

## REGULAR CITY COUNCIL MEETING – AGENDA #14

Si usted necesita esta información en español: 763-424-8000. Yog xav tau kev pab, thov hu rau 763-424-8000 lawv mam li nrhiv ib tus neeg txhais lus rau koj. If you need this information in another language or alternative format, email [access@brooklynpark.org](mailto:access@brooklynpark.org) or call 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 Introduction of New Employees

## II. STATUTORY BUSINESS AND/OR POLICY IMPLEMENTATION

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

#### 4.1 Resolution Approving Polling Place Changes for the August 13 and November 5, 2024 Elections

##### A. RESOLUTION

##### B. PROPOSED POLLING PLACE MAP

#### 4.2 Development Bond and Escrow Reductions/Releases

#### 4.3 Accept an Office of Traffic Safety Grant

##### A. RESOLUTION

#### 4.4 Resolution Accepting Bids and Awarding Contract for Zane Ave Trail, CIP 2006

##### A. RESOLUTION

##### B. LOCATION MAP

#### 4.5 Resolution Accepting Bids and Awarding Contract for 63rd Ave Trail and Municipal State Aid (MSA) Mill and Overlay, CIP 4044

##### A. RESOLUTION

##### B. LOCATION MAP

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

**5. PUBLIC HEARINGS**

- 5.1** Consider First Reading of the Ordinance Establishing a Local Housing Trust Fund for the City of Brooklyn Park  
**A.** ORDINANCE

**6. LAND USE ACTIONS**

None.

**7. GENERAL ACTION ITEMS**

- 7.1** 2024 Bonding Project Support for Community Activity Center Phase 2 Funding, Central Fire Station, and Zanewood Recreation Center  
**A.** RESOLUTION
- 7.2** Maria Tran Travel Request  
**A.** TRAVEL POLICY

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

**8. DISCUSSION ITEMS**

- 8.1** Consideration of Changes to Public Comment at City Council Meetings

**IV. VERBAL REPORTS AND ANNOUNCEMENTS**

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

**V. ADJOURNMENT**

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

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	3B.1	<b>Meeting Date:</b>	April 8, 2024
<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><i>Community Development</i></b> Michelle Basham	March 22, 2024	Economic Development & Housing Director
<b><i>Recreation and Parks</i></b> Amanda Beisch	March 18, 2024	Recreation & Parks Events Specialist

**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>	4.1	<b>Meeting Date:</b>	April 8, 2024
<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, City Clerk
<b>Item:</b>	Resolution Approving Polling Place Changes for the August 13 and November 5, 2024 Elections		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2024-\_\_\_\_\_ APPROVING POLLING PLACE CHANGES FOR PRECINCTS CENTRAL-4, EAST-1, AND WEST-4 IN THE CITY OF BROOKLYN PARK FOR THE AUGUST 13 AND NOVEMBER 5, 2024 ELECTIONS.

## Overview:

On March 7, 2024, ISD 279 staff contacted the city clerk regarding the use of schools as polling places. Since the passing of the 2023 ISD 279 referendum, the district will be managing some heavy construction projects at some of the ISD 279 schools. Brooklyn Middle School, Edinbrook Elementary and North View Middle School are the schools selected and their operations team is now working to schedule construction and maintenance with the heavy construction happening throughout the next 4 summers. These three schools currently serve as polling places for our elections.

*Minnesota Statute 204B.16 states, "by December 31 of each year, the governing body of each municipality and of each county with precincts in unorganized territory must designate by ordinance or resolution any changes to a polling place location. A polling place must be maintained for the following calendar year unless changed:"*

*(1) by ordinance or resolution by December 31 of the previous year;*

*(2) pursuant to section [204B.175](#);*

*(3) because a polling place has become unavailable;*

*(4) because a township designates one location for all state, county, and federal elections and one location for all township only elections; and*

*(5) pursuant to section [204B.14, subdivision 3](#).*

Due to recent legislation, resolutions are only required if there are changes to the polling places from the last resolution.

During the weeks of March 11 and 18, the city clerk and deputy city clerk met with the Pastors of the Family of God Church and Brooklyn Lutheran Church to discuss the use of their church as a polling place for the August and November elections. After touring the churches, assessing for ADA compliance, voting areas and parking lots, the city clerk and the pastors agreed to use their Hall rooms in the churches to be polling places for the August 13 and November 5 elections.

The city clerk and deputy city clerk met with ISD 279 staff to discuss a replacement for Brooklyn Middle School and toured Park Center High School to consider a voting location for the upcoming elections.

After touring the school, assessing for ADA compliance, voting area and parking lots, the city clerk and ISD 279 staff agreed on Park Center High School, using the Forum room as the voting location for Precinct East-1 for the August 13 and November 5 elections.

**Primary Issues/Alternatives to Consider:**

- The Family of God Church will replace Edinbrook Elementary for the voters in Precinct Central – 4.
- Brooklyn Lutheran Church will replace the North View Middle School for the voters in Precinct West – 4.
- Park Center High School will replace Brooklyn Middle School for the voters in Precinct East – 1.

The Family of God Church is located within Precinct Central - 4, Park Center High School is located within Precinct East – 1 and Brooklyn Lutheran Church is located within Precinct West – 4. Minnesota Statute 204B.16, subdivision 1, allows for a polling place to be located within the boundaries of the precinct or within one mile of those boundaries.

The effect of this motion will be to change the polling places for the August 13, and November 5, 2024 elections.

All registered voters in Precincts Central-4, East-1, and West-4 will be notified of their polling place change by Hennepin County prior to the August 13, Primary election and articles will be placed in the SunPost, Park Pages, social media, and the City's website.

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

**Attachments:**

- 4.1A RESOLUTION
- 4.1B PROPOSED POLLING PLACE MAP

RESOLUTION #2024-

RESOLUTION APPROVING POLLING PLACE CHANGES FOR PRECINCTS CENTRAL-4, EAST-1, AND WEST-4 IN THE CITY OF BROOKLYN PARK FOR THE AUGUST 13 AND NOVEMBER 5, 2024 ELECTIONS

WHEREAS, in March 2024, representatives from ISD 279 contacted the city clerk about heavy construction being scheduled for Edinbrook Elementary School, Brooklyn Middle School, and North View Middle School for the next four summers as the result of the referendums passing in November 2023; and

WHEREAS, Edinbrook Elementary serves as a polling place for voters in Precinct Central-4, Brooklyn Middle School serves as a polling place for voters in Precinct East-1, and North View Middle School serves as a polling place for voters in Precinct West-4; and

WHEREAS, Minnesota Statute 204B.16 Subdivision 1(3) states, “by December 31 of each year, the governing body of each municipality and of each county with precincts in unorganized territory must designate by ordinance or resolution any changes to a polling place location. A polling place must be maintained for the following calendar year unless changed: because a polling place has become unavailable”; and

WHEREAS, the city clerk and deputy city clerk met with representatives from the Brooklyn Lutheran Church and Family of God to discuss replacements for North View Middle School and Edinbrook Elementary school and toured the churches to consider a voting location for the upcoming elections. The representatives agreed on the use of the churches as polling places for the August 13 and November 5 elections in 2024; and

WHEREAS, the city clerk and deputy city clerk met with ISD 279 staff to discuss a replacement for Brooklyn Middle School and toured Park Center High School to consider a voting location for the upcoming elections. The ISD 279 staff agreed on the use of Park Center High School as a polling for the August 13 and November 5, 2024 elections.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park, to designate the The Family of God Lutheran Church as the polling place for Precinct Central-8, Park Center High School as the polling place for Precinct East-1, and Brooklyn Lutheran Church as the polling place for Precinct West-4 for the elections to be held on August 13, and November 5, 2024 in the City of Brooklyn Park.

**(Central District)**

Precinct	Polling Place	Address	Zip
C-1	Our Savior’s Reformed Church	8209 Zane Ave N	55443
C-2	Crest View Elementary School	8200 Zane Ave N	55443
C-3	Birch Grove Elementary School	4690 Brookdale Drive N	55443
C-4	<u>The Family of God Lutheran Church</u>	<u>8625 Zane Ave N</u>	55443
C-5	The Edge Christian Worship Center	4707 Edinbrook Terrace	55443
C-6	Edinbrook Church	4300 Edinbrook Parkway N	55443
C-7	Church of St. Gerard	9600 Regent Ave N	55443
C-8	Salvation Army Noble Worship	10011 Noble Parkway N	55443

**(East District)**

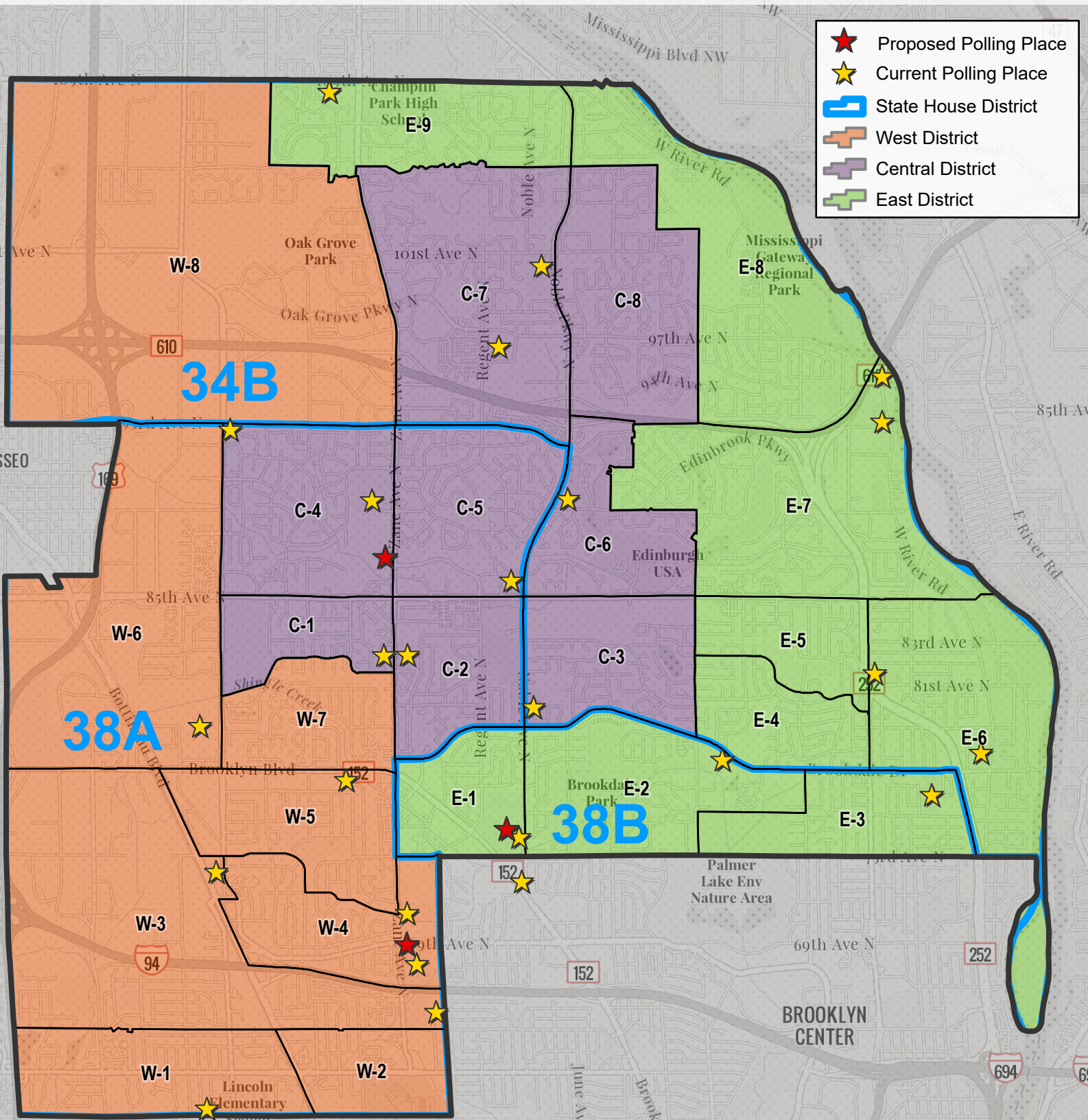
Precinct	Polling Place	Address	Zip
E-1	<u>Park Center High School</u>	<u>7300 Brooklyn Boulevard</u>	55443
E-2	Brooklyn United Methodist Church	7200 Brooklyn Blvd	55429
E-3	Monroe Elementary School	901 Brookdale Drive N	55444
E-4	Palmer Lake VFW	2817 Brookdale Drive N	55429
E-5	Discover Church	1400 81 <sup>st</sup> Ave N	55444
E-6	Waycross Evangelical Church	7733 West River Road	55444
E-7	Riverview Early Childhood Center	1400 93 <sup>rd</sup> Ave N	55444
E-8	Leopold's Mississippi Gardens	9500 West River Road	55444
E-9	Oxbow Creek Elementary School	6505 109 <sup>th</sup> Ave N	55316

**(West District)**

Precinct	Polling Place	Address	Zip
W-1	First Lutheran Church of Crystal	7708 62 <sup>nd</sup> Ave N	55428
W-2	Fair Oaks Elementary School	5600 65 <sup>th</sup> Ave N	55429
W-3	Prince of Peace Lutheran Church	7217 West Broadway	55428
W-4	<u>Brooklyn Lutheran Church</u>	<u>5840 69<sup>th</sup> Ave N</u>	55429
W-5	Zanewood Community School	7000 Zane Ave N	55429
W-6	Revive Brooklyn Park Church	7849 West Broadway	55445
W-7	Redeemer Covenant Church	7801 Brooklyn Blvd	55445
W-8	Ebenezer Community Church	9200 West Broadway	55445

# 2024 Legislative and Precinct Map

Proposed changes to polling place locations W4, C4, and E1



Precinct	Current polling place	Proposed polling place
W-4	North View Middle School	Brooklyn Lutheran Church
C-4	Edinbrook Elementary School	Family of God Lutheran Church
E-1	Brooklyn Middle School	Park Center High School

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



# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.2	<b>Meeting Date:</b>	April 8, 2024
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Community Development
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Matt Hayes-Regan, Planning Program Assistant
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Paul Mogush, Planning Director
<b>Item:</b>	Development Bond and Escrow Reductions/Releases		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO FULLY RELEASE THE BRIDGEWATER BANK IRREVOCABLE LETTER OF CREDIT NO. 634 DATED: MAY 6, 2021 (\$641,700.00) FOR SUBSTANTIAL COMPLETION OF THE "PARK PLACE PROMENADE" PROJECT #21-105.

## Overview:

City Code requires performance bonds and developer's escrows be established as part of the development process. As projects progress, staff works with developers on the release of financial securities. For many large projects the City requires performance bonding as well as escrows be filed with the City. The performance bonds are established at the time of site plan review. The City staff feels it is appropriate to release either the full or a portion of the performance bonds and developer's escrows at this time.

**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>	4.3	<b>Meeting Date:</b>	April 8, 2024
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Police
<b>Resolution:</b>	X		
<b>Ordinance:</b>	N/A	<b>Prepared By:</b>	Stephanie Heiberger, Police
<b>Attachments:</b>	1	<b>Presented By:</b>	Chief Mark Bruley
<b>Item:</b>	Accept an Office of Traffic Safety Grant		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2024-\_\_\_\_\_ TO ACCEPT A MINNESOTA DEPARTMENT OF PUBLIC SAFETY TRAFFIC SAFETY GRANT AND AMEND THE 2024 GRANT AND FORFEITURE FUND BUDGETS.

## Overview:

The Police Department applied for and received a grant from the Minnesota Department of Public Safety's Office of Traffic Safety. This award provides 80%, or up to \$72,325, toward the purchase of a traffic safety vehicle to be used for the purposes of Toward Zero Deaths (TZD) traffic enforcement within Brooklyn Park, including DWI, speed, distracted driving, and seat belt enforcement. Estimated cost of the vehicle, not including on-hand equipment, is \$96,000. The Brooklyn Park Police Department would pay for the difference between the grant award and total cost using DWI forfeiture funds.

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

## Budgetary/Fiscal Issues:

Amend the grant fund and forfeiture fund budgets as follows:

Changes to the GENERAL LEDGER Budget					
Financing Changes					
Fund	Revenue Classification	Description	Current Budget	Changes	Amended Budget
203	State Grants	MN DPS Traffic Safety Grant	\$ -	\$ 72,325.00	\$ 72,325.00
244	Fines and Forfeitures	DWI Forfeiture	\$ -	\$ 23,675.00	\$ 23,675.00
					\$ -
		Total	\$ -	\$ 96,000.00	\$ 96,000.00
Spending Changes					
Fund	Expense Classification	Description	Current Budget	Changes	Amended Budget
203	Capital Outlay	Ford F150 Responder	\$ -	\$ 46,106.00	\$ 46,106.00
203	Supplies	Vehicle upfit equipment	\$ -	\$ 26,219.00	\$ 26,219.00
244	Supplies	Vehicle upfit equipment	\$ -	\$ 23,675.00	\$ 23,675.00
					\$ -
		Total	\$ -	\$ 96,000.00	\$ 96,000.00
Changes to the PROJECT Budget (Only complete this section if this is a CIP/CEP/Grant)					
Financing Changes					
Project Number	Funding Source	Description	Current Budget	Changes	Amended Budget
GRS-TBD	G.R. - Grants	MN DPS Traffic Safety Grant	\$ -	\$ 72,325.00	\$ 72,325.00
GRS-TBD	G.F. - General Fund	DWI Forfeiture	\$ -	\$ 23,675.00	\$ 23,675.00
					\$ -
		Total	\$ -	\$ 96,000.00	\$ 96,000.00
Spending Changes					
Project Number	Expense Category	Description	Current Budget	Changes	Amended Budget
GRS-TBD	Capital Equipment	Ford F150 Responder	\$ -	\$ 72,325.00	\$ 72,325.00
GRS-TBD	Capital Equipment	Vehicle equipment upfit	\$ -	\$ 23,675.00	\$ 23,675.00
					\$ -
		Total	\$ -	\$ 96,000.00	\$ 96,000.00

## Attachments:

4.3A RESOLUTION

RESOLUTION #2024-

TO ACCEPT AN MINNESOTA DEPARTMENT OF PUBLIC SAFETY TRAFFIC SAFETY GRANT AND AMEND THE 2024 GRANT AND FORFEITURE FUND BUDGETS.

WHEREAS, the city applied for a grant from the Minnesota Department of Public Safety for a Traffic Safety Grant; and

WHEREAS, the grant award was in the amount of \$72,325; and

WHEREAS, the 2024 grant and forfeiture funds 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 a Traffic Safety Grant from the Minnesota Department of Public Safety and amend the 2024 grant and forfeiture funds.

Changes to the GENERAL LEDGER Budget					
<b>Financing Changes</b>					
Fund	Revenue Classification	Description	Current Budget	Changes	Amended Budget
203	State Grants	MN DPS Traffic Safety Grant	\$ -	\$ 72,325.00	\$ 72,325.00
244	Fines and Forfeitures	DWI Forfeiture	\$ -	\$ 23,675.00	\$ 23,675.00
					\$ -
		Total	\$ -	\$ 96,000.00	\$ 96,000.00
<b>Spending Changes</b>					
Fund	Expense Classification	Description	Current Budget	Changes	Amended Budget
203	Capital Outlay	Ford F150 Responder	\$ -	\$ 46,106.00	\$ 46,106.00
203	Supplies	Vehicle upfit equipment	\$ -	\$ 26,219.00	\$ 26,219.00
244	Supplies	Vehicle upfit equipment	\$ -	\$ 23,675.00	\$ 23,675.00
					\$ -
		Total	\$ -	\$ 96,000.00	\$ 96,000.00

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.4	<b>Meeting Date:</b>	April 8, 2024
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Operations and Maintenance Engineering Services Division
<b>Resolution:</b>	X	<b>Prepared By:</b>	Craig Runnakko, Construction Engineer
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Mitch Robinson, Interim City Engineer
<b>Item:</b>	Resolution Accepting Bids and Awarding Contract for Zane Ave Trail, CIP 2006		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2024-\_\_\_\_ ACCEPTING BIDS AND AWARDING CONTRACT IN THE AMOUNT OF \$1,180,149.19 TO PARK CONSTRUCTION COMPANY OF SPRING LAKE PARK, MINNESOTA FOR ZANE AVE TRAIL, CIP2006.

## Overview:

Project CIP 2006 provides for the removal of the 5 foot sidewalk and replacement with a 8 foot bituminous trail along the east side of Zane Ave between 63<sup>rd</sup> Ave N and 69<sup>th</sup> Ave N as well as between 73<sup>rd</sup> Ave N and Brooklyn Blvd. Additional maintenance work will be completed on the city's storm sewer and watermain systems. The segment between 69<sup>th</sup> Ave and 73<sup>rd</sup> Ave was completed approximately ten years ago under project CIP 4027-11.

Bids were electronically opened on March 21, 2024 with five bids received. Bids ranged from \$1,180,149.19 to a high of \$1,428,239.72. The lowest responsible bidder is Park Construction Company. They have been a prime contractor and subcontractor on several projects within the City of Brooklyn Park, most recently on CIP 4002-23 Boone Ave MSA Reconstruction and Rehabilitation as well as CIP 4001-23 Neighborhood Overlays project.

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

## Budgetary/Fiscal Issues:

The project is included in the adopted 2024-2028 Capital Improvement Plan (CIP) for a scheduled 2024 completion as project CIP No. 2006 with an estimated cost of \$1,040,000.00. In accordance with City policies, the City is proposing to pay for the project with a Federal grant and Municipal State Aids funds.

## Attachments:

- 4.4A RESOLUTION
- 4.4B LOCATION MAP

RESOLUTION #2024-

RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT  
IN THE AMOUNT OF \$1,180,149.19 TO PARK CONSTRUCTION COMPANY OF  
SPRING LAKE PARK, MINNESOTA FOR ZANE AVE TRAIL, CIP 2006

WHEREAS, the City Engineer has prepared plans and specifications for the following improvements to  
wit:

CIP 2006: Trail on the east side of Zane Ave between 63<sup>rd</sup> Ave and 69<sup>th</sup> Ave and between 73<sup>rd</sup> Ave and  
Brooklyn Blvd. The project will include curb and gutter replacement, pedestrian curb ramp upgrades (to meet  
current ADA standards), sidewalk connections, bituminous trail construction water system and storm sewer  
rehabilitation; and

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

<u>BIDDER</u>	<u>TOTAL AMOUNT OF BID</u>
PARK CONSTRUCTION COMPANY	\$1,180,149.19
NEW LOOK CONTRACTING, INC.	\$1,197,057.65
ASPHALT SURFACE TECHNOLOGIES, INC	\$1,313,113.82
SUNRAM CONSTRUCTION, INC.	\$1,398,479.00
VEIT & COMPANY, INC.	\$1,428,239.72
Engineer's Estimate	\$1,154,972.34

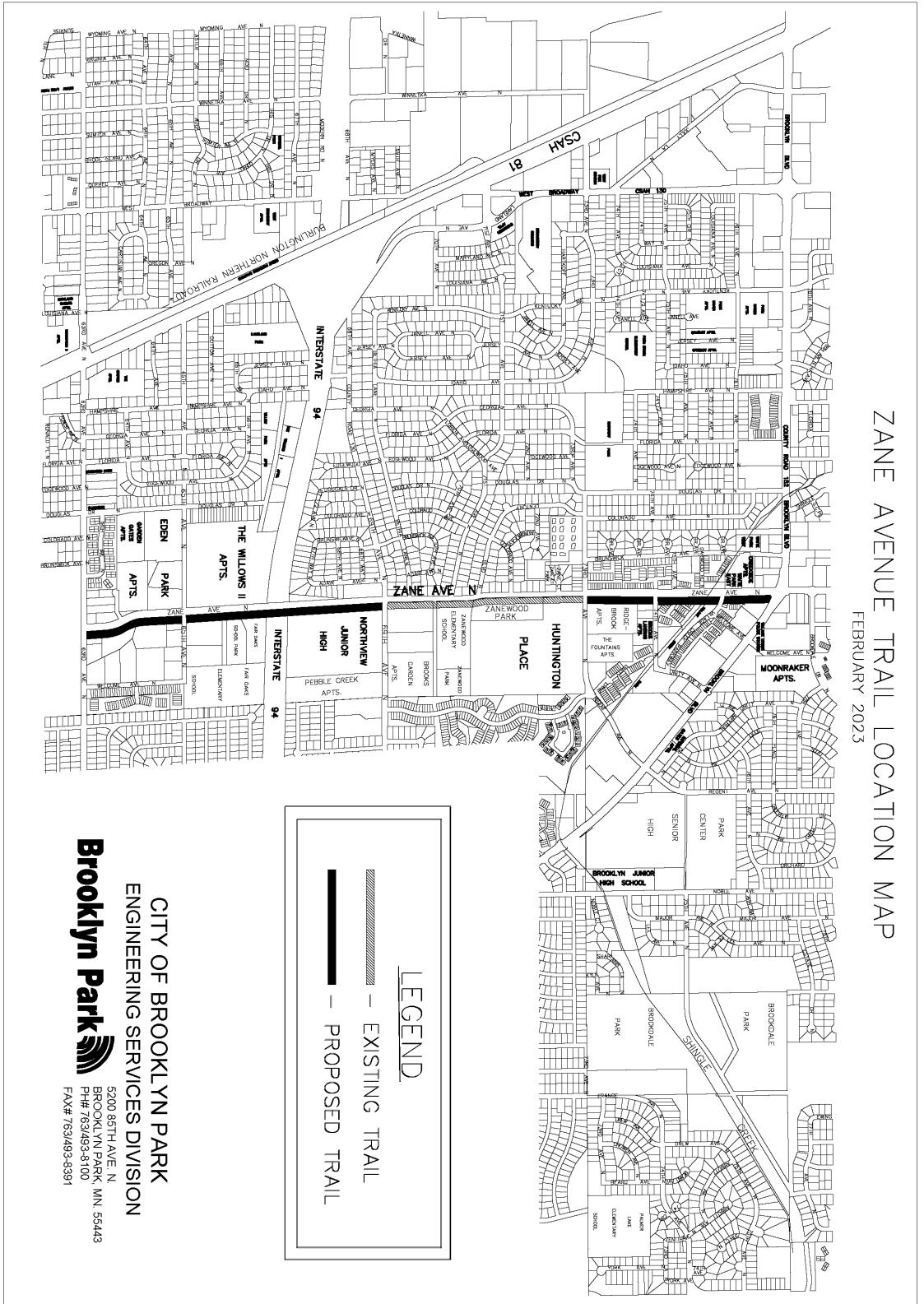
and;

WHEREAS, the City Manager recommends award of contract to Park Construction Company of Spring  
Lake Park, MN as the lowest responsible bidder.

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

1. The Mayor and City Manager are hereby authorized and directed to enter into a contract with Park  
Construction Company of Spring Lake Park, MN in the name of the City of Brooklyn Park for the  
improvements aforesaid according to the plans and specifications thereof approved by the Council and  
on file in the office of the Clerk.

ZANE AVENUE TRAIL LOCATION MAP  
FEBRUARY 2023



**LEGEND**

— — EXISTING TRAIL

— — PROPOSED TRAIL

**CITY OF BROOKLYN PARK**  
**ENGINEERING SERVICES DIVISION**  
**Brooklyn Park**  
5200 85TH AVE. N  
BROOKLYN PARK, MN 55443  
PH# 763/493-8100  
FAX# 763/493-9391

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.5	<b>Meeting Date:</b>	April 8, 2024
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Operations and Maintenance Engineering Services Division
<b>Resolution:</b>	X	<b>Prepared By:</b>	Craig Runnakko, Construction Engineer
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Mitch Robinson, Interim City Engineer
<b>Item:</b>	Resolution Accepting Bids and Awarding Contract for 63 <sup>rd</sup> Ave Trail and Municipal State Aid (MSA) Mill and Overlay, CIP 4044		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2024-\_\_\_\_ ACCEPTING BIDS AND AWARDING CONTRACT IN THE AMOUNT OF \$1,090,190.41 TO PARK CONSTRUCTION COMPANY OF SPRING LAKE PARK, MINNESOTA FOR 63<sup>RD</sup> AVE TRAIL AND MUNICIPAL STATE AID (MSA) MILL AND OVERLAY, CIP 4044.

## Overview:

Project CIP 4044 combines a Municipal State Aid (MSA) Mill and Overlay on 63<sup>rd</sup> Ave between Mendelssohn Ave and Boone Ave with the construction of a trail on the south side of 63<sup>rd</sup> Ave from Mendelssohn Ave to West Broadway. Additional maintenance work will be completed on the city's storm sewer and watermain systems. This new trail in conjunction with MnDOT's replacement of the 63<sup>rd</sup> Ave bridge over TH169 will complete the trail system along 63<sup>rd</sup> Ave connecting Brooklyn Park, Brooklyn Center, and Maple Grove.

Bids were electronically opened on March 21, 2024 with five bids received. Bids ranged from \$1,090,190.41 to a high of \$1,268,040.47. The lowest responsible bidder is Park Construction Company. They have been a prime contractor and subcontractor on several projects within the City of Brooklyn Park, most recently on CIP 4002-23 Boone Ave MSA Reconstruction and Rehabilitation as well as CIP 4001-23 Neighborhood Overlays project.

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

## Budgetary/Fiscal Issues:

The project is included in the adopted 2024-2028 Capital Improvement Plan (CIP) for a scheduled 2024 completion as project CIP No. 4044 with an estimated cost of \$980,000.00 in addition to CIP No 4002-24 with an estimated cost of \$300,000.00. In accordance with City policies, the City is proposing to pay for the project with a Federal grant, Hennepin County grant, MSA funds, City, Park Referendum Bond, Water Utility Funds and Storm Sewer Utility Funds.

## Attachments:

4.5A RESOLUTION  
4.5B LOCATION MAP

RESOLUTION #2024-

RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT IN THE AMOUNT OF \$1,090,190.41  
TO PARK CONSTRUCTION COMPANY OF SPRING LAKE PARK, MINNESOTA  
FOR 63<sup>RD</sup> AVE TRAIL AND MUNICIPAL STATE AID (MSA) MILL AND OVERLAY, CIP 4044

WHEREAS, the City Engineer has prepared plans and specifications for the following improvements to  
wit:

CIP 4044: Mill and Overlay on 63<sup>rd</sup> Ave N from Mendelssohn Ave to West Broadway and trail on the south side of 63<sup>rd</sup> Ave between Mendelssohn Ave and West Broadway. The project will include curb and gutter replacement, pedestrian curb ramp upgrades (to meet current ADA standards), sidewalk connections, bituminous trail construction water system and storm sewer rehabilitation, bituminous mill and overlay; and

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

<u>BIDDER</u>	<u>TOTAL AMOUNT OF BID</u>
PARK CONSTRUCTION COMPANY	\$1,090,190.41
VALLEY PAVING, INC.	\$1,112,092.00
NORTH VALLEY, INC.	\$1,159,480.56
NEW LOOK CONTRACTING, INC.	\$1,224,311.50
ASPHALT SURFACE TECHNOLOGIES, INC	\$1,268,040.47
Engineer's Estimate	\$1,230,759.67

and;

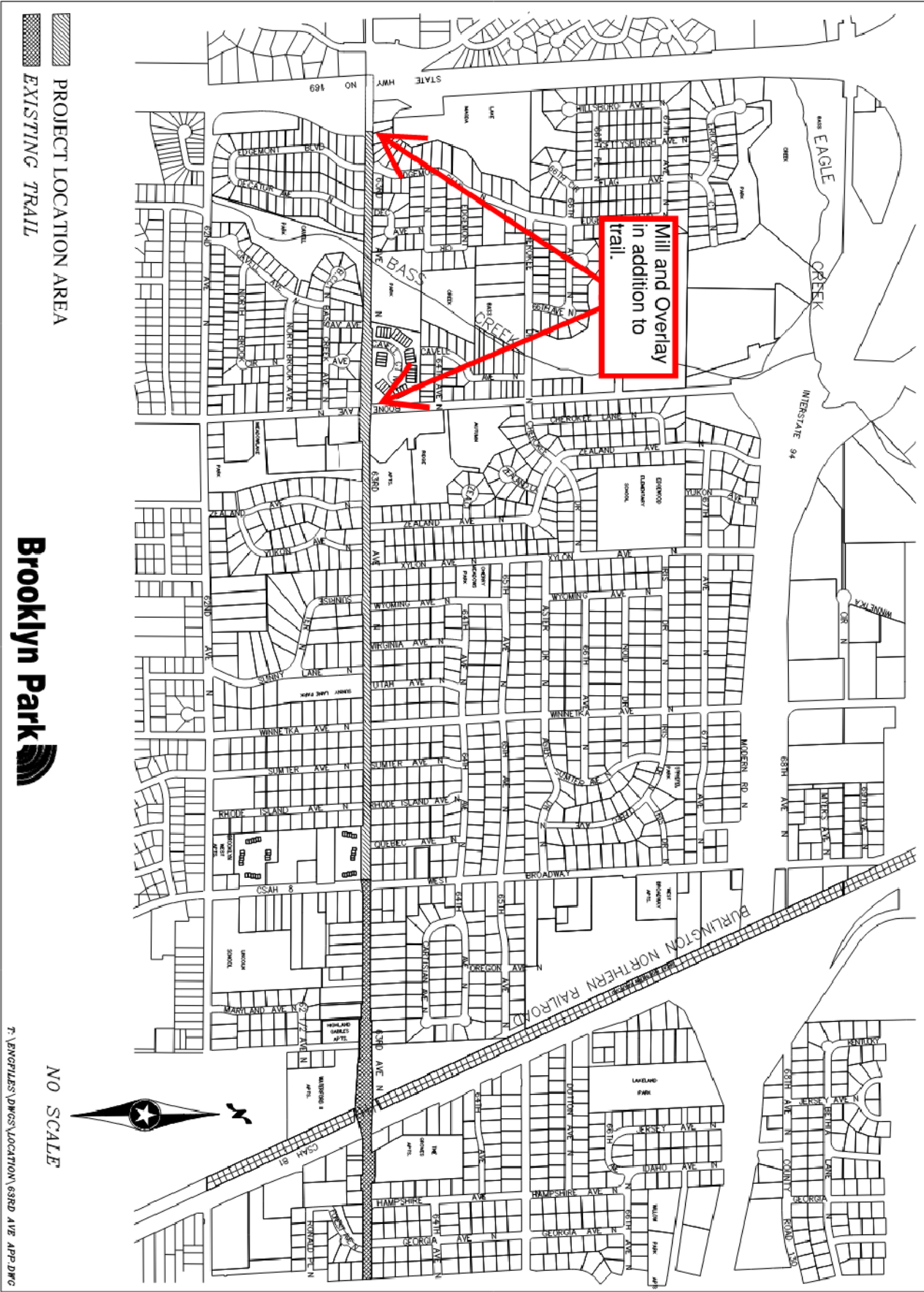
WHEREAS, the City Manager recommends award of contract to Park Construction Company of Spring Lake Park, MN as the lowest responsible bidder.

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

1. The Mayor and City Manager are hereby authorized and directed to enter into a contract with Park Construction Company of Spring Lake Park, MN in the name of the City of Brooklyn Park for the improvements aforesaid according to the plans and specifications thereof approved by the Council and on file in the office of the Clerk.



# LOCATION MAP



PROJECT LOCATION AREA  
EXISTING TRAIL

Brooklyn Park

T:\ENGFILES\DWGS\LOCATION\63RD\_AVE\_APP.DWG

NO SCALE

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	5.1	<b>Meeting Date:</b>	April 8, 2024
<b>Agenda Section:</b>	PUBLIC HEARING	<b>Originating Department:</b>	Community Development
<b>Resolution:</b>	X	<b>Prepared By:</b>	John Kinara, Housing and Redevelopment Coordinator
<b>Ordinance:</b>	X		
<b>Attachments:</b>	1	<b>Presented By:</b>	John Kinara, Housing and Redevelopment Coordinator
<b>Item:</b>	Consider First Reading of the Ordinance Establishing a Local Housing Trust Fund for the City of Brooklyn Park		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT ON FIRST READING AN ORDINANCE ESTABLISHING A LOCAL HOUSING TRUST FUND FOR THE CITY OF BROOKLYN PARK.

## Overview:

Since 2017, the state of Minnesota has taken various actions to support housing in communities with increased funding. The purpose of this discussion is for the City Council to consider establishing a Local Housing Trust Fund (LHTF) that would allow the city to take advantage of matching funds available from the state for housing for individuals at or below 115% AMI and create a policy framework to accommodate the local housing aid funds. LHTF can be established via an official action by local government. Minn. Stat. 462C.16 says that "a local government may establish a local housing trust fund by ordinance or participate in a joint powers agreement to establish a regional housing trust fund." The process of establishing the LHTF requires a public hearing, which was held on December 4, 2023, followed by the first reading of the proposed ordinance and second and final reading to formally adopt the ordinance.

Public revenues from one or more sources must be dedicated to the LHTF. The allocated revenues are designated for housing uses in the community (they are held in "trust"). Money in a LHTF may only be used to pay for authorized expenditures which are:

- a) Administrative expenses (not to exceed 10 percent of the fund's balance).
- b) The making of grants, loans, and loan guarantees for the development, rehabilitation, or financing of housing.
- c) Matching other funds from federal, state, or private resources for housing projects; and
- d) Provide local down payment assistance, rental assistance, and homebuyer counseling services.

A local government may finance its LHTF with any sources or revenue available to the local government, including private donations from individuals, employers, or charitable organizations that are accepted by the local government. The fund must have one or more dedicated sources of public revenue for housing. LHTF may also be used to match other non-governmental sources of funding. Recurring and dedicated funding sources are those that have been earmarked for the purpose of funding the LHTF on a repeated basis over time. Recurring sources allow a jurisdiction to build up the fund over time, enabling long-term budget and project planning that will be less vulnerable to changing economic trends or property tax dynamics. These are ideal for the long-term success of the LHTF.

**Background:**

In 2017, Minnesota became the 14th state to pass legislation to formally recognize local trust funds for housing development (Minn. Stat. 462C.16: Housing Trust Funds for Local Housing Development). In July 2021, Minnesota passed the Omnibus Housing Finance bill that includes \$1 million over the next fiscal year for state matching grants (to be administered through Minnesota Housing Finance Agency) for Local Housing Trust Funds (LHTF) up to \$150,000. A grantee is eligible to receive a grant amount equal to 100 percent of the public revenue committed to the LHTF from any source other than the state or federal government, up to \$150,000. Depending on funding availability, the program will also match an amount equal to 50 percent of the public revenue committed to the LHTF from any source other than the state or federal government that is more than \$150,000 but not more than \$300,000.

In 2023, the Minnesota State Legislature committed another \$2 billion in financial resources for housing investments. In one program, the legislature created a fund pool of \$11 million specifically designed to provide financial resources to local municipalities that have established a Local Housing Trust Fund. Additionally, the legislature passed a metro area sales tax increase for housing investments, “Local Affordable Housing Aid” and preliminary numbers estimate that about \$942,000 annually would be available to the city of Brooklyn Park for certain qualifying projects.

**Primary Issues/Alternatives to Consider:**

- **What is the purpose of establishing a Local Housing Trust Fund?**

Based on the guidelines provided by Minnesota Housing Partnership, LHTFs are established for the following reasons;

- LHTFs serve as local leverage for securing state matching funds for housing programs and developments as well as create a policy framework for local housing aid funds.
- The most important purpose of a LHTF is its flexibility to respond to local community needs. Communities can identify funds to support their local housing needs and select specific housing priorities to be funded.
- LHTFs provide a consistent, dedicated funding for housing – be it market rate, affordable, workforce, or other special housing need.
- LHTFs serve as an economic multiplier by supporting investments in housing construction and rehabilitation, including redevelopment sites, leading to job creation and increases in the community’s property tax base.
- LHTFs help to catalyze revitalization of a community via reinvestment in the existing housing stock.
- LHTFs support public health by increasing housing options for vulnerable populations in the community and improve educational outcomes for children by promoting housing stability.

- **How does the EDA fund its current housing investment programs?**

The Brooklyn Park Economic Development Authority (EDA) currently funds housing and development investments using funding from Community Development Block Grants (federal funds), Housing Set Aside (special state legislation), Tax Increment Financing (TIF), and the General EDA/HRA levy.

- **What are the funding sources of the Local Housing Trust Fund?**

Sources of funding for a Local Housing Trust Fund may include, but are not limited to the following:

- Private cash donations from individuals and corporations designated for the Local Housing Trust Fund.
- Payments in lieu of participation in current or future affordable housing programs, as allowed.
- Matching funds from a federal or state local housing trust fund; or a state program designated to fund an affordable housing trust fund.
- Principal and interest from a Local Housing Trust Fund loan repayments and all other income from Trust Fund activities.
- The sale of real and personal property.

- Federal and state grants, including Community Development Block Grant (CDBG) and American Rescue Plan Act (ARPA) funds.
- Local government appropriations, development fees and other funds as designated from time to time by the City Council.
- Tax Increment Financing (TIF).

- **What are the uses of the Local Housing Trust Fund funds?**

State law allows funds from the Local Housing Trust Fund to be used for:

- Administrative expenses (10% cap)
- Grants, loans, loan guarantees for development, rehabilitation, or financing of housing.
- Matching funds for housing projects; and
- Downpayment assistance, rental assistance, homebuyer counseling.

- **What are the income guidelines for the Local Housing Trust Fund Programs?**

Under state law, there are no affordability restrictions for LHTF's. However, the above-mentioned state matching funds do carry affordability restrictions. State match dollars must be spent to benefit households at or below 115% AMI. The Local Affordable Housing Aid funds must be spent to benefit homeownership projects with household incomes at or below 115% AMI or rental projects for households at or below 80% AMI.

- **How will the Local Housing Trust Fund be administered?**

From a practical standpoint, the LHTF functions very similar to how EDA funds have been used for various housing development projects, and staff recommends that the LHTF be administered by the EDA. The EDA, with assistance from the finance department, would include some accounting changes and added restrictions for the specific use of proceeds for that fund.

- **What is the process of establishing the LHTF funded programs or projects?**

In establishing projects and programs to be financed using the Local Housing Trust Fund, the EDA shall to the extent possible:

- Establish guidelines and criteria for each project or program to be assisted unless the project or program already exists.
- Establish a timeframe for completing the project or program and the repayment terms to the LHTF, if applicable.
- Prepare a financing plan for the project or program for review and approval by the Council as may be required by state law.

- **What are the next steps?**

- Approve the First Reading of the establishment of a Local Housing Trust Fund through the proposed ordinance.
- Formally adopt the proposed ordinance establishing a Local Housing Trust Fund in the Second Reading on April 22, 2024.
- Determine the initial budget allocation for the LHTF program for 2024 and annually going forward.
- Anticipate receiving funds from the state of Minnesota through direct allocation and request for proposals in July of 2024.

### **Budgetary/Fiscal Issues:**

If an LHTF is established by Brooklyn Park, the EDA would be eligible to apply for matching state funds of up to \$300,000. If no LHTF is established, there is no financial impact. Additionally, the city anticipates receiving an

estimated \$942,000 from the state of Minnesota in July 2024. Some or all of these dollars could be included in the LHTF as a dedicated source of funding.

To complete the establishment of this fund and matching dollars, the EDA would create a designated accounting fund. This is very similar to what has been done with the EDA Housing Set Aside funds.

**Attachments:**

5.1A ORDINANCE

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE ADDING CHAPTER XXS T THE BROOKLYN PARK CITY CODE, TITLE  
XXX, TO ESTABLISH A LOCAL HOUSING TRUST FUND**

The City of Brooklyn Park does ordain:

**Section 1. The Brooklyn Park City Code, Title X, [insert name], is amended to add Chapter XX, Local Housing Trust Fund to read:**

**§ XX.01 Establishment.**

Pursuant to the authority granted to the city under Minnesota Statutes, Section 462C.16, a Local Housing Trust Fund is established to support the development, rehabilitation, or financing of housing, support housing projects, to provide down payment assistance, rental assistance, and home buyer counseling services, and for any other purposes authorized by law.

**§ XX.02 Funding sources.**

Pursuant to Minnesota Statutes, Section 462C.16, subd. 4, and as determined by the city council, the Local Housing Trust Fund may be funded from multiple sources, which may include, but are not limited to the following:

- (a) Budgeted allocation of funds from the city's Economic Development Authority (EDA) or Housing and Redevelopment Authority levy as approved by the Economic Development Authority and the city council.
- (b) Private cash donations from individuals, organizations, and businesses designated for the Local Housing Trust Fund.
- (c) Grants and loans from a federal, state, or local government or other private sources.
- (d) Bond proceeds.
- (e) Payments in lieu of participation in current or future affordable housing programs.
- (f) Matching funds from a federal or state Local Housing Trust Fund; or a state program designated to fund a Local Housing Trust Fund.
- (g) Principal and interest from Local Housing Trust Fund loan repayments and all other income from Local Housing Trust Fund activities, including but not limited to investment earnings.
- (h) The sale of real and personal property as approved and as designated by the city council.
- (i) Local government appropriations, development fees and other funds as designated from time to time by the city council.
- (j) Tax Increment Finance (TIF) pooled funds.

- (k) Other sources of funding approved by the city council.

**§ XX.03 Use of funds.**

Pursuant to Minnesota Statutes, Section 462C.16, subd. 3, funds in the Local Housing Trust Fund may only be used for the following:

- (a) Making grants, loans, and loan guarantees for the development, rehabilitation, or financing of housing.
- (b) Matching other funds from federal, state, or private resources for housing projects.
- (c) Providing down payment assistance, rental assistance, and home buyer counseling services.
- (d) Payment of administrative expenses of the Local Housing Trust Fund in the maximum amount of ten percent of the balance of the Local Housing Trust Fund.
- (e) Financing the acquisition, demolition, and disposition of property for housing projects.
- (f) Financing construction of public improvements and utilities to aid proposed residential developments.
- (g) Financing the rehabilitation, remodeling, or new construction of housing.
- (h) Interim financing of public costs for housing projects in anticipation of a permanent financing source (i.e., construction financing, bond sale, etc.)
- (i) Other uses as permitted by law and approved by the city council.

**§ XX.04 Administration of Local Housing Trust Fund.**

- (a) The Economic Development Authority in and for the City of Brooklyn Park (the “EDA”) shall administer the Local Housing Trust Fund on behalf of the city.
- (b) Terms and Conditions of Repayment. The EDA shall determine the terms and conditions of repayment of loans and grants from the Local Housing Trust Fund, including but not limited to, the appropriate security and interest, if any, should repayment be required. Interest on loans and grants shall be as established by the EDA from time to time or at the time of approval of a specific project or program.
- (c) Annual Report. The EDA shall report annually to the city on the use of the Local Housing Trust Fund, including the number of loans and grants made, the number and types of residential units assisted, and the number of households provided rental assistance and down payment assistance.

This Ordinance shall take effect thirty days after its publication.

Adopted by the City Council of the City of Brooklyn Park, Minnesota, this \_\_\_\_ day of \_\_\_\_\_ 2024.

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor



# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	7.2	<b>Meeting Date:</b>	April 8, 2024
<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>	1	<b>Presented By:</b>	Jay Stroebel, City Manager
<b>Item:</b>	Request by Council Member Tran to Travel to and Attend the National League of Cities Congressional City Conference from November 12-17, 2024		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE COUNCIL MEMBER TRAN TO TRAVEL TO AND ATTEND THE NATIONAL LEAGUE OF CITIES CONGRESSIONAL CITY CONFERENCE IN TAMPA, FL FROM NOVEMBER 12-17, 2024.

## Overview:

Council Member Tran has requested to travel to the National League of Cities Congressional City Conference from November 12-17-14, 2024. Council Member Tran understands the Elected Official Travel policy which outlines Council Members alternating their travel so three Council Members have the ability to travel for learning opportunities each year in addition to the Mayor having the ability to travel annually. Council Member Tran is making this travel request based on the possibility of any unused Council travel budget resources.

## Approximate costs as of April 3, 2024:

(11/12-11/17)

Registration: \$680-\$800

Airfare: \$756

Hotel: \$250 per night x 5 = \$1250

Per Diem: \$69 x 4 = \$276

Per Diem (first and last day): \$51.75 x 2 = \$103.50

Supplemental Council Pay: \$50 x 6 = \$300

**Total: \$3365-\$3485 plus rideshare/taxi costs**

This expenditure would be covered under 2024 budgeted resources in the Mayor and Council travel and lodging, meeting expenses, and conferences/schools expense lines.

**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 2024:

Councilmember Tran, NLC Conference in Washington, D.C. from March 9-14, 2024. The total cost of this trip to the City was \$3983.27.

Other expenses in 2024:

Nichole Klonowski, EDAM 2024 Winter Conference: \$500

Tony McGarvey, 2024 Elected Leaders Institute: Foundational Program: \$350

Maria Tran, 2024 Elected Leaders Institute: Foundational Program: \$350

Retreat costs: \$3862.44

**Total prior travel/expenses in 2024: \$9045.71**

**Attachments:**

7.2A 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 Consent Agenda

<b>Agenda Item:</b>	7.1	<b>Meeting Date:</b>	April 8, 2024
<b>Agenda Section:</b>	GENERAL ACTION ITEMS	<b>Originating Department:</b>	Recreation and Parks
<b>Resolution:</b>	X	<b>Prepared By:</b>	Brad Tullberg, Recreation and Parks Director Jay Stroebel, City Manager
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Brad Tullberg
<b>Item:</b>	2024 Bonding Project Support for Community Activity Center Phase 2 Funding, Central Fire Station, and Zanewood Recreation Center		

## City Manager's Proposed Action:

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

## Overview:

At the October 9, 2023 meeting, the City Council approved a resolution authorizing the City Manager to file an application with the Minnesota Management and Budget Office (MMB) for 2024 state appropriations funded from State general obligation bonds for the Central Fire Station and Zanewood Recreation Center projects. Based on input from the city legislative delegation and city's lobbyist, staff are requesting to include an additional funding request for the Community Activity Center improvement project.

MMB is 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.

### Phase 2 of Community Activity Center Improvements

The City of Brooklyn Park is seeking \$12 million in 2024 State of Minnesota bonding funds to design, construct, furnish, and equip the Phase 2 renovation of the Brooklyn Park Community Activity Center. This appropriation is in addition to the appropriation received in 2023 and includes money for improvements to entrances for improved facility access, exterior improvements for community event space, and the addition of multicourt gymnasium space to serve as a regional multisport athletic and activities facility.

### 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 as a regional Emergency Operations Center and Training Facility.

### Zanewood Recreation Center

The City of Brooklyn Park is seeking \$4 million in 2024 State of Minnesota bonding 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 Phase 2 Community Activity Center improvements, Central Fire Station, and Zanewood Recreation Center expansion. MMB is requesting these be placed in priority order based on the costs of the projects. Staff are recommending Phase 2 Community Activity Center Improvements be prioritized #1, Central Fire Station be prioritized #2; and Zanewood Recreation Center be prioritized #3.

**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 - Phase 2 Community Activity Center Improvements be prioritized #1, Central Fire Station be prioritized #2, and Zanewood Recreation Center be prioritized #3.

**Attachments:**

7.1A RESOLUTION

RESOLUTION #2024 -

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 is 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, at the October 9, 2023, meeting, the City Council approved a resolution authorizing the City Manager to file an application with the Minnesota Management and Budget Office (MMB) for 2024 state appropriations funded from State general obligation bonds for the Central Fire Station and Zanewood Recreation Center projects. Based on input from city legislative delegation and city's lobbyist, staff is requesting to include an additional funding request for the Community Activity Center improvement project; and

WHEREAS, the City of Brooklyn Park has deemed; the number 1 priority being Phase 2 of the Community Activity Center Improvements; the number 2 priority being the construction of a new Central Fire Station; and the number 3 priority being the renovation and expansion of the Zanewood Recreation Center; and

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. Phase 2 Community Activity Center Improvements
2. Central Fire Station Project
3. 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 1,2 and 3 projects.

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	8.1	<b>Meeting Date:</b>	April 3, 2024
<b>Agenda Section:</b>	Discussion Items	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Katrina Doshier, Program Assistant Jay Stroebe, City Manager
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Jay Stroebe, City Manager
<b>Item:</b>	Consideration of Changes to Public Comment at City Council Meetings		

## City Manager's Proposed Action:

Discussion considering changes to the public comment portion of City Council meetings.

## Overview:

Multiple members of Council have requested a discussion about possible changes to the public comment portion of the City Council meeting.

There is no uniform set of procedures local elected bodies use to take public comment during government meetings. While providing an opportunity for public input on certain Council actions is required per State law and local ordinances, there is no requirement for a government body to provide a general comment period for items not on the agenda. In an informal review of how other suburban communities handle public comment periods, some elect not to have a designated public comment item on their agendas (Maplewood), some provide a public comment period ahead of the formal Council meeting that is not televised (Bloomington), some hold a public comment period at the end of their Council meetings (Coon Rapids, Champlin), and others conduct public comment periods similar to Brooklyn Park (Brooklyn Center).

Another consideration for the City Council in deciding who can participate during the public comment period. While the current public comment period is open to residents and non-residents of Brooklyn Park, the City Attorney has provided guidance that if desired, the Council could require that to speak at the public comment period, you would need to be a resident or business owner in Brooklyn Park.

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

**Attachments:** N/A