

COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION (CLIC)

CLIC Officers: Tekoa Cochran (Chair), John Schaefer (Vice Chair), Brenda Reeves (Secretary)
CLIC Members: Andrea Boyle, Nicholas Campbell, Patrick Chittester, Theo Harris, Nailah Hendrickson, Mary Hoogheem, Patrick Hoth, Cindy Johnson, Shelley Marbut, Edna McKenzie, Umebe Onyejekwe, John Pharr

City: CLIC Council Liaison XP Lee and CLIC Staff Liaison Mitch Robinson

If you need these materials in an alternative format or need reasonable accommodations for a Community Long-range Improvement Commission meeting, please provide the City with 72-hours' notice by calling 763-424-8000 or emailing access@brooklynpark.org. Si usted necesita esta información en español, llame al 763-424-8000 y solicite un intérprete; Yog xav tau kev pab, 763-424-8000.

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

- I. ORGANIZATIONAL BUSINESS
 - 1. CALL TO ORDER/ROLL CALL
 - 2. APPROVAL OF AGENDA

- II. CLIC STATUTORY BUSINESS
 - 3. CONSENT
 - 3.1** Consider Approving CLIC Draft Minutes
 - 3.1A** CLIC April 11, 2024 Draft Minutes
 - 3.1B** CLIC May 16, 2024 Draft Minutes

 - 4. GENERAL AGENDA ITEMS
 - 4.1** Commission Bylaws
 - 4.1A** Commission Bylaws

 - 5. STANDING ITEMS
 - 5.1** Sub-Committee Discussion
 - 5.1A** CURA Implementation Summary

 - 6. VERBAL REPORTS AND ANNOUNCEMENTS
 - 6.1 City Council Report: Council Member XP Lee
 - 6.2 Staff Liaison Update: Mitch Robinson
 - 6.2A** Electric Mobility Summary
 - 6.3 Open Discussion

 - 7. ADJOURNMENT
 - 7.1 Adjournment

DRAFT
MEETING OF THE COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION (CLIC)
City of Brooklyn Park
April 11, 2024, CLIC Meeting Minutes

I. ORGANIZATIONAL BUSINESS

1. **CALL TO ORDER:** Vice Chair John Schaefer called the meeting to order at 7:05 p.m.

ROLE CALL PRESENT: Patrick Chittester, Theo Harris, Mary Hoogheem, Patrick Hoth, Cindy Johnson, Shelley Marbut, Umebe Onyejekwe, Brenda Reeves, John Schaefer

City Staff and Council Present: Staff Liaison Mitch Robinson, Council Liaison XP Lee

EXCUSED: Nicholas Campbell, Tekoa Cochran, Nailah Hendrickson, Edna McKenzie

ABSENT: Andrea Boyle, John Pharr

Roll Call established a quorum did exist.

2. **APPROVAL AGENDA**

2.1 MOTION REEVES, SECOND HOOGHEEM TO APPROVE APRIL 11, 2024, AGENDA, MOTION PASSED UNANIMOUSLY

II. CLIC STATUTORY BUSINESS

3. **CONSENT**

3.1 MOTION REEVES, SECOND MARBUT TO APPROVE FEBRUARY 8, 2024, MINUTES. MOTION PASSED UNANIMOUSLY APPROVING THE FEBRUARY 8, 2024, MEETING MINUTES

4. **GENERAL AGENDA ITEMS**

4.1 2024 Draft Work Plan

- Ideas presented for 2024 included:
 - o Continue Mobility, Housing, and Friendly and Safe City for All Ages work
 - o Cannabis legalization
 - Staff liaison to check in with Police/Recreation and Parks regarding enforcement
 - o To be presented at April 22nd City Council meeting

4.1 MOTION REEVES, SECOND MARBUT TO APPROVE 2024 WORK PLAN. MOTION PASSED UNANIMOUSLY APPROVING THE 2024 WORK PLAN

4.2 Sub-Committee Discussion

Mobility – Nicholas, Shelley, Edna

- Complete Streets to be presented at future council meeting (Date TBD)

Housing – Tekoa, Cindy, Brenda

- Ensure the recommendations of the CURA study are being implemented

Friendly and Safe City for All Ages – Mary, Etta, Umebe, Theo, Patrick C, Patrick H

- Connecting with Brooklyn Bridge Alliance for the Youth to observe their work

4.3 CLIC Meeting Time

- Discussed options for CLIC meeting time for 2024. Sub-Committee for the Brooklyn Park Goals Steering Committee to meet 4-5 times at 5:30 PM prior to scheduled CLIC meetings
- CLIC meetings will be held at 7 PM going forward
- May 9th meeting to be moved to May 16th due to Mayor State of the City address

5. STANDING ITEMS

5.1 Community Engagement

- Move to a bullet point under Strategic Planning

5.2 Future Planning

- Updated draft work plan

6. VERBAL REPORTS AND ANNOUNCEMENTS

6.1 City Council Report: Council Member XP Lee

- No updates

6.2 Staff Liaison Update by Mitch Robinson

- Highway 252 comment period open

6.3 Open Discussion

7. ADJOURNMENT

7.1 Adjournment

MOTION REEVES, SECOND MARBUT. MOTION PASSED UNANIMOUSLY

Meeting ended at 8:15 p.m.

Respectfully Submitted,
Mitch Robinson

DRAFT
MEETING OF THE COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION (CLIC)
City of Brooklyn Park
May 16, 2024, CLIC Meeting Minutes

I. ORGANIZATIONAL BUSINESS

1. **CALL TO ORDER:** Vice Chair John Schaefer called the meeting to order at 7:06 p.m.

ROLE CALL PRESENT: Patrick Chittester, Theo Harris, Nailah Hendrickson, Patrick Hoth, Cindy Johnson, Shelley Marbut, Brenda Reeves, John Schaefer

City Staff and Council Present: Staff Liaison Mitch Robinson, Marcellus Davis

EXCUSED: Tekoa Cochran, Mary Hoogheem, Umebe Onyejekwe

ABSENT: Andrea Boyle, Nicholas Campbell, Edna McKenzie, John Pharr, Council Liaison XP Lee

Roll Call established a quorum did exist.

2. **APPROVAL AGENDA**

2.1 MOTION SCHAEFER, SECOND HOTH TO APPROVE MAY 16, 2024, AGENDA WITH THE AMENDMENT TO REMOVE ITEM 3.1, MOTION PASSED UNANIMOUSLY

II. CLIC STATUTORY BUSINESS

3. **CONSENT**

4. **GENERAL AGENDA ITEMS**

4.1 Racial Equity Principles Update

- Dr Marcellus Davis presented the five Racial Equity Principles that were presented to the City Council in February of 2024. CLIC members discussed

4.2 Commission Bylaws

- Members discussed changing the bylaws to reflect the 7 PM start time. The suggested changes will be sent out with next months meeting.

4.2 MOTION SCHAEFER, SECOND JOHNSON TO UPDATE BYLAWS TO REFLECT THE 7PM START TIME, MOTION PASSED UNANIMOUSLY

4.3 Emerging Leaders Discussion

- Members interested in youth members participating on the Commission
 - o Staff Liaison to determine the outreach for the program
- Mayor able to appoint a non voting youth member according to the City Charter

5. **STANDING ITEMS**

5.1 Sub Committee Discussion

Mobility – Nicholas, Shelley, Edna

- Complete Streets to be presented at future council meeting (Date TBD)

Housing – Brenda, Cindy, Tekoa

- Ensure CURA study conclusions are being implemented
- Research Accessory Dwelling Units in other cities
 - Staff Liaison to discuss with Building Official

Friendly and Safe City for All Ages – Mary, Umebe, Theo, Patrick C, Patrick H

- Connecting with Brooklyn Bridge Alliance for the Youth to observe their work
- Discussion with Crime Prevention Unit

6. VERBAL REPORTS AND ANNOUNCEMENTS

6.1 City Council Report: Council Member XP Lee

- Council Liaison not in attendance

6.2 Staff Liaison Update by Mitch Robinson

- Discussion on CLIC's outreach to the community from our Communications department
 - CLIC interested in tabling at City events or some for of increased outreach to community
- City awarded Safe Routes to School grant for Park Brook Elementary
- City applying for Safe Streets for All grant

6.3 Open Discussion

- ADU's discussion
 - Housing sub committee to research
- Cannabis legalization status
 - Staff Liaison to invite appropriate party to upcoming meeting

7. ADJOURNMENT

7.1 Adjournment

MOTION REEVES, SECOND MARBUT. MOTION PASSED UNANIMOUSLY

Meeting ended at 8:52 p.m.

Respectfully Submitted,
Mitch Robinson

City of Brooklyn Park Community Long-Range Improvement Commission

Agenda Item:	4.1	Meeting Date:	June 13, 2024
Agenda Section:	GENERAL AGENDA ITEMS	Originating Department:	Staff Liaison
Resolution:	N/A	Prepared By:	Mitch Robinson, Staff Liason
Ordinance:	N/A		
Attachments:	1	Presented By:	Mitch Robinson, Staff Liason
Item:	Commission By-law Review		

Proposed Action:

Review the CLIC current by-laws and consider changing the meeting time to 7 PM for 2024

Overview:

At the April 11th CLIC meeting, commissioners were in favor of changing the official meeting time to 7 PM. The by-laws should be updated to reflect this change along with any other Commission recommendations.

At the May 16th CLIC meeting, commissioners were made adjustments to the meeting time to 7 PM. Commissioners voted unanimously to enact the changes. Changes to by laws require 2/3's vote from the members present at two consecutive regularly scheduled meetings. The proposed changes are shown in section 2 of the attachment.

**CITY OF BROOKLYN PARK
COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION (CLIC)
BYLAWS**

1. This Community Long-Range Improvement Commission shall exercise those duties, privileges and responsibilities as provided in the Charter.

2. Meetings shall be scheduled on the second Thursday of the month at 7:00 p.m . The chair or five (5) members may call special meetings in accordance with the open meeting law. The date and time may be changed via approved motion of the CLIC. Notification of meeting changes shall be published 3 days prior as required by Open Meeting Law.

3. Attendance records will be reported to the City Council each quarter.

a. Excused absences:

Excused absences are defined as a member informing the Chair, Vice-Chair or Staff Member Liaison of his or her absence in advance of the meeting. This is to affirm the members' continued interest and ability to serve. As excused absences can also be abused, the commission may vote on the issue of sending a recommendation to the City Council for replacement of a member who is absent 25% or more (excused or not) during a calendar year.

b. Unexcused absences:

After two consecutive unexcused absences, the committee may vote to send a recommendation to the City Council for replacement of that member.

c. Leave of Absence:

Upon request to and approval of the commission, a member may be granted a three-month leave of absence from the commission. No more than two consecutive leave of absences may be granted.

d. Implementation:

These rules shall not be interpreted to imply automatic removal upon meeting a threshold listed above. The committee will retain the right to consider any special circumstances a member may wish to present.

4. A quorum consists of seven (7) members.

5. Commission Officers shall consist of a Chair, Vice-Chair, and Secretary. Officers may only be elected from the voting membership of the commission. The Chair shall preside over all attended regular and special meetings of the membership. The Vice-Chair shall assume these duties in the absence of or upon request of the Chair. In the absence of Chair, Vice-Chair, and

Secretary, the committee shall appoint a presiding officer for that meeting from the membership in attendance.

6. Election of officers shall be scheduled for the first scheduled January meeting, for a term of one year or until a successor is elected. In the event of a vacancy in an office, the committee shall have an election to fill the term of the vacancy at the next meeting of the committee.

7. Robert's Rules of Order are adopted as the procedural rules for conducting meetings. Anyone addressing the commission should endeavor to keep remarks as brief and concise as possible.

8. Formal recommendations from this committee to the Council shall be in writing and state the attendance of the membership on the vote, the results of the vote, and also include a record of all pertinent information and discussion. Any member(s) may prepare and submit a minority report as an accompanying document for consideration.

9. Subcommittees shall be utilized as needed but shall not contain a quorum of the membership except in case of a committee-of-the-whole meeting. Task forces shall be utilized as necessary to facilitate investigations and research for the committee. Task force members shall serve in an advisory capacity to the committee.

10. Bylaws may only be amended by a two-thirds vote of the members present at each of two consecutive regularly scheduled meetings. Each amendment shall be a specific agenda item for the second meeting with notice of the meeting, agenda and specific language of the proposed amendment(s) delivered to each member of the commission prior to its consideration.

11. No member may vote on any matter without being present at the meeting at the time the vote is taken.

Established: 5/24/95

Last Amended: 01/28/99 (Reference CLIC Minutes, 01-28-99)

Last Amended: 03/09/99 (Reference CLIC Minutes, 03/09/99)

Last Amended: 03/13/00 (Reference CLIC Minutes, 03/13/00)

Last Amended: 02/13/03 (Reference CLIC Minutes, 03/13/03)

Last Amended: 07/10/03 (Reference CLIC Minutes, 07/10/03)

Last Amended: 06/21/07 (Reference CLIC Minutes, 06/21/07)

Last Amended: 01/09/19 (Reference CLIC Minutes, 01/09/19)

Last Amended: 03/10/22 (Reference CLIC Minutes, 03/10/22)

City of Brooklyn Park Community Long-Range Improvement Commission

Agenda Item:	5.1	Meeting Date:	June 13, 2024
Agenda Section:	STANDING ITEMS	Originating Department:	Staff Liaison
Resolution:	N/A	Prepared By:	Mitch Robinson
Ordinance:	N/A		
Attachments:	1	Presented By:	Mitch Robinson
Item:	Sub-Committee Update		

Proposed Action:

Overview:

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

- Friendly and Safe City for All Ages
- Housing
 - o CURA recommendations memo attached
 - o ADU discussion going to Planning Commission
- Mobility
 - o Need to set a City Council date for Complete Streets presentation



MEMORANDUM

DATE: May 29, 2024

TO: CLIC

FROM: John Kinara, Housing and Redevelopment Coordinator
Sarah Abe, Development Project Coordinator

SUBJECT: CURA Implementation Progress Summary

Background:

In 2022, the Center for Urban and Regional Affairs (CURA) at the University of Minnesota completed a series of recommendations for the City of Brooklyn Park on improving stability and livability in large apartment communities in the city. The following is a summary of progress on those recommendations to date by both the City of Brooklyn Park and the Brooklyn Park Economic Development Authority (EDA). Many of these were implemented through consultation with the Apartment Action Plan team, a cross-departmental group of internal staff that have been meeting monthly to discuss and improve quality of living at large apartment communities since 2018.

Overview:

Recommendation	Progress report
<ul style="list-style-type: none">Rec #1: Increase Residents' Awareness and Access to Community Organizations/Local Housing Advocacy Groups<ul style="list-style-type: none">City hosted civic/social service and tenants' rights workshops	<ul style="list-style-type: none">Tenant's rights workshops were hosted by HOMELINE and held in Fall of 2022 and Spring of 2023.Rental inspectors use a leave-behind magnet that is left at properties following rental inspections that lists several supportive service and tenant rights resources.
<ul style="list-style-type: none">Rec #2: Develop a Communication Plan to Engage Residents, Housing-related Organizations, and Property Managers<ul style="list-style-type: none">Consult a DEI professional and develop plan with community	<ul style="list-style-type: none">Communicate emails through GovDelivery, Park Pages mailings, social media postings, and more.Implemented a proactive door-knocking strategy as part of the city's revamped Rental Inspections program to share resources and obtain feedback on living conditions in large apartment communities.The door-knocking also supported staff connections with renters and the ability to

	<p>promote access to city resources and events.</p>
<ul style="list-style-type: none"> • Rec #4: City Sponsored Management Workshops <ul style="list-style-type: none"> • Learning from each other’s successes and failures 	<ul style="list-style-type: none"> • The recommendation by CURA was to adjust the format of existing quarterly Rental Property Coalition meetings to be more discussion based. As of 2022, that recommendation has been implemented. Police and CD staff also collaborate more closely on agenda setting and participants will share resources, information, and feedback with staff. The meeting also showcases best practices for well-managed properties.
<ul style="list-style-type: none"> • Rec #6: Expand Collaborations to Engage At-Risk Youth/Young Adults <ul style="list-style-type: none"> • Expanded outreach to youth in Parks & Rec outreach proposals. Also collaborating with local orgs on violence prevention 	<ul style="list-style-type: none"> • Investments such as a new Teen Tech Center are being made at Zanewood Rec Center to expand its programming capacity to accommodate the growing need of youth and young adults programs. Services include mental health counseling, food provision, and mentorship. • ARPA funding was also used to expand outreach to at-risk youth by funding youth workers and various street outreach activities. This includes connecting and engaging youth and families to resources and opportunities in the community and building relationships with young people in community spaces. • Health on the Go worked closely with Huntington Place and other apartment communities (Kensington, Creekside Gables, etc.) to host health fairs that included vaccine and dental information. • Metro Transit authorized a program for \$1 reduced bus fares for income qualified individuals. • Police and Fire Departments have implemented programs to build relationships with Brooklyn Park youth and apartment residents through proactive meetings at apartment communities.
<ul style="list-style-type: none"> • Rec #7: Enhance Support for NOAH via Monitoring and A Tax Incentive Program <ul style="list-style-type: none"> • Use NOAH funding for security improvements; work with legislature to make funding available for NOAH preservation 	<ul style="list-style-type: none"> • The State legislature passed Local Affordable Housing Aid funds which can be used for the supplement the City’s existing NOAH preservation program. The EDA is in discussions now on how to use those funds.

<ul style="list-style-type: none"> Rec #8: Invest in a Housing-First Program and Create a Social Service Resource Team to Address the Homelessness Issue <ul style="list-style-type: none"> Housing first investment and BPPD implement a homelessness resource team 	<ul style="list-style-type: none"> The Brooklyn Park Police Department (PD) is launching a new Intervention initiative that aims at proactively preventing issues rather than reacting to them. This is the first of its kind in the nation. The Rapid Emergency Response Program exists through the PD for non-violent crime reporting.
<ul style="list-style-type: none"> Rec #9: Hold Property Management Teams Accountable through a Collaborative Monitoring Effort <ul style="list-style-type: none"> Create an escrow team, pay resident liaisons, and subsidize property managers 	<ul style="list-style-type: none"> The COPS program assigns a police officer to a large apartment community to establish a one-on-one relationship with management and residents. CD staff also regularly communicate with and build relationships with individual property managers. The revamped Rental Inspections program utilizes door-knocking at large apartment communities to check on quality of living and other management practices. The program can actively respond to maintenance issues and other concerns raised by residents.
<ul style="list-style-type: none"> Rec #10: Refine/ Implement an Incentive Plan to Encourage Property Managers to live onsite (becoming “resident property managers”) 	<ul style="list-style-type: none"> The EDA’s current contract with Huntington Place ties funding support to on-site property managers.

The following recommendations are long term initiatives that are not yet implemented and are based on ongoing long-term relationship building.

- Rec #3: Create a Citywide Security Council focused on large apartment communities.
- Rec #5: Create a Youth Fellowship Program, Directed at Safety and Security Concerns in the City’s Large Apartment Communities.



Pathways Toward Electric Mobility in Hennepin County, Minnesota

The U.S. Department of Energy’s (DOE) Communities LEAP (Local Energy Action Program) pilot partners with low-income, energy-burdened communities that experience environmental justice challenges and/or direct economic impacts from reducing their historical reliance on fossil fuels to build community-driven action plans for clean energy-related economic development.

Hennepin County, Minnesota, and their project team consisting of the cities of Brooklyn Park and Minneapolis, are exploring how electric mobility (e-mobility) can address the rising financial and environmental challenges of transportation that disproportionately affect climate-vulnerable communities. In the United States, transportation costs are the second-largest household expense, and low-income communities use a higher share of their income on transportation than the national average (U.S. Department of Energy 2023; U.S. Department of Transportation 2022). Furthermore, the transportation sector accounts for a third of domestic greenhouse gas emissions (Davis 2022). Climate-vulnerable communities have increased exposure and sensitivity to negative impacts of climate change yet have limited capacity to adapt (National Institute of Environmental Health Sciences 2022). Through Communities LEAP, the project team partnered with the National Renewable Energy Laboratory (NREL) to conduct community engagement that identifies the e-mobility priorities of climate vulnerable communities to inform transportation plans and projects through community-guided decision-making.

Community Engagement by the Numbers

NREL partnered with **six (6) CBOs.**

Coalition members attended or hosted **47 events and six (6) workshops** between May and September 2023.

A total of **78 participants** attended the six (6) community workshops.

Over 700 community members

directly engaged at summer events.

Over 500 validated questionnaire responses received.

Key Findings

The community engagement activities revealed a strong interest in e-mobility across demographic groups and geographic areas in Hennepin County. More than 75% of respondents were interested in personal electric vehicles (EVs), electric buses, and e-bikes. However, affordability remains a significant barrier to e-mobility adoption across all demographic and e-mobility categories.

What is e-mobility?

E-mobility refers to modes of transportation powered by electric motors, including cars, transit buses, school buses, bikes, and scooters.

Timeline

Phase 1 (October 2022–March 2023)

- Project team collected previous local engagement data related to e-mobility and identified gaps in the data.
- NREL led design of guiding questions for the summer e-mobility education and engagement campaign.
- Project team and NREL partnered with Minnesota Clean Cities Coalition and Great Plains Institute to plan e-mobility engagement.

Phase 2 (April 2023–September 2023)

- Project team and NREL selected and partnered with six community-based organizations (CBOs) to conduct community education and engagement.

Phase 3 (October 2023–March 2024)

- Project team and NREL analyzed data from questionnaires and transcripts to determine the community’s e-mobility priorities and preferred strategies.
- NREL led the development of the final report and handout to share results.
- Project team and NREL identified next steps to continue community-driven e-mobility transportation planning.

Community-Identified Strategies for Increasing Equitable Access to E-Mobility Benefits

The following strategies aim to center community-guided next steps on how to collectively build more equitable pathways toward e-mobility in Hennepin County. These strategies were informed by the priorities that community members shared during the engagement efforts throughout 2023.

For more information from the community engagement activities, visit pages 34 to 44 in the Pathways Toward Electric Mobility report: <https://www.nrel.gov/docs/fy24osti/88626.pdf>.



Information Sharing and Accessibility

Provide More Information about Rebates and Incentives to Lower the Costs of Personal EVs

Greater promotion of rebates and incentives could encourage residents to purchase personal EVs.

Increase Access to E-Mobility Information, Knowledge, and Testing Opportunities

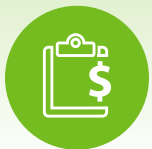
Free opportunities to test e-mobility options, like EVs and e-bikes, could help people make more informed decisions about transportation.

Increase User Accessibility of Shared E-Mobility Instructions

Participants recommend deployment of more e-bikes, carshare, transit, etc. to increase their availability, as well more user-friendly e-mobility instructions to improve accessibility.

Centralize Methods of Utilizing Shared E-Mobility Options

Participants suggested centralizing a payment system across various shared transportation services including public transit, EV carshares, shared e-bikes, and shared e-scooters to ease the transfer between modes.



Investment Opportunities

Transition Bus Fleet to Electric Buses

Electrifying the existing bus fleet can maintain accessibility while reducing pollution.

Increase Investment in Micro-Mobility Safety

Increasing access to safety accessories, (e.g., helmets) and protected travel routes (e.g., bike lanes) can lower safety concerns relating to e-scooters and e-bikes.



Engagement Strategies

Maintain CBO Partnership to Guide the Engagement Process

Participants suggested continuing to partner with local CBOs to engage with climate-vulnerable communities and facilitate new activities that provide collaboration and community ownership in the transportation planning and implementation process.

Follow-Up Engagement with Practical Implications of Community Suggestions

Participants emphasized that the coalition should keep the community informed on how they are responding to community suggestions, including implementation measures, transportation spending, and available rebates.

Co-Develop More Transparent and Equitable Engagement Processes

Participants underscored maintaining transparency during the engagement process for future transportation planning by providing them the opportunity to review and respond to policy decisions being made. They also recommended compensating residents who participate in the engagement process.

Local Contact Information

Hennepin County: Climate@hennepin.us or Brooklyn Park: brooklynpark.org/cleap

Local Clean Cities & Communities Coalition: Minnesota Clean Cities, a U.S. Department of Energy Partnership to Advance Clean Transportation Nationwide: cleancities.energy.gov/coalitions/minnesota

References

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For more information about
Communities LEAP, visit:
energy.gov/communitiesLEAP

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