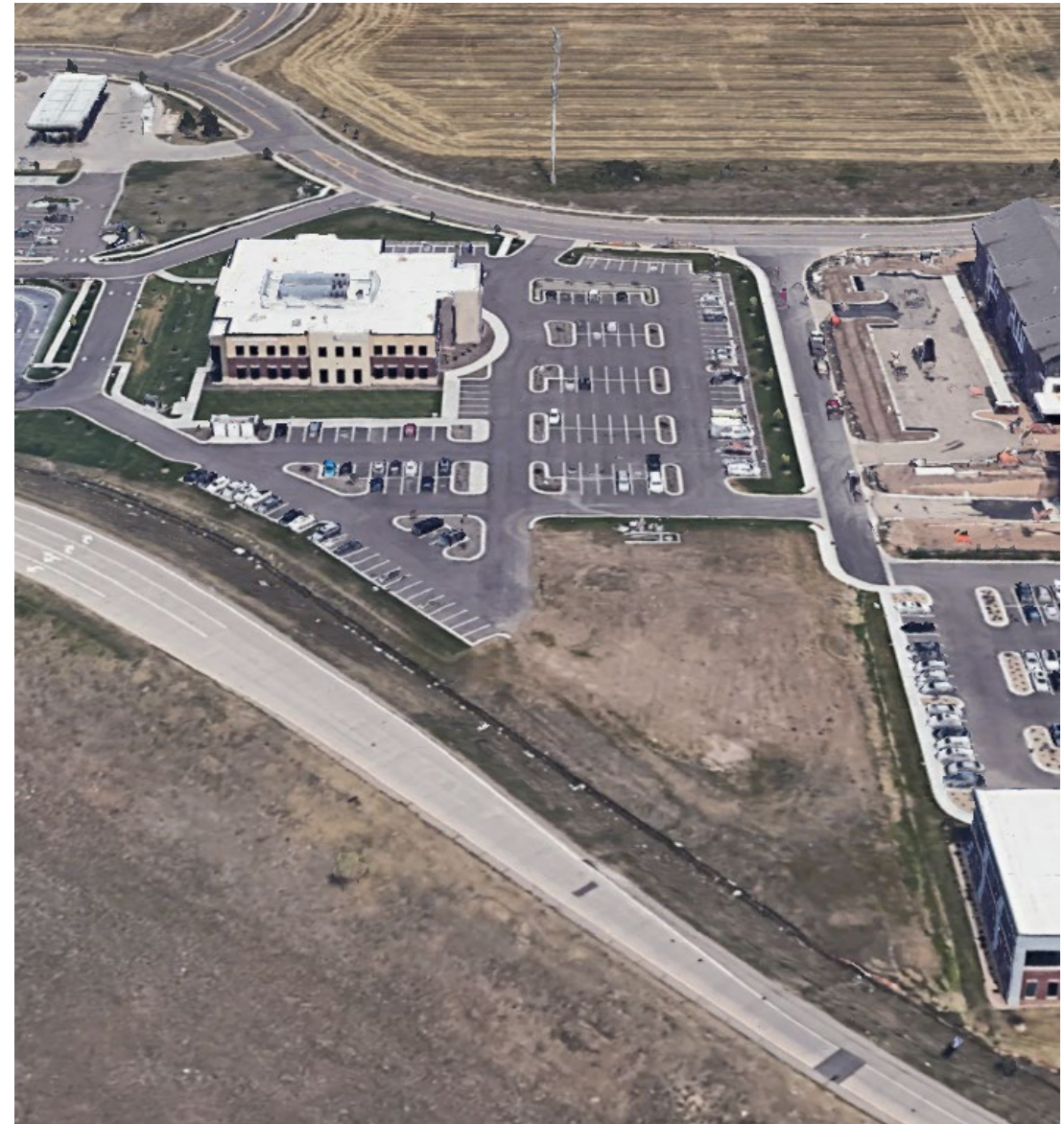
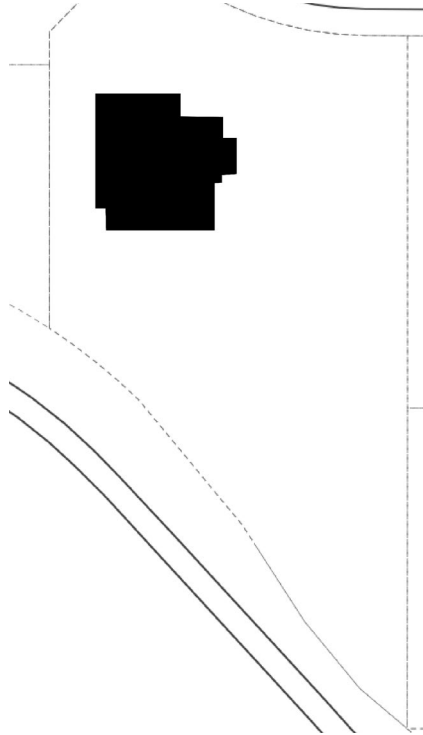
# Village Creek

	Village Creek
FAR (no parking)	1.47
FAR (with parking)	1.78
Lot Size (sq ft)	74,488
Lot Size (acres)	1.71
Gross Square Footage (no structured parking)	109,858
Gross Square Footage (with structured parking)	132,530
Stories (no structured parking)	5
Units	83
Units Per Acre	49
Zoned Units Per Acre	9 to 50
Value Per Acre	\$9M (projected)
Structured Parking	64
<i>Underground</i>	64
<i>Above Ground</i>	0
Surface Parking	65
Total Parking	129



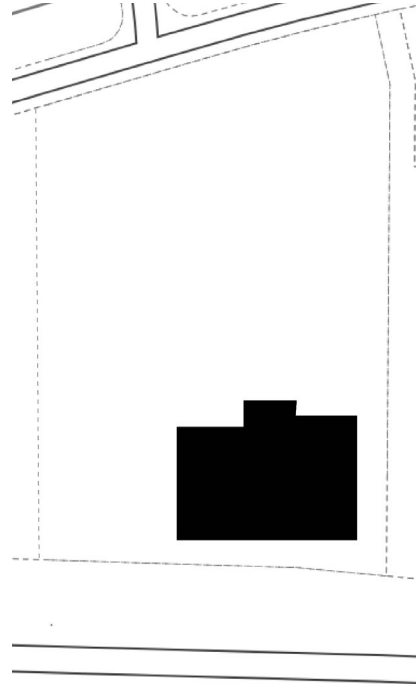
# Twin Cities Orthopedics

	Twin Cities Orthopedics
FAR (no parking)	0.18
FAR (with parking)	-
Lot Size (sq ft)	220,333
Lot Size (acres)	5.06
Gross Square Footage (no structured parking)	39,700
Gross Square Footage (with structured parking)	-
Stories (no structured parking)	2
Units	-
Units Per Acre	-
Zoned Units Per Acre	-
Value Per Acre	\$1.26M
Structured Parking	0
<i>Underground</i>	0
<i>Above Ground</i>	0
Surface Parking	196
Total Parking	196



# 610 Medical

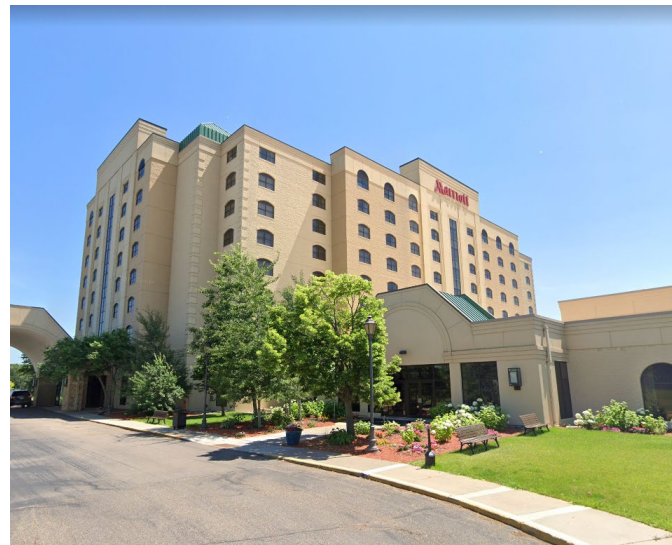
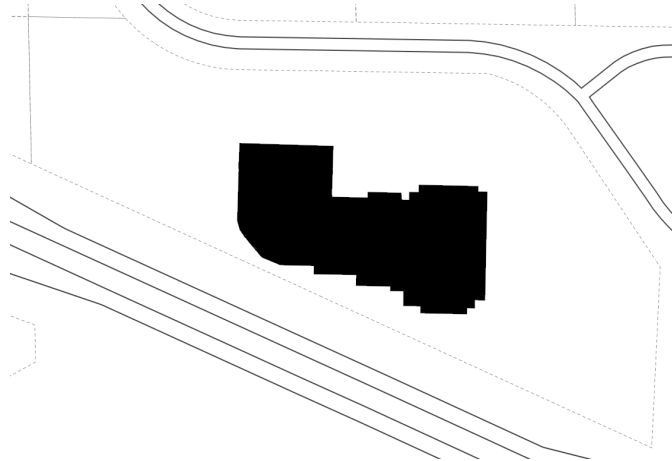
	610 Medical
FAR (no parking)	0.25
FAR (with parking)	-
Lot Size (sq ft)	165,528
Lot Size (acres)	3.8
Gross Square Footage (no structured parking)	42,000
Gross Square Footage (with structured parking)	-
Stories (no structured parking)	2
Units	-
Units Per Acre	-
Zoned Units Per Acre	-
Value Per Acre	\$1.98M
Structured Parking	0
<i>Underground</i>	0
<i>Above Ground</i>	0
Surface Parking	214
Total Parking	214





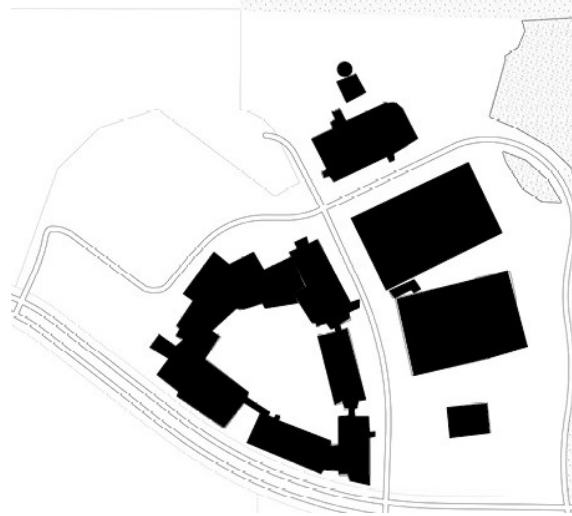
# Marriot Northwest

	Marriot Northwest
FAR (no parking)	0.62
FAR (with parking)	-
Lot Size (sq ft)	472,868
Lot Size (acres)	10.86
Gross Square Footage (no structured parking)	294,455
Gross Square Footage (with structured parking)	-
Stories (no structured parking)	1 to 8
Units	-
Units Per Acre	-
Zoned Units Per Acre	-
Value Per Acre	\$1.47M
Structured Parking	
<i>Underground</i>	
<i>Above Ground</i>	
Surface Parking	
Total Parking	



# Target North Campus

	Target Campus
FAR (no parking)	0.50
FAR (with parking)	0.74
Lot Size (sq ft)	3,025,500
Lot Size (acres)	69.46
Gross Square Footage (no structured parking)	1,521,356
Gross Square Footage (with structured parking)	2,224,762
Stories (no structured parking)	1 to 8
Units	-
Units Per Acre	-
Zoned Units Per Acre	-
Value Per Acre	\$1.27M
Structured Parking	
<i>Underground</i>	
<i>Above Ground</i>	
Surface Parking	
Total Parking	



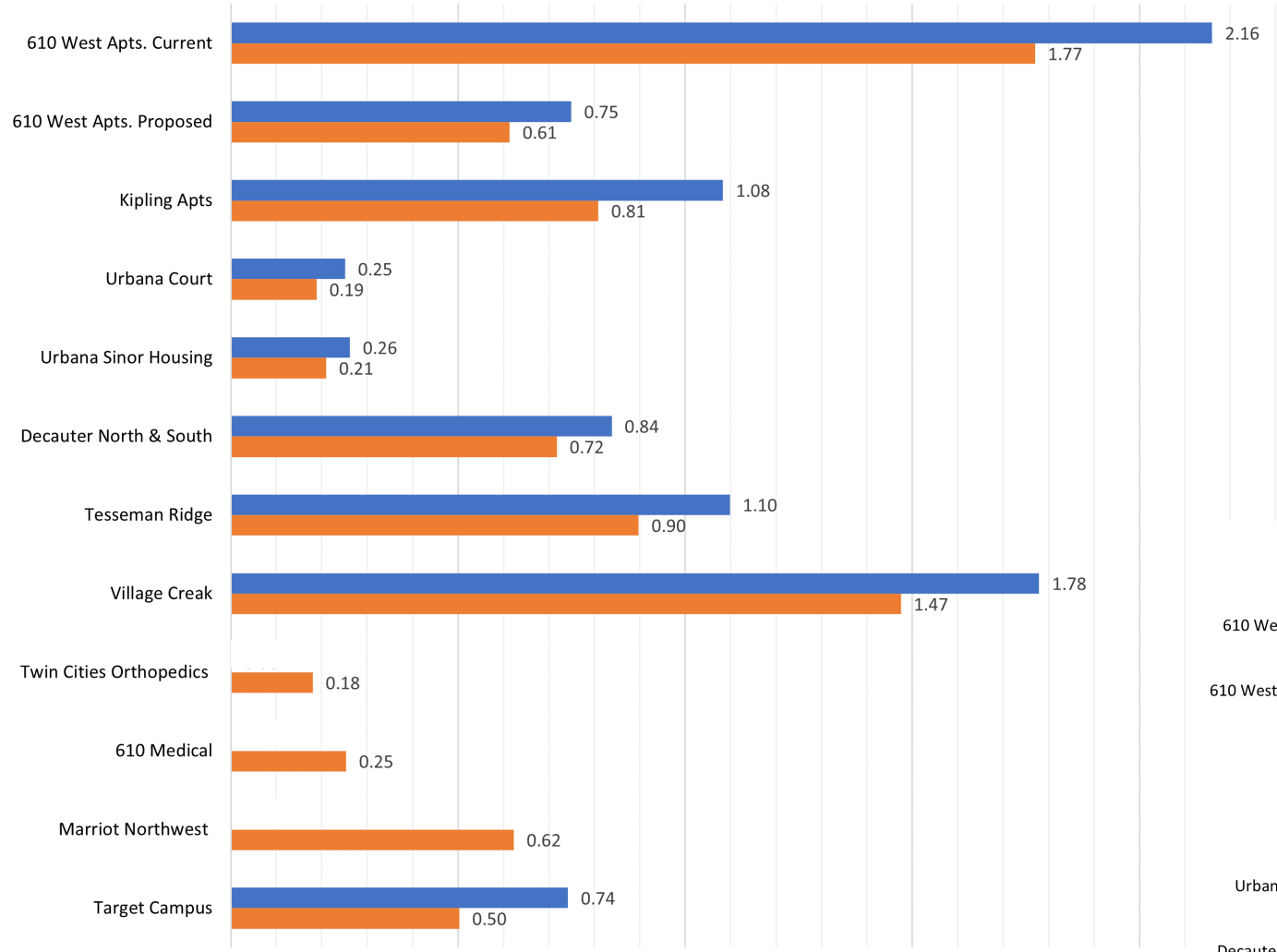
# Noble Park & Ride Proposal

	Park & Ride Proposal
FAR (no parking)	0.86
FAR (with parking)	
Lot Size (sq ft)	301,595
Lot Size (acres)	6.92
Gross Square Footage (no structured parking)	260,082
Gross Square Footage (with structured parking)	
Stories (no structured parking)	
Units	188
Units Per Acre	27.16
Zoned Units Per Acre	
Value Per Acre	
Structured Parking	
<i>Underground</i>	
<i>Above Ground</i>	
Surface Parking	329
Total Parking	329



**FAR in Brooklyn Park**

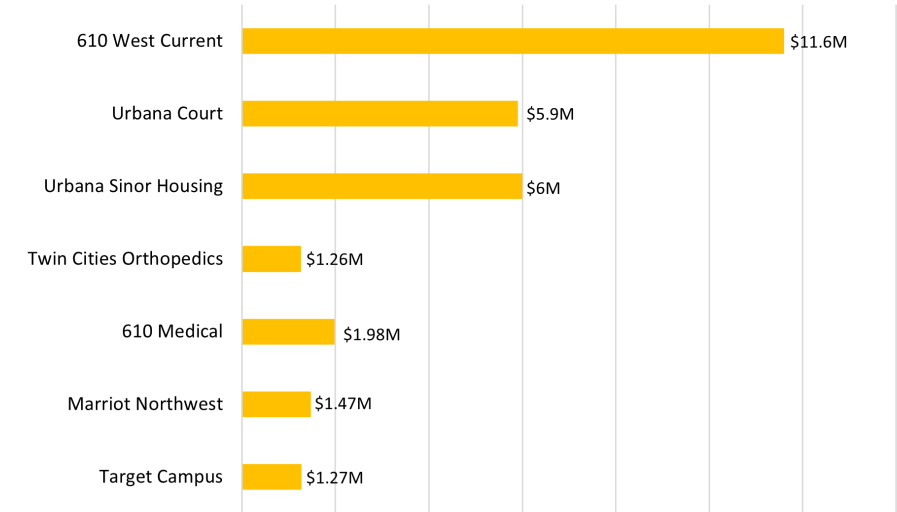
■ FAR without Structured Parking
 ■ FAR with Structured Parking



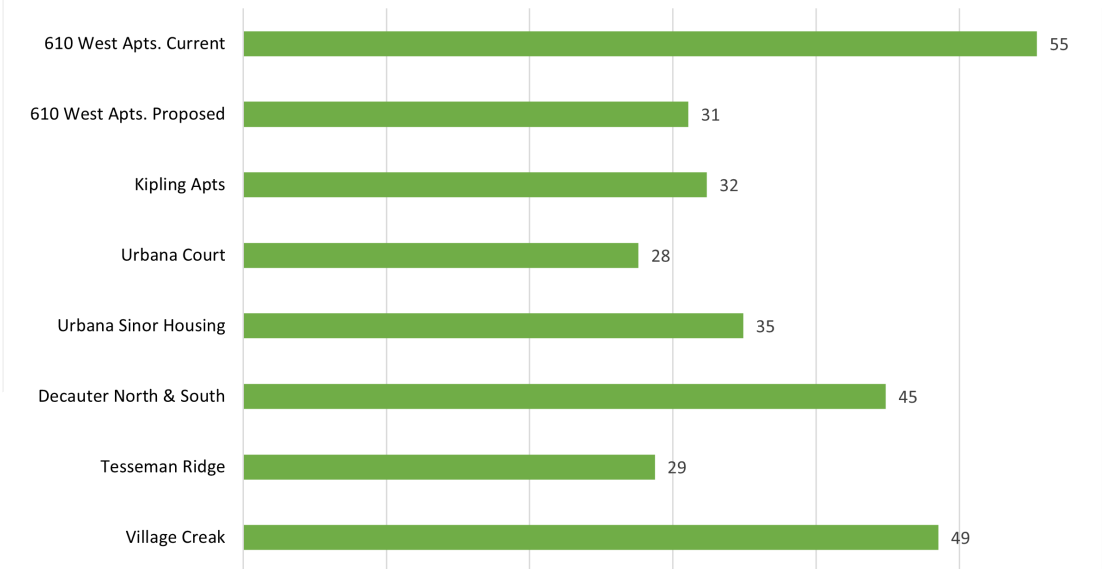
**10.1A Floor Area Ratio Resources**

**Value Per Acre**

Page 21



**Units Per Acre**



# Comparison Graphs

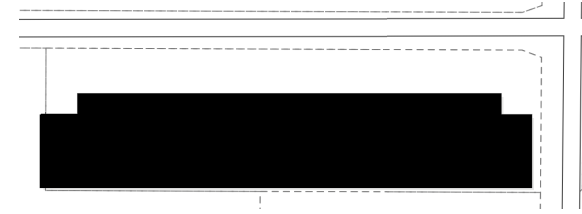
# Full Table

	610 West Apts. (Built)	610 West Apts. (Proposed)	Kipling Apts.	Urbana Court	Urbana Place	Decatur North & South	Tessman Ridge	Village Creek	Twin Cities Orthopedics	610 Medical	Marriot Northwest	Target Campus
FAR (no parking)	1.77	0.61	0.81	0.19	0.21	0.72	0.90	1.47	0.18	0.25	0.62	0.50
FAR (with parking)	2.16	0.75	1.08	0.25	0.26	0.84	1.10	1.78	-	-	-	0.74
Lot Size (sq ft)	377,279	161,172	196,410	326,793	128,643	339,768	113,692	74,488	220,333	165,528	472,868	3,025,500
Lot Size (acres)	8.66	3.7	4.51	7.5	2.95	7.8	2.61	1.71	5.06	3.8	10.86	69.46
Gross Square Footage (no structured parking)	213,071	98,926	158,885	61,636	26,968	243,714	102,040	109,858	39,700	42,000	294,455	1,521,356
Gross Square Footage (w structured parking)	290,847	120,755	212,723	82,181	33,710	284,846	124,876	132,530	-	-	-	2,244,762
Stories (no structured parking)	4	4	3	3	4	6	4	5	2	2	1 to 8	1 to 8
Units	480	115	146	207	103	350	75	83	-	-	-	-
Units Per Acre	55	31	32	28	35	45	29	49	-	-	-	-
Zoned Units Per Acre	12 to 50	7 to 25	7 to 25	12 to 50	12 to 50	12 to 50	12 to 50	9 to 50	-	-	-	-
Value Per Acre	\$11.6M	-	-	\$5.9M	\$6M	-	-	-	\$1.26M	\$1.98M	\$1.47M	\$1.27M
Structured Parking	492	58	148	218	52	443	70	64	0	0	-	-
<i>Underground</i>	<i>492</i>	<i>58</i>	<i>148</i>	<i>218</i>	<i>52</i>	<i>239</i>	<i>70</i>	<i>64</i>	<i>0</i>	<i>0</i>	<i>-</i>	<i>-</i>
<i>Above Ground</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>204</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>-</i>	<i>-</i>
Surface Parking	210	164	108	187	40	218	84	65	196	214	-	-
Total Parking	702	222	256	405	92	661	154	129	196	214	-	-

# FAR in Peer Cities

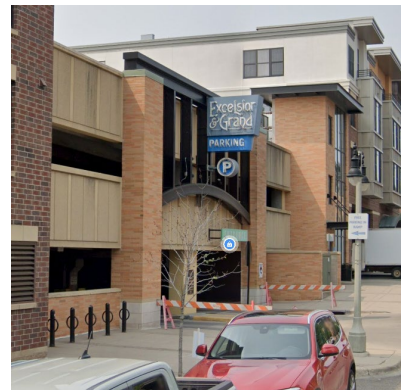
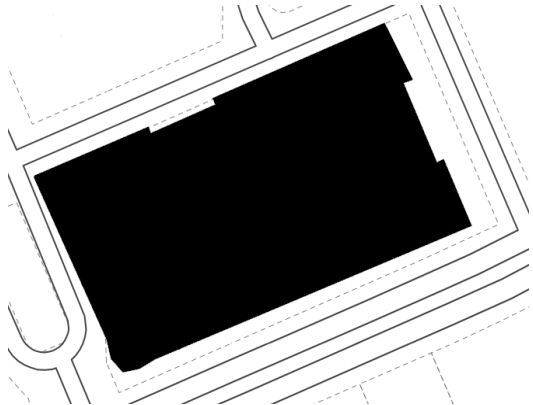
# Bloomington

	Penn-American	PA Focus Area
FAR (no parking)	1.55	2.41
FAR (w parking)	1.57	-
lot size (sq ft)	5,188,538	35,719
lot size (acres)	-	0.82
gross sq footage (no structured parking)	8,054,584	86,172
gross sq footage (with structured parking)	8,140,846	-
# of Stories (building)	1 to 15	4
# of Stories (parking)	2	-
# of Stories (hotel)	-	-
Value Per Acre	-	\$20.20M



# St Louis Park

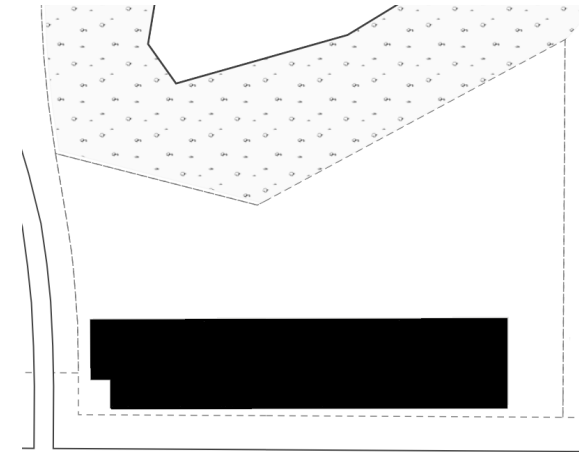
	Excelsior & Grand	E&G Focus Area
FAR (no parking)	2.88	1.85
FAR (w parking)	3.20	2.57
lot size (sq ft)	499,058	116,740
lot size (acres)	-	2.68
gross sq footage (no structured parking)	1,437,575	216,332
gross sq footage (with structured parking)	1,598,873	300,047
# of Stories (building)	4 to 5	4
# of Stories (parking)	3	3
# of Stories (hotel)	-	-
Value Per Acre	-	\$18.22M





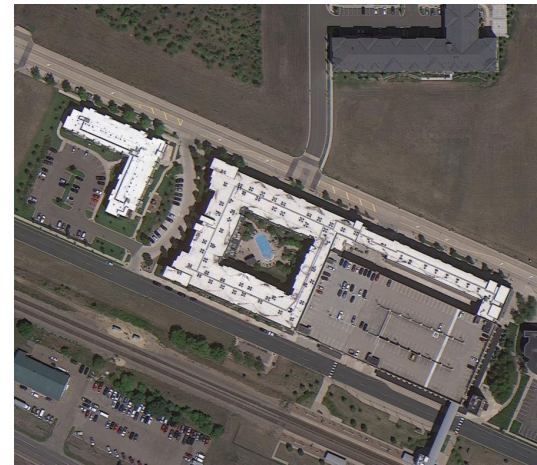
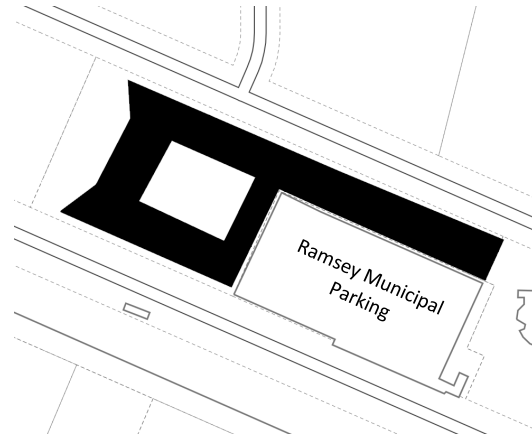
# Maple Grove

	Arbor Lakes	AL Focus
FAR (no parking)	0.44	0.56
FAR (w parking)	0.47	-
lot size (sq ft)	25,082,130	87,120
lot size (acres)	-	2.00
gross sq footage (no structured parking)	11,118,906	48,572
gross sq footage (with structured parking)	11,737,092	-
# of Stories (building)	1 to 5	2
# of Stories (parking)	3	-
# of Stories (hotel)	-	-
Value Per Acre	-	\$2.16M



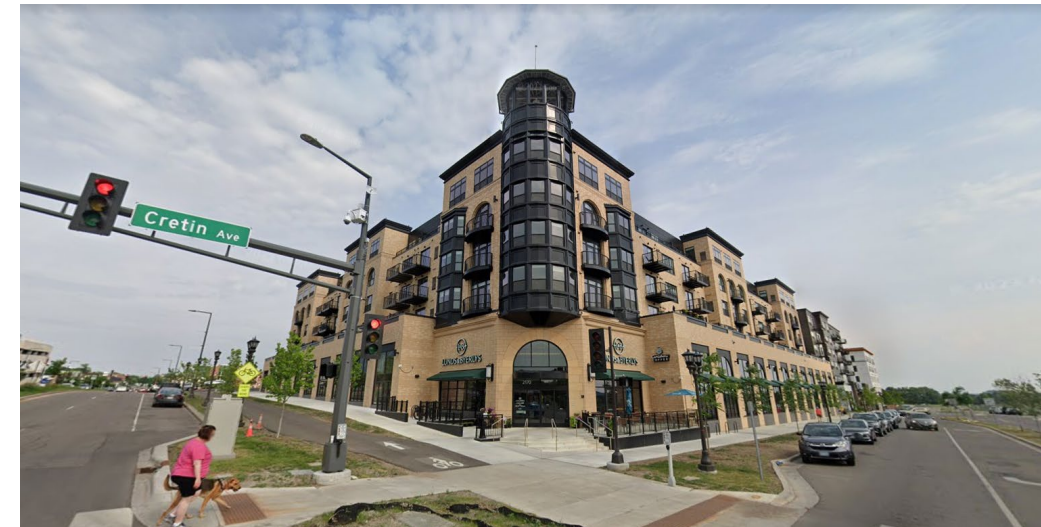
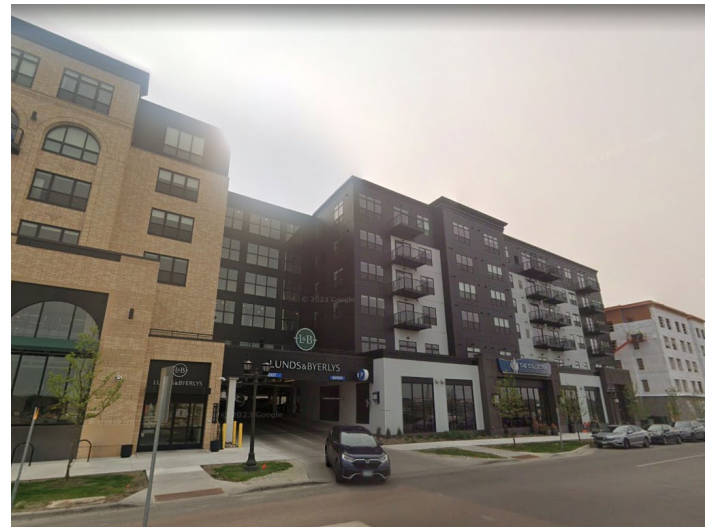
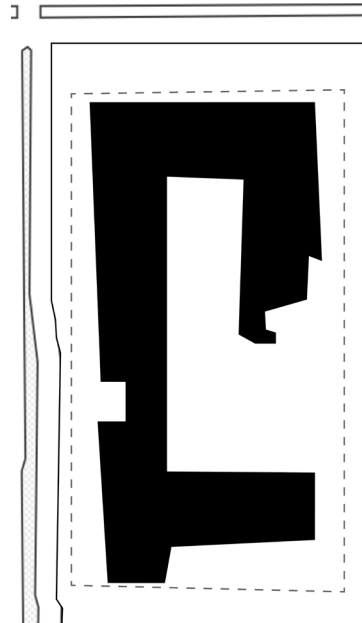
# Ramsey

	The Cor
FAR (no parking)	2.76
FAR (w parking)	-
lot size (sq ft)	131,987
lot size (acres)	3.03
gross sq footage (no structured parking)	363,840
gross sq footage (with structured parking)	-
# of Stories (building)	4
# of Stories (parking)	1 (below)
Value Per Acre	\$14.1M



# St Paul

	Lunds & Byerly's Highland Bridge
FAR (no parking)	4.08
FAR (w parking)	-
lot size (sq ft)	115,434
lot size (acres)	2.65
gross sq footage (no structured parking)	470,916
gross sq footage (with structured parking)	-
# of Stories (building)	4 to 6
# of Stories (parking)	1 (above)
Value Per Acre	\$27.2M



# Peer City Research Zoning

# Bloomington

- Tools

- Min Max FAR
- Min Building Floor Area (BFA)
- Max Impervious Surface Area
- Min Site Width
- Min Site Area
- Min Max Density
- Setbacks
- **No max height**

- FAR was implemented within each zoning district ranging from 0.2 to 2.0 (excluding residential)
- Premiums are used to increase FAR (within HX-R district)
  - Retail and service use bonus, below grade parking bonus, plaza or park bonus, affordable housing bonus, public art bonus, sustainable design bonus
- In HX-R district **underground and structured parking in not included in FAR**

Renderings of Penn-American Phased Development

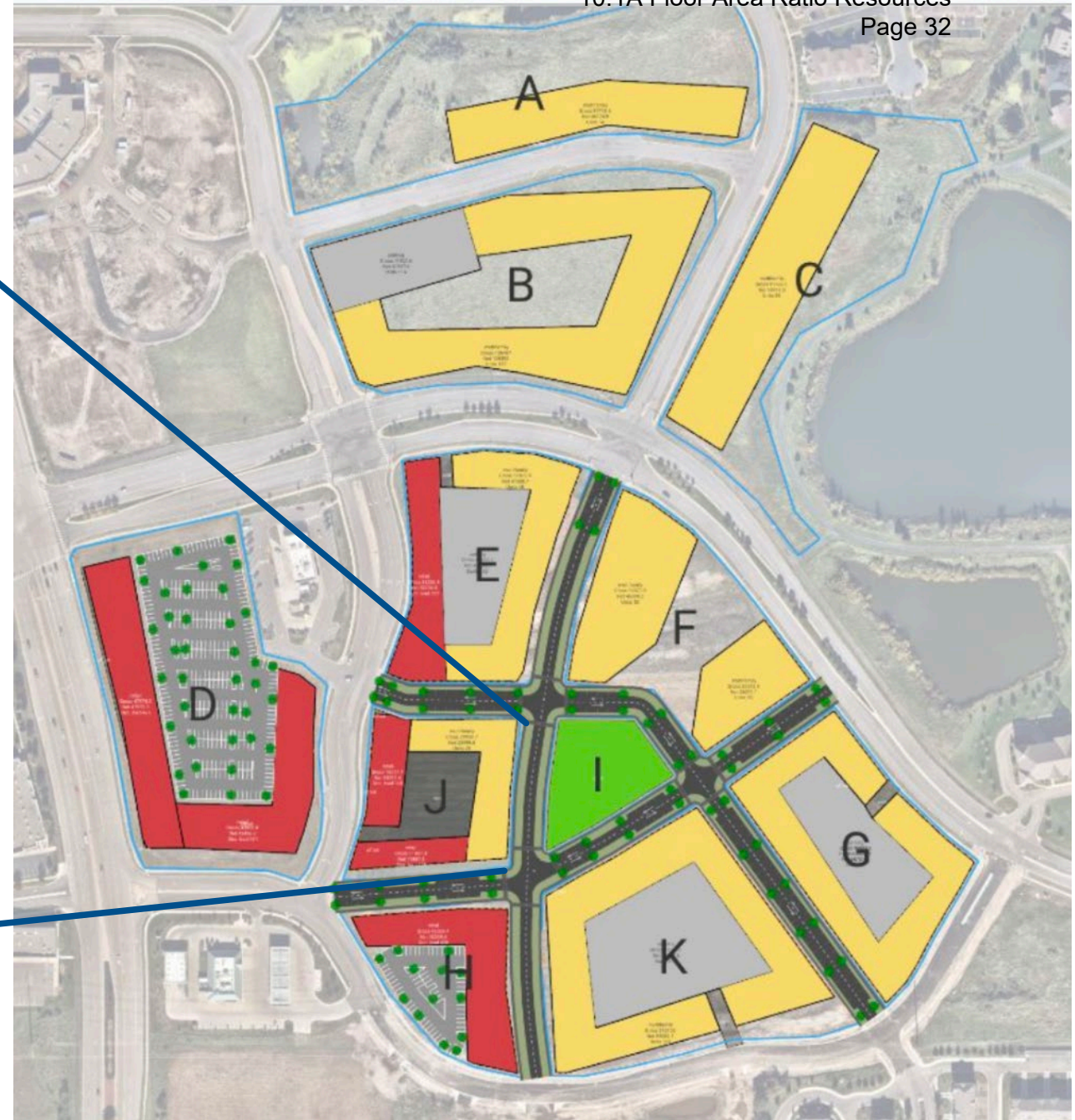
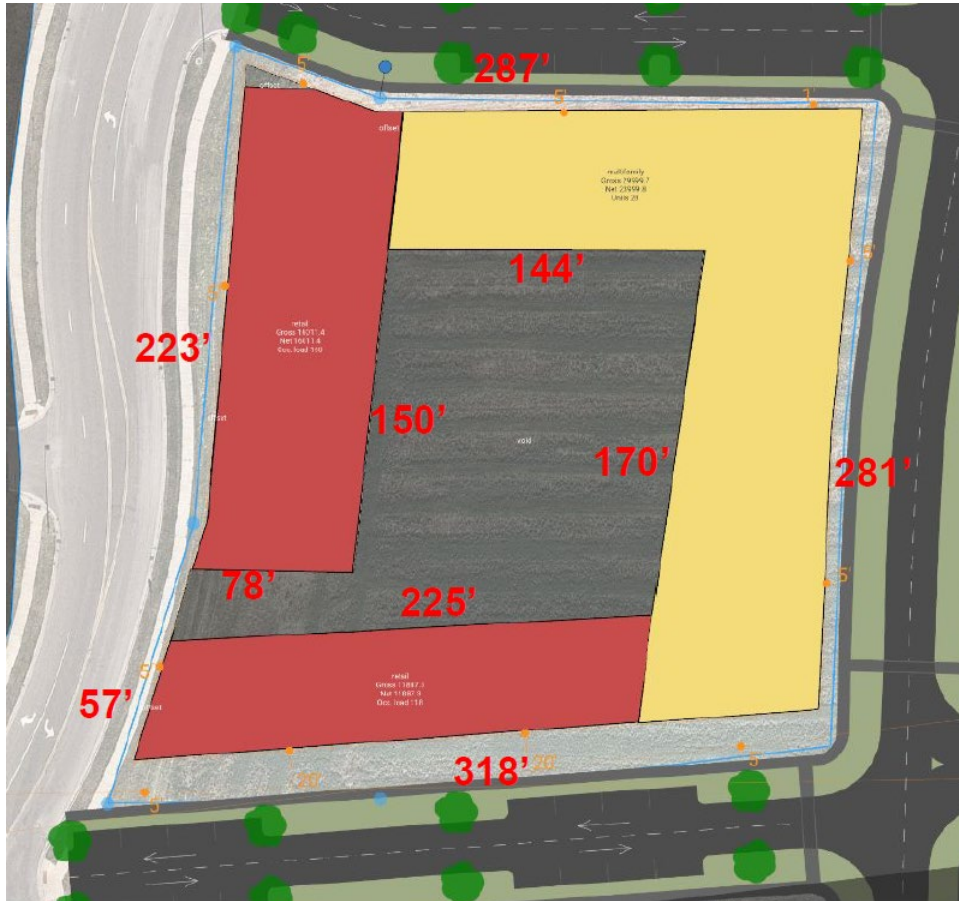


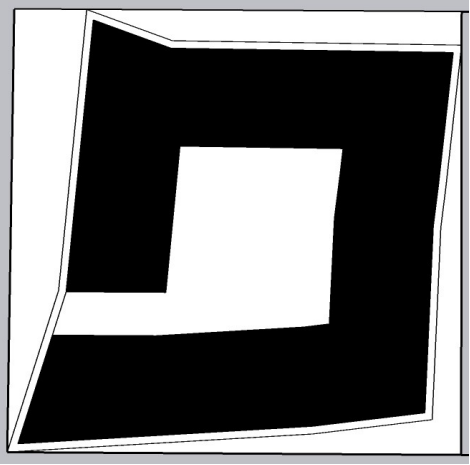
Zoning District	Minimum Required Nonresidential Floor Area
B-4	Floor area ratio - 0.10
C-2	Floor area ratio - 0.20
C-3	Floor area ratio - 0.25
C-4	Floor area ratio - 0.20
C-5	Floor area ratio - 0.25

Zoning District	FAR		BFA
	min	max	min
B-1		0.5	1,000 sq ft
B-2		0.5	3,000 2,000 for restaurants
B-4	0.2	0.5 (0.2 with residential)	4,000
C-1	0.4	1.0	20,000
C-2		0.5	20,000 6,000 for restaurants and convenience facilities
C-3	0.5	1.0	20,000
C-4	0.4	2.0	20,000 6,000 for restaurants
C-5	1.0	1.5	20,000

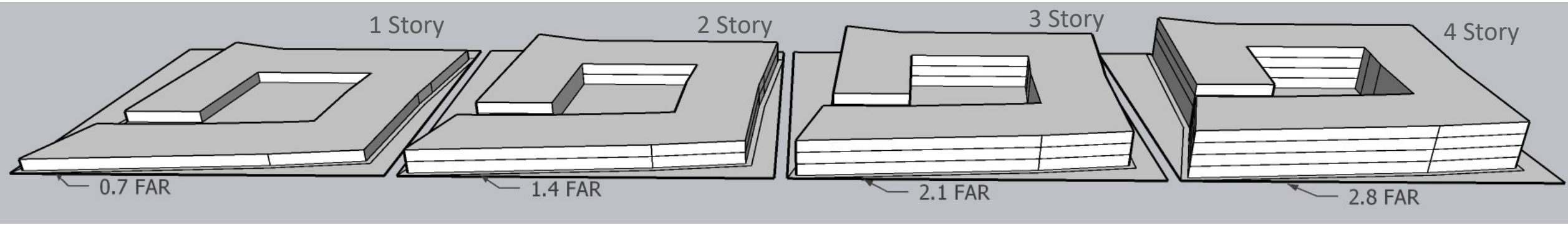
# Range of FAR

# Site

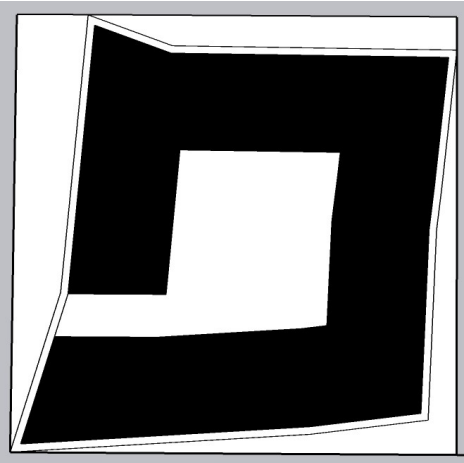




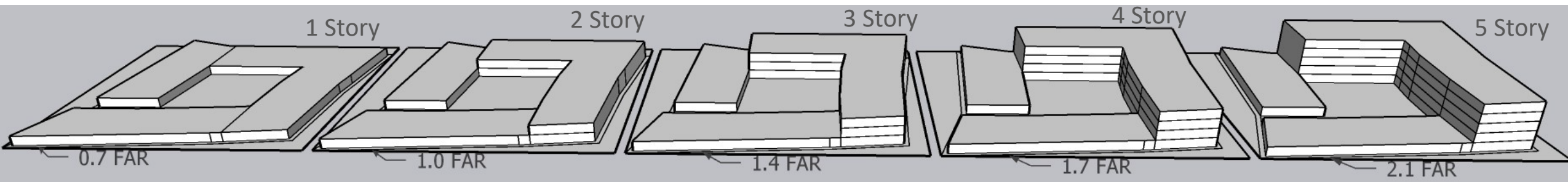
# Large Footprint #1

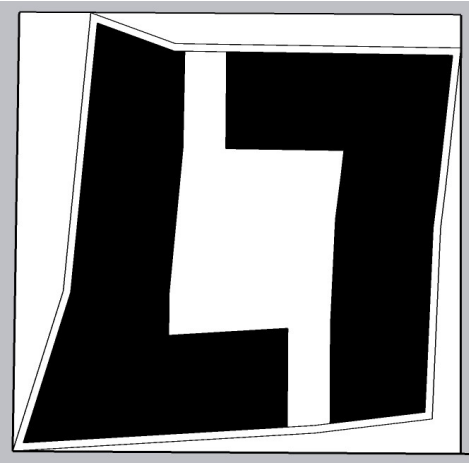




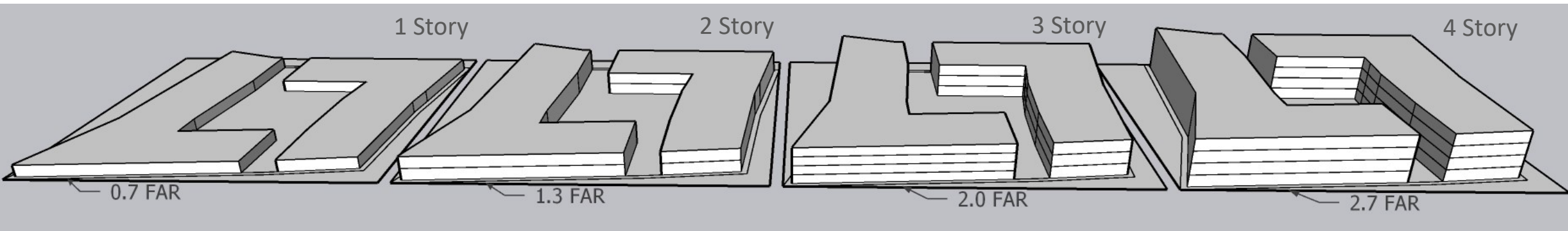


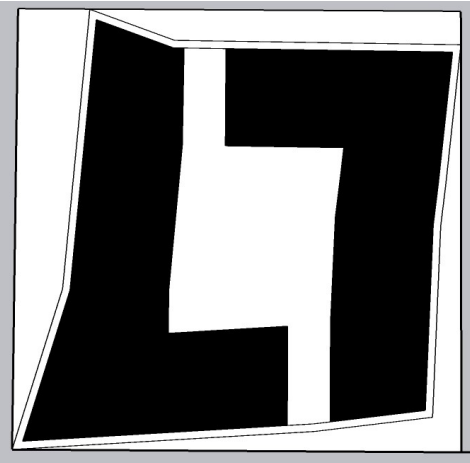
## Large Footprint #2



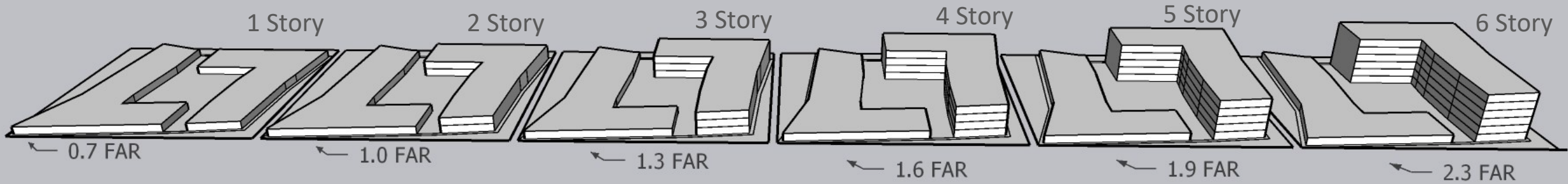


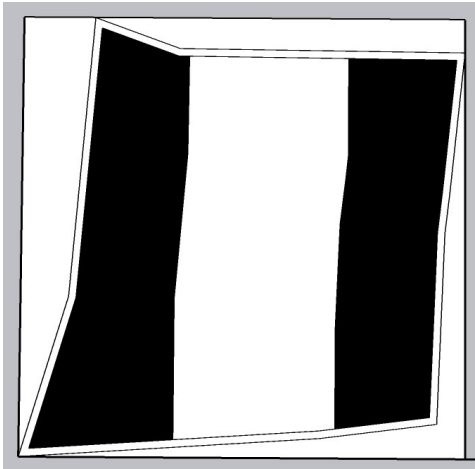
# Medium Footprint #1



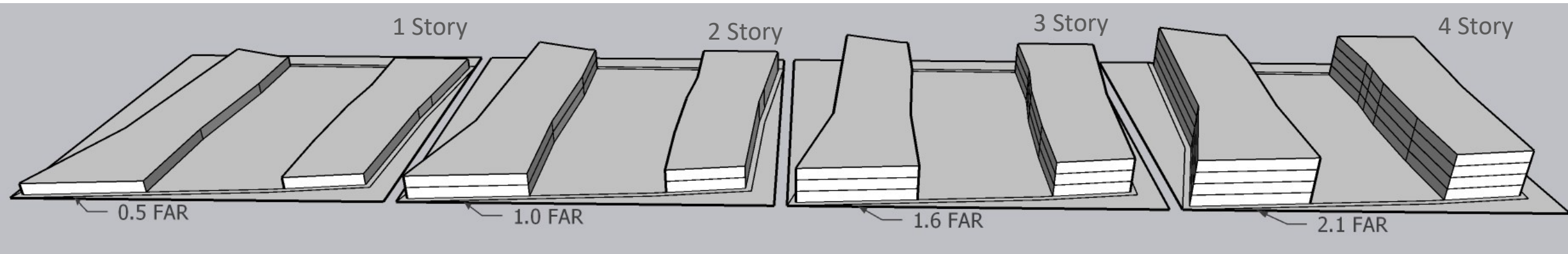


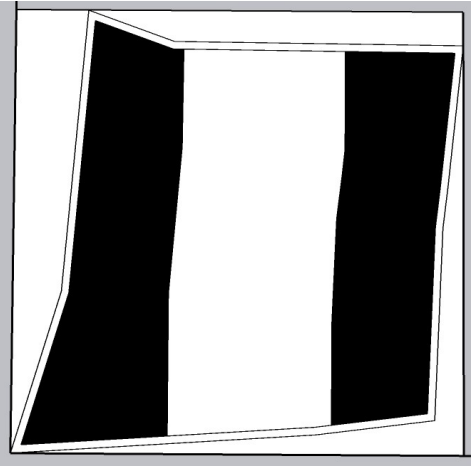
## Medium Footprint #2





# Smaller Footprint #1





# Smaller Footprint #2

