

Monday, July 8, 2024
6:00 p.m.

Brooklyn Park Council Chambers
5200 85th Avenue North

REGULAR CITY COUNCIL MEETING – AGENDA #27

Si usted necesita esta información en español: 763-424-8000. Yog xav tau kev pab, thov hu rau 763-424-8000 lawv mam li nrhiav ib tus neeg txhais lus rau koj. If you need this information in another language or alternative format, email 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 Brooklyn Park residents and business owners in Brooklyn Park to address the Council about matters relating to City business not otherwise on the agenda. Public Comment may not be used to make personal attacks, to air personality grievances, to make political endorsements, or for political campaign purposes. Council Members will not engage in a dialogue with speakers. 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 informational purposes only. Public Comment will be limited to 15 minutes and individual comments are limited to three minutes.

2A. RESPONSE TO PRIOR PUBLIC COMMENT

2B. PUBLIC COMMENT

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

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

3B.1 Introduction of New Employees

3B.2 Proclamation Proclaiming July 26, 2024 as Liberian Independence Day

A. PROCLAMATION

3B.3 Mayor's Proclamation Declaring the Month of July as "Park and Recreation Month" in the City of Brooklyn Park

A. PROCLAMATION

3B.4 Public Presentation Electric Mobility Options Report

A. HANDOUT

B. REPORT

C. NEXT STEPS MEMO

D. POWERPOINT

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 Approve Reallocation of GIS Specialist ARPA Funds to be used to Contract with a GIS Vendor (VertiGIS) for the Migration of Essential GIS Application Services in 2024

A. RESOLUTION

B. QUOTE FROM GIS VENDOR

4.2 Adopt a Resolution Appointing Election Judges for the August 13, 2024, Primary Election

- A.** RESOLUTION
B. EXHIBIT A

5. PUBLIC HEARINGS
None.

7. GENERAL ACTION ITEMS

- 7.1** Approve Teen Center Project Funding Plan and Authorize the Project to be Advertised for Bid

A. RESOLUTION

B. BROOKLYN PARK ELECTED OFFICIALS RULES OF PROCEDURES AND CODE OF CONDUCT

8. DISCUSSION ITEMS

- ### 8.1 Discuss Organics Recycling Service

9A. COUNCIL MEMBER REPORTS AND ANNOUNCEMENTS

V. ADJOURNMENT

- ## 10.1 Motion for Adjournment

A. MOTION FOR ADJOURNMENT INFORMATION FORM *(to be available at July 8 meeting)*

11.1 ASEZ WAO MOU discussion

- ## A. MOU

B. FINAL COUNCIL APPROVED COMMUNITY EVENTS AND INITIATIVES PARTNERSHIP POLICY

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

Agenda Item:	3B.1	Meeting Date:	July 8, 2024
Agenda Section:	Public Presentations/ Proclamations/Receipt of General Communications	Originating Department:	Administration
Resolution:	N/A	Prepared By:	Katrina Doshier Program Assistant
Ordinance:	N/A		
Attachments:	N/A	Presented By:	Department Directors/Managers
Item:	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>
Finance		
Ted Anderson	May 13, 2024	Residential Appraiser II
Julie Dittmar	June 24, 2024	Residential Appraiser I
Operations and Maintenance		
Marcus Culver	July 1, 2024	City Engineer
Police		
Michael Smith	June 10, 2024	Police Cadet
LaTreasure Dickson	July 1, 2024	Community Intervention Manager
Recreation and Parks		
Amber Rotramel	May 13, 2024	Recreation Program Supervisor

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments: N/A

City of Brooklyn Park

Request for Council Action

Agenda Item:	3B.2	Meeting Date:	July 8, 2024
Agenda Section:	Public Presentations/ Proclamations/Receipt of General Communications	Originating Department:	Administration
Resolution:	N/A	Prepared By:	Dr. Marcellus Davis, Racial, Equity, Administration, & Inclusion
Ordinance:	N/A		
Attachments:	1	Presented By:	Mayor Winston
Item:	Proclamation Proclaiming July 26, 2024 as Liberian Independence Day		

City Manager's Proposed Action:

The Mayor shall proclaim July 26, 2024 to be observed as Liberian Independence Day and celebrate the 177th anniversary of Liberia's Declaration of Independence.

1. "I, Hollies Winston, Mayor of the City of Brooklyn Park, Minnesota, do hereby proclaim July 26, 2024 shall be observed as Liberian Independence Day in the City of Brooklyn Park and celebrate the 177th anniversary of Liberia's Declaration of Independence.

OR

2. By reading the proclamation.

Liberians living in the City of Brooklyn Park and in Minnesota are making enormous contributions toward the development of the workforce, cultural diversity, and economic growth.

The City of Brooklyn Park is proud to be called home by one of the largest populations of Liberians outside of the Republic of Liberia and has greatly benefited from many residents who have taken an active role in local organizations, city commissions and city government.

Liberia's Independence Day, observed on July 26, is a day to honor and highlight the current and historical relationship between the United States and Liberia, and the vital contributions Liberians make to the United States, to Minnesota, and to Brooklyn Park.

The Organization of Liberians in Minnesota is organizing celebratory community events this weekend including an Independence Ball and a soccer tournament.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

3B.2A PROCLAMATION

PROCLAMATION

LIBERIAN INDEPENDENCE DAY

PROCLAIMING JULY 26, 2024, AS LIBERIAN INDEPENDENCE DAY IN BROOKLYN PARK, MINNESOTA AND CELEBRATING THE 177TH ANNIVERSARY OF LIBERIA'S DECLARATION OF INDEPENDENCE

WHEREAS, July 26, 2024 marks the 177th anniversary of Liberia's Declaration of Independence;
and

WHEREAS, Liberia, which means "land of the free," was the first African nation on the African continent to gain its independence on July 26, 1847; and

WHEREAS, Liberians living in the City of Brooklyn Park and in Minnesota are making enormous contributions toward the development of the workforce, cultural diversity, arts, and economic growth; and

WHEREAS, Brooklyn Park is proud to be called home by one of the largest populations of Liberians outside of the Republic of Liberia and has greatly benefited from many residents who have taken an active role in local organizations, city commissions and city government; and

WHEREAS, Brooklyn Park recognizes the rich and strong Liberian community that is making our City a thriving, vibrant, and diverse community; and

WHEREAS, Liberia's Independence Day is a day to honor and highlight the current and historical relationship between the United States and Liberia, and the vital contributions Liberians make to the United States, to Minnesota, and to Brooklyn Park; and

WHEREAS the Organization of Liberians in Minnesota is organizing community events this weekend to celebrate the holiday.

NOW, THEREFORE, I, Hollies Winston, Mayor of the City of Brooklyn Park, Minnesota, do hereby proclaim July 26, 2024, shall be observed as Liberian Independence Day in the City of Brooklyn Park.



5200 85th Avenue North
Brooklyn Park, MN 55443

Hollies Winston, Mayor

City of Brooklyn Park

Request for Council Action

Agenda Item:	3B.3	Meeting Date:	July 8, 2024
Agenda Section:	Public Presentations/ Proclamations/Receipt of General Communications	Originating Department:	Recreation and Parks
Resolution:	N/A	Prepared By:	Brad Tullberg, Recreation and Parks Director
Ordinance:	N/A		
Attachments:	1	Presented By:	Mayor Hollies Winston
Item:	Mayor's Proclamation Declaring the Month of July as "Park and Recreation Month" in the City of Brooklyn Park		

City Manager's Proposed Action:

The Mayor shall proclaim the month of July as "Park and Recreation Month" in the City of Brooklyn Park by one of the following:

1. "I, Hollies Winston, Mayor of the City of Brooklyn Park, Minnesota, do hereby proclaim the month of July, 2024 as "Park and Recreation Month" in the City of Brooklyn Park

OR

2. By reading the proclamation

Overview:

For nearly 40 years, we have celebrated Park and Recreation Month in July to promote building strong, vibrant and resilient communities through the power of parks and recreation. This month is dedicated to recognizing and celebrating the more than 160,000 full-time park and recreation professionals — along with hundreds of thousands of part-time and seasonal workers and volunteers — who maintain our country's local, state and community parks.

This year's theme — "Where You Belong" — celebrates the many ways park and recreation professionals across the country foster a sense of belonging in their community by providing welcoming and inclusive programs, essential services for all ages and abilities, and safe, accessible spaces to build meaningful connections.

This Park and Recreation Month let's unite and uplift the many reasons why local parks and recreation truly embodies the essence of belonging. Together, we can demonstrate why these spaces are Where You Belong.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

3B.3A PROCLAMATION

PROCLAMATION

DECLARING THE MONTH OF JULY 2024 “PARK & RECREATION MONTH” IN THE CITY OF BROOKLYN PARK

WHEREAS, parks and recreation programs are an integral part of communities throughout this country, including Brooklyn Park; and

WHEREAS, parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS, parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimer's; and

WHEREAS, parks and recreation encourages physical activities by providing space for popular sports, hiking trails, swimming pools and many other activities designed to promote active lifestyles; and

WHEREAS, parks and recreation is a leading provider of healthy meals, nutrition services and education; and

WHEREAS, park and recreation programming and education activities, such as out of-school time programming, youth sports and environmental education, are critical to childhood development; and

WHEREAS, parks and recreation increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and recreation is fundamental to the environmental well-being of our community; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS, the U.S. House of Representatives has designated July as Parks and Recreation Month; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park that we recognize July as Park and Recreation Month in the City of Brooklyn Park.



5200 85th Avenue North
Brooklyn Park, MN 55443

Hollies Winston, Mayor

City of Brooklyn Park

Request for Council Action

Agenda Item:	3B.4	Meeting Date:	July 8, 2024
Agenda Section:	Public Presentations/ Proclamations/Receipt of General Communications	Originating Department:	Operations & Maintenance
Resolution:	N/A	Prepared By:	Tim Pratt, Recycling Manager
Ordinance:	N/A		
Attachments:	3	Presented By:	Tim Pratt, Recycling Manager
Item:	Public Presentation Electric Mobility Options Report		

City Manager's Proposed Action:

Tim Pratt, Recycling Manager, will present on the Electric Mobility Options Final Report.

Overview:

The state, the country and the world are transitioning from fossil-fueled transportation toward zero-emissions mobility options. Much of the conversation to date has been around electric vehicles (EVs) and individuals purchasing those cars and trucks. Those potentially expensive options are only a portion of what's available for electrified mobility.

The City of Brooklyn Park and Hennepin County have completed a joint project called Pathways Toward Electric Mobility. The County received a technical assistance grant from the U.S. Department of Energy's (DOE) Communities Low Energy Assistance Program (C LEAP). The program 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. The C LEAP coalition of the County and the City was paired with the National Renewable Energy Laboratory (NREL) for technical assistance.

Together, the C LEAP coalition, NREL, and local technical assistance providers partnered with six community-based organizations to conduct a locally informed electric mobility education and engagement campaign in climate vulnerable communities in 2023. The resulting Pathways Toward Electric Mobility report documents these efforts and the results of the outreach.

In January, City and NREL staff presented a background report on electric mobility technologies, their benefits, and opportunities for use in Brooklyn Park.

This work builds on the technical assistance pilot program provided to Brooklyn Park by the U.S. EPA in partnership with the Joint Office of Energy and Transportation (Joint Office), the U.S. Department of Energy (DOE) Vehicle Technologies Office, and Minnesota Clean Cities. The process convened community members, alongside local, regional, and state stakeholders to collaborate on identifying transportation & mobility needs, equitable transportation electrification strategies, and potential projects. The resulting Action Steps memo is provided as Attachment C.

Primary Issues/Alternatives to Consider:

"Pathways Toward Electric Mobility" details the results of the campaign to reach out to climate vulnerable neighborhoods in Brooklyn Park and Hennepin County. The campaign informed residents of electric mobility options and engaged residents in conversations about what they envision in our electrified transportation future.

These activities revealed a strong interest in e-mobility across demographic groups in Brooklyn Park. More than 75% of respondents were interested in personal electric vehicles (EVs), electric buses, and e-bikes. Community members identified various ways Brooklyn Park can help implementation of e-mobility:

- Provide More Information about Rebates and Incentives to Lower the Costs of EVs and e-bikes
- Hold additional Ride and Drive events that include e-bikes and e-scooters
- Provide opportunities for shared e-mobility options such as bike shares, carshares, and transit
- Increase investment in safety – both personal (e.g. bike helmets) and infrastructure (e.g. a complete streets policy)
- Maintain information sharing relationships with climate vulnerable communities

Goals from EPA Next Steps Memorandum:

1.1 – Evaluate opportunity for installation of chargers at apartments and employers

1.2 – NEVI site application funding from MnDOT

1.3 – Support expansion of HourCar Multifamily carshare program in Brooklyn Park

2.1 – Create a career pathways program – technical training partnered with Hennepin Technical College (HTC)

2.2 – Strengthen pathways and inclusion for disadvantaged populations in workforce development opportunities

3.1 Increase general awareness of EV transportation benefits including jobs and transportation options for BIPOC residents

3.2 Pilot educational field trips to learn about alternative transportation solutions

Brooklyn Park will be partnering with Hennepin County on some of these steps. Hennepin County has received a planning grant to plan where to install electric mobility charging stations at County facilities. Brooklyn Park will provide input on the planning. Brooklyn Park is also partnering with Hennepin County and HourCar on a grant application which, if successful, would conduct a pilot program on an electric car sharing program in the city.

Staff requests direction from the Council on what next steps members would like staff to pursue.

Attachments:

3B.4A HANDOUT

3B.4B REPORT

3B.4C NEXT STEPS MEMO

3B.4C POWERPOINT



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

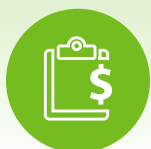
Free opportunities to test e-mobility options, like EVs and e-bikes, could help people make more informed decisions about transportation.

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

Davis, Stacy C., and Robert G. Boundy. 2022. Transportation Energy Data Book: Edition 40. Oak Ridge, TN: Oak Ridge National Laboratory

National Institute of Environmental Health Sciences. 2022. "People Who Are Vulnerable to Climate Change - Climate Change and Human Health."

U.S. Department of Energy and U.S. Environmental Protection Agency. 2023. Fuel Economy Guide Model Year 2024. Washington, D.C.: fuelconomy.gov.

U.S. Department of Transportation, Bureau of Transportation Statistics. 2022. "Transportation Economic Trends: Transportation Spending - Average Household."





Pathways Toward Electric Mobility

Communities LEAP in Hennepin County, Minnesota

May 2024

Shannon Anderson,¹ Kaylyn Bopp,¹ Didier Bolanos Gonzalez,²
Jasmira Colon,² Mauricio Leon Mendez,² Cliff Mountjoy-Venning,²
Tim Pratt,³ Nicole Rosner,¹ and Jessica Spanswick²

1 National Renewable Energy Laboratory

2 Hennepin County

3 City of Brooklyn Park

*Authors' names are listed in alphabetical order

Produced for the U.S. Department of Energy by the
National Renewable Energy Laboratory (NREL).

DOE/GO-102024-6208 • May 2024



Pathways Toward Electric Mobility

Communities LEAP in Hennepin County, Minnesota

May 2024

Shannon Anderson,¹ Kaylyn Bopp,¹ Didier Bolanos Gonzalez,²
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National Renewable Energy Laboratory
15013 Denver West Parkway
Golden, CO 80401

303-275-3000 • www.nrel.gov

Notice

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U.S. Department of Energy (DOE) reports produced after 1991 and a growing number of pre-1991 documents are available free via www.OSTI.gov.

Acknowledgments

Hennepin County:

Alex Blenkush – GIS
Coordinator

Diana Chaman Salas –
Director of Climate &
Resiliency Department

Mauricio Leon Mendez –
Carbon Reduction Manager,
Public Works

David Schuett – Principal
Office Specialist

Jessica Spanswick –
Climate and Resiliency
Project Manager, Public
Works

Eric Holthaus – Former
Administrative Manager,
Public Works

City of Brooklyn Park:

Tim Pratt – Support
Services/Recycling Manager
Operations & Maintenance
Department

Josie Shardlow – Former
Community Engagement
Manager

Brenda Morales – Former
Community Engagement
Specialist

Tran Pham – Community
Engagement Intern

Mallory Koltes – Program
Assistant

City of Minneapolis:

Russ Brooks – Mobility
Planner

Danielle Elkins – Former
Mobility Manager

Great Plains Institute:

Catherine Kemp – Program
Manager, Communities

Diana McKeown – CERTs
Statewide Co-Director,
Metro CERT Director

Rachel Percy – Renewable
Energy Program Assistant

Minnesota Clean Cities Coalition:

Jon Hunter – Senior
Director, Clean Air

Lisa Thurstin – Director,
Clean Air

Shelby Gamache – Manager,
Clean Air

African Career Education & Resources (ACER):

Wynfred Russell – Founder
& Director of Health Equity

Sohini Bag –
Communications and Data
Manager

Community Based Organizations:

One Day At A Time (1DAAT)

Richard McLemore –
Executive Director

Minnesota Institute of Nigerian Development (MIND)

Ola Obadiya – President

Dr. Fatima Lawson – Vice
President

Grace Mobosi-Enwensi –
Immediate Past President

Dr. Benjamin C.D. Agbo –
Financial Secretary

Waheed Ayinde – Treasurer

Dr. Julia Ugoji – Provost

Moses Oyinloye – Public
Relation Officer

Perpetual Jones – Social
Secretary

Emem Akpan – Assistant
General Secretary

Dr. Abimbola Asojo –
General Secretary

Community Partnership Collaborative 2.0 (CPC 2.0)

Shanasha Whitson –
Executive Director

Powderhorn Park Neighborhood Association

Tabitha Montgomery -
Executive Director

Justice Jones –
Environmental Justice
Community Coordinator

Whittier Alliance

Kaley Brown – Executive
Director

Fartun Ismail – Outreach
Specialist

List of Acronyms

ACER	African Career Education & Resources
BEV	battery electric vehicle
BIPOC	Black, Indigenous, and people of color
CBO	community-based organization
CV	conventional vehicle
DCFC	direct current fast charge
DOE	U.S. Department of Energy
EPA	U.S. Environmental Protection Agency
EV	electric vehicle
IAP2	International Association for Public Participation
MCTBI	Metropolitan Council Travel Behavior Inventory
MPGE	miles per gallon equivalent
NREL	National Renewable Energy Laboratory

Executive Summary

The U.S. Department of Energy's (DOE) first-of-its-kind Communities LEAP (Local Energy Action Program) pilot provides customized technical assistance to 24 community-led clean energy transitions across the United States as they develop strategies for sustained community-wide economic development and environmental improvement. Communities LEAP is specifically for low-income, energy-burdened communities that are experiencing direct environmental justice or economic impacts from a shift away from a historical reliance on fossil fuels. Communities LEAP connects community teams of residents, businesses, nonprofits, and local governments with an extensive technical assistance provider network that provides expertise and support to take advantage of innovative new energy solutions that create safer, healthier, more livable, and more affordable communities with more opportunities for economic success.



Figure ES- 1. U.S. Department of Energy Communities LEAP map

Objective

The purpose of this report is to present the findings from a comprehensive community engagement initiative focused on advancing equitable transportation electrification in Hennepin County. This initiative responds to Hennepin County's critical need for inclusive and sustainable mobility solutions in the face of environmental and financial challenges in its transportation sector. This project has two goals. First, to identify the electric mobility priorities and barriers of climate vulnerable communities in Hennepin County in order to inform transportation plans and projects. Second, to create partnerships between government and community, building pathways for community-guided decision making on future transportation plans.

Challenge and Opportunity

Recent federal and state investments in infrastructure development creates an unparalleled opportunity for climate vulnerable communities, like those within Hennepin County, to work with their local authorities to rectify historic transportation inequities and foster a more affordable and equitable clean transportation future. Key legislative actions, such as the 2021 Infrastructure Investment and Jobs Act (also known as the Bipartisan Infrastructure Law) and the 2022 Inflation Reduction Act, have allocated substantial funds—\$1.2 trillion and \$47 billion respectively—to revolutionize the transportation and infrastructure landscape (Congress 2021, 2022). These two federal investment laws are the nation's largest ever federal investment in electric mobility (e-mobility) technologies including zero-emission transit buses, electric vehicle (EV) charging stations, clean transportation and electric grid research, manufacturing, community planning, and workforce

development initiatives.¹ However, this transformative funding brings a critical need for inclusive community engagement. Ensuring that the voices and needs of all communities—particularly those historically marginalized and most vulnerable to climate impacts—are included in guiding these investments is essential for a truly equitable transportation revolution.

Approach

In response to this historic opportunity, a Communities LEAP project team consisting of Hennepin County, Minnesota, the cities of Brooklyn Park and Minneapolis, and the African Career Education and Resource Inc., sought technical assistance from DOE's Communities LEAP pilot to ensure its climate vulnerable communities benefit from these federal investments according to their self-identified needs and aspirations. The project team was paired with the National Renewable Energy Laboratory (NREL) for technical assistance. Together, they partnered with two local technical assistance providers and six community-based organizations (CBOs) to conduct a locally informed e-mobility education and engagement campaign in climate vulnerable communities. Titled, "Let's Talk About Electric Mobility," the campaign included six in-depth workshops and tabling at 39 in-person events where over 500 questionnaire responses were collected and over 700 attendees were engaged between May and September 2023. NREL and Hennepin County performed both

Climate Vulnerable Communities

Communities with increased exposure and sensitivity to the negative impacts of climate change paired with limited adaptive capacity to adjust to these hazards. (National Institute of Environmental Health Sciences 2022)

qualitative and quantitative analysis on the resulting engagement data to determine local e-mobility priorities, barriers, and community-identified strategies for increasing equitable access to e-mobility benefits. The analysis results are featured in two sets of strategy matrices that present community-guided strategies for advancing equitable access to electric mobility in Hennepin County. The first set of matrices, included in the main body of this report, is designed for institutional actors, such as government agencies, policymakers, and community organizations. These matrices provide detailed information on the proposed strategies, potential actions, and relevant community feedback, enabling these stakeholders to understand the context and rationale behind each recommendation and take informed actions towards implementation. The second set of matrices, presented as a separate handout, is tailored for the public. The handout offers a more concise and accessible overview of the key strategies and benefits, empowering community members to understand and engage with the project's outcomes. By providing these two distinct sets of matrices, the Communities LEAP project aims to effectively communicate its findings and recommendations to different target audiences, ensuring that both institutional actors and the public can meaningfully engage with and contribute to the implementation of these strategies for equitable electric mobility in Hennepin County.

Key Findings

The findings from the "Let's Talk About Electric Mobility" campaign reveal a strong interest in electric transportation across diverse demographic groups and geographic areas in Hennepin County, spanning various e-mobility options. Notably, personal EVs, electric buses, and electric bikes emerged as the most favored modes, with interest levels exceeding 75% of total questionnaire respondents. However, affordability remains a significant barrier to e-mobility adoption, a challenge that cuts across all demographic and modal categories.

To address these findings and the cost barrier in particular, this report proposes a set of community-identified targeted strategies. These include promoting financial incentives like rebates to enhance e-mobility access, increasing opportunities for residents to explore and learn about e-mobility

¹ See the summaries of EV-related provisions in the 2021 Infrastructure Investment and Jobs Act and the 2022 Inflation Reduction Act:

options, and ensuring equitable distribution of e-mobility infrastructure across the county. Further, this report emphasizes the importance of transparent communication about public investments in e-mobility and the need for ongoing partnerships with local communities to ensure that the transition to electric transportation is both equitable and responsive to the needs of all Hennepin County residents.

Recommendations

The community-identified priorities provided in the strategy matrices at the end of this report are built out of suggestions provided by community workshop participants, aligned with potential actions that could be taken. Next steps include identifying and coordinating amongst the specific actors who can move these recommended priorities forward. This approach aims to highlight community recommendations for how to continue to build more equitable pathways toward e-mobility in Hennepin County.

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1. Introduction

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 the domestic greenhouse gas emissions (Davis 2022). These high environmental and financial costs negatively affect the health and well-being of all Americans, but particularly those in climate vulnerable communities. Historical investments in transportation infrastructure have often physically and symbolically divided communities as well as exacerbated racial and economic inequities (Bullard et al. 2004).

There is an unprecedented opportunity for communities to rectify historic transportation inequities through significant recent federal investments aimed at fostering affordable, equitable clean transportation. The 2021 Infrastructure Investment and Jobs Act and 2022 Inflation Reduction Act have allocated substantial funds—\$1.2 trillion and \$47 billion respectively—towards electric mobility (e-mobility) technologies including zero-emission transit, electric vehicle (EV) charging stations, transportation electrification research, manufacturing, community planning and workforce development. However, this investment brings a need for inclusive community engagement to guide a just transition. Past transportation decisions have exacerbated inequities; this moment allows for a new paradigm centered on procedural justice and community-driven planning.

1.1. The Role of Electric Mobility in Sustainable Transportation

E-mobility is a part of transportation decarbonization and includes all transportation technologies that run on electric motors, including micromobility like bikes and scooters along with EVs like buses, cars, and trucks. E-mobility is a crucial piece of transportation decarbonization since there are zero tailpipe emissions, and the electric grid that powers these vehicles and equipment is becoming increasingly cleaner due to the rise in renewable energy production (U.S. Energy Information Administration 2023).

E-mobility not only contributes directly to reducing greenhouse gas emissions and improving air quality, but also supports the transition to a more energy-efficient, renewable energy-based, and sustainable urban future. The U.S. Department of Transportation (DOT) report “Charging Forward: A Toolkit for Planning and Funding Urban Electric Mobility Infrastructure” further describes benefits specific to increasing transportation options in urban communities, including electric micromobility and electric transit. These benefits include increased access, mobility, and equity; reduction in traffic congestion and infrastructure costs; and beneficial implications for parking, land use, and housing.

At the same time, different e-mobility modes have very different social, economic, energy, and environmental implications. For example, the trend towards larger and heavier motor vehicles has increased pedestrian and vulnerable road-user fatalities, and EVs are heavier than their conventional vehicle (CV) counterparts. Costs to own and operate also vary widely. A typical electric bike (e-bike) can get 2,500 miles per gallon equivalent (mpge) and costs less than \$50 a year to charge for daily use (Lent 2019). A typical electric car for sale today only gets about 100 mpge. There is also significant attention to the human rights implications of mining critical minerals for batteries. The benefits of e-mobility are thus impacted by the size and use of different modes.

1.2 The Roles of Environmental and Procedural Justice in Sustainable Transportation

Energy justice has its origins in the environmental justice movement. In the United States, the environmental justice movement began in the 1970s, “as a response to the unequal distribution of environmental ills – pollution and waste facilities, for example – alongside the risks associated with them, which tended to be inequitably borne by poor black/minority ethnic Americans” (Jenkins 2018). This social movement was concerned with the unequal distribution of environmental harms (hazards, risks), protection from burdens, as well as access to natural resources.

Environmental Justice

The fair treatment and meaningful involvement of all people, regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies (U.S. Department of Energy).

By the 1990s, understanding of environmental justice had moved beyond a singular focus on equitable distribution of environmental benefits and burdens towards incorporating an understanding of the processes and procedures to realize this distribution. The procedural justice dimension of environmental justice considers which communities are most negatively affected by environmental policy and action, who has access and the ability to participate in environmental decision-making, as well as who is in control of decision-making power (Holifield et al. 2009).

In the context of today’s sustainable transportation efforts, it is important to ensure that funding and programs are being utilized to prioritize and locate appropriate clean transportation options in areas that local communities identify as beneficial and invest in lowering barriers to access and actual use of these options. This work aligns with the Biden Administration's Justice40 Initiative,² which reflects a federal commitment to tackling long-standing environmental justice issues including climate change, clean energy and energy efficiency, clean transit, affordable and sustainable housing, training and workforce development, remediation and reduction of legacy pollution, and development of critical water and wastewater infrastructure. The Justice40 Initiative (**Figure 1**) established the goal of directing 40% of the overall benefits of certain federal investments to disadvantaged communities that are underserved and overburdened by pollution.



Figure 1. Justice40 Initiative

Figure from Clean Cities and Communities, a U.S. Department of Energy partnership (n.d.)

The need for authentic community engagement has been emphasized by multiple levels of government. For example, the U.S. Department of Transportation's (DOT) Climate Action Plan³

² See: <https://www.whitehouse.gov/environmentaljustice/justice40/>

³ See: <https://www.transportation.gov/priorities/climate-and-sustainability/climate-action>

advocates for transparent and inclusive processes, ensuring that adaptation and resilience strategies are informed by meaningful involvement from all societal sectors. The DOT recognizes that effective adaptation is highly dependent on local and regional contexts and requires coordination across different government units and sectors. The plan also underscores the importance of educating vulnerable communities about potential impacts and developing solutions that mitigate transportation-related climate change effects.

1.3. Communities LEAP in Hennepin County

Several regional and state planning documents in Minnesota identify climate goals that can be achieved by deploying e-mobility. These include but are not limited to Hennepin County's 2021 Climate Action Plan, Minneapolis' 2020 Transportation Action Plan, Minnesota Department of Transportation's 2019 Pathways to Decarbonization report, Metropolitan Council's Electric Vehicle Planning Study. A list of recent regional and state planning documents that include e-mobility goals are described in Appendix A. To advance the goals in these plans, Hennepin County wants to understand how climate vulnerable communities identify and prioritize e-mobility benefits while addressing local transportation challenges, barriers, and concerns.

To receive support in its e-mobility transition, a project team consisting of Hennepin County, Minnesota, the cities of Brooklyn Park and Minneapolis⁴, and the African Career Education and Resource Inc., joined the DOE's Communities LEAP (Local Energy Action Program) pilot. The Communities LEAP program is designed for low-income, energy-burdened communities in the United States that are experiencing environmental justice impacts or direct economic impacts from a shift away from a historical reliance on fossil fuels. Communities LEAP provides customized technical assistance to help communities develop strategies for sustained economic development and environmental improvement, leveraging connections among teams of residents, businesses, nonprofits, and local governments with an extensive technical assistance provider network.

Through its participation in Communities LEAP, Hennepin County aims to rectify past inequities in its transportation infrastructure and access by actively involving historically marginalized and climate vulnerable communities in the planning and implementation of e-mobility solutions. This inclusive approach makes the benefits of new, cleaner transportation technologies more likely to be equitably distributed, addressing long-standing disparities in transportation access and infrastructure that have disproportionately affected these communities.

Although substantial federal investments in e-mobility exist, the conditions tied to these investments may not effectively address all needs of Hennepin County residents in practice. The Hennepin County Communities LEAP project identifies overlapping opportunities between federal e-mobility investments and Hennepin County's transportation goals. The Communities LEAP engagement process aims to inform other future investments beyond the scope of current federal funds.

1.4. Overview of Strategic Approach and Implementation

The Hennepin County Communities LEAP project team was paired with the National Renewable Energy Laboratory (NREL) to receive Communities LEAP technical assistance on the "Pathways Toward Electric Mobility" project. Together, they partnered with two local technical assistance providers and six community-based organizations (CBOs) to conduct a locally informed e-mobility education and engagement campaign in climate vulnerable communities.

⁴ Minneapolis partnered on the original 2022 application for technical assistance through Communities LEAP and participated in early project scoping.

NREL and Hennepin County performed both qualitative and quantitative analysis on the campaign's resulting engagement data to determine local e-mobility priorities and community-recommended strategies for addressing mobility needs. These community-identified priorities are featured in strategy matrices at the end of this report, where we present nine strategies community members prioritized for increasing e-mobility benefits and access in Hennepin County. The strategy matrices in this report target institutional actors whereas an accompanying handout is designed for the general public.

Table 1. Municipal, Technical, and Community Partners for Hennepin County Communities LEAP Project

Project Team
Hennepin County Brooklyn Park Minneapolis* African Career Education and Resource Center, Inc.**
Lead Technical Assistance Provider
National Renewable Energy Laboratory (NREL)
Local Technical Assistance Providers
Great Plains Institute Minnesota Clean Cities Coalition
Community-Based Organizations
African Career Education and Resource Center, Inc. 1 Day at a Time Community Partnership Collaborative 2.0 Minnesota Institute for Nigerian Development Powderhorn Park Neighborhood Association Whittier Alliance
*Minneapolis partnered on the original 2022 application for technical assistance through Communities LEAP and participated in early project scoping. **African Career Education and Resource Center, Inc. is both a member of the Communities LEAP team and a partner community-based organization.

1.4.1. Detailing the Project's Methodological Approach

The "Pathways Toward Electric Mobility" project employs a comprehensive methodology that combines strategic partnerships with local CBOs in climate vulnerable areas, and an extensive mix of qualitative and quantitative data analysis. This approach, grounded in the principles of energy justice, focuses on capturing and addressing the unique e-mobility needs and priorities of Hennepin County's historically underserved communities.

Several online mapping tools exist to identify climate vulnerable or environmental justice communities. While the methodologies vary, each combines multiple geographic-based data sets, often at the census tract level, that demonstrate indicators of vulnerability or disadvantage. Example indicators of vulnerability or disadvantage include access to transportation, pollution exposure, health disparities, and poverty. This project used the U.S. Environmental Protection Agency's EJScreen tool, Center for Disease Control's Social Vulnerability Index, and a data from the Minnesota Pollution Control Agency to identify 34 census tracts across the two cities of Brooklyn Park and Minneapolis as climate vulnerable communities. These census tracts became the focus of the Communities LEAP technical assistance. The tools and the analysis conducted to identify communities in Hennepin County for this project are further elaborated on in Appendix B.

Using community engagement to inform municipal decision-making is a well-utilized best practice in Hennepin County and Brooklyn Park. These municipalities are adept at consulting their residents through diverse methods that target different geographic areas, ages, ethnic and racial groups, and languages. However, there was a gap in direct engagement with climate vulnerable communities about what e-mobility technologies they would like to access and use as well as how they would like to benefit from them.

This Communities LEAP project aimed to fill that gap in e-mobility engagement via a collaborative approach that came with its own set of challenges and limitations. Given the wide network of partners built over a period of 18 months, the e-mobility educational campaign and engagement process adapted to obstacles and constraints along the way to maintain consistency and continuity. Challenges included aligning each organization's priorities and approaches to engagement; navigating organizational capacity limitations, staff turnover, and staggered project onboarding; as well as tailoring engagement activities to specific community needs. Since community engagement is an ongoing iterative process, there is no predefined perfect model. However, this Communities LEAP project was guided by an ethics of engagement: rooting engagement in community empowerment, authenticity, transparency, effective and consistent communication, and collaboration with communities, enables building community trust, gaining participation interest, as well as identifying local benefits and burdens.

1.4.2. Aligning Hennepin County's Climate Goals

The "Pathways Toward Electric Mobility" project directly aligns with key goals and strategies outlined in Hennepin County's Climate Action Plan, adopted in 2021. Specifically, the plan calls for efforts to "strengthen individual and community resilience" by communicating climate risks and developing responsive education efforts. This project fulfills this through its extensive community outreach on the topics of transportation electrification and equitable access to emerging technologies. Additionally, the Hennepin County Climate Action Plan advocates for concrete steps to "cut greenhouse gases from transportation" including reductions in vehicle miles traveled, promotion of EV infrastructure, and transit-oriented development. More broadly, the Hennepin Climate Action Plan prioritizes engaging with vulnerable residents to co-develop climate solutions, and this project's focus on climate-vulnerable communities provides key inputs to guide a just transition. By gathering community insights on barriers, priorities, and preferred outcomes related to e-mobility, this project will inform planning and investments to equitably advance climate-friendly transportation in the county. Grounded in environmental justice, this Communities LEAP project advances both the procedural and substantive goals of the county's climate change response.

1.4.3. Beyond Traditional Community Engagement Models

Traditionally, municipal-led community engagement in the United States is conducted for a specific planning effort or project. However, this linear approach can result in engagement data being siloed to a single organization, or when shared, can be overly specific and not transferrable to other uses. Oftentimes, if agencies conduct overlapping engagement regarding similar topics with the same communities, beyond being inefficient, this approach could cause engagement fatigue for those communities. If there is not clarity on how engagement input will be utilized, this could cause lack of trust rather than its restoration (Clark 2008). Infrequently does a multi-agency group engage the public to inform multiple planning efforts. The complexity of multiple agencies, levels of government, funding sources, planning cycles, and overlapping priorities means that shared community engagement is an uncommon phenomenon.

As recognized in the Metropolitan Council's 2015 Public Engagement Plan, successful community engagement in municipal projects necessitates a coordinated effort among a variety of partners. This collaborative approach not only brings together diverse perspectives and expertise but also strengthens the overall engagement process. It underscores the need for evolving beyond traditional, linear methods to more integrated and holistic strategies that respect and effectively utilize community input.

New methods of engagement are being piloted within Hennepin County. For example, the County is addressing the potential for displacement along Metro Transit's extension of the Blue Line light rail into the communities of North Minneapolis, Robbinsdale, Crystal, and Brooklyn Park (Hennepin County 2024). This proactive and collaborative approach incorporates extensive community engagement, partnerships with various stakeholders, and a specific focus on anti-displacement research. Hennepin's work with the Center for Urban and Regional Affairs (CURA) has developed innovative recommendations and strategies to be implemented before, during, and after construction (Metropolitan Council 2024). This dedication to preventative measures and community-centered solutions demonstrates a commitment to ensuring that the benefits of the project are accessible to the very communities it's meant to serve.

1.4.4. Addressing Community Engagement Challenges

A recent technical assistance pilot in Brooklyn Park led by the U.S. Environmental Protection Agency (EPA) in partnership with the Joint Office of Energy and Transportation, the DOE Vehicle Technologies Office, and Minnesota Clean Cities Coalition identified engagement fatigue among community members as a major challenge to transportation planning, especially when project implementation or direct follow-up actions are not communicated or successful (EPA and Minnesota Clean Cities Coalition 2023). They also highlighted the challenge of multiple planning efforts happening concurrently on related topics, yet with different geographic focus areas. In many cases, these planning efforts also have community engagement components, so coordinating engagement to provide clarity and reduce the chance of engagement fatigue was outlined as an important priority. Met Council's 2017 Transportation Public Participation Plan notes the importance of establishing long-term relationships with ongoing communication "rather than self-contained projects that lack connection to the bigger picture" (Met Council 2017).

1.4.5. Leveraging Opportunities for Transportation Decarbonization

A unique opportunity presented itself when multiple planning efforts over the last decade—through the Minnesota Department of Transportation, Metropolitan Council, Hennepin County, and the cities of Minneapolis and Brooklyn Park—each identified community-informed transportation decarbonization as a high priority strategy that can help achieve climate, infrastructure, and equity goals. Summarized in Appendix A, these planning efforts were well-situated to take advantage of

recently passed federal legislation such as the 2021 Infrastructure Investment and Jobs Act (which authorizes \$1.2 trillion for transportation and infrastructure projects) and the 2022 Inflation Reduction Act (which includes \$47 billion to support the widespread adoption of EVs) (Congress 2021, 2022). These two federal investment laws are the nation's largest investment in e-mobility technologies including zero-emission transit buses, EV charging stations, and clean transportation and electric grid research, manufacturing, community planning, and workforce development initiatives. The Hennepin County Communities LEAP team and NREL analyzed these past efforts and opportunities to inform initial project planning and goals.

1.4.6. Project Timeline

This project has two goals. First, to identify the electric mobility priorities and barriers of climate vulnerable communities in Hennepin County in order to inform transportation plans and projects. Second, to create partnerships between government and community, building pathways for community-guided decision making on future transportation plans.

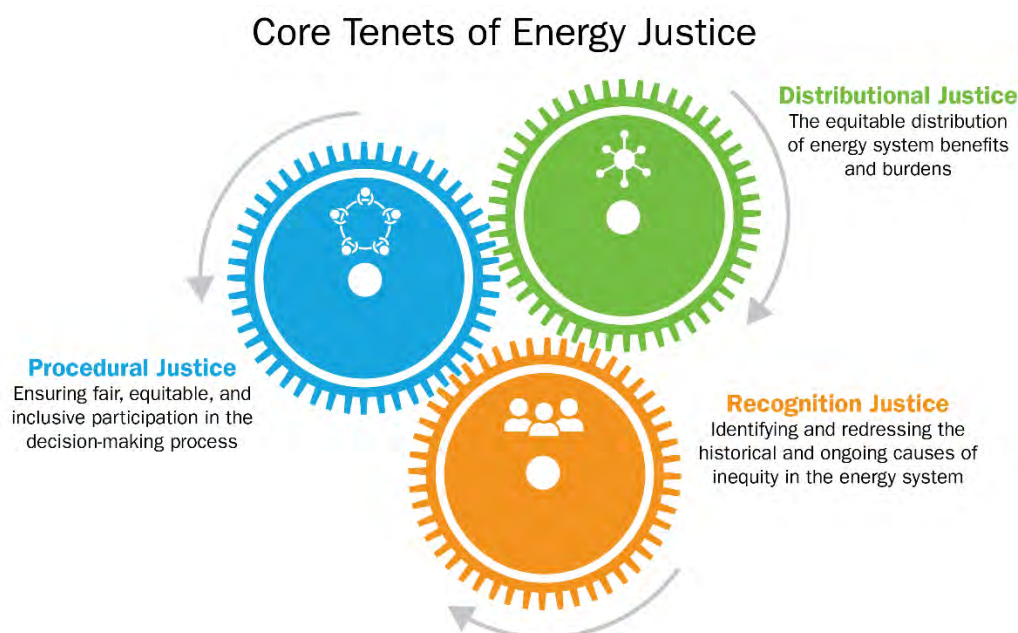
With these goals in mind, the Communities LEAP team and NREL identified activities to execute in three consecutive phases.

- **Phase 1 (October 2022–March 2023).** In preparation for Communities LEAP engagement, the project team collected and analyzed past local engagement data related to e-mobility to understand what community members have said about this topic in the past and identify existing information and demographic gaps. This analysis informed the design of guiding questions for the summer e-mobility education and engagement campaign.
- **Phase 2 (April 2023–September 2023).** Community education and engagement was conducted by six partnering CBOs, Hennepin County, and Brooklyn Park. Together, tabling at or hosting 38 events and six, small-group community workshops resulting in over 500 verified questionnaire responses and six anonymized transcripts documenting CBO-led conversations on e-mobility.
- **Phase 3 (October 2023–January 2024).** Data from questionnaires and transcripts collected over the summer were quantitatively and qualitatively analyzed by the NREL and Hennepin County to determine community-identified e-mobility priorities, barriers, and strategies. The results were documents in the report and handout. The Communities LEAP project team shared the draft report with the partnering CBOs and once published, will reconvene with them in-person in Summer 2024 to continue a feedback loop of information sharing on this project and to co-develop next steps to guide future transportation planning. The results of the questionnaires and community workshops brought both the ranking of primary barriers, priorities, and benefits of e-mobility options to the fore as well as community suggestions on *how* to develop more equitable pathways towards e-mobility for climate vulnerable communities.

2. Methods

2.1 Framework of Energy Justice

The Communities LEAP project team and NREL utilized three core tenets of energy justice as a framework to collaboratively identify the existing challenges and priorities of climate vulnerable communities regarding e-mobility, along with potential strategies to overcome these barriers and enhance benefits. Energy justice, as defined by Sovacool and Dworkin (2015), served as a tool in the Communities LEAP project, to bridge conceptual understanding, analytical processes, and decision-making. Three core tenets of energy justice (**Figure 2**) grounded the project's design and development: distributional justice, procedural justice, and recognition justice. Each plays a distinct role in guiding the project's approach towards equitable e-mobility. Recognition justice focuses on acknowledging and addressing historical and ongoing energy inequities in local communities. The project began by mapping and examining past and ongoing transportation inequities already identified by prior engagement or research to focus goals on redressing these inequities. Distributional justice ensures that benefits and burdens within the energy system are shared fairly, while procedural justice emphasizes inclusive participation in decision-making processes. Following a procedural justice approach, the Communities LEAP coalition partnered with community-based organizations that serve climate vulnerable communities in Hennepin County to center their needs and priorities in the transition to e-mobility. In turn, this process served as a guide for a more equitable distribution of related benefits and burdens, co-producing community-identified strategies that support distributional justice.



Sources: Walker 2012; McCauley et al. 2019; Carley and Konisky 2020; Upham et al. 2021; Energy Equity Project, 2002

Figure 2. Core tenets of energy justice

Sources: Walker 2012; McCauley et al. 2019; Carley and Konisky 2020; Upham et al. 2021; Energy Equity Project 2022.

Moving beyond traditional energy justice frameworks, the Communities LEAP project also integrates two additional tenets to further enrich its approach (Sovacool and Dworkin 2015; Heffron and McCauley 2017; Hazrati and Heffron 2021). These include restorative justice, which aims to rectify the needs and priorities of those affected by environmental injustices, and cosmopolitan justice, which

broadens the scope of energy justice to encompass global perspectives, particularly from underrepresented regions. Together, these principles form a comprehensive framework, ensuring that the project not only advances towards “safe, affordable, and sustainable energy” (McCauley et al. 2013) but also remains attuned to the intricate interplay of social and environmental issues. This holistic approach to energy justice fundamentally shapes the Communities LEAP project’s commitment to fostering a just and inclusive transition to e-mobility in Hennepin County.

Table 2. Energy Justice Tenets and Definitions

Energy Justice Tenet	Definition
<i>Distributional Justice (core tenet)</i>	The equitable distribution of energy system benefits and burdens. (Romero-Lankao et al. 2023)
<i>Procedural Justice (core tenet)</i>	Ensuring fair, equitable, and inclusive participation in the decision-making process. (Romero-Lankao et al. 2023)
<i>Recognition Justice (core tenet)</i>	Identifying and redressing the historical and ongoing causes of inequity related to the energy system. (Romero-Lankao et al. 2023)
<i>Restorative Justice</i>	Restorative justice centers on redressing the needs and priorities of the victims of environmental or energy injustices. It aims to restore the victims of these injustices to their original positions prior to the harm inflicted. (Hazrati and Heffron 2021)
<i>Cosmopolitan Justice</i>	Cosmopolitan justice highlights the importance of applying energy justice principles to all humans, not just those living in wealthy nations, and recognizing understandings of energy justice from the global South. (McCauley et al. 2019; Romero-Lankao et al. 2023)

2.1.1. Review of Historical Engagement Efforts

Prior to engaging with local communities, Hennepin County conducted a content analysis of past engagement efforts and results that took place in Brooklyn Park, Minneapolis, and Hennepin County over the past 8 years related to transportation and the energy transition. Reviewing the materials listed in **Table 3**, Hennepin County summarized the engagement methods utilized, what was accomplished, how the engagement was developed and implemented, who was engaged in these activities, when it took place, as well as any key findings and effective strategies relevant to this Communities LEAP project. The results of this analysis were shared with the rest of the Communities LEAP project team, as well as all CBOs involved in Communities LEAP.

Table 3. Past Engagement Documents Analyzed

Brooklyn Park	Minneapolis	Hennepin County
• 2040 Comprehensive Plan (2018) • Citywide trail wayfinding project (2021) • Park System Plan (2018) • Bike and Pedestrian Plan (2015)	• Minneapolis 2040 Comprehensive Plan (2018) • Transportation Action Plan (2018, 2019, 2020) • Mobility Hub Pilot Report (2020) • EV Scooter/ Bikeshare surveys (2018–2022)	• HC Zero Waste Plan (2022) • METRO Blue Line Reports (2020–2021)

Following a recognition justice approach, analysis of past engagement methods and results informed the communities prioritized in the Communities LEAP project as well as the engagement methods used and primary objectives. Common methods used by the three government bodies in past engagement efforts were surveys, focus groups, in-person events, and contracts with community-based enterprises. Less common engagement methods included door-to-door and online forums as well as weekly church bulletin postings. There are a few alternative methods worth mentioning: the use of non-traditional messaging channels, community listening sessions (a form of focus group), draft plan presentations, and white boards. Appendix C summarizes the analysis of past community engagement methods including findings, goals, and recommendations between Brooklyn Park, Minneapolis, and Hennepin County.

2.1.2. Engagement Model in Hennepin County

Hennepin County and Brooklyn Park both utilize the Public Participation Spectrum developed by the International Association for Public Participation (IAP2) to inform their engagement processes. Hennepin County began utilizing this engagement approach in 2020 to ensure that county staff decide how communities will be included in a project at its onset. The work of Brooklyn Park's Community Engagement division is grounded in the ethics and methods of the IAP2 approach. Levels of inclusion range from **informing** community members about events or projects, **consulting** them, **involving** them in the project, **collaborating** on the project development with shared decision-making power, and **empowering** community members by placing the decision-making power in their hands. (Hennepin 2022) The five levels of public participation in the IAP2 spectrum—Inform, Consult, Involve, Collaborate and Empower—are described in greater detail in **Figure 3** below, where the engagement goal, promise to the public, and examples of engagement methods are outlined for each level. The Communities LEAP project utilized the first four levels of participation, partnering with local CBOs to develop and conduct engagement in their communities. The last section of this report lays out next steps for moving into the fifth level of participation: community-driven decision-making on transportation plans.

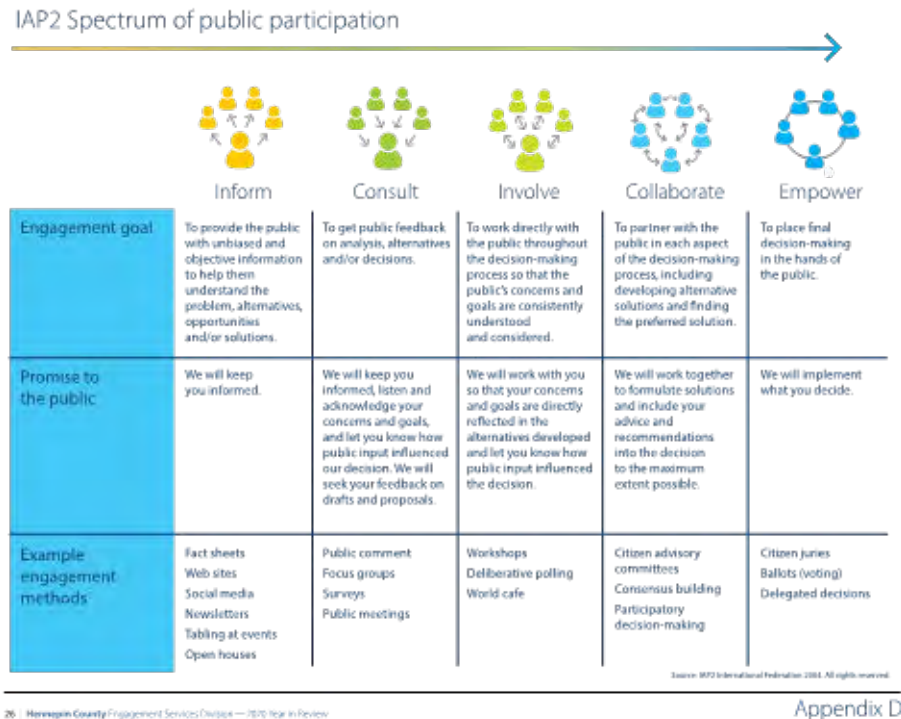


Figure 3. Hennepin County's IAP2 spectrum of public participation

Figure from Hennepin County Engagement Services Division

2.2. Framework for Data Collection

2.2.1. Engagement and Education Strategies with CBOs

Using a procedural justice approach, planning engagement and education for the “Let’s Talk About Electric Mobility” campaign consisted of the selection and partnership with CBOs, followed by the development of engagement and education materials as well as a strategy for equitably compensating community participants. CBOs were selected by Brooklyn Park and Hennepin County to conduct education and engagement in climate vulnerable communities. To select CBOs, Brooklyn Park provided notice of the opportunity via their community engagement liaison, held an open house to answer questions about the opportunity, and then reviewed proposals for partnerships before ultimately selecting three organizations (see **Table 3**). For engagement with climate vulnerable communities in Minneapolis, Hennepin County worked with the University of Minnesota’s Center for Urban and Regional Affairs, which provided recommendations for CBOs who had experience with transportation community engagement (**Table 3**). In addition to these five CBOs, ACER, Inc.—a CBO and member of the Communities LEAP team—was also selected to conduct education and engagement in Brooklyn Park, neighboring Brooklyn Center, and Minneapolis.

Before committing to the project, each CBO received information about the project, the compensation amount, when and how payment would be provided, activities they were asked to organize or participate in, and time commitment required. As small organizations—the majority with less than 10 staff members—it was critical to not only compensate their time and labor, but to communicate expectations in advance to help inform their decision to participate. The scope of work included staff time for: project training, project administration, subject matter expertise on

community engagement, review of engagement materials, leading one community workshop, conducting engagement and education for the “Let’s Talk About Electric Mobility” campaign, and collection of questionnaire responses. In addition to labor, funding supported event hosting expenses and compensation for all workshop participants and a limited number of questionnaire respondents. Funding was provided by the U.S. Department of Energy’s Communities LEAP Pilot as part of the technical assistance support for this project.

2.2.2. Summer Engagement Planning

Once CBOs were selected, the Communities LEAP team and NREL worked with each organization to plan summer engagement. The Communities LEAP team and NREL learned that each organization had different engagement methods and that the campaign would be more successful if each organization could design their own engagement plan. Based on this feedback, they requested that each CBO develop and propose a summer engagement workplan. The workplans detailed each CBO’s proposed educational and engagement activities and dates that would take place over the summer of 2023. Those plans were approved or amended via discussion (as needed) prior to proceeding with engagement. Rather than prescriptive engagement activities, this allowed each CBO to educate and engage their community based on their preference, skillset, and community knowledge. Minnesota Clean Cities Coalition and Great Plains Institute were funded as local technical assistance providers to train the CBOs on e-mobility. They hosted an in-person e-mobility training in April 2023 for the CBOs which detailed the different types of e-mobility, charging infrastructure, and local carshare, bikeshare, and scooter companies. Minnesota Clean Cities Coalition created and shared internal resources for the CBOs to reference before and during summer engagement including local shared mobility pricing sheets, e-mobility FAQs, and talking points. Throughout the summer engagement period, Minnesota Clean Cities Coalition was available as an “expert-on-call” to the CBOs and attended and supported events as requested by the CBOs.

The Communities LEAP team, NREL iteratively developed education and engagement materials for the summer “Let’s Talk About Electric Mobility” campaign with the CBOs. This included a project webpage (hosted by Brooklyn Park), campaign handout, technology handout, technology posters, questionnaire, and community workshop facilitation guide. To ensure engagement was accessible to non-English speakers—in Hennepin County, 18% of residents speak a language other than English at home (U.S. Census Bureau 2022)—the questionnaire, project handout, and technology handout were translated into Spanish, Hmong, and Somali. These languages were selected to reflect the bilingual assistance programs offered by the City of Minneapolis’s Neighborhood and Community Relations Department (Minneapolis 2021). English versions of the “Let’s Talk About Electric Mobility” campaign and technology handouts are included as Appendix D. The CBOs were compensated for their time to review these materials and provide feedback, and their input was incorporated into the final versions of the documents. Changes to the materials based on CBO feedback included adding extra emphasis on shared and micromobility, changing “listening sessions” to more interactive “community workshops,” and making the language less technical and more accessible across the documents.



Figure 4. Example branding for "Let's Talk About Electric Mobility" campaign

The guiding questions listed in **Table 4** informed the creation of the workshop facilitation guide and questionnaire. The community workshop facilitation guide included: planning logistics (length, group size, attendee compensation), agenda, attendee demographic forms, verbal attendee participation and recording consent template, e-mobility education presentation, and suggested discussion questions about e-mobility and community engagement. A copy of the community workshop facilitation guide is included as Appendix E. The questionnaire included questions about travel mode, interest in e-mobility, perceived barriers and benefits of e-mobility, perceptions and preferences on community engagement, and demographic information. The questionnaire is included as Appendix F.

Table 4. Guiding Questions

Electric Mobility	
1. What are these communities' electric mobility priorities?	Do these priorities change across different sociodemographic groups? If so, how?
2. What are the primary electric mobility challenges, limitations, and barriers of these communities?	Do these challenges, limitations, and barriers differ across sociodemographic groups? If so, how?
3. What are the primary electric mobility benefits identified by these communities?	Do the benefits vary across sociodemographic groups? If so, how?
4. What resources are needed for residents to gain more access to electric mobility?	Do these resources differ across sociodemographic groups? If so, how?
5. What is your current mobility mode and is there a desire for change?	Do modes and aspirations differ across sociodemographic groups? If so, how?
Community Engagement	
6. How does the community want their input and feedback to be used in the future?	Does this differ across sociodemographic groups? If so, how?
7. How does the community want to be engaged in the future?	Does this differ across sociodemographic groups? If so, how?

2.2.4. Community Workshops, Questionnaires, and Events

An in-person “Let’s Talk About Electric Mobility” kick-off meeting was held in May 2023 and attended by the Communities LEAP team, NREL, local technical assistance providers, and CBOs. Between May and September 2023, each organization hosted one, approximately two-hour workshop with six to 23 invited community members to discuss their thoughts on e-mobility. The workshops were structured using the workshop facilitation guide though each CBO had flexibility to adjust the workshop schedule to suit their needs. Each meeting included a note taker to capture participant responses, an audio recording device that was provided to each organization to record the event, and then an audio recording was made that was transcribed and anonymized



Didier Bolanos Gonzalez at Monarch Festival

by staff of the Communities LEAP coalition.⁵ All anonymized transcriptions were then stored in a secure cloud storage location only accessible to project team members conducting analysis. Prior to recording, verbal consent was received from each participant. In-person translation services were offered to the CBOs during workshop planning, although none ultimately chose to use a service during the workshop. Representatives from Hennepin County and Brooklyn Park also attended the workshops to support the events. After each workshop, each CBO submitted an event report with the event date and location, detailed typed notes that include feedback and responses from attendees, and a summary of the host organization's thoughts on how the session went.

Each organization chose to conduct approximately three to five additional summer educational and engagement activities that included tabling at events, community meetings, email newsletters, social media outreach, etc. Questionnaires were distributed online in social media or emails via hyperlink, and in-person events used a QR code. Each CBO and Minnesota Clean Cities Coalition was provided budget for event hosting expenses and to compensate questionnaire respondents at their discretion. Printed copies of the education and engagement materials and informational posters were provided to each organization to be used at the events. After each event, CBOs completed an event report that included the event date and location, estimated number of total attendees at the event, summary of feedback and conversations, and a summary of thoughts on how the event went.

Beyond events, the campaign also utilized digital promotion through social media, email listservs, and websites. A list of events and workshops attended or hosted by the CBOs and Communities LEAP team members is included in Appendix G.



⁵ In two community workshops, technical problems arose in the recordings that limited clear access to the full discussion. In these cases, we relied on notes from CBOs and Communities LEAP team members to fill in gaps in the conversation.

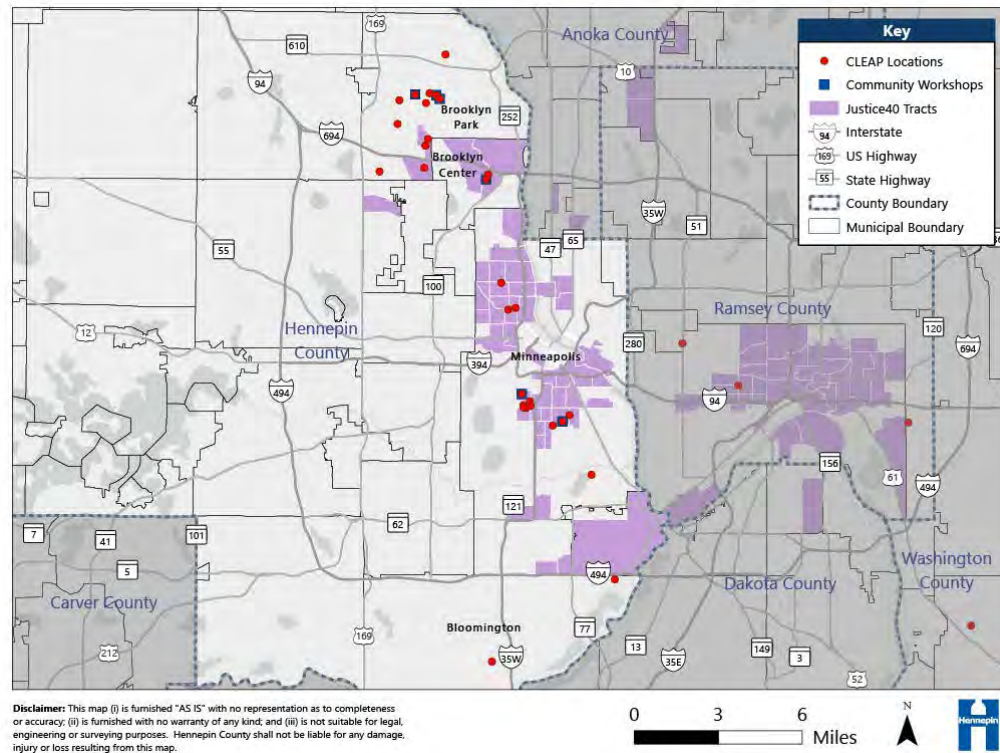


Figure 5. Community LEAP educational and engagement locations and community workshop locations

2.3. Analysis Process

2.3.1. Overview

The Hennepin County Climate & Resiliency Department analyzed both the questionnaire results as well as the anonymized transcripts from the six community workshops. NREL led the process to co-design the analysis approach and completed the second cycle of qualitative coding on the community workshop transcripts to validate and refine codes and categories that identify key transportation and participation barriers, needs, and priorities. Finally, NREL led the write-up of key findings, with support from Hennepin County and Brooklyn Park.

2.3.2. Questionnaire Analysis

A total of 835 questionnaires were received from May 2023 to October 2023. From those 835 questionnaires, Hennepin County analysts filtered and validated the results according to the following criteria: the self-reported zip codes of respondents were from inside Minnesota, questionnaires were filled out sufficiently to provide analyzable input, and open-ended responses did not have suspicious and/or repetitive answers. Out of the 835 questionnaires, 518 were considered valid responses given the stated criteria, and were subsequently used for analysis.

2.3.3. Community Workshop Analysis Process

A total of six community workshops were conducted in Brooklyn Park, Brooklyn Center, and Minneapolis over the summer of 2023, from June 3 to September 6. Each workshop was recorded, transcribed, anonymized, and hand-coded within Microsoft Word and Excel. The resulting transcripts were then imported into MAXQDA software for a second round of qualitative analysis. Thematic coding was then utilized to systematically analyze the results of the six transcripts into key findings to chart community-guided pathways towards e-mobility. Thematic coding is the process of identifying categories and concepts within the data, linking passages from the transcripts with themes, and labeling those themes with specific codes.⁶



ACER, Inc. Community Workshop

Applying the qualitative data analysis technique of thematic coding, Hennepin and NREL researchers began with a set of preliminary codes or themes based on the guiding questions previously provided in **Table 4**. They then applied these codes to the data and iteratively identified additional themes that emerged during the analysis process. The first cycle of coding was conducted by the Hennepin County Climate & Resiliency Department utilizing word-processing software. The Hennepin County Climate & Resiliency Department developed an initial thematic coding process to analyze the six community workshop transcripts. They utilized Microsoft Word to color-code segments of text and Microsoft Excel to save quotations aligned with codes. They began by dividing their set of preliminary codes (themes) based on the guiding questions into three supra-categories: (1) Mobility and Transportation, (2) Community Engagement, and (3) Demographics. Within the first two categories, Hennepin researchers coded sections that related to (a) barriers, challenges, and concerns, (b) advantages, benefits, and opportunities, (c) questions, (d) suggestions, and (e) other themes.

The second cycle of thematic coding was conducted by NREL utilizing MAXQDA qualitative analysis software. All six anonymized transcriptions were uploaded into MAXQDA, Hennepin County codes were added to each transcription, and a round of qualitative coding was conducted to iterate, validate, and refine codes and categories. Please reference Appendix H for more detail on the thematic coding process and Appendix I for the codebook. Aligning the workshop findings with those of the questionnaires, qualitative analysis of the community workshops was used to add depth, context, and fill in gaps from the higher-level questionnaire findings.

2.3.4. Integrating Questionnaire and Community Workshop Findings

Finally, NREL and Hennepin County worked together to analyze and correlate the high-level findings from the questionnaire with the more granular details provided by the community workshop participants. While the questionnaire reached a larger audience, the community workshops documented specific lived experiences with e-mobility and transportation more generally to

⁶ Thematic coding is a method of qualitative data analysis that involves identifying, analyzing, and documenting patterns (also termed “themes”) within the data (e.g., interview or focus group transcripts). Unlike other coding methods that develop themes solely based on the new data such as grounded theory coding, thematic coding often relies on pre-existing questions to orient the analysis process such as the guiding questions presented earlier in this report.

understand community-identified barriers to access, mobility priorities, as well as suggestions for the future.

3. Results

3.1. Overview of Engagement Outcomes

3.1.1. Overview

This section offers a comprehensive summary of the findings derived from the Communities LEAP team and NREL’s detailed analysis of both questionnaires and community workshops carried out during the summer of 2023. The purpose of presenting these results is twofold: first, to maintain continuity and engagement with all stakeholders and partners involved in this project by providing a follow-up on the insights gathered; and second, to pave the way for collaborative strategies and actions in advancing e-mobility planning across Hennepin County. This analysis not only reflects the collective voice and preferences of the community members engaged, but also serves as a critical step in shaping an informed and inclusive future for e-mobility initiatives in the region.

Integrating findings from 518 validated questionnaires and six community workshops, this section presents a well-rounded view of the current landscape. The questionnaire data offers a broad perspective, while the workshops delve into specific, localized experiences and contexts, addressing any gaps left by the questionnaire data. This synthesis sheds light on current transportation habits, identifies priorities for e-mobility, outlines barriers to its access and use, and explores the potential benefits of transitioning to electric options. Far from being a conclusive end, these findings serve as a catalyst to further the dialogue initiated by Communities LEAP with the local communities, focusing on their transportation and e-mobility necessities, goals, and aspirations. Special attention is given to the way structural inequities—influenced by factors like economic status, race/ethnicity, age, geographic location, primary language, and disabilities—affect access to both existing transportation systems and emerging e-mobility solutions. Additionally, this section outlines actionable steps recommended by community members for Hennepin County and its cities to address and overcome these challenges. These engagement results are featured in strategy matrices, where we present nine strategies community members prioritized for increasing e-mobility benefits and access in Hennepin County.

As a community workshop participant emphasized, following up with communities after engagement necessitates Communities LEAP representatives “come together and show us [community members] this was implemented [our suggestions were implemented]. What happened? The stations are here. They put 20 million here. We have this in rebates and then we can get the information out to the community about what happened.” By mapping pathways toward e-mobility, this analysis aims to chart how community suggestions are and can become implemented results. Community suggested e-mobility outcomes include:

- Promoting methods (e.g., rebates) to increase access to e-mobility
- Increasing free opportunities for community members to learn about and test e-mobility options
- Providing comprehensive information on accessing and utilizing e-mobility incentives
- Increasing user accessibility and safety of shared e-mobility services
- Siting physical e-mobility infrastructure more equitably across the county
- Providing residents with a transparent accounting of public investments
- Continuing partnership with local community organizations and members to follow-up on practical implications of community suggestions as well as co-design mechanisms for tracking and measuring the social impacts of e-mobility investments across the county.

Community workshop participants stressed that such outcomes can only be realized by partnering with residents to improve access to existing e-mobility benefits and co-design new transportation solutions.

3.1.2. Current Practices and Priorities

Hennepin County residents who participated in the questionnaire and/or community workshops shared both their current transportation practices as well as their priorities moving forward. Utilizing the questionnaire results, this report summarizes both the key trends in current transportation use of respondents as well as how that is connected to their interest in e-mobility options. The community workshops help to ground these trends in specific contexts and lived conditions that shape participant priorities.

3.1.3. Key Findings in Current Transportation Use [Questionnaire Responses]

The questionnaire findings provide a broad view of current transportation use and priorities across Hennepin County. The questionnaire was deployed by the C LEAP project team and CBO partners at community events, on social media, and via other forms of outreach from May to October 2023. The questionnaire was also offered in 4 languages – English, Hmong, Somali and Spanish – to increase accessibility. **Figure 6** below breaks down the demographics of the Communities LEAP questionnaire respondents. Given the Communities LEAP engagement and questionnaire deployment centered on certain areas and communities in Hennepin County that are more climate vulnerable, the questionnaire intentionally has a geographic over-representation of respondents from Brooklyn Park, Brooklyn Center, and South Minneapolis. In terms of race and ethnicity, there is also an intentional over-representation of residents who have historically been underrepresented in transportation and energy planning – such as African, African-American, and Latino residents. In terms of economic status, there was strong representation from low to middle income residents, the residents often most negatively burdened by climate impacts. In terms of age, there was a relatively even distribution, with slightly more representation from ages 21-39.

Questionnaire Demographics

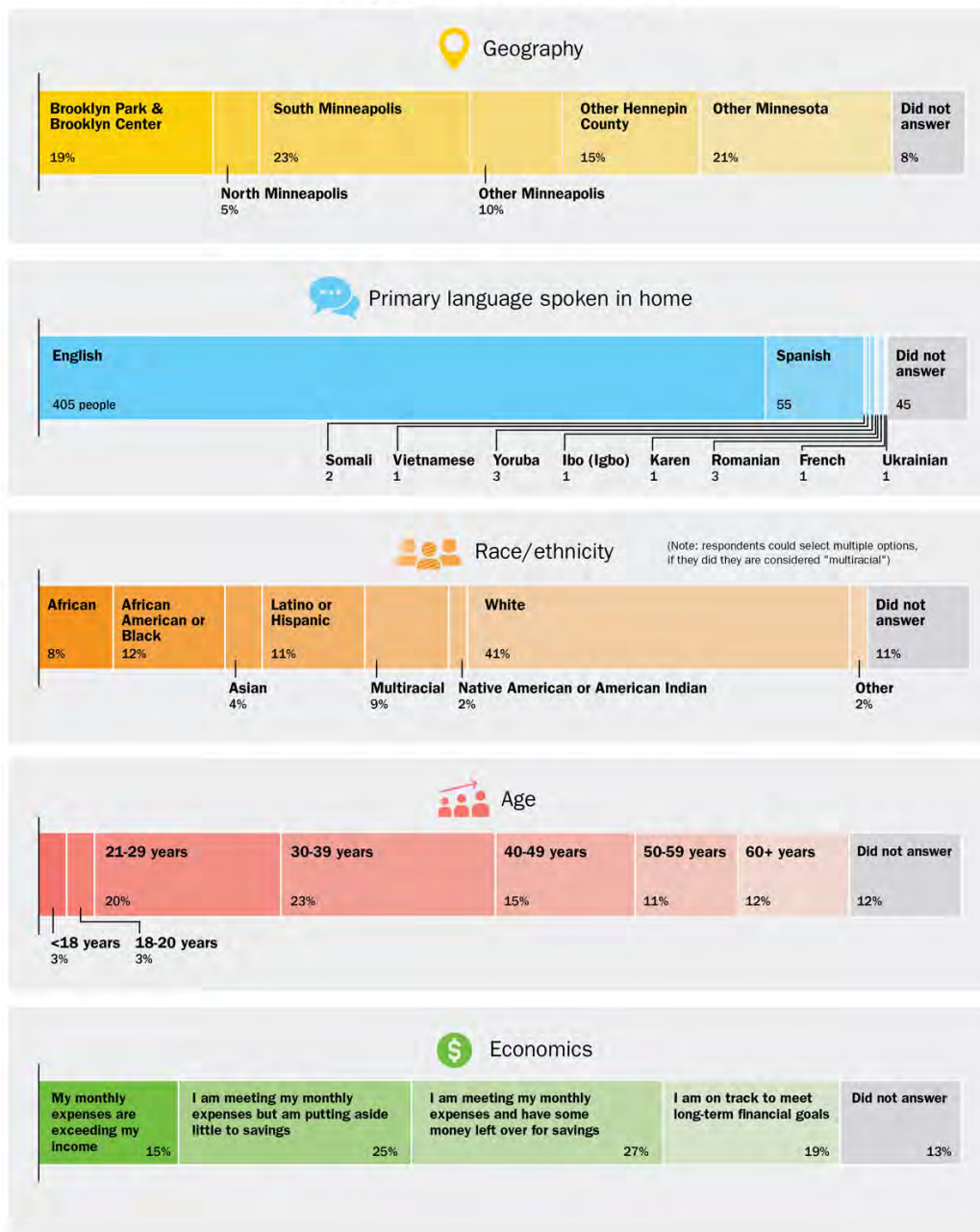


Figure 6. Demographics of Communities LEAP questionnaire respondents

The bullets below connect the demographic breakdown of Communities LEAP questionnaire respondents represented in **Figure 6** to their preferred mores of transportation. Each bullet then compares these findings to the Hennepin County respondents of the Metropolitan Council Travel Behavior Inventory (MCTBI). Generally, the Communities LEAP questionnaire respondents have similar travel behavior to Hennepin County as a whole when referencing MCTBI.⁷

⁷ Metropolitan Council's Travel Behavior Inventory includes data from a biennial household travel survey, once-in-five-years survey of on-board transit riders, and other travel behavior data collection.

- **A significant percentage of questionnaire respondents are not regular personal car users**, including 14% who “Never use a personal car” but most respondents (72%) are regular personal car users. According to MCTBI, 74% of Hennepin County household trips are conducted using a household vehicle and 79% of households in Hennepin County commute to work by driving alone.
- **25% of the questionnaire respondents ride the bus regularly and 25% ride occasionally.** According to MCTBI, countywide, 22% of respondents ride the bus at least once per month.
- **32% of the respondents ride a bike regularly and 35% occasionally.** According to MCTBI, countywide, only 26% of respondents ride a bike at least once per month.
- **Not many respondents currently use carshare** (73% never use) or scooters (75% never use). According to MCTBI, countywide, 99% never use carshare and 96% never use bikeshare.

As the Communities LEAP questionnaire respondents consider a transition to e-mobility, we find two groups of transportation users emerging: (1) the **personal ownership** group, with respondents who prefer their own personal vehicle indicating that they would prefer to utilize a personal EV, and (2) the **shared usage** group, with respondents who currently utilize shared transportation modes—e.g., buses, light rail, rideshare, shared bikes—indicating interest in all other e-mobility modes, supporting a multimodal transportation system more broadly.

The following trends were identified among these two groups:

- **The shared usage group could contain e-mobility adopters.** Considering 50% of respondents utilize the bus and 67% bike at least occasionally, providing accessible shared e-mobility options for those users such as electric buses (e-buses) and shared e-bikes could be a widely impactful yet more easily attainable e-mobility goal. As one community workshop participant recommended, e-buses are “low-hanging fruit” for affordable e-mobility adoption “because it’s all just part of the same infrastructure and stuff that everybody already knows about that’s...very easily accessible.” Providing more electric options to existing shared mobility users is an easily accessible method of transitioning to e-mobility.
- **The more a respondent uses a transportation mode, the more they are interested in electrifying that particular mode.** For example, there is a strong positive trend between interest in e-bikes (personal and shared) and current use of biking for travel, as well as between interest in e-buses and current bus use.
- **The more a respondent uses a particular mode that is not a personal vehicle, the more they are interested in any kind of e-mobility.** In the case of buses, respondents who are frequent bus users are more interested in e-buses, but they are also more interested in car share and shared e-bikes/scooters compared to those who never ride the bus (e.g., people who use personal vehicles or micro-mobility). People who bike more are also more interested in e-buses, carshare, and scooter share.
- **Frequency of personal car usage influences interest in e-mobility.** Regular personal car users are more interested in personal EVs than respondents who never drive their own car, and respondents who never drive are more interested in all other types of e-mobility than regular drivers. These findings suggest that respondents who drive every day or multiple times a week probably tend to rely mainly on their own vehicle for transportation, whereas those who use other modes tend to be more multimodal rather than only using a single non-car mode for their transportation needs.

The demographics of personal ownership versus shared usage in the questionnaire data is also worth noting.⁸ Some key takeaways from the Communities LEAP questionnaire are included below and supported by data from MCTBI.

- **Car-only people are doing better economically than people whose only regular mode was not a car;** The median household income for Hennepin County is \$92,595 (U.S. Census Bureau 2022). According to MCTBI, 78% of trips taken by households earning greater than \$100,000 a year are completed using a household vehicle. This compares to 60% of trips taken by household vehicle for households earning less than \$50,000 a year.
- **Car-only people skew older, non-car skew younger, and car-and-other-mode people are in between.** According to MCTBI, 79% of household trips for those 55 and older were completed by a household vehicle compared to 58% for 18–24-year-olds.
- **Mode use varied geographically.** More respondents from Brooklyn Center, Brooklyn Park, and the rest of Hennepin County were car-only people, compared to Minneapolis.
- **Mode use varied across racial and ethnic groups.** Self-identified “Native American” (small sample size) and “Black” or “African-American” respondents are most likely to not regularly use a personal car, “African” and “Asian” respondents are most likely to be car-only, and “White” and “Multiracial” respondents are most likely to regularly use car and other mode.⁹

The distinction between shared and personal transportation also surfaced during the community workshops. Given the format of the community workshops were only semi-structured—facilitators utilized prepared questions—the more flexible conversation structure allowed space to spend time on topics that resonated with participants’ lived experiences. While roughly half of all workshop participants identified as being conventional car owners, shared usage consistently took over more conversation time than personal ownership. In fact, across the six community workshops, 74% of all discussion of transportation modes related to “shared usage” and only 26% referred to “personal ownership.” This workshop finding reveals a prioritization in discussing and understanding shared usage mobility as opposed to personal ownership that aligns with the questionnaire findings above.

The community workshops revealed how this focus and interest in shared usage is also entangled in the barriers to entry for personal ownership such as cost. Shared transportation including buses, the light rail, and shared bikes offer more affordable mobility options than purchasing your own vehicle, particularly your own EV. Furthermore, participants mentioned utilizing those options to offset their car usage.

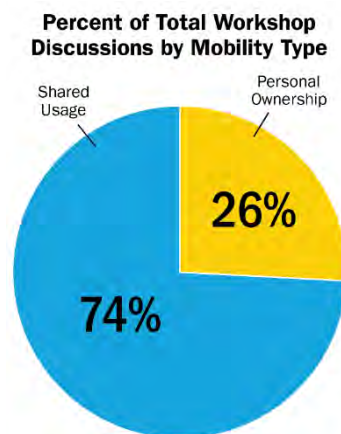


Figure 7. Workshop discussions by mobility type

⁸ When asking about current mode use, the Communities LEAP questionnaire only distinguished between personal and shared for cars, but not for bikes or scooters. Therefore, our analysis broke respondents down into four groups: (1) people whose only regular mode was car, (2) people who regularly used a car and something else, (3) people whose only regular mode was not a car, and (4) people who did not report regularly using any mode.

⁹ The Communities LEAP questionnaire incorporated racial and ethnic categories commonly used in other local engagement efforts.

3.1.4. Key Findings Related to E-Mobility [workshops]

The workshop findings added greater depth, rationale, and local context to the questionnaire results. Because each partner CBO represented specific climate-vulnerable communities in Hennepin County and the workshop participants were recruited by each CBO, the discussions localized wider barriers experienced by Hennepin County residents and revealed local concerns and priorities. While these findings are not representative of Hennepin County as a whole, they purposely center on key climate-vulnerable communities to gain a deeper understanding of these residents' mobility needs, challenges, and aspirations.

Each CBO was provided with a workshop facilitation guide (included as Appendix E), which included a demographics form to be completed by the workshop participants. The workshop facilitation guide was provided as general guidance and, as such, each CBO made adjustments to suit their needs. Some CBOs chose to complete this activity and others chose not to. For this reason, the project has limited demographic information from the workshop participants. However, we were able to gather the demographic information discussed in **Figure 8**.

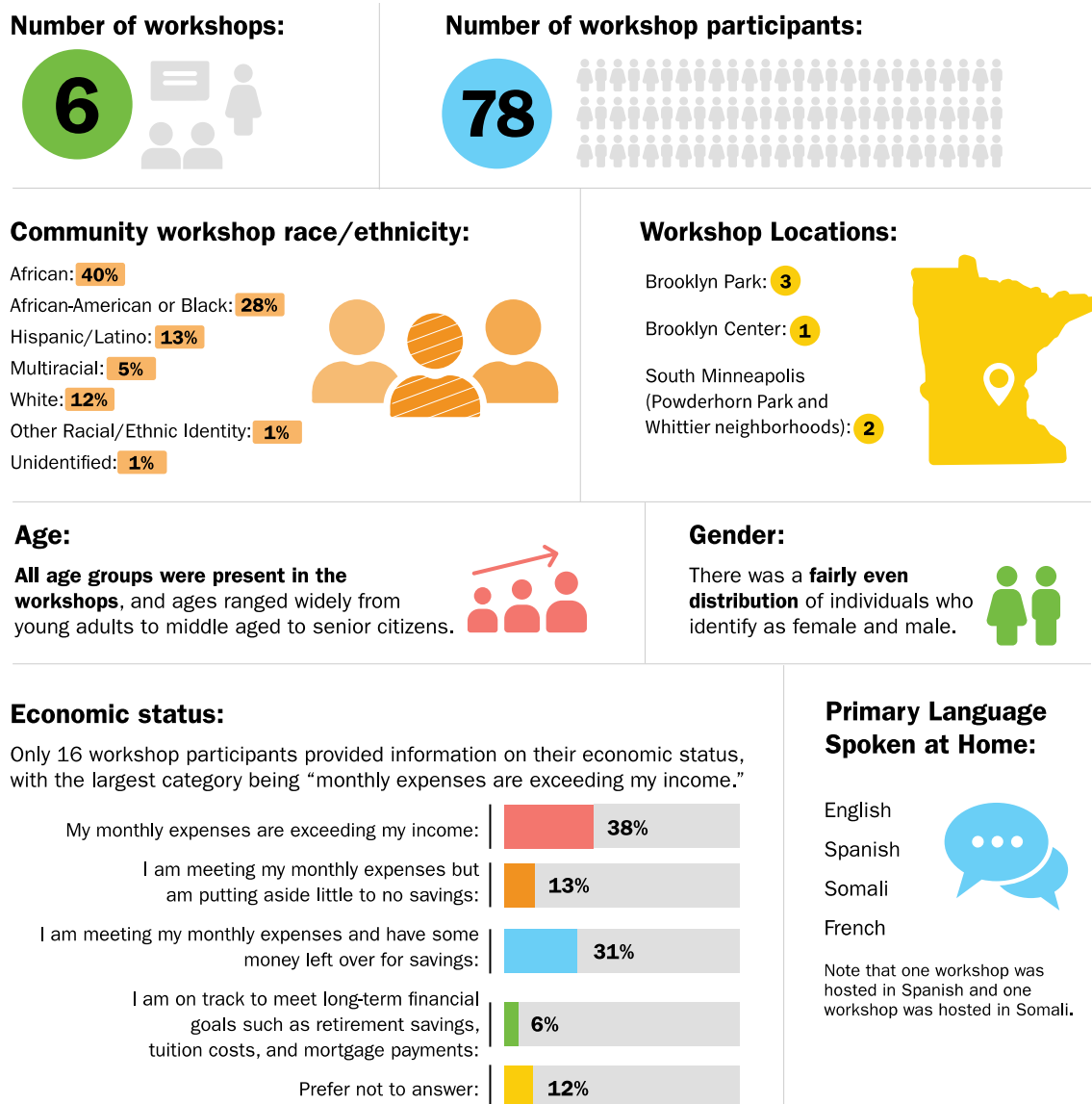


Figure 8. Demographics of community workshop participants

Accessibility, safety concerns, and risk tolerance impacted workshop participants' interest in new transportation modes. The inter-generational workshop participation revealed differences in access and use across age groups. Younger participants and the children or grandchildren of older participants were familiar with shared bikes, e-bikes, and electric scooters (e-scooters) as easily accessible forms of transportation. As one young participant stated, "If you're under the age of 18 and can't drive? For us, the easy way to get around is like a scooter or the bikes." Apart from the ease of access that e-scooters provide younger users, participants also noted the ease of use:

"You don't have to put it in a certain area, especially the scooters. You don't have to like to leave it where you found it, you can leave it wherever and someone can just pick it up and go with it. Wherever you go you see them laying on the side of the road or something and you just pick it up and go."

This ease of accessibility was paired with support for the environmental benefits. One participant supported increased use by stating, "It's a good idea to have more bikes and scooters, because it can help reduce the pollution." Thus, the lower barriers for use provided to age groups that have less access to personally owned transportation options, the ease of access for first- and last-mile connections¹⁰, as well as the relatively lower threshold for reducing air pollution were all reasons participants noted for utilizing shared micro-mobility.

On the other hand, concerns about safety issues related to shared electric micro-mobility were mentioned 27 times by workshop participants—primarily related to the physical well-being of both the user and those surrounding them. One participant warned that the "cars don't really pay attention to the bike lanes...so the potential of you getting hit and not having a helmet on is super high," and others widened that lens from a lack of protective accessories (e.g., helmets) to a lack of infrastructure and norms to maintain multimodal traffic safety. Concerned with the impacts on pedestrians and the e-scooter users themselves, another participant called attention to the "people [on e-scooters] zipping by on the sidewalks or in the streets. They don't abide by the safety laws. They don't stop at the lights they just keep zipping on by."

Thus, both users and non-users of bikes, e-bikes and e-scooters recommended including more safety measures from personal protection such as helmets to infrastructure changes to provide safe dedicated lanes for users of different transportation modes.

Finally, the question of risk and uncertainty surfaced as a factor limiting adoption of new transportation modes. Given the relative novelty and unfamiliarity of these new e-mobility options, particularly EVs, various participants echoed the sentiment of this participant: "I'm kind of interested in it [EVs], but I'm not like the first person to go and get it. So, I'm kind of just sitting back and saying, OK, let's see how this is going to pan out." Others emphasized that when individuals and families are cost-burdened, the decision to take the financial risk on a new technology becomes even more difficult and potentially destabilizing.



Hennepin County Education and Outreach Tabling Event

¹⁰ First- and last-mile connections refers to the critical links between a traveler's origin (first mile) or destination (last mile) and the main transportation network, where efficient and accessible solutions are needed to help integrate multi-modal travel. For example, a traveler might take an e-scooter from their home to the bus stop that sits a mile away, and then take the bus to their workplace.

3.2. Detailed Analysis of Engagement Findings

3.2.1. High Interest in E-Mobility

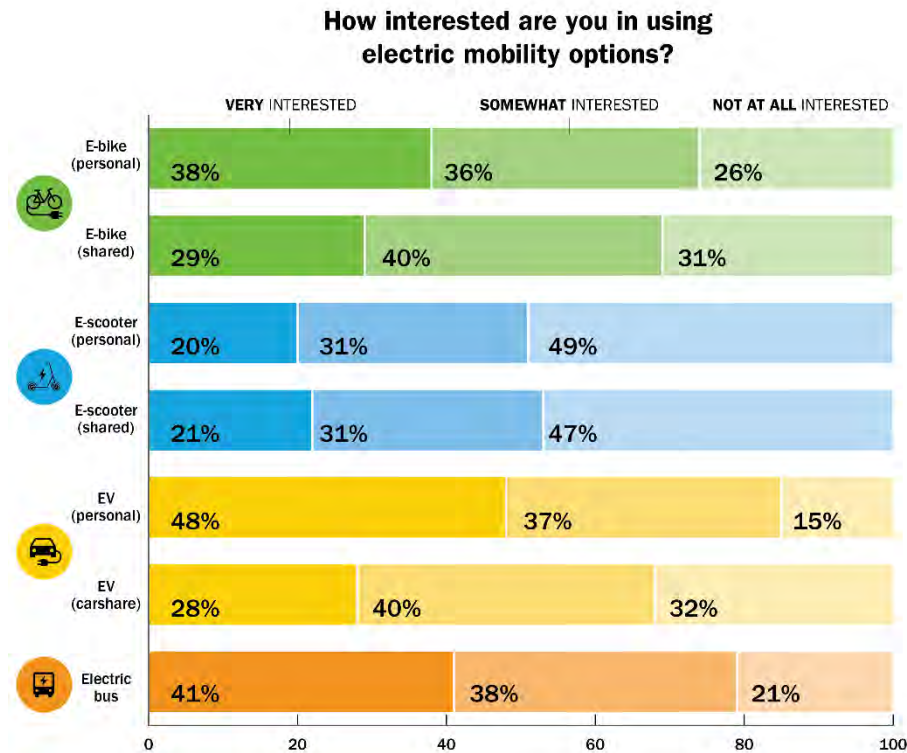


Figure 9. Ranked interest in e-mobility options

Findings from the questionnaire results reveal that there is high interest in electric transportation across all demographic groups, geographic areas of Hennepin County, and e-mobility modal categories. The questionnaire provided seven options of e-mobility categories: e-buses, personal e-bikes, personal e-scooters, shared e-bikes, shared e-scooters, personal EVs and EV carshares. For every mode of e-mobility,¹¹ at least 50% of respondents reported that they were *Somewhat* or *Very Interested* in using that option. Scooters had the least amount of interest (~50%), personal EVs and e-buses had the most (>75%), and there was also high interest for e-bikes (personal and shared) as well as electric carsharing.

The degree of interest varies most notably by age and economic status in the questionnaire results with some variability in geographic location. In terms of economic disparities, there was a positive trend in interest in e-bikes and personal EVs as the financial stability of the respondent increased; scooters, on the other hand, were more of interest to lower-income respondents and EV carshares maintained a stable level of interest across all economic groups. In terms of age, older respondents were less interested in all modes of e-mobility. Nevertheless, the majority of respondents across all age groups were at least "Somewhat interested" in every e-mobility mode with the exception of scooters and EV carshare among respondents aged 60 and older. In terms of geographic location,

¹¹ For this report, the questionnaire analysis did not combine shared and non-shared options when looking at interest by mode. Thus, personal versus shared use of the same type of vehicle are considered separate "modes" in this report.

the highest interest in personal e-bikes was from respondents in South Minneapolis, which has the most bike infrastructure in the region. There was notably lower interest in e-buses as well as e-bikes in Brooklyn Park and Brooklyn Center, which has lower transit access than Minneapolis.

The community workshops revealed support for e-buses from both Brooklyn Park and Minneapolis participants. Unlike any other modes, there were no barriers associated with accessing e-buses in any of the six workshops, and a general interest in that e-mobility option. A Minneapolis participant pointed to the ease of adoption, where “electric buses and electric school buses...there's like no change to the end user right...as far as everyone else is concerned its exactly the same as it was before but this bus doesn't stink, right, at least not on the outside.” Here, the benefits of lower air pollution are associated with enhancing the user experience of riding the vehicle. One Brooklyn Park participant noted another benefit of the existing e-buses in her area, that “have outlets [to charge your phone], so you don't have to worry about that as much. You're already on there for 45 minutes which is enough to get you enough battery to make it to your destination.” This smooth transition from gas to electric within an existing mode of public transportation that is easily available allows users to identify and place value on specific benefits of e-mobility that extend beyond that mode.

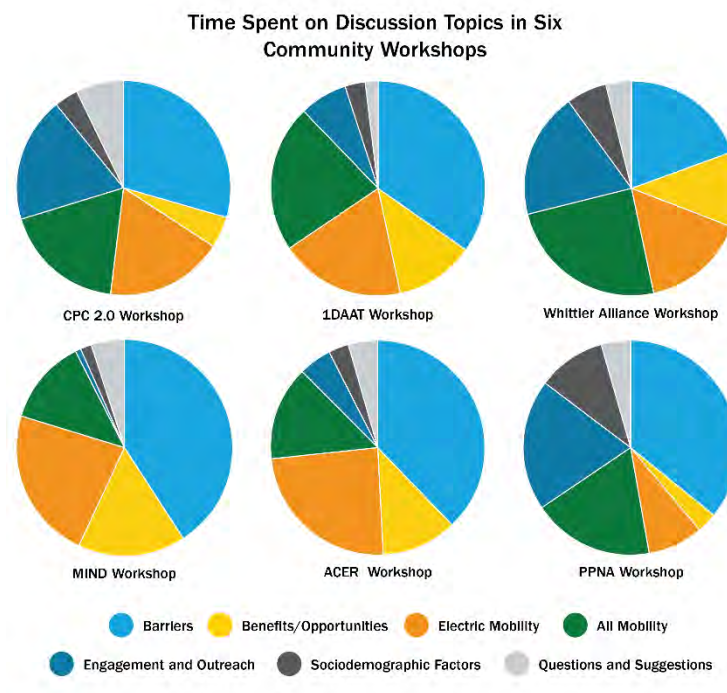


Figure 10. Profiles of primary topics discussed in each community workshop

3.2.2. Barriers

In this report, “barriers” are the causal factors that prevent or inhibit Hennepin County transportation users from accessing and using e-mobility. Across the community workshops, barriers to e-mobility access and use took up the largest amount of time in five of the six workshops (See **Figure 10** above). Following how workshop participants described their transportation accessibility barriers, we distinguish between barriers to *accessing* transportation modes—such as insufficient supply of shared e-mobility in their neighborhood—from barriers to *utilizing* that mode once accessed—such as lack of community-tailored information and marketing necessary for residents to understand how to use EV carshares located in their neighborhoods. While the questionnaire asked respondents to rank barriers by transportation mode, the workshops provided the space for participants to connect various barriers preventing them from utilizing existing modes of transportation. This sub-section provides the barrier ranking from the questionnaires according to e-mobility mode but leans heavily

on the intersecting and intersectional factors inhibiting workshop participants from accessing and utilizing e-mobility options more equitably.

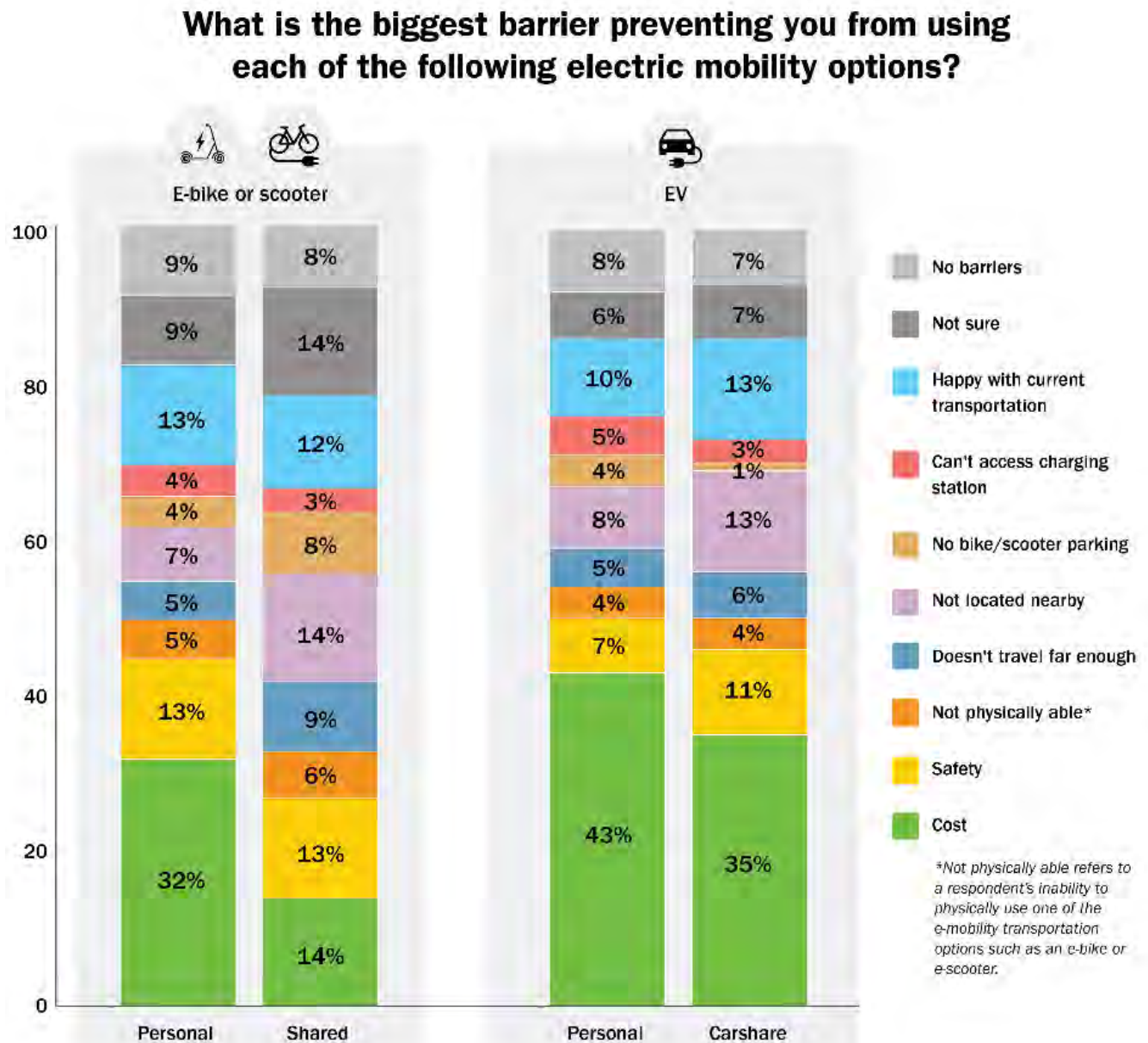


Figure 11. Key barriers inhibiting e-mobility access and use

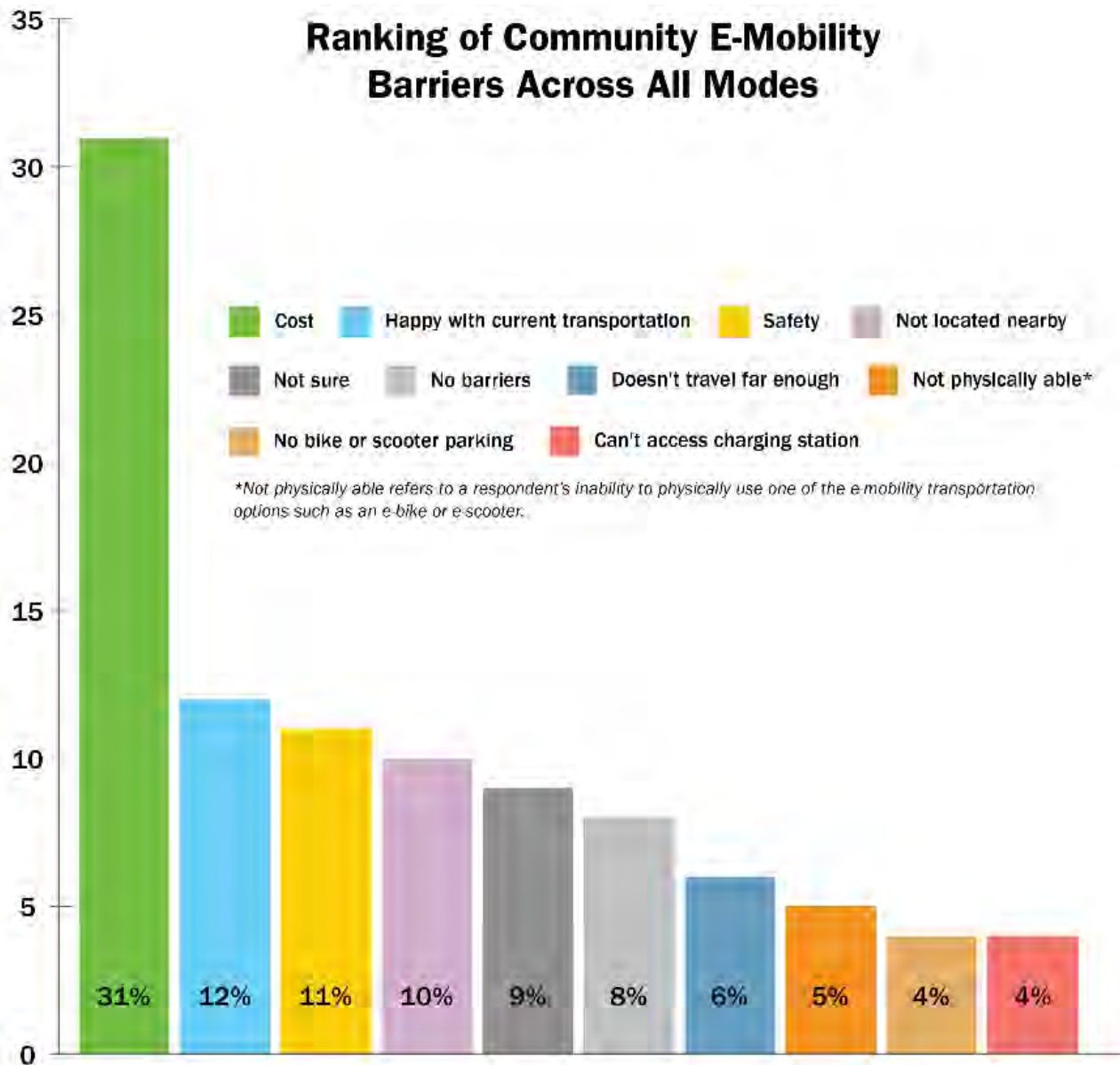


Figure 12. Ranking of e-mobility barriers across all modes¹²

3.2.2.1. COST AS A PRIMARY BARRIER TO E-MOBILITY

Cost has been identified as a primary barrier to the adoption of e-mobility options in Hennepin County, both in the questionnaire responses and community workshops. Over 40% of questionnaire respondents cited cost as the main obstacle in purchasing personal EVs, while more than 30% viewed it as a significant barrier to acquiring personal e-bikes/scooters and using EV carshares. This data points to a widespread perception of e-mobility as financially out of reach for a significant portion of the population.

¹² The barrier “doesn’t travel far enough” refers to the limited range of the e-mobility mode.

Delving into the questionnaire results, it is evident that perceptions of cost barriers vary across different demographic groups and modes of e-mobility. While high-income respondents primarily saw cost as a barrier to personal EV ownership, they expressed general satisfaction with their current modes of transportation, showing less interest in shared e-mobility options. In contrast, for shared e-bikes and e-scooters, cost was not the predominant barrier across income groups. Safety concerns, uncertainty, and proximity issues ("not located nearby") were more significant barriers for these modes. Similarly, age and geographic location also influenced the perception of cost barriers, with younger and older age groups, as well as residents of certain areas like North Minneapolis, expressing distinct concerns.

The community workshops provided a richer, more nuanced understanding of the cost barriers, linking them to broader societal and infrastructural issues. Participants discussed the intersection of cost with other factors like time constraints, technology access, and the inequitable distribution of shared e-mobility options. These discussions highlighted that the barrier of cost is not just about the upfront financial outlay but is also entwined with broader socio-economic conditions and systemic inequities. This broader view of cost includes hidden financial burdens and the lack of community-tailored information that disproportionately affects low-income and minority communities.

- *Time:* Workshop participants expressed concerns about the time required for activities like charging EVs, which adds to the overall 'cost' of adopting these technologies.
- *Technology Access:* Access to technology like smartphones, which is essential for using shared e-mobility options, was noted as a hidden cost and a barrier for some community members.
- *Weather:* Participants pointed out that the effectiveness and practicality of e-mobility options are affected by weather conditions in Minnesota, impacting their overall cost and usability.
- *Home Charging and Charging Stations:* The availability and cost of charging infrastructure at home and in public spaces emerged as a significant concern, particularly in areas with fewer charging stations.
- *Lack of Community-Tailored Information and Inequitable Distribution:* There is a lack of accessible, relevant information about e-mobility options for diverse communities, coupled with an uneven distribution of shared e-mobility resources across the county.

This section has outlined how the perception and reality of cost as a barrier to e-mobility in Hennepin County are multidimensional and intersect with various socio-economic and demographic factors. Addressing these barriers requires a holistic approach that goes beyond merely reducing the financial cost of e-mobility options and involves tackling the underlying systemic issues.

3.2.2.2. TIME

The community workshops gave more insight into the relationship between intersecting barriers such as time and cost. For instance, one participant identified having to spend time charging an EV as a cost that they were unable to justify.

"The amount of time that it takes to charge a car? A lot of people don't have time. A lot of people from my community don't have any time. Like, they don't even have an extra hour cause I gotta go to the laundromat, and then I gotta go get groceries, and then I have to go home and cook dinner for my kids, and then I have to go. And so, sitting at the grocery store for an extra, like, 30 minutes might not be doable."

This participant emphasizes that in their community, time is a scarce resource just like money. The financial burdens of everyday life (e.g., inability to purchase a home washing machine due to rental conditions and/or cost) create and exacerbate time burdens in daily routines that constrain any changes to a tight schedule. Across the six workshops, time constraints were mentioned 20 times in

relation to charging EVs. Time constraints also surfaced in relation to how long it takes to utilize different shared e-mobility modes and the length of time it takes to use public transportation such as buses when you're traveling long distances or waiting at a bus stop.

3.2.2.3. HOME CHARGING

The cost of home charging was also perceived as a barrier in community workshops. Without sufficient information or lived experience with EV charging, both the cost of installing EV charging infrastructure—such as adding an exterior outlet or a 240-volt outlet for a level 2 charger—as well as the cost of charging an EV were concerns to participants. While costs typically associated with purchasing gas for a conventional internal combustion engine vehicle do fluctuate, they are known to participants and can be factored into their budget. However, the cost of charging an EV at home and adding that expense to one's electric bill is an unknown amount that cannot be budgeted. One participant asked, "What is it going to cost me for 8 hours to charge my battery at home? So, I'm no longer buying gas but I'm transferring the cost now to my electricity bill, right?" Here, a lack of sufficient information and experience becomes a deterrent, limiting this participant's ability to calculate the full cost of owning and using an EV. Participants are understandably weary of investing in a technology they may not be able to afford.

3.2.2.4. CHARGING STATIONS

Charging stations outside the home often overlapped with other categories of barriers to e-mobility, revealing clear challenges that were consistently identified by workshop participants. Two large overlaps were access to charging stations and *time* spent at charging stations, as described above. Here we are referring to "access" as ability to locate and utilize available charging infrastructure. Participants mentioned a lack of sufficient charging infrastructure in the county, stating that they "don't have enough charging stations." They also stated that the stations that do exist "are so few and far between." Inequitable distribution of charging infrastructure was also brought up as participants pointed to specific locations that had varying levels of access. For example, one participant noted:

"I have noticed that there is more of these located in North Minneapolis than I have seen anywhere else. I'm not sure if there's a particular rhyme or reason to that, but I have noticed...between Brooklyn and Bloomington...but I've always noticed that there's a lot more of them in North Minneapolis than I've seen anywhere else, that includes downtown, South Minneapolis, as well as in Brooklyn. I've actually never seen an actual charging station, nor have I seen anyone myself, whether it was the bike or the scooter in Brooklyn."

This geographic disparity in public charging stations, with few options identified in Brooklyn Park and South Minneapolis, points to the increased financial burden on residents who would need to install such infrastructure in their own homes in order to increase reliable access to charging.

3.2.2.5. TECHNOLOGY ACCESS

For shared transportation, there are unique hidden costs, such as access to a cell phone, access to cellular data, and access to an internet compatible payment method, all of which are pre-requisites to accessing and using the shared transportation mode. These hidden costs were more prevalent in conversation than the cost to rent or ride shared transportation. As one participant explained:

"I used to teach a teen class at Pillsbury house and I'm like a lot of the kids, like, they maybe had phones, but they didn't have service. Like, they could get

like a hand-me-down phone, but they couldn't pay for service, so that's not very useful for a vehicle, but you know you have to be online the whole time.”

This participant points to the hidden barrier of needing to have a cell phone *and* pay for cellphone service to sign up, register, and utilize most shared e-mobility modes. These potential users may have physical access to shared e-scooters and e-bikes, but without a means and method of paying for using that mode, they are unable to fully access and utilize the service.

3.2.2.6. WEATHER

Weather conditions were an additional barrier that participants brought up consistently, at times as an overlapping concern with cost. If Hennepin County residents invest in a particular mode of transportation, they want that mode to be reliable throughout the year, even in the cold winter months. As one participant stated, “All the bad things that gas vehicles give out destroying the ozone layer, so it'll be nicer to have more electric vehicles. But they've been in production for how long and it's not accessible for people that live in brown communities, because they're not—people can't afford it. They can't afford to buy a Tesla of our own. Not even a Tesla, just a scooter. It's \$4,000 for an e-bike. We live in Minnesota, so who's going to be riding bikes in 20 below zero? So, they have to figure out a different way.” This resident clearly values the environmental benefits of transitioning to e-mobility; however, they emphasize the need to address the existing racial disparity in access to affordable e-mobility options that are usable throughout the year. Regardless of cost, many participants are hesitant to utilize e-mobility options due to the Minnesota winter that negatively affects the use of all e-mobility modes—from increased depletion of EV batteries and their range in cold conditions, to impeding the use of e-scooters and e-bikes due to snow conditions.

3.2.2.7. LACK OF COMMUNITY-TAILORED INFORMATION

Furthermore, moving from personal ownership to shared options, other confounding factors were identified related to access to information and infrastructure. While upfront costs such as membership and use fees for shared e-bikes, shared e-scooters, and EV carshares may be a barrier for many cost-burdened community members, there is also a significant lack of information related to the use of these shared modes that is exacerbated by an inequitable design and distribution of outreach and informational materials. As one workshop participant stated:

“Discussions like this [about e-mobility]...typically are going to kind of white yuppies and I don't feel like communities of color, maybe low-income communities, really kind of get any information, and *information in a way that matters to them*. Sometimes you can get information but it's not information that matters. You know, you are kind of getting it filtered maybe through a white middle-class lens and you're like, OK this is really costly. But then if you're explaining to people, hey, you know, there are some other programs that makes it affordable, and it's like ‘Oh, there are?’ So, then you can see an avenue potentially for yourself. So, I think, you know, these discussions need to kind of reach deeper into those communities.”

Without designing e-mobility information “in a way that matters” to communities of color and low-income communities, existing e-mobility options will effectively remain inaccessible to these residents. Even if affordable avenues for access *do* exist, these residents will not be able to utilize them if they remain unknown and unrelatable to their communities. Thus, while existing financial burdens are a clear barrier for these residents, the lack of accessible community-tailored information on affordable e-mobility options exacerbates the barriers to equitably accessing e-mobility.

3.2.2.8. INEQUITABLE DISTRIBUTION OF SHARED E-MOBILITY OPTIONS

Beyond a lack of information in their communities, workshop participants also noted the uneven distribution of shared mobility options. Many pointed out that shared e-mobility options were only readily available in downtown Minneapolis, with some mention of brief access in parts of South and North Minneapolis. Identifying the inequitable distribution of these resources, others emphasized that e-mobility options are “not even accessible in our community.” Unreliable and insufficient supply in participants neighborhoods was a clear impediment to use of shared e-mobility options.

However, participants noted that this was not always the case with shared mobility systems. Several participants from two listening sessions recalled Nice Ride, the seasonal nonprofit bicycle sharing system that operated in Minneapolis and St. Paul, Minnesota. The system operated from 2010 to 2022, when Blue Cross Blue Shield did not renew their sponsorship (MPR News 2023). These participants lamented the closure of this public bike share option. Their disappointment suggests that Nice Ride was well used by residents, but its loss also induced a lack of trust in both the dependency of this mode of transportation as well as local government decision-making processes. As one participant noted, “The consistency of it as well like they took the bikes away. That is something we accessed all the time. You could get to work, leisure, exercise, you can use that for everything, but then you guys just decided to take it away without our input on that.”

Participants suggested that this type of neighborhood disinvestment in affordable mobility options that increases community mistrust can only be resolved by partnering with local communities and increasing investment. As one participant explained, “In our communities, in our society we see the outcomes of what I would call marginal investment in the solution and then question why can't we make more progress? Well, you ain't got no helmets, you don't have enough charging stations.” Co-designing solutions to the barriers participants articulate also necessitates understanding what the underlying concerns such as “safety” and “reliability” mean to these community members.

3.2.2.9. SAFETY

Safety was the second highest barrier in the questionnaire results, and one of the primary concerns that surfaced in the community workshops. References to “safety” as a barrier to e-mobility were coded 56 times over the course of the six workshops. Safety took on various meanings depending on the context and transportation mode. Lack of accessories such as helmets that ensure the physical well-being of the rider on shared e-bikes and e-scooters was a common concern among participants. This is inherently tied to the lack of protected travel routes (e.g., lanes, paths, trails) and intersection crossings for lower speed modes like bikes and scooters.

As mentioned in the previous section, e-scooters were the mode that incited the most concerns for physical well-being. Safety was mentioned as a barrier 20 times in relation to e-scooters, 8 times in relation to EVs, and 7 times in relation to e-bikes. The concern in relation to e-scooters and e-bikes centered on a risk to physical well-being while using the vehicle due to the lack of protective infrastructure (dedicated and protected bike lanes) and lack of safety accessories (helmet, baby seat). Safety concerns related to EVs centered on the novelty of this technology in everyday environments—from confusion on how to open the door of a Tesla to fear that noise-less EVs will sneak up on pedestrians. As one participant noted, EVs are “very quiet, which is maybe good. But also, an issue in terms of, like, traffic safety.” This disorientation in relation to how new mobility technologies integrate into existing environments becomes a multimodal safety concern, potentially affecting other vehicle drivers, micro-mobility users, and pedestrians.

While the impact of each of these intersecting barriers may vary across e-mobility modes, they have a cumulative effect of limiting transportation access. Please see Appendix J for more information on overlapping barriers and opportunities by mode. The next section follows the strategies that

workshop participants suggested to prevent and/or mitigate the intersecting e-mobility barriers and concerns they identified.

4. Recommendations and Conclusion

This final section provides community-guided recommendations for Hennepin County's Communities LEAP project as they move into future transportation planning and deployment. As a form of accountability, the strategies, pathways, and potential actions suggested in this section aim to center the priorities and recommendations of Communities LEAP participants to build a community-guided approach toward their e-mobility future.

4.1. Community Strategies

This sub-section maps the community-identified benefits of e-mobility and 9 community-identified strategies for increasing e-mobility access and distributional justice. These strategies range from how to maximize equitable access to e-mobility options to how to ensure local communities are guiding the engagement, ideation, and implementation process. We begin by identifying potential e-mobility benefits and then move into the strategies to equitably realize those benefits.

4.1.1 Potential E-Mobility Benefits Identified by Questionnaire Respondents

The questionnaire results provide a high-level ranking of potential e-mobility benefits identified by community respondents. When asked about perceived benefits of e-mobility, the highest ranked benefit amongst questionnaire respondents was "Improved air quality and public health" followed by "Reduced maintenance and fuel costs." These types of environmental benefits of transitioning to e-mobility were also mentioned in the community workshops.

Conversely, in the community workshops, participants noted a concern about maintenance and energy costs related to personal EVs that was linked to a lack of sufficient information on the upfront and operational costs of EVs. Thus, participants pointed to the opportunity that increased information on e-mobility could provide themselves and their neighbors with the necessary knowledge to inform their decision-making.

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

The following nine strategies were built out of suggestions provided by community workshop participants and aligned with potential actions that could be taken to move these recommendations forward. Each strategy below provides quotes from community workshop participants with specific e-mobility suggestions as well as potential actions that can be taken to realize those recommendations. These strategies aim to center community-guided next steps on how to collectively build more equitable pathways toward e-mobility in Hennepin County. **These strategies are not ranked or presented in any prioritized order.**

STRATEGY 1: Lower Cost Barrier for Personal EVs Via Rebates and Incentives

Workshop participants recommended increasing access to information about existing e-mobility rebates and how those rebates could lower upfront costs for potential buyers. One method suggested to lower the existing cost barrier to purchasing a personal EV was providing an option to apply the state and federal EV tax credit upfront at the dealership instead of receiving the money back when tax returns are filed. Another participant suggested aligning EV rebates with other incentives that residents are familiar with such as the Housing Choice Voucher Program Section 8, where the tax credit is applied upfront so that the cost burden is not held by the program user until taxes are filed. In May 2023, the Minnesota legislature approved an energy policy omnibus bill (HF2310) with EV rebates ranging from \$600 for a used EV to \$2,500 for a new EV. Recent state legislation now allow state EV rebates to be applied at point of sale or lease similar to current federal EV rebates. The state rebate program is administered through the Minnesota Department of Commerce and the program launched in February 2024 (Minnesota Legislature 2023). These community members also suggested higher rebates (e.g., \$20,000) to lower the cost barriers of purchasing an EV for lower-income residents. This would allow for upscale EVs, such as Teslas, to be more accessible to lower-income buyers. There is some precedent for this suggestion. In 2024, Colorado residents will be eligible for up to \$15,000 in combined state and federal tax credits for purchasing an EV under \$35,000. These community suggestions aim to lower the cost barrier to accessing personal EVs by extending the use of existing rebates, increasing their level of support, and expanding their impact, particularly for lower income communities.

Table 5. Strategy 1 Suggestions and Potential Actions

Strategy 1: Lower Cost Barrier for Personal EVs via Rebates and Incentives	
Community Workshop Suggestions	Potential Actions
"And then two, they need to give us a check. So, if she wants to go by an electric vehicle she can go into Tesla and say hey I got a voucher for \$20,000. 'Cause I don't know how much, the lady did tell us though, remember the one, the one Asian woman did tell us that her Tesla was on sale. It was, they had a sale at Tesla, and they were like all the Teslas were \$50,000. So, if the government gave her a \$20,000 voucher, she can go into the car place and say here's my voucher. Then the car will be \$30,000."	Rebates/Incentives Suggestion: Increase amount of e-mobility rebates that lower upfront costs and increase access to existing rebates. For example, federal and state tax credits are now applied at the point of sale, providing an option to benefit from both of these EV tax credits when purchasing the vehicle rather than waiting until tax returns are filed. These community members also suggested higher rebates (e.g., \$20,000) to lower the cost barriers of purchasing an EV for lower-income residents. This would allow for upscale EVs such as Teslas to be more accessible to lower-income buyers. There is some precedent for this suggestion. In 2024, Colorado residents will be eligible for up to \$15,000 in state and federal tax credits for purchasing an EV under \$35,000.
"Like Section 8 [for housing], the car company knows what it [the existing tax credit] is. You come in there and now the car is \$50K and then got down to 30K [with tax credits included], but really no, if [tax credits aren't included at point of sale, then] you're paying for it."	Rebates/Incentives Suggestion: Provide an option to apply the state and federal EV tax credit upfront at the dealership instead of getting the money back when they file their tax returns. This participant compares such an incentive to Housing Choice Voucher Program Section 8.

STRATEGY 2: Increase Access to E-Mobility Information, Knowledge, and Testing Opportunities

"For me, I have to see it being done and then I'll feel more comfortable, more apt to try it."

Quote from Workshop Participant

Throughout the community workshops, participants identified the need for access to free opportunities to test e-mobility options so that Hennepin County residents could make informed decisions about their transportation use and investments. This request came up without facilitators prompting this question. As one participant explained:

"It's going to be cool...actually having an EV vehicle where people can for free try it out! Because it still just kind of seems a bit more conceptual. I know I've been accosting people in the parking lot like 'How do you like it? What's it feels like?' And it would be nice actually, you know, have one of these programs say, hey, you know, we're doing some demonstrations, you can test them out, you know, drive it around for 30 minutes, take it on some errands, because then I think that makes it real."

Moving from theoretical concept to lived reality is critical to informing users' decision-making processes, but the way in which that is done is equally important. This participant suggested making those demonstrations "free" and removing the cost barrier. Other participants suggested tailoring and increasing marketing in low-income communities of color, the communities that have been most negatively affected by the current transportation system and have received the least benefits from

the transition to e-mobility. A local option to increase familiarity and exposure to EVs is HOURCAR's Evie, a floating EV carshare program recognized by community workshop participants.¹³ Of note, the Access Plus rate plan establishes a significantly discounted membership rate for income-qualified users with a household income of 50% or less of the Area Median Income (HOURCAR 2023a). HOURCAR also runs a program called the Multifamily Electric Vehicle Carshare Pilot Project to install charging hubs and provide carshare services for qualified low-income multifamily housing units (HOURCAR 2023b). A few workshop participants suggested bolstering investment to expand this program, particularly focusing on increasing its accessibility, familiarity, and reach within climate vulnerable communities.

Workshop participants who had previous experience with e-mobility explained that they were able to make more informed judgments about their ability and desire to use such modes. One participant recalled an Uber ride she hailed that became an e-mobility learning experience. She noted, "I got on an Uber Tesla one time...at first, I didn't know how to open it and we had to go down... This is where you click 'cause I was wrestling with it the whole time just like 'Where is the handle?' and he was 'Click it.' and I'm like 'I'm clicking it, I'm clicking it, it's not working.' So, like, like this one other time when I was like in a Tesla, he came around, he opened the door." These types of experiences help e-mobility technology become less strange and more familiar. Sharing this type of experience among peers helps to normalize the unfamiliarity of using this technology within the workshop group. As peers shared what they learned, this sharing within the workshops garnered much interest from the rest of the participants and suggests an opportunity to provide spaces for peer exchange as well as demonstrations.

Table 6. Strategy 2 Suggestions and Potential Actions

Strategy 2: Increase Access to E-Mobility Information, Knowledge, and Testing Opportunities	
Community Workshop Suggestions	Potential Actions
"And so, you know, I think there does need to be some investment in doing more critical information sessions where people can ask those questions."	Information Access Suggestion: Invest in more critical information sessions on e-mobility options for community members across Hennepin County to ask questions and learn more about their options.
"Have one of these programs say, hey, you know, we're doing some demonstrations [of e-mobility options], you can test them out, you know, drive it around for 30 minutes, take it on some errands, because then I think that makes it real."	Increase E-Mobility Testing Suggestion: Provide more free e-mobility demonstrations such as ride and drives that allow community members to take the EVs out for a ride (e.g., a 30-minute ride) to gain lived experience.

¹³ The cities of St. Paul and Minneapolis have owned a floating EV carshare program, Evie Carshare, since February 2022. The service is operated by HOURCAR, and vehicles can be driven without restriction if they are returned to a parking space inside the 35-square-mile home zone (HOURCAR 2023a). The vehicle fleet comprises 150 Chevrolet Bolt and Nissan Leaf BEVs and can charge at Evie-branded stations, which can also be used by the public to charge personal EVs. The Evie-branded charging stations, Evie Carsharing Service, and the Multifamily EV Carshare Pilot were funded, in part, by the Department of Energy's Vehicle Technologies Office through the FY 2020 competitive Funding Opportunity Announcement (DOE 2022).

Strategy 2: Increase Access to E-Mobility Information, Knowledge, and Testing Opportunities

Community Workshop Suggestions	Potential Actions
"Yeah, I would just go back to having demonstration, you know actually having demonstrations where people can get in, try these vehicles, you know, I think it really adds more excitement, it makes it real and you know people can have the experience. So, I think that really people need to look at that as an option."	
"[...] if you know you could sign up for it [shared e-scooters] and like the first month, however many rides you do it free or whatever the week or whatever, right?"	Free Trials for Shared E-Mobility Suggestion: Providing free trials for users new to the technology to test it out and decide if they want to utilize it longer-term.
"I don't have to pay to get the Uber to the other side of town or whatever, right? Like you're like, well, I could just hop on the scooter. They said it was free, so we'll try that out today, right? But it's ideas."	Free Trials for Shared E-Mobility Suggestion: Providing free e-scooter trials could help incentivize more new users to try out the technology because it's cheaper than other modes of transportation for that trial period.

STRATEGY 3: Increase User Accessibility of Shared E-Mobility Instructions

Community workshop participants identified that a key barrier to shared e-mobility use was user accessibility, user-friendliness, and a lack of investment in localized marketing and distribution. Shared e-bikes, e-scooters, and EVs are not evenly and widely distributed across all neighborhoods in Hennepin County and their instructions for use are not easily intelligible to all users. Thus, participants recommended providing more accessible instructions on how to use EV Carshares, as well as other shared e-mobility systems, with information placed on the vehicles, perhaps including a QR code on EV Carshares, and investing in a wider distribution of the vehicles across all neighborhoods. By investing in making shared mobility options more physically accessible and user-friendly to all communities, this strategy could increase actual use of these services.

Table 7. Strategy 3 Suggestions and Potential Actions

Strategy 3: Increase User Accessibility of Shared E-Mobility Instructions	
Community Workshop Suggestions	Potential Actions
"Maybe if the car was sitting there and there was all these instructions I would. I am not the kind I am not a [inserts man 1 name] so I'm not gonna like to google how to figure out how to do an Evie [EV Carshare] but if its right there I'm gonna read it."	User Accessibility Suggestion: Provide more accessible instructions on how to use EV Carshares (or other shared e-mobility systems) on the vehicles and distribute the vehicles widely across all neighborhoods.
"You can probably toss like a QR code on it though that's like sign up today."	User Accessibility Suggestion: Provide a QR Code on EV Carshares (or other shared e-mobility systems) that instructs passersby on how to access and utilize this service.

STRATEGY 4: Centralize Methods of Utilizing Shared E-Mobility Options

Community workshop participants identified that another key barrier to shared e-mobility use was a lack of centralized methods for utilizing these services. They suggested connecting methods of mobility access across various shared transportation services, from Metro Transit to EV Carshares, shared e-bikes, and shared e-scooters to ease the transition between modes. One option suggested was the development of a centralized phone application for utilizing all shared transportation modes so that users can easily move between modes and service providers. Such an option would provide users with, as one participant emphasized, "some unified way so that you can [decide] like which one should I take now or that one I'll hit the button for that one." This strategy focuses on investing in the centralization of digital tools to facilitate the physical use of all available shared e-mobility options.

Table 8. Strategy 4 Suggestions and Potential Actions

Strategy 4: Centralize Methods of Utilizing Shared E-Mobility Options	
Community Workshop Suggestions	Potential Actions
"I feel like in a perfect world like metro transit would own all of them and you could just use your metro card to get 'em or something."	Connect Methods of Mobility Access Suggestion: Link the Metro Transit card to EV Carshares, shared e-bikes and shared e-scooters so that users can easily switch between modes.
"Or at least there'd be like some unified way so that you can like which one should I take now or that one I'll hit the button for that one."	Centralize Digital Access Suggestion: Create a centralized phone application for utilizing Metro Transit, EV Carshares, shared e-bikes and shared e-scooters so that users can easily switch between modes.

STRATEGY 5: Transition Bus Fleet to Electric Buses

Transitioning the existing bus fleet to e-buses was identified as an easily achievable method of providing Hennepin County transportation users with an e-mobility option. Community workshop participants noted that electrifying both the school bus and public bus fleets were low-hanging fruit for e-mobility adoption because people are already using the bus. As one participant noted, fleet electrification is "actually very expensive to do but like as far as like adoption goes its super-duper low-hanging fruit." This strategy focuses on investing in a mode of public transportation that over 50% of questionnaire respondents are already utilizing to facilitate access and use of e-mobility options.

Table 9. Strategy 5 Suggestions and Potential Actions

Strategy 5: Transition Bus Fleet to Electric Buses	
Community Workshop Suggestions	Potential Actions
"I mean it's [transitioning existing bus fleet to e-buses] not low-hanging fruit cause its actually very expensive to do but like as far as like adoption goes its super-duper low- hanging fruit."	Increase E-Buses Suggestion: Providing more e-bus options (public buses and school buses) is low-hanging fruit for e-mobility adoption because people are already using the bus.

STRATEGY 6: Increase Investment in Micro-Mobility Safety

Micro-mobility safety concerns surfaced in both the questionnaires and community workshops. Workshop participants went a step further by providing some suggestions for mitigating these safety risks, including safety accessories for users, babies, and children riding with a parent on shared e-scooters and e-bikes. Common examples given were the provision of helmets as well as child safety seats attached to e-scooters and e-bikes. This strategy focuses on increasing safety accessories for

existing electric micro-mobility services to protect users and lower concerns about the risk of physical danger while riding.

Table 10. Strategy 6 Suggestions and Potential Actions

Strategy 6: Increase Investment in Micro-Mobility Safety	
Community Workshop Suggestions	Potential Actions
"Or if they had electric scooters with little buggies on the back. Then I can put the babies in and go to Target."	Safety Suggestion: Include safety accessories for users, babies, and children riding with a parent on shared e-scooters and e-bikes. For example, provide helmets as well as child safety seats.

STRATEGY 7: Maintain CBO Partnership to Guide the Engagement Process

This strategy aims to maintain a community-grounded engagement process by building on the partnerships that Communities LEAP has built with local CBOs. Community workshop participants and facilitators suggested continuing to hire and partner with local CBOs as they engage with climate vulnerable communities and facilitate new activities to inform transportation planning and implementation. Further, they recommended trusting those organizations to guide the engagement process. This engagement strategy highlights the importance of building collaborative platforms that support community ownership of the transportation planning process.

Table 11. Strategy 7 Suggestions and Potential Actions

Strategy 7: Maintain CBO Partnership to Guide the Engagement Process	
Community Workshop Suggestions	Potential Actions
"Well, you're not going to have that issue if you hire agencies like mine to help facilitate in the community to help with this, like we got people here."	Engagement Suggestion: Hire and partner with local CBOs to continue engaging with local communities, facilitating activities, and guiding the process.

STRATEGY 8: Follow-Up Engagement with Practical Implications of Community Suggestions

Adding to the previous strategy, this suggestion focuses on how to follow-up with participants after community workshops. Participants emphasized that the Communities LEAP team include specific details on the practical implications of their community suggestions, including what was implemented, where the budget was utilized, what rebates are available, and information on how to access them. For example, when participants noted that "accessibility" to e-scooters was an issue, the follow-up should explain how that barrier was resolved or mitigated, such as the placement of a new e-scooter station was a mile from participants' homes. Combining this strategy with the collaborative platform of Strategy 7 would allow the Communities LEAP team to work with their CBO partners to build a grounded and more equitable approach to implementing community suggestions and following up with participants.

Table 12. Strategy 8 Suggestions and Potential Actions

Strategy 8: Follow-Up Engagement with Practical Implications of Community Suggestions	
Community Workshop Suggestions	Potential Actions
"And then like specifics so if we said accessibility was an issue. It was like hey we put up a new electric scooter station a mile from your house. You don't have to know the practical ways in which it is being implemented. It will feel a little bit more, I don't want to say gratifying but like effective if we see the practical implications of what we did today."	Engagement Suggestion: Follow-up after community workshops, include specifics of the practical implications of the community suggestions. For example, "accessibility" to e-scooters was an issue, explain that a new electric scooter station was placed a mile from participants' homes.
"I would like to see that happen the same way we did it today. Like you guys come together and show us this was implemented. What happened? The stations are here. They put 20 million here. We have this in rebates and then we can get the information out to the community about what happened."	Engagement Suggestion: Follow-up after community workshops, include specifics of the practical implications of the community suggestions including what was implemented, budget utilized where, rebates available and information on how to access them.

STRATEGY 9: Co-Develop More Transparent and Equitable Engagement Processes

Aligned with Strategies 7 and 8, this strategy aims to co-develop more transparent and equitable engagement processes to inform transportation plans and deployment. Participants suggested grounding the engagement process for future transportation planning and implementation by starting with transparency: provide community members the current plan and budget, let them review it, clarify their questions and concerns, and then provide recommendations on how to adapt the plan and adjust the budget to align with community goals and follow their expertise. Furthermore, they stressed compensating all residents who engage in this process without extracting information in return, e.g., paying residents who attend information sessions. This strategy points to the potential for employing more participatory methodologies in the planning or implementation phase such as designing a participatory budgeting process to place more decision-making power in the hands of local communities.

Table 13. Strategy 9 Suggestions and Potential Actions

Strategy 9: Co-Develop More Transparent and Equitable Engagement Processes	
Community Workshop Suggestions	Potential Actions
"[...] during the engagement tell me what your actual plan is don't ask me vague questions about how I feel about something or what I think about it but give me your plan give me your budget let us look over it and make sure we have an understanding of what that is and then we'll give you recommendations based on that on how you should change your plan and how you should adjust your budget."	Engagement Suggestion: Change the engagement process by starting with transparency: for project-based engagement, give community members the current scope, initial plan and budget, let them look it over, clarify their questions and concerns, and then provide recommendations on how to adapt the plan and adjust the budget to align with community goals and follow their expertise. Ensure transparency in which elements of the effort the community engagement can actually influence change, and which ones are not flexible or modifiable.

Strategy 9: Co-Develop More Transparent and Equitable Engagement Processes

Community Workshop Suggestions	Potential Actions
"Pay people [for engagement]."	Engagement Suggestion: Compensate residents who engage in this process.
"Pay people to come and listen to what it is, absolutely. To like show up at like info sessions and things like that."	Engagement Suggestion: Compensate residents who engage in this process without extracting information in return, e.g., pay residents who attend information sessions.

Conclusion

High environmental and financial costs have negative effects on the health and well-being of all Americans, but particularly those in climate vulnerable communities. Historical investments in transportation infrastructure have often physically and symbolically divided communities as well as exacerbated racial and economic inequities. Recent federal funding marks the nation's largest investment in e-mobility technologies including zero-emission transit buses, EV charging stations, and clean transportation and electric grid research, manufacturing, community planning, and workforce development initiatives. Ensuring that the needs and priorities of climate vulnerable communities guide these investments is essential for a truly equitable transition to e-mobility technologies. Grounded in principles of energy justice, this project aims to actively involve historically underserved and climate vulnerable communities in the multi-agency planning and implementation of e-mobility solutions. This inclusive approach makes benefits from new, cleaner transportation technologies more likely to be equitably distributed, addressing long-standing disparities in transportation access and infrastructure.

Hennepin County and Brooklyn Park partnered with six CBOs that attended or hosted 47 events and six workshops between May and September 2023. Over 700 attendees were directly engaged in a conversation or completion of a questionnaire at the summer events including 78 participants in the community workshops. The findings from the community engagement activities reveal a strong interest in electric transportation across diverse demographic groups and geographic areas in Hennepin County, spanning various e-mobility options. Notably, personal EVs, e-buses, and e-bikes emerged as the most favored modes, with interest levels exceeding 75% of total questionnaire respondents. Affordability remains a significant barrier to e-mobility adoption, a challenge that cuts across all demographic and modal categories. To address these findings and the cost barrier in particular, the report proposes a set of community-identified targeted strategies.

Community suggested e-mobility outcomes include:



Figure 13. Community-suggested e-mobility outcomes

Community workshop participants stressed that such outcomes can only be realized by partnering with residents to improve access to existing e-mobility benefits and co-design new transportation solutions.

The Communities LEAP project team shared a draft of this report with the partnering CBOs. They will reconvene with the CBOs in-person in Summer 2024 to continue a feedback loop of information sharing about this project and co-develop next steps to guide future transportation planning. The nine strategies community members prioritized for increasing e-mobility benefits and access in Hennepin County presented above target institutional actors whereas an accompanying handout is designed for the public. Next steps include working with CBO partners to chart a multi-agency path and coordinated process for moving community recommendations forward to achieve more equitable e-mobility solutions in Hennepin County.

Appendix A. Landscape of State, Regional, and Local Climate, Mobility, and Equity-Focused Planning Documents

Table A- 1. E-Mobility Equity Goals

Entity	Plan	Related E-Mobility Equity Goals
Minnesota Department of Transportation	2023 Minnesota Electric Vehicle Infrastructure Plan	Use \$68 million to deploy public EV charging along designated interstate corridors by distributing 40% of MEVI formula program benefits towards disadvantaged communities in Minnesota.
	2022 Statewide Multimodal Transportation Plan	Plan includes goals to make equitable transportation decisions through inclusive and collaborative processes that are supported by data and analysis.
Hennepin County	Climate Action Plan	Plan includes goals to protect and engage people, especially vulnerable communities; reduce emissions in ways that align with core county functions and priorities; and partner in ways that can be most impactful.
	Mobility 2040: Multi-Modal Transportation Plan	Goals include reducing energy use and/or using alternative power to reduce emissions and benefit air and water quality, providing transportation choices and modes that use less energy, producing fewer pollutants, and reducing greenhouse gas emissions.
	Racial Equity Impact Tool	The county uses this tool to consider how people of color and those who are most susceptible to negative climate impacts may benefit or be burdened by county decisions.
City of Minneapolis	2013 Climate Action Plan	Goals include reducing greenhouse gases by 30% by 2025 from a 2006 baseline and raising the bicycle commute mode share to 15%. Plan incorporated recommendations from an environmental justice working group.
Brooklyn Park	2015 Pedestrian and Bicycle Plan	Goals include implementing pedestrian routes and bikeways as a tool towards environmental, economic, and social sustainability by providing people mobility options that are non-polluting, affordable, healthful, and community-based.
	2020 Comprehensive Plan	Goals include providing modern transportation options (drive, ride, walk, bike) connect people to education, jobs, and recreation.
Metropolitan Council	2017 Transportation Public Participation Plan	Plan states participation opportunities should be inclusive and assure groups traditionally underrepresented in regional policymaking are engaged.

Entity	Plan	Related E-Mobility Equity Goals
Metropolitan Council	Thrive MSP 2040	Plan places new emphasis on the importance of engaging communities equitably, to intentionally engage both historically underrepresented and under resourced communities such as communities of color, cultural communities and immigrants, people with disabilities, low-income individuals, the elderly, and youth in a way that more directly addresses existing social inequalities.
	2040 Transportation Policy Plan	Plan's goals include improving multimodal travel options for people of all ages and abilities to connect to jobs and other opportunities, particularly for historically underrepresented populations; and focusing on equity to highlight the protection and enhancement of these historically disadvantaged communities wherever transportation projects are being considered.

Appendix B. Identifying Climate Vulnerable Communities in Hennepin County

Several tools were used to identify climate-vulnerable communities in Hennepin County, Minnesota. Some of these were used to identify the target communities as part of Hennepin County's Communities LEAP application and other planning processes. These tools and their results are summarized below. Additionally, the recently created Climate and Economic Justice Screening Tool (CEJST) was used during Hennepin County's Communities LEAP project to verify these results and elaborate on the variables of vulnerability. This project targeted residents within neighborhoods (and associated census tracts) in Brooklyn Park and Minneapolis where:

At least 30% of residents are reported as low-income.

Energy burden is higher than the Minnesota state average (of 2%)

Communities are in the 60th percentile or higher for exposure to environmental hazards, pollution, and toxicity (identified through the EJScreen tool).

Under these criteria, there are 34 qualifying census tracts across the two cities (four in Brooklyn Park, and 30 in Minneapolis), 33 of which have 11 EPA EJScreen indices in the 60th percentile or higher, while the remaining census tract meets 10 indices.

Hennepin County's Climate Action Plan development process also assessed vulnerability utilizing the CDC's vulnerability index, which incorporates 16 variables across four themes: socioeconomic status, household characteristics, racial and ethnic minority status, and housing type & transportation. The results, despite slightly different input metrics, also find that large areas of Brooklyn Park and Minneapolis satisfy prioritization for environmental justice outcomes.

The Minnesota Pollution Control Agency (MPCA) conducted a geospatial assessment to identify environmental justice areas of concern across the state of Minnesota. The input metrics for MPCA's environmental justice areas of concern included income, race, native nations, and language. By this method as well, much of Brooklyn Park and Minneapolis were identified as priority geographies.

Relevant Mapping Tools

[EJScreen](#) (U.S. Environmental Protection Agency) combines environmental and demographic socioeconomic indicators.

[Vulnerability Index](#) (Center for Disease Control) uses 16 U.S. census variables to help local officials identify communities that may need support before, during, or after disasters.

[Environmental Justice online mapping tool](#) (Minnesota Pollution Control Agency) Highlights regions where community members are disproportionately impacted by environmental issues.

[LEAD Tool](#) (U.S. Department of Energy) Low-Income Energy Affordability Data Tool calculates housing and energy characteristics for low- and moderate-income households.

[CEJST](#) (White House Council on Environmental Quality) Federal agencies will use the tool to help identify disadvantaged communities that will benefit from programs included in the Justice40 Initiative.

[Equitable Transportation Community Explorer](#) (U.S. Department of Transportation) explore the cumulative burden communities experience as a result of underinvestment in transportation.

[EV Charging Justice40 Map Tool](#) (Argonne National Laboratory)

[State Local Energy Planning \(SLOPE\)](#) (National Renewable Energy Laboratory) recently added equity filters to help communities prioritize equitable and inclusive clean energy planning and investments.

According to the DOE's Low-Income Energy Affordability Data tool, many of the census tracts within the partner communities experience energy burden of 4% to 5%, averages significantly higher than the Minnesota statewide average of 2%. The south-central portion of Brooklyn Park experiences an average energy burden of around 3%, while many parts of Minneapolis experience energy burden between 3% and 5%, with concentration of greater burden in North Minneapolis and South-Central Minneapolis. Specifically, the Camden and Near North neighborhoods in North Minneapolis experience the highest average energy burden across the identified census tracts.

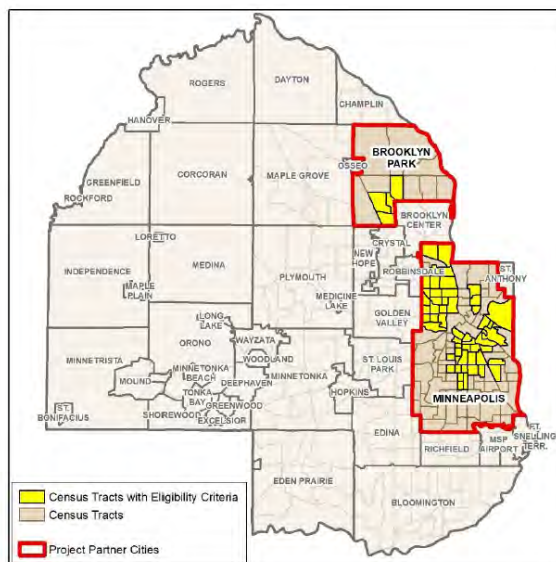


Figure B- 1. Census tracts within Brooklyn Park and Minneapolis that largely satisfy eligibility criteria for environmental justice community

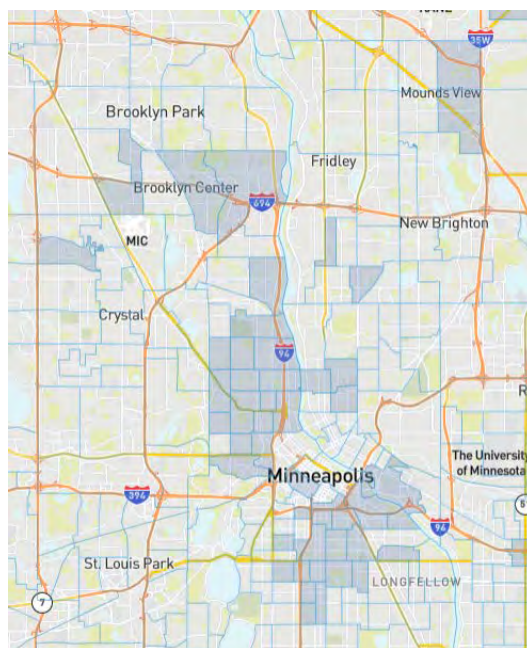


Figure B- 2. CEJST-identified disadvantaged census tracts

Appendix C. Summarized Analysis of Past Community Engagement Methods

Table C- 1. Past Community Engagement Methods

Category	Brooklyn Park	Minneapolis	Hennepin County
Common Methods	Surveys, focus groups, in-person events, contracts with CBEs.	Community events, in-person events, contracting CBOs, ambassador programs, online tools (interactive maps and surveys), engagement in hot spots areas.	Visual support materials, diverse photos, accessible door-knocking materials, visible information posting.
Less Common Methods	Door-to-door, online forums, weekly church bulletins.	Tabling to inform about future engagements, non-traditional messaging channels for surveys and flyers.	Posting Blue Line extension information in visible areas, closing gap in translating materials, connecting with faith-based organizations, inviting Black, Indigenous, and people of color (BIPOC) groups to co-design, presenting and sharing strategies.
Alternative Methods	Non-traditional messaging channels, community listening sessions, draft plan presentations, white boards.	Utilizing neighborhood ambassadors in mobility hub pilot, community collective ownership of mobility hub.	Designing tailored and accessible engagement materials, compensating communities for survey time, continuing to build relationships with Latino communities, engaging communities on the climate impact of the light rail, and engaging more directly with businesses.
Key Findings	Robust engagement achieved via use of diverse methods; success in getting 150 to 4,000 responses per project; electric mobility referenced in 2040 Comprehensive Plan.	Increased survey response and online exposure with traditional channels and social media; effective use of neighborhood ambassadors; community ownership in mobility hub design; improved access to mobility hubs; increased comfort with alternative mobility options; significant increase in shared scooter ridership from 2018 to 2019.	Robust engagement achieved with 18 organizations, 500 participants, and 30+ conversations; use of Racial Equity Impact Tool; gap analysis conducted to inform diverse actions; 62 zero-waste actions processed highlighting seven themes; local frustration identified about plastics recycling; identified need for holding businesses accountable.

Category	Brooklyn Park	Minneapolis	Hennepin County
Community-Identified Goals	Address transportation network gaps, simplify pedestrian crossings, provide consistent maintenance, install more bike racks, address safety concerns, inform on electric mobility.	Recommendations for cross mobility options; focus on safety, lighting, cleanliness; improved access to mobility hubs; increased usage of Nice Ride bikes and scooters.	Engaged participants selected milestones to be included in the Zero Waste Plan towards their goal of phasing out the Hennepin Energy Recovery Center energy plant.
Effective Strategies	Public participation guide (IAP2) and needs assessment.	Community events, in-person events, contracting CBOs, ambassador programs, online tools (interactive maps and surveys).	Continued use of mobility hubs for engagement; develop and determine tools to support and measure community knowledge of transportation electrification; continue partnerships with contracted CBOs.
Recommendations	Employ diverse and robust engagement methods; online website support during pandemic; facilitation by city staff, resident groups, and CBOs.	Continue to work alongside ambassadors; use non-traditional messaging channels for immigrant and BIPOC communities and younger populations.	Use non-traditional messaging channels like WhatsApp, Facebook, Twitter, Instagram.
Key Audiences	Majority white respondents in Bike and Pedestrian Online Survey; limited demographic data in other plans.	Engaged diverse groups including African-American, East African, public transport users during COVID-19, neighborhood residents, Latin/X, college students, Indigenous, Somali, Southeast Asian residents, public housing tenants, seniors, business association members, youth.	Prioritized diverse community representation in the workgroups including strong participation from Black, Indigenous, and people of color (BIPOC) communities. Engaged 22% BIPOC community members (relative to 27% of countywide population in 2023);. Included focus on gender diversity and age range; collaborated with 18 organizations targeting specific community groups like public housing residents, property managers. Key organizations included Action to Equity, Audubon Neighborhood Association,

Category	Brooklyn Park	Minneapolis	Hennepin County
			Center for Hmong Arts & Talents, Climate Generation, Community Power, Congregations Caring for Creation, East Side Neighborhood Services, Ebenezer Oromo Evangelical Church, Encouraging Leaders, Lao Assistance Center of MN, Little Earth Protectors, McKinley Community, MN Renewable Now, NoMi Roots, Off the Blue Couch, Somali American Women Action Center, Resilient Cities & Communities with Inquilinxs Unidxs por Justicia, Thai Cultural Council of Minnesota.

Appendix D. “Let’s Talk About Electric Mobility” Education and Engagement Handouts



What is Electric Mobility?

Electrifying transportation includes cars and much more.



Electric Vehicles (EVs) – EVs use a battery to power an electric motor, which generates zero tailpipe emissions and can cost less to operate and maintain.

- Fully electric vehicles, sometimes called battery electric vehicles (BEVs), use only electricity to power the vehicle. These vehicles typically have a travel range of 150 to 400 miles. As of October 2022, there were almost 20,000 BEVs registered in Minnesota.
- Plug-in hybrid electric vehicles (PHEVs) combine a smaller battery for local or shorter trips with a gasoline-powered engine to make longer trips. There are more than 10,300 PHEVs on the road in Minnesota.

EV Rideshare – Companies that allow passengers to reserve a ride in a private vehicle, like Lyft and Uber, have set goals to become zero-emission by 2030, and they offer incentives for drivers to switch to EVs.

EV Carsharing – Members pay to use an EV when needed, with pricing by the minute, hour, or day, including discounts for low-income households. Evie Carshare is an all-electric carshare service operating in portions of Minneapolis and Saint Paul that offers a convenient, cost-effective alternative to owning a vehicle.



E-bikes – E-bikes are an increasingly popular alternative to traditional bicycles, offering the same benefits of cycling with a motorized system that makes the ride easier, especially when traveling up hills or over longer distances.

- Bikeshare systems enable users to rent bikes for short-term use and have added e-bikes in some communities.



Scooters – Similar to bike sharing, companies like Bird, Lyft, Lime, Spin, and Veo operate electric scooter rental programs in local communities for short trips. Many of these companies offer discounted rates for qualified users with limited incomes.

Learn more about electric vehicles and charging at CleanAirChoice.org and at AFDC.energy.gov

Recharging Electric Vehicles

EVs need to be plugged in to charge the battery. Many EV drivers can use a regular household power outlet (120 V) to plug in when parked at home or work.

Drivers traveling farther, or using larger batteries, may benefit from a higher voltage (240 V), referred to as Level 2 charging. This is common in public charging locations and can be installed at home.

The fastest recharging comes from direct current (DC) power supplies. This type of charger is more expensive.

To make EVs a viable option for everyone, charging stations are needed in many places, including public locations, fleet facilities, workplaces, and homes.



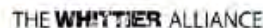
School Buses – Electric school buses create a healthier environment for students by improving air quality and reducing noise, and they lower fuel costs for schools. Osseo Area Schools, which serves part of Brooklyn Park, uses three electric buses and was one of the first districts in Minnesota to add electric school buses.



Transit – In addition to the electric light rail system, Minnesota is now testing electric buses, including on Metro Transit's C Line. In the immediate future, Metro Transit plans to purchase more.



Heavy-Duty Vehicles – Other medium- and heavy-duty EV options are becoming available for delivery services, waste hauling, and a variety of other commercial needs.





LET'S TALK About Electric Mobility

Get Involved!



Take our
Survey!



Visit our
website at:
bit.ly/CLEAP



GET UP TO SPEED

Communities across the country — including ours — are transitioning to new transportation options that run on electricity. We want to hear your ideas about how electric mobility can benefit your community and the challenges you might face. Electric cars, bikes, and scooters are new options that could make it easier for you and your family to get around. Could you see yourself and your family using these options? **Tell us this summer through a community-wide survey!**

PROJECT GOALS

- 1 Understand your community's electric mobility priorities and share with your local units of government so they can use the information for future plans
- 2 Find better ways for government agencies to get input from the community about their ideas for transportation plans and projects in the future

HOW CAN ELECTRIC MOBILITY BENEFIT MY COMMUNITY?



Improved air
quality and
public health



More ways to
get around,
like shared
transportation



Reduced
maintenance
and fuel costs



New economic
opportunities, like
jobs and increased
retail sales



Reduced local
and global
emissions



WHAT IS ELECTRIC MOBILITY?

Electric mobility options include different types of transportation that run on electric motors instead of gas, including electric cars, transit buses, school buses, bikes, and scooters. To make these electric options work, we need to build special charging stations. This overall transition is called **transportation electrification**.

Did you know that electric mobility options already exist in the Twin Cities?



Evie Carshare...
provides all-electric carshare service in Minneapolis and Saint Paul.



Scooter Rentals...
are available in multiple cities throughout Hennepin County.



Osseo Area Schools...
which serves part of Brooklyn Park, was among the first districts in Minnesota to add electric school buses.



Metro Transit...
plans to purchase electric buses for 20 percent of their scheduled bus replacements.



Electric Bikes...
are growing in popularity for personal use.



Questions? Suggestions?
Contact climate@hennepin.us
or call 612-543-2114.

Photo credits: Evie Carshare, Metro Transit, Flickr/JoeWilcox, Flickr/Photo by Eric Wheeler Metro Transit, Flickr/Elliott Brown

Appendix E. Facilitation Guide for Community Workshops

The guidance and suggested discussion questions below were included in workshop facilitation guide to the CBO partners.

Workshop Logistics: Partnering community-based organizations (CBO) will organize, facilitate, and report on the outcomes of the workshop.

Workshop length: 1.5 to 2 hours

Ideal size: 6-12 people

Notetaking & Recording: If possible, we request that all meetings be audio-recorded to make it easier to create a transcription of the community feedback. An audio-recording device will be provided for you by NREL for your organization to keep. This will help collect more complete community feedback from the workshop. We have included a spoken consent template at the end of this facilitation guide to use at the beginning of the meeting. In addition to the recording, we also strongly encourage that a notetaker be present. If no recording takes place, a notetaker is required. Hennepin County staff may be available to take notes.

Incentives: CBOs will use C LEAP project funding to purchase event supplies and compensate participants for their time. We suggest \$50 an hour per participant.

Brief Technology Training: At the beginning of each workshop, the facilitator will educate attendees on electric mobility technologies. The Electric Mobility handout and posters can assist with this. There is also an optional PowerPoint presentation created by Minnesota Clean Cities Coalition available on Box.com for your use (optional). Minnesota Clean Cities Coalition can attend the session and assist with this training portion of the workshop if they are available. Please contact them early to coordinate availability.

Facilitation suggestions: It may be helpful to start the conversation by setting some ground rules – for example, each person should have the chance to speak, etc. To encourage participation, you might include an icebreaker question with introductions.

Demographics: Please provide each participant with a demographics form to complete. It is optional for participants to complete. A sample is provided at the end of this guide.

Reporting: After the workshop, please complete the workshop report template. Email the report template, transcription, notes, and demographics forms to project contacts.

Each Workshop Participant Should Receive:

- Let's Talk handout
- Electric Mobility handout
- Consent form
- Demographic questionnaire (please collect and return)

Agenda and Questions

- CBOs may edit this agenda and the timing as you see fit.
- Getting Settled (10 min)

- Time to get food, get name tags, etc.
- Introductions (15 min)
- Facilitator reads oral consent form for recording
- Attendees share name and community/neighborhood (optional)
- Icebreaker
- Overview of project (5 min)
- Can refer to Let's Talk About Electric Mobility handout
- Overview of electric mobility (15 min)
- Use posters, Electric Mobility handout, and slides (optional) to review electric mobility technology options
- Ask participants: What questions do you have about electric mobility?
- Minnesota Clean Cities Coalition can be available to assist with this

Transportation electrification questions (40 min)

Introduction: We want to learn about how you think electrified transportation options can benefit you and your community, as well as any concerns that you may have. What we learn through our listening sessions and community-wide survey will be used to inform plans and projects at the City, Hennepin County, Metropolitan Council, Minnesota Department of Transportation and Minnesota Pollution Control Agency. While there are many aspects of our transportation system that could use improvements, today we want to focus specifically on electric mobility. We're also going to discuss ideas for how government agencies can improve community engagement efforts.

- How do you currently travel to your typical destinations (for example: work, school, grocery store, appointments, fun activities)? (5 min)
- Is there anything you would change about how you get around? What transportation options would you prefer to use in an ideal world? (5 min)
- What can the city and other government agencies do to improve your transportation options?
- Have you ever ridden in an electric car? This could include personal vehicles, or carshare options, like Evie, the local electric car share program. (5 min)
- Tell us about your experience: What went well? What were the challenges?
- How could your experience be improved?
- If you haven't used an electric car, are you interested in using one? Why?
- Have you ever used an electric bike or electric scooter? This could include your own or shared programs like Bird scooters. (5 min)
- Tell us about your experience: What went well? What were the challenges?
- How could your experience be improved?
- If you haven't used an electric bike or scooter, are you interested in using one? Why?
- Do you feel like these types of electric mobility are accessible to you and your community? Why or why not? (15 min)
- Prompt: What are the barriers that may prevent you from using electric cars, buses, bikes, and scooters?
- Prompt: What concerns do you have about the broader community impact of the transition to electric vehicles, buses, bikes, and scooters?
- As we shared earlier, some of the benefits of electrifying our transportation system that we've identified include improved air quality and public health; reduced maintenance and fuel costs; new jobs in manufacturing, installing, and maintenance; increased retail sales at

locations with EV chargers; reduced noise pollution; and more. Which benefits of electrifying our transportation system are important to you? Why? (5 min)

- Are there any other benefits that we're missing?
- What have we missed? Is there anything else you'd like to share with the city and project teams about electric mobility, or transportation system improvements more broadly?

Community engagement questions (25 min)

Introduction: As we mentioned, another goal of this project is to develop better ways for government agencies to get community input on plans and projects in the future. In the past, some agencies have struggled to get meaningful input from communities, or they haven't done a great job of informing residents how their feedback was used. We want to improve community engagement, starting with this project. We'd like to hear your ideas about improving community engagement.

- Who here has ever given input or shared feedback on a government project or plan happening in your community? For example, Brooklyn Park's bike and pedestrian plan, the Blue Line light rail extension project, bike lane projects. (10 min)
- For folks who have, tell us about your experience.
- Did you learn about how your feedback was used?
- For folks who haven't, can you talk about why not?
- Prompts: Do you feel like you typically hear about opportunities to participate? Do you feel like you have time to provide feedback on city plans and projects?
- Do you feel like your voice has been heard? Do you feel welcome to participate in city decision-making processes in some way? Why or why not?
- How do you currently learn about government projects happening in your community? (5 min)
- What are the best ways to get your feedback on government projects and plans happening in your community? (5 min)
- Prompts: Do you prefer in-person workshops like this one, virtual meetings, online surveys, texts or WhatsApp, phone calls, informal conversations at the grocery store or library, or other ways? Do you prefer to provide input anonymously?
- As we said, government agencies haven't always done a great job of informing residents how their feedback was used. How can our project team best share information with you about what we learn through this project? (5 min)
- Prompt: Email updates, mailings at different stages, phone call, etc.
- What have we missed? Is there anything else you'd like to share with the city and project team about community engagement in government projects?

Closing (10 min)

- Summarize what was discussed
- Thank participants for their time
- Next Steps
- Explain that the project team will record your input from today, and will report back about results.

Appendix F. Community Engagement Questionnaire

The questions below were included in the online and print questionnaire used for the “Let’s Talk About Electric Mobility” engagement and education campaign. Online questionnaires were distributed using a QR code on print materials, as a hyperlink in digital materials (social media, emails, websites), or in print form at tabling events. Online and print questionnaires were available in English, Hmong, Somali, and Spanish.

Hennepin County, City of Brooklyn Park, and other partners in the Minneapolis area are working together on a project with two main goals: 1.) learn about community priorities for electric mobility options, including electric bikes, scooters, cars, and buses; and 2.) improve how government agencies get community input on transportation plans and projects in the future. Visit the project website for more information and see this fact sheet to learn about electric mobility.

The questionnaire takes about 7-10 minutes to complete. Your responses will remain anonymous and confidential. Thank you for taking the time to participate in this project.

Language

1. Choose which language you want to take this survey in:
 - a. English
 - b. Hmong
 - c. Somali
 - d. Spanish

Introduction

Below are definitions of key terms related to electric mobility.

What is electric mobility? **Electric mobility** options include all transportation technologies that run on all-electric motors, including electric cars, transit buses, school buses, bikes, and scooters.

Electric cars (also known as electric vehicles, or EVs) are driven by electric motors powered by a battery. They have zero tailpipe emissions when running on electricity and can offer lower operating and maintenance costs.

Electric carshare programs rent electric cars for daily use. [Evie](#) is a program that is available in Minneapolis and Saint Paul.

Electric buses are now being tested in Minnesota, such as on Metro Transit’s C Line. In the future, Metro Transit plans to purchase more electric buses.

Electric bicycles, or e-bikes, are becoming a popular alternative to traditional bicycles. They have an electric motor that makes the ride easier. Bikeshare systems, which allow users to rent bikes for short-term use, have recently added e-bikes to some communities.

Electric scooters can be rented for short trips in some communities through companies like Bird, Lyft, Lime, Spin, and Veo, or can be purchased for personal use.

EV charging stations are equipment that connect electric cars to a source of electricity to recharge their batteries.

General Questions

1. What is your zip code?

2. How do you usually travel around town? Please select how often you use each mobility option.

	Never	Several times per year	1-2 times per month	1-2 times per week	Every day
Bicycle					
Bus					
Carpool					
Car share (HOURCAR, Evie)					
Light rail					
Personal car					
Rideshare (Uber, Lyft)					
Scooter					
Walking					
Other (please specify)					

Electric Mobility

3. How interested are you in using electric mobility options? Please choose the option that shows how interested you are in each option.

	Not at all interested	Somewhat Interested	Very interested
Electric car share program			
Personal electric car			
Shared electric bike (part of bikeshare program)			
Shared electric scooter (like Bird, Lime, etc.)			
Personal electric bike			

	Not at all interested	Somewhat Interested	Very interested
Personal electric scooter			
Electric public transit bus			
Other (please specify)			

4. What is the biggest barrier preventing you from using each of the following electric mobility options? For each electric mobility option, select one barrier from the dropdown menu.

- a. Personal electric car
- b. Electric car share program
- c. Shared electric bike (part of bikeshare program) or scooter (like Bird, Spin, Lime, etc.)
- d. Personal electric bike or scooter
- e. Other (please specify)

Barrier options

- i. Cost
- ii. Safety
- iii. I'm not physically able to use it
- iv. Doesn't travel far enough to get me to my destinations
- v. This option is not located near me
- vi. There isn't appropriate bike or scooter parking
- vii. I can't access charging stations
- viii. I'm happy with my current transportation
- ix. Not sure
- x. No barriers

5. Are there any other barriers you would like to list? (Please specify)

6. Some of the benefits of electric mobility are listed below. Rank these benefits in order of importance to you.

- a. Improved air quality and public health
- b. Reduced maintenance and fuel costs
- c. New jobs in manufacturing, repair, and installation of electric mobility options
- d. Business opportunities, like increased sales at local businesses near EV charging stations
- e. Improved connections that save time
- f. Option to go without a personal vehicle due to carshare, bike and scooter share programs
- g. Reduced noise from engines of gas-powered vehicles

7. Is there anything else you'd like to share about electric mobility or transportation system improvements more broadly?

Community Engagement

8. Have you ever given input or shared feedback on a government project happening in your community? *Examples of government projects include (but are not limited to) Brooklyn Park's Bike and Pedestrian Plan, the Blue Line light rail extension project, and bike infrastructure projects.*

- a. Yes
- b. No

[If yes] Did you learn how your input was used for the final project?

- a. Yes
- b. No
- c. Other (specify)

9. What has stopped you from participating in community engagement activities for government projects in the past? Select all that apply.

- a. I don't receive information about ways to participate
- b. I don't know where to look for information
- c. I don't have time to participate
- d. I am not interested in participating
- e. I don't think that my feedback will be used
- f. Language barriers
- g. Other (please specify)

10. What are the best ways for government agencies to **send you information** about government projects? Select all that apply.

- a. Text
- b. WhatsApp message
- c. Email
- d. Phone call
- e. Government agency webpage
- f. Newspaper
- g. Flyer at grocery store or other common locations
- h. Community events
- i. Social media (please specify)
- j. Other (please specify)

11. What is the best way for government agencies to **ask for your input and feedback** about government projects?

- a. In-person community meeting
- b. Online community meeting (Zoom, etc.)
- c. Online survey
- d. Pop-up events at community spaces, transit hubs, etc.
- e. Other (please specify)

[Optional] Demographic Questions

The following demographic questions are optional and will remain confidential.

12. Please select the races and ethnicities that you identify as. Select all that apply:

- a. African
- b. Asian
- c. African American or Black
- d. Hispanic or Latino
- e. Native American or American Indian
- f. Native Hawaiian or other Pacific Islander
- g. White
- h. Another race or ethnicity
- i. Prefer not to answer

13. Please select your age.

- a. 17 or younger
- b. 18-20
- c. 21-29
- d. 30-39
- e. 40-49
- f. 50-59
- g. 60 or older
- h. Prefer not to answer

14. What is the primary language spoken in your home?

- a. English
- b. Spanish
- c. Vietnamese
- d. Somali
- e. Hmong
- f. Other (please specify)

What accessibility services or resources would help you use electric mobility options? For example, wheelchair-accessible vehicles, scooters with seats, etc.

1. Please select the statement that best describes your financial situation.

- a. My monthly expenses are exceeding my income
- b. I am meeting my monthly expenses but am putting aside little to no savings
- c. I am meeting my monthly expenses and have some money left over for savings
- d. I am on track to meet long-term financial goals such as retirement savings, tuition costs, and mortgage payments

2. If you'd like to be entered into the raffle to receive a \$50 Visa gift card, please type your email address or phone number: _____

If you're interested in receiving more information about the project, please type your email address or phone number: _____

Your personal information will be securely stored and will not be shared with anyone outside of the project team.

End message: Thank you for taking our survey. If you have any questions or comments about the project, please email climate@hennepin.us

Appendix G. “Let’s Talk About Electric Mobility” Education and Engagement Events and Workshops

Table G- 1. E-Mobility Education and Engagement Activities

Date	Organization	Event Name - Location
5/7/2023	MIND	May General Meeting – MIND offices
5/15/2023	Hennepin County	C LEAP Project Workshop for CBOs
5/20/2023	ACER, Inc. & CPC 2.0	Family Fun Day – Centennial Park
6/3/2023	MIND	Brooklyn Park Parade & Tater Daze – Noble Sports Park
6/14/2023	CPC 2.0	Health Fair Eden Park
6/15/2023	CPC 2.0	Health Fair Huntington Place
6/15/2023	Hennepin County	Jordan Week of Kindness Celebration – Irving Avenue North
6/17/2023	ACER, Inc.	Juneteenth – Centennial Park
6/17/2023	CPC 2.0 & Hennepin County	Juneteenth – North Hennepin College
6/17/2023	MIND	Juneteenth – Sanctuary Covenant Church
6/24/2023	1DAAT	Brooklyn Park Art Festival – Brooklyn Park Library
6/24/2023	PPNA	People's Pride – Powderhorn Park
7/7/2023	CPC 2.0	Summer Splash Event – Zanewood Recreation Center
7/13/2023	CPC 2.0	Health Fair on the Go - Autumn Ridge Apartments
7/20/2023	CPC 2.0	Health Fair on the Go – Huntington Place Apartments
7/20/2023	Whittier Alliance	Pop Up Table – Whittier Park
7/21/2023	CPC 2.0	HOTG - Health Fair & Food Distribution
7/22/2023	Hennepin County	Latino Conservation Week Festival - Bloomington Education and Visitor Center
7/22/2023	PPNA	Monthly Environmental Justice Session – Powderhorn Park
7/29/2023	CPC 2.0	Heath Fair on the Go – CVS parking lot
7/29/2023	MIND	Egbe Omo Oduduwa Picnic – Cottage Grove
8/5/2023	MIND	MIND Family picnic – Batthe Creek Regional Park
8/5/2023	Whittier Alliance	Really Really Free Market - Whittier Park
8/10/2023	Whittier Alliance	Community Dinner Night – Whittier Park
8/12/2023	ACER, Inc.	Community Health Fair – Centennial Park
8/19/2023	PPNA	Frogtown Climate Carnival – The LilyPad
8/19/2023	MIND	BP Back to School BBQ
8/24/2023	Whittier Alliance	Pop Up Table - Karamel
8/24/2023	ACER, Inc.	Kenyan Family Barbeque – Brooklyn Center Community Center
8/25/2023	Whittier Alliance	Pop Up Table - Rena Building
8/25/2023	Whittier Alliance	Pop Up Table - Halal Grocery
8/26/2023	PPNA	Monthly Environmental Justice Session – Powderhorn Park Office

Date	Organization	Event Name - Location
8/28/2023	Whittier Alliance	Pop Up Table - Whittier Clinic
8/29/2023	Brooklyn Park	Brooklyn Park Ride & Drive – Community Activities Center
9/3/2023	PPNA	State Fair
9/9/2023	Hennepin County	Monarch Festival – Lake Nokomis Community Center
9/16/2023	Hennepin County	Buzz Fest – Moir Park
9/16/2023	PPNA	Powderhorn Porch Fest - Minneapolis
9/16/2023	Hennepin County	Open Streets – West Broadway

Table G- 2. E-Mobility Community Workshops.

Date	Organization	Event Name
6/3/2023	MIND	Community workshop
6/22/2023	ACER, Inc.	Community workshop
6/28/2023	PPNA	Community Workshop
7/29/2023	1 Day At A Time	Community Workshop
8/31/2023	Whittier Alliance	Community workshop
9/6/2023	CPC 2.0	Community Workshop

Appendix H. Hennepin County Initial Thematic Coding Process

This document is a summary of the Hennepin County Climate & Resilience Department practices used to start coding the Community Based Organization transcript. Since there are several codes, we decided to facilitate the process of coding using various colors to highlight the text and key words for the following categories/codes:

A. Mobility and transportation

- A. Others (no colors)
- A. Limitations, challenges, concerns (-),
- A. Advantages, opportunities (+)
- A. Questions
- A. Suggestions

B. Community engagement

- B. Others (no colors)
- B. Limitations, challenges, concerns (+),
- B. Advantages, opportunities (-).
- B. Questions
- B. Suggestions

C. Demographics

A and B categories represent our two main research topics. The words highlighted in red will represent any negative perceptions and the blue words will represent positive perceptions in both categories.

Remember that most of the time we will have texts, comments and quotes that overlap with several codes. For example, “Scooters are difficult to drive for older people” this comment will be categorized as codes: Mobility/Challenges/scooters/. The order of words is important in this case.

“Scooters are difficult to drive for older people.”

1. Select each quotation and add a color boxing depending on if it belongs to Mobility, Engagement, or demographics.
2. In case of finding a positive or negative impression, change the color of the word, if the quotation is positive (blue) or negative (red).
3. When a quotation or text have two or more codes, add the corresponding comments with the code. Add the comment always at the beginning of the quotation. Make sure to add the codes in the order that you think is best.
4. Feel free to add extra codes as need for each quotation.
5. When selecting a quotation, please add this text to the excel code book. Make sure that you are duplicating the same text in each corresponding code. For example, the previous quotation must appear in scooter and limitations codes. (This duplication will help us to overlap codes and detect frequent connections withing codes)
6. In the case of text or quotations not related to our research. Don't do anything. Just leave it as it is.

7. In the case of text with relevant comments to our research, please save it as you wish. These quotations are very helpful to illustrate the context. We can inset them in the report.

Appendix I. Community Workshop Codebook

Table I- 1. Community Workshop Codes

Code Name	Code Description
1 Mobility and Transportation	<i>Level 1 Supra-Code: References to mobility and transportation</i>
1.1 Electric Mobility and Transportation	<i>Level 2 Supra-Code: References to electric mobility and transportation</i>
1.1.1 EVs	Any reference to electric vehicles
1.1.2 E-bikes	Any reference to electric bikes
1.1.3 E-scooters	Any reference to electric scooters
1.1.4 E-wheelchairs	Any reference to electric wheelchairs
1.1.5 Light rail	Any reference to light rails
1.1.6 E-Public Transportation	Any reference to Electric public transportation
1.1.7 Private E-Transportation	Any reference to electric private transportation
1.1.8 Electric Vehicle Shares	Any reference to electric vehicles share companies
1.1.9 E-Buses	Any reference to buses
1.1.10 Hybrid	Any reference to hybrid cars
1.1.11 Electric vehicle charging stations	Any reference to electric vehicle charging stations of Level 1-3
1.1.12 Electric mobility charging stations	Any reference to electric mobility charging stations
1.1.13 Rebates	Any reference to electric transportation rebates, electric car rebates, electric bike rebates
1.1.14 Requirements	Any reference to the requirements to be able to access electric mobility
1.1.15 Sign up/Registration	Any reference to signing up or registering to get access to electric mobility
1.1.16 Range	Any reference to range of electric transportation that is neutral or positive
1.2 Non-electric Mobility and Transportation	<i>Level 2 Supra-Code: References to non-electric mobility and transportation</i>
1.2.1 Conventional Gas-Fueled Cars	Any reference to conventional gas fueled cars
1.2.2 Trucks/Freight	Any reference to trucks/freight
1.2.3 Public Transportation	Any reference to publicly owned transportation systems like buses, trains, and Nice Ride bikes
1.2.4 Private Transportation	Any reference to private owned transportation systems like own cars, share mobility

Code Name	Code Description
1.2.5 Share transportation	Any reference to private owned transportations providing share transportation like Uber, Lyft, Lime scooters, HOURCAR, Evie carshare and others
1.2.6 Buses	Any reference to buses
1.2.7 Bikes	Any reference to non-electric bikes
1.2.8 Motorcycles	Any reference to motorcycles
1.2.9 Walking	Any reference to walking
1.2.10 Bike Lanes	Any reference to bike lanes
1.3 All Mobility and Transportation	<i>Level 2 Supra-Code: References to mobility and transportation not specified as electric or non-electric mobility</i>
1.3.1 Personal Ownership (Transportation)	Any reference to use of personal vehicle for transportation, such as a personal conventional car (with internal combustion engine) or personal EV
1.3.2 Shared Usage (Transportation)	Any reference to use of shared mobility options for transportation, such as a carshare, shared e-bikes, or shared e-scooters
1.3.3 Public Transportation	Any reference to public own transportation systems like buses, train, and Nice Ride bikes
1.3.4 Private Transportation	Any reference to private owned transportation systems like personally owned cars or private shared mobility
1.3.5 Share transportation	Any reference to private owned transportations providing share transportation like Uber, Lyft, Lime scooters, HOURCAR, Evie carshare and others
1.3.6 Accessories	Any reference to transportation accessories such as helmets, locks, chargers, charging station
1.3.7 Frequency (Travel/Usage)	Any reference to travel or usage and mobility frequency
1.3.8 Commuting	Any reference to commuting
1.4 Barriers, Challenges, Concerns	<i>Level 2 Supra-Code: Reference to e-mobility barriers, challenges, and concerns</i>
1.4.1 Traffic	Any reference to increased traffic and/or congestion related to vehicles
1.4.2 Battery	Any reference to a battery or batteries in electric mobility technologies
1.4.3 Insurance coverage	Reference to limitations related to insurance coverage
1.4.4 Security	Any reference to security while commuting
1.4.5 Safety	Any reference to safety related to mobility
1.4.6 Pollution	Any reference to pollution
1.4.7 Economic	Any reference to economic/financial barriers and/or concerns
1.4.8 Negative Experiences with E-Mobility	Any reference to negative experiences related to e-mobility like wait time, charging stations, transportation methods, cost, location

Code Name	Code Description
1.4.9 Negative Experiences with Non-electric mobility	Any reference to negative experiences related to non-electric mobility, concerns with air quality, distance, weather
1.4.10 Accessibility Barriers and Concerns	Any reference to accessibility barriers and/or concerns
1.4.11 Cost	Any reference to cost and lack of affordability
1.4.12 Lack of Access to Charging Stations	Any reference to lack of access to charging stations
1.4.13 Insufficient/Limited Range	Any reference to insufficient/limited range related to e-mobility
1.4.14 Range Concerns/Anxiety	Any reference to e-mobility range barriers, such as anxiety related to insufficient range or concerns regarding range, from environmental to efficiency
1.4.15 Unavailability (lack of access to e-mobility options)	Any reference to unavailability (lack of access to e-mobility options)
1.4.16 Parking Limitations	Any reference to parking limitations
1.4.17 No Need for a Mobility Change	Any reference to not needing a mobility change given current conditions
1.4.18 Unsure / Lack of Information	Any reference to unsure / lack of information in relation to e-mobility
1.4.19 Poor air quality	Any reference to poor air quality
1.4.20 Fuel inefficiency	Any reference to non-electric transportation, concerns with fuel efficiency, inefficient fuel, not fuel efficient
1.4.21 Speed	Any reference to speed, speed limit/limitations, too fast, too slow
1.4.22 Unutilized	Any reference to mobility/transportation services being unutilized, unused, underutilized, not being used
1.4.23 Technology	Any reference to electric technology like batteries etc.
1.4.24 Limited storage capacity	Any reference to limited storage capacity, not enough storage, not enough space
1.4.25 Weather conditions	Any reference to weather conditions, hot, cold, snow, rain, hail
1.4.26 Sign up/registration	Any reference to sign up, app/mobile registration to use e-mobility services
1.4.27 Waiting period	Any reference to waiting period, wait time
1.4.28 Requirements	Any reference to requirements, e-mobility mobile requirements, e-mobility registration requirements
1.4.29 Information overload	Any reference to information overload, too much information
1.4.30 Location	Any reference to location barriers, challenges, or concerns related to mobility options
1.4.31 Insufficient/Lack of supply	Any reference to insufficient or lack of supply, limited supply, not enough of, not available
1.4.32 Time	Any reference to time barriers, challenges, or concerns related to mobility

Code Name	Code Description
1.4.33 Lack of accessories	Any reference to lack of accessories, helmets, pads, safety measures
1.4.34 Need for demonstration	Any reference to a need for demonstration, lack of demonstration to use products/services, unclear instructions
1.4.35 Limited cellular service	Any reference to limited cellular service, lack of access to WIFI, no network, no service
1.4.36 Cultural exclusivity	Any reference to cultural exclusivity, not inclusive to meet cultural needs
1.4.37 Low driver awareness	Any reference to low driver awareness, lack of driver awareness, lack of cautiousness by drivers
1.4.38 Parking	Any reference to parking
1.4.39 Mobile App Navigation	Any reference to mobile app navigation, various app platforms
1.4.40 Charging	Any reference to e-mobility charging barriers, challenges, or concerns
1.4.41 Home ownership	Any reference to home ownership as a barrier, challenge, or concern related to e-mobility
1.4.42 Lack of Investment	Any reference to lack of marginal investments in accessible mobility options
1.4.43 Mechanical issues	Any reference to mechanical issues
1.4.44 Maintenance	Any reference to auto maintenance, fixing parts, etc.
1.4.45 Car manufacturer	Any reference to a car manufacturer, the origin of a car, a dealership, etc.
1.4.46 Payment method	Any reference to payment method for e-mobility access
1.4.47 Inadequate marketing	Any reference to inadequate marketing, insufficient marketing, not enough marketing related to e-mobility
1.5 Opportunities and Benefits	<i>Level 2 Supra-Code: References to e-mobility opportunities and benefits</i>
1.5.1 Recreation	Reference to recreational use of transportation
1.5.2 Lack of behavior change	Any reference to lack of commitment to mobility behavior change, not willing to change, not willing to change behavior
1.5.3 Lack of Centralized Infrastructure	Any reference to a lack of centralized mobility infrastructure, disconnected infrastructure
1.5.4 Lived Experience with E-Mobility	Any reference to lived experience with e-mobility
1.5.5 Interest in E-Mobility	Any reference to interest in e-mobility
1.5.6 Positive Experiences with E-Mobility	Any reference to positive experiences with e-mobility
1.5.7 Accessibility Benefits	Any reference to accessibility benefits related to e-mobility
1.5.8 Improved Environment	Any reference to improved environment related to decarbonized mobility

Code Name	Code Description
1.5.9 Improved Air Quality & Public Health	Any reference to improved air quality and public health related to decarbonized mobility
1.5.10 Reduced Maintenance & Fuel Cost	Any reference to reduced maintenance and fuel cost related to e-mobility
1.5.11 Cost Savings	Any reference to cost savings related to e-mobility
1.5.12 New Jobs	Any reference to new jobs related to e-mobility
1.5.13 Business Opportunities	Any reference to business opportunities related to e-mobility
1.5.14 Improved Connections Saving Time	Any reference to improved connections saving time related to e-mobility
1.5.15 Collective Transportation Options	Any reference to collective transportation options
1.5.16 Noise Reduction	Any reference to noise reduction related to e-mobility
1.5.17 Mobile app accessibility	Any reference to mobile mobility app accessibility, app is easy to use, app is user friendly
1.5.18 Increased Investment	Any reference to increased marginal investments related to e-mobility
1.5.19 Technology capabilities	Any reference to e-mobility technology capabilities, benefits, modern
1.6 Suggestions	<i>Level 2 Supra-Code: Suggestions about mobility and transportation</i>
1.7 Questions	<i>Level 2 Supra-Code: Questions about mobility and transportation</i>
2 Community Engagement and Outreach	<i>Level 1 Supra-Code: References to community engagement and outreach</i>
2.1 Participation	<i>Level 2 Supra-Code: References to community participation</i>
2.1.1 Past Participation	Any reference to past participation in engagement activities
2.1.2 Participation Barriers	Any reference to participation barriers to community engagement/outreach
2.1.3 Awareness & Lack of Information	Any reference to awareness and lack of information related to participation in community engagement and outreach
2.1.4 Knowledge Gaps & Awareness	Any reference to knowledge gaps and awareness
2.1.5 Social Network	Any reference to social network
2.1.6 Outreach Limitations	Any reference to outreach limitations
2.1.7 Lack of Time (Capacity Limitations)	Any reference to lack of time for participating in engagement activities (capacity limitations)
2.1.8 Capacity	Any reference to capacity for participating in engagement activities
2.1.9 Interest in Future Participation	Any reference to interest in future participation in engagement activities
2.1.10 Engagement Follow-Ups	Any reference to engagement follow-ups

Code Name	Code Description
2.1.11 Engagement Fatigue	Any reference to engagement fatigue
2.1.12 Lack of Interest in Participation	Any reference to lack of interest in participation in engagement activities
2.1.13 Lack of Trust	Any reference to lack of trust related to community engagement
2.1.14 Language Barriers	Any reference to language barriers related to engagement
2.2 Communications (Output/Info)	<i>Level 2 Supra-Code: References to engagement and outreach communications as output or informational to the public</i>
2.2.1 Text	Any reference to text communications via cellular phone for engagement/outreach
2.2.2 WhatsApp	Any reference to WhatsApp communications for engagement/outreach
2.2.3 Email	Any reference to email communications for engagement/outreach
2.2.4 Phone Call	Any reference to communications via phone calls
2.2.5 Social Media	Any reference to communications via social media
2.2.6 Website	Any reference to engagement/outreach communications via websites
2.2.7 Newspaper / Magazine	Any reference to engagement/outreach communications via newspapers or magazines
2.2.8 Flyer	Any reference to engagement/outreach communications via flyers
2.2.9 Community Events	Any reference to engagement/outreach communications via community events
2.2.10 Mailers	Any reference to engagement/outreach communications via mailers
2.2.11 Peer-to-peer contact	Any reference to engagement/outreach communications via peer-to-peer contact, sharing communications through a known network
2.2.12 Organizational partnerships	Any reference to engagement/outreach communications via partnerships with local organizations, information sharing via outside organizations
2.2.13 Marketing/Advertisement	Any reference to engagement/outreach communications via marketing and/or advertisements
2.3 Communications (Input/Feedback)	<i>Level 2 Supra-Code: References to engagement communications as input or feedback from the public</i>
2.3.1 In-Person Community Meetings	Any reference to engagement communications via in-person community meetings
2.3.2 Online Community Meetings	Any reference to engagement communications via online community meetings
2.3.3 Online Surveys	Any reference to engagement communications via online surveys
2.3.4 Workshops	Any reference to engagement communications via workshops

Code Name	Code Description
2.3.5 Informal Conversations in Public Locations	Any reference to engagement communications via informal conversations in public locations
2.3.6 Pop-Up Events	Any reference to engagement communications via pop-up events
2.3.7 Email Updates	Any reference to engagement communications via email updates
2.3.8 Mailers	Any reference to engagement communications via mailers
2.3.9 Phone Call	Any reference to engagement communications via phone calls
2.3.10 Provide Incentives	Any reference to providing incentives for community feedback
2.4 Barriers, Challenges, Concerns	<i>Level 2 Supra-Code: Reference to barriers, challenges, and concerns related to community engagement</i>
2.4.1 Feedback not used	Any reference to feedback provided by participants at an outreach event not being used
2.4.2 Lacking effective engagement	Any reference to ineffective engagement strategies
2.4.3 Lacking inclusion of community	Any reference to community being left out of the conversation
2.4.4 Government pre-established plans	Any reference to the government having an agenda regardless of community input
2.4.5 Lack of transparency	Any reference to government processes being opaque or difficult to access
2.4.6 No follow through	Any reference to the government not following through on promised actions
2.4.7 Lack of monetary investment	Any reference to the lack of investment into community needs
2.4.8 Accessibility Barriers and Concerns	Any reference to accessibility barriers and concerns
2.4.9 Cost	Any reference to cost as a barrier to participating in engagement
2.4.10 Unsure / Lack of Information	Any reference to unsure / lack of information as a barrier to community engagement
2.5 Opportunities and Benefits	<i>Level 2 Supra-Code: Reference to opportunities and benefits of community engagement and outreach</i>
2.6 Questions	<i>Level 2 Supra-Code: Reference to questions related to community engagement and outreach</i>
2.7 Suggestions	<i>Level 2 Supra-Code: Reference to community suggestions related to community engagement and outreach</i>
3 Socio-demographics	<i>Level 1 Supra-Code: Reference to socio-demographics of community workshop participant</i>
3.1 Accessibility Services	Any reference to participant's need(s) for accessibility services
3.2 Race/Ethnicity	Any reference to racial/ethnic identity of participant
3.3 Age	Any reference to age of participant
3.4 Language	Any reference to language preference of participant

Code Name	Code Description
3.5 Economic Status	Any reference to economic status of participant
3.6 Location in Region [Zip Code]	Any reference to participant's location in the region and/or zip code
3.7 Gender	Any reference to gender identity of participant

Appendix J. Overlapping Barriers and Opportunities by Mode From Community Workshops

Primary Overlapping Barriers by Mode from Community Workshops

Table J- 1. Primary EV Barriers Discussed in Community Workshops

Mode	Barrier (N = times mentioned)	Quote
EV (N=149)	Charging (N=27)	So, if I have a charging station in my house, would the electricity cost me, you know. If I charged the electric vehicle during the night, is it going to make my electricity bill more expensive? What are they going to do to help me?
	Cost (N=17)	I've never priced one out but it is very expensive to own an electric car. If a person can't afford it, then they will have very few options to get around.
	Safety (N=11)	We had an electric vehicle go by, and I was saying that it was very quiet, which is maybe good. But also, an issue in terms of, like, traffic safety.
	Pollution (N=4)	Plus, you got mines. And have you ever seen the strip mines up north with the iron ore taconite mines? They, you look at the land and it's like just huge pits and they do the surface mining. Well, what is building all these batteries gonna do?
	Unsure / Lack of Information (N=11)	Because like I said, you know, this EV stuff has been on my mind for a couple of years, but I just, you know, I really didn't know how to get, you know, to some nitty gritty.
	Accessibility Barriers and Concerns (N=8)	People that are not nerds or that don't understand electric stuff because they're dealing with real life and don't have time to take on another thing.
	Insufficient/Limited Range (N=5) and Range Concerns/Anxiety (7)	It was scary though. We sitting there, we all quiet. It was 1%. We just sitting there like "If this die, who pushing though?"
	Time (N=11)	Who's gonna want to sit for two hours to charge up your vehicle when you can just grab a regular vehicle and pump it up in like 10 minutes. Not even you sit there, pump it up, move around. Who wants to post up at a Target or in some kind of neighborhood where you're not familiar with, where you're uncomfortable where you don't feel safe and you have to sit there for two hours and wait for this slow vehicle that's supposed to be convenient for you.
	Technology (N=5)	So, most of the gasoline cars you can use for 10 years plus. With this battery technology, how long will it be before you have to replace the battery because it cannot hold a charge any longer?

Mode	Barrier (N = times mentioned)	Quote
	Weather Conditions (N=9)	I've used the cars in the winter; would not recommend that to my worst enemy.
	Mechanical Issues (N=4) and Maintenance (N=7)	I am concerned about the cost to repair it, there are many expensive components in the battery.

Table J- 2. Primary E-Scooter Barriers Discussed in Community Workshops

Mode	Barrier	Quote
E-scooter (N=110)	Safety (N=20)	They should have helmets or something around because it is just like really really scary. But it was exciting.
	Accessibility Barriers and Concerns (N=17)	You have to be over 18 so you have to call a parent and let alone that have everything just, it's so complicated just to get a scooter if you're under 18. Soon as you're 18 everything there's like no complications.
	Unavailability / Lack of Access (N=11)	A concern is yeah how many there are like in one place like I said like me and my friends were trying to find some we couldn't find any. Or you find, like, two and there's eight of us and we're trying to walk around and find them. We just didn't ride them because we couldn't find any or they were really far away or there's like a whole bunch across the bridge. So, it was just like, whatever.
	Speed (N=12)	Because you have these people zipping by on the sidewalks or in the streets. They don't abide by the safety laws. They don't stop at the lights they just keep zipping on by.
	Location (N=16)	I have noticed that, there is more of these located in North Minneapolis than I have seen anywhere else.

Table J- 3. Primary E-Bike Barriers Discussed in Community Workshops

Mode	Barrier	Quote
E-bike (N=74)	Safety (N=7)	Um my husband really thinks that I should get one so I can go biking with him and I think it sounds kind of dangerous.
	Cost (N=10)	I have a few friends that have bought gone like made the investment which um the e-bikes are very expensive. Like kind of out of reach
	Unavailability / Lack of Access (N=11)	You can even see online how many people have had, like, aggressive or heated disagreements about who's bike is what. But like, literally in front of my building there is only one right there and someone locks it up because she takes it every day. There is just not enough if you wanted to take it.

Mode	Barrier	Quote
	Accessibility Barriers and Concerns (N=9)	I do not think that this is accessible to everyone...for the e-bikes that stations are so few and far between and its even if you walk over there it's not like it's necessarily there.
	Lack of Information (N=6)	Well, I just looked it up yesterday 'cus I really wanna get one and my understanding is nobody knows how it works yet because they didn't actually like include all those details in the bill that they passed.
	Speed (N=6)	I have no desire to go faster than, say, 8 miles an hour on my bike.
	Location (N=7)	I only see them in town. They had them over North for a brief time.

Table J- 4. Primary EV Carshare Barrier Discussed in Community Workshops

Mode	Barrier	Quote
EV Shares (N=38)	Sign-up/Registration/Waiting (N=9)	The requirements are that you have a phone and a driver's license and that you don't have, like, a really really bad driving record. I think you get denied if you get in like a certain amount of accidents or have like a certain amount of like um like speeding tickets or something like that.

Table J- 5. Primary Hybrid Car Barriers Discussed in Community Workshops

Mode	Barrier	Quote
Hybrid (N=22)	Battery (N=14)	Maybe it's not a good option...When the battery expires or is no good anymore, it's expensive to replace.
	Maintenance (N=4)	It's probably more expensive because if the technology goes wrong on the battery side right you gotta deal with that cost right and something goes wrong on the gas side.

Table J- 6. Primary Light Rail Barrier Discussed in Community Workshops

Mode	Barrier	Quote
Light Rail (N=11)	Safety/Security (N=3)	The train is electric, but it is not safe to ride that train. If it was safer, I would ride the train more often, like to the airport, to the mall. I don't know what they need to do but it is not safe.

Table J- 7. Primary E-Wheelchair Barrier Discussed in Community Workshops

Mode	Barrier	Quote
E-Wheelchair (N=2)	Charging (N=1)	We have couple of students who used electric wheelchairs and the problem is that they always are bringing them uncharged for some reason and we have to assist them and now we have to find a place for them to charge them while they are at school...I was talking to the building engineer and said it is very costly.

Table J- 8. Primary E-Bus Barrier Discussed in Community Workshops

Mode	Barrier	Quote
E-Bus (N=7)	No Barriers Identified	N/A

Primary Overlapping Benefits by Mode from Community Workshops

Table J- 9. Primary EV Benefits Discussed in Community Workshops

Mode	Potential Benefit/Opportunity	Quote
EV (N=149)	Cost Saving (N=9)	So the entire weekend I was there [with an EV rental]. We used the car all over the place. You know I charged it and you know it was fully charged all the time...but my credit card and my bills for the entire weekend was no more than 15 bucks. In charging it to full capacity.
	Noise Reduction (N=6)	I was sitting in the car, and I was moving, but it was like the car was not moving, you know, no sound. It's cool though!
	Improved Environment (N=4)	[The US] is going to move towards electric vehicle. We're not going back, for the environment.

Table J- 10. Primary E-Scooter Benefits Discussed in Community Workshops

Mode	Potential Benefit/Opportunity	Quote
E-scooter (N=110)	New Jobs (N=4)	I did work for Lime...and they pay per task...So you have tasks where you can move the scooter around the city or you have a task where you get paid, like, \$3 just to swap the battery.
	Accessibility Benefits (N=4)	You don't have to put it in a certain area, especially the scooters. You don't have to like to leave it where you found it, you can leave it wherever and someone can just pick it up and go with it. Wherever you go you see them laying on the side of the road or something and you just pick it up and go.

Table J- 11. Primary E-Bike Benefits Discussed in Community Workshops

Mode	Potential Benefit/Opportunity	Quote
E-bike (N=74)	Cost Saving (N=3)	But they're gonna be cheaper soon though because the rebate thing.
	Improved Air Quality & Public Health (N=2)	It's a good idea to have more bikes and scooters, because it can help reduce the pollution.

Table J- 12. Primary EV Carshare Benefit Discussed in Community Workshops

Mode	Potential Benefit/Opportunity	Quote
EV Shares (N=38)	Cost Saving (N=4)	They're totally cheaper than an uber.

Table J- 13. Primary Hybrid Car Benefit Discussed in Community Workshops

Mode	Potential Benefit/Opportunity	Quote
Hybrid (N=22)	Cost Saving (N=2)	It's supposed to be economically better.

Table J- 14. Primary E-Bus Benefit Discussed in Community Workshops

Mode	Potential Benefit/Opportunity	Quote
E-bus (N=7)	Lack of Behavior Change (N=2)	Like electric buses and electric school buses, because there's like no change to the end user right like it's as far as everyone else is concerned its exactly the same as it was before but this bus doesn't stink, right, at least not on the outside.

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Next Steps Memorandum for Brooklyn Park, Minnesota

COMMUNITY BASED TRANSPORTATION ELECTRIFICATION STRATEGIES

May 2023

INTRODUCTION

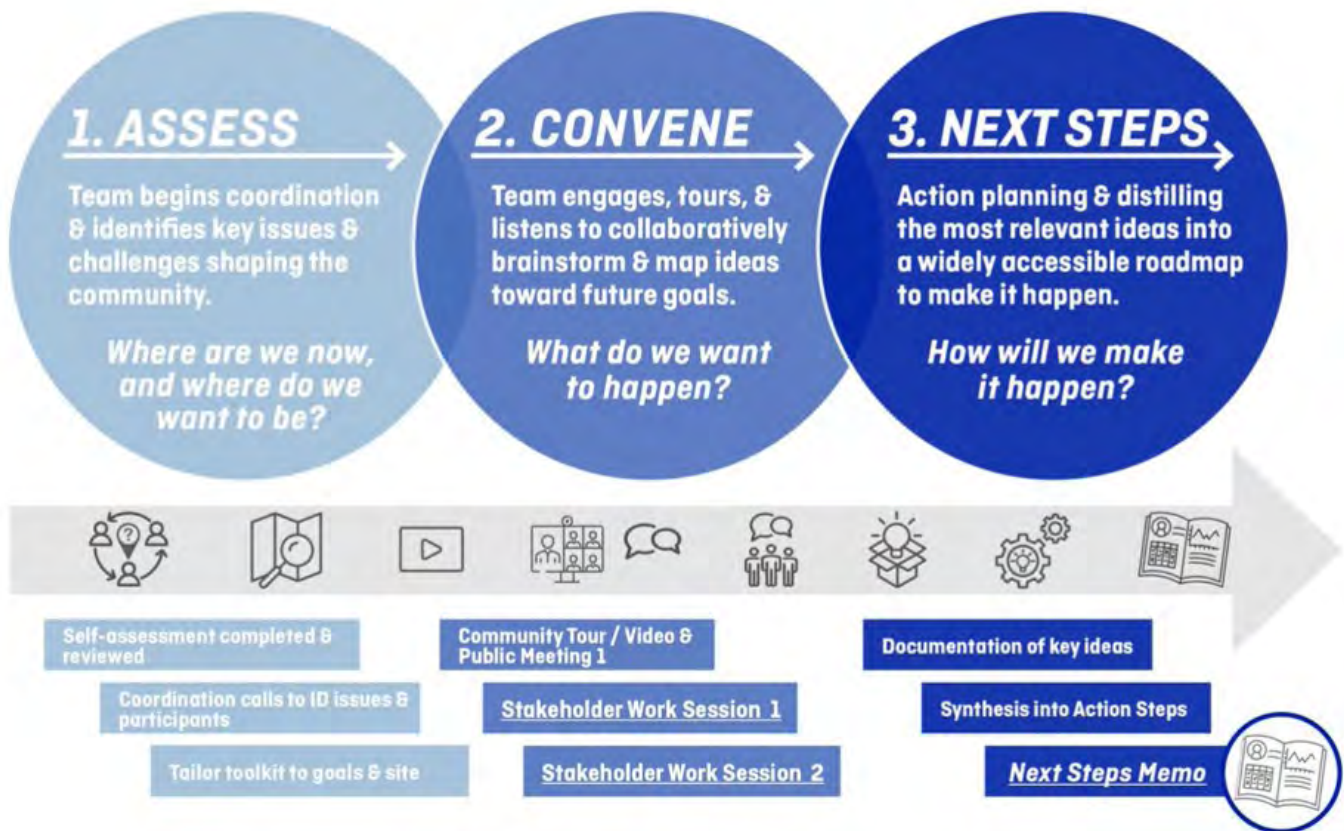
The core mission of the U.S. Environmental Protection Agency (EPA) is to protect human health and the environment. EPA's Office of Community Revitalization (OCR) helps support this mission by working with communities to reach development goals that have positive effects on air, water, public health, economic vitality, and quality of life for residents. This technical assistance pilot program was provided to Brooklyn Park, Minnesota by the EPA in partnership with the Joint Office of Energy and Transportation (Joint Office), the U.S. Department of Energy (DOE) Vehicle Technologies Office, and Minnesota Clean Cities. The process convened community members, alongside local, regional, and state stakeholders to collaborate on identifying transportation & mobility needs, equitable transportation electrification strategies, and potential projects that align with new & unprecedented levels of Federal funding.

The Infrastructure Investment and Jobs Act, also known as the Bipartisan Infrastructure Law (BIL), and the Inflation Reduction Act are both once in a generation Federal investments to support more sustainable and equitable communities. The White House led Justice40 Initiative sets forth a goal to ensure that 40 percent of the overall benefits of certain Federal investments go to disadvantaged communities. The pairing of Federal and local funding and resources has the potential to bring transformative change and address the needs of disadvantaged communities. Historically, investments in electric vehicle (EV) adoption and infrastructure have provided more direct benefits to individuals and businesses with the means to own and operate EVs. In contrast, this technical assistance was provided to explore the community benefits of EVs and EV charging stations specifically as they align with the needs of disadvantaged community members.

While lower operation and maintenance costs for households or business owning an EV is one clear benefit, there are other potential community health and economic benefits. Specifically, enhancing community energy resiliency, reducing transportation energy burdens, improving air quality by reducing local transportation emissions, increasing clean energy employment opportunities and creating workforce development strategies, and fostering business development opportunities to support clean energy enterprise creation.

The technical assistance process included a series of pre-and post-workshop conference calls and an on-site convening of residents and community leaders to discuss issues and needs, next steps, and actions related to advancing the community's specific goals. The diagram below outlines the technical assistance engagement process.

THREE STAGES OF TECHNICAL ASSISTANCE



This memorandum describes the community of Brooklyn Park's transportation needs and local planning initiatives, the engagement with local, regional, and state stakeholders, and the outcomes of this engagement, which are a set of strategies and specific next steps that support the attainment of the workshop goals.

COMMUNITY CONTEXT

Brooklyn Park, Minnesota is part of Hennepin County and is located around 10 miles northwest of downtown Minneapolis. It is a city of 86,526 people with nearly 30,000 households.¹ It will soon be the fourth largest city in the state, and more than 50% of residents are people of color with one third of all households speaking a language other than english at home. Additionally, 20% are recent immigrants to the us and 10% are immigrants from Liberia.²

As of April 2022 Minnesota had 26,109 registered EVs making up less than 1% of total light duty vehicle registrations. To meet state decarbonization goals, EVs must make up 60% of all new car sales and 20% of all cars on the road by 2030.³ Local governments have begun encouraging EV charging infrastructure through zoning ordinances, and non-profits, local governments and utilities are providing educational materials and outreach to residents to accelerate EV adoption.

On August 1st, 2022, Minnesota Department of Transportation (MnDOT) submitted its first National Electric Vehicle Infrastructure (NEVI) deployment plan. NEVI will provide \$5 billion to States to build out EV charging infrastructure along highway corridors. The state will receive approximately \$68 million for EV infrastructure and is required to submit updates to its deployment plan annually for the next four years. As part of the plan, the state submitted highways to be considered as Alternative Fuel Corridors (AFCs). I-94, which runs through Brooklyn Park, was submitted and has been designated as an AFC.

While transportation electrification strategies and zero-emission transportation solutions have been successfully deployed in other parts of Hennepin County, Brooklyn Park still faces some fundamental mobility challenges. Residents in the city are largely car dependent, though previous planning efforts

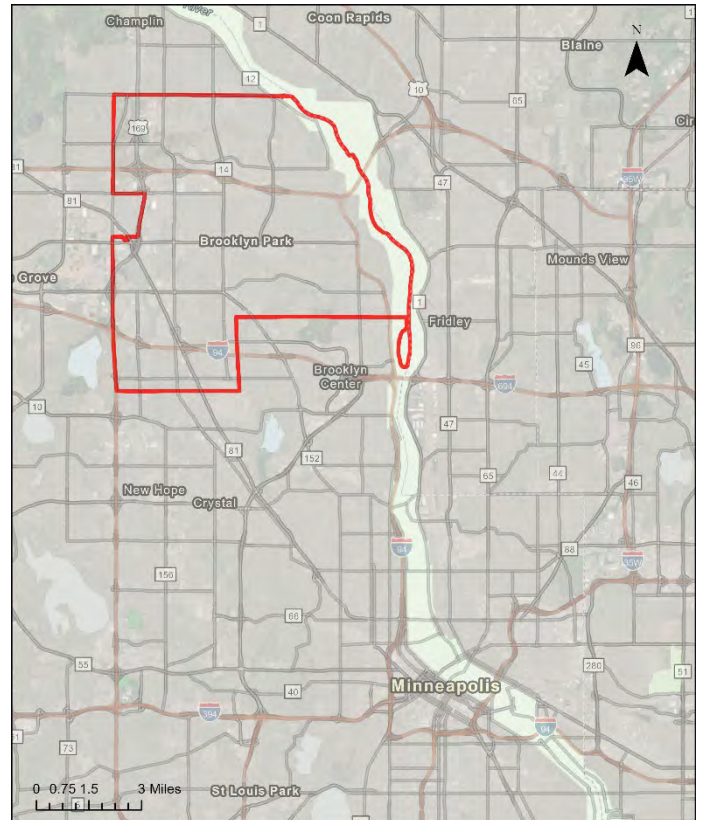


Figure 1. Map of Brooklyn Park and surrounding area

¹ Source: 2020 Census Data

² Source: Resilient Communities Project, [2016–2017 Partner: Brooklyn Park | Resilient Communities Project \(umn.edu\)](https://resilientcommunitiesproject.umn.edu/)

³ Source: Minnesota NEVI Plan, [Electric Vehicle Infrastructure Plan | Let's Talk Transportation - MnDOT \(state.mn.us\)](https://letstalktransportation.mn.gov/electric-vehicle-infrastructure-plan/)

have identified challenges residents have in navigating incomplete pedestrian networks throughout the city, and gaps in weekend bus service in particular.

A number of recently completed plans address some of these key issues and outline potential future multi-modal and land use considerations. The city completed a Pedestrian and Bicycle Plan in 2015. The resulting recommendations are shown in Figure 2 to the right, and recommendations from the plan are still in the early phases of implementation. Brooklyn Park's comprehensive plan was updated in 2017 and adopted in 2020. Hennepin County also adopted a Multi-Modal Transportation Plan in 2018, and planning for the proposed Blue Line Extension in Brooklyn Park is ongoing. The Blue Line Extension will extend the existing Blue Line from Target Field Station in Minneapolis all the way through West Broadway Avenue in Brooklyn Park. Planning efforts have spanned the last decade and the project is currently in the extended environmental review phase and are advancing the route recommendation.⁴

As part of the Blue Line extension, station area plans are being drafted, and the University of Minnesota's Center for Urban and Regional Affairs (CURA) is convening and coordinating an anti-displacement working group with Metropolitan Council and Hennepin County. In 2016 – 2017, Brooklyn Park was also selected as the Resilient Communities Project partner with the University of Minnesota which involved a collaboration with the city and 24 projects through 47 courses that spanned 21 academic departments. These projects included components related to community identity and engagement, workforce development, and transportation among others. Students looked at shared use mobility options and engaged with residents throughout the whole semester to evaluate the feasibility of such options.

Minnesota Department of Transportation (MnDOT) has also recently conducted some in depth community engagement efforts. Proposed changes to Highway 252/I-94 include one alternative which would primarily benefit pass through traffic. MnDOT is currently preparing an Environmental Impact Statement (EIS) and has pursued engagement with the community to complete an Equity

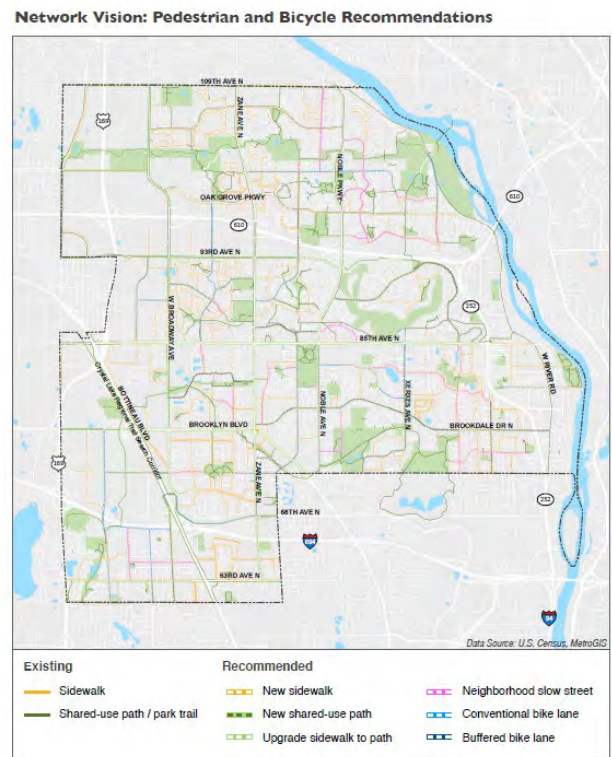


Figure 2. Map of pedestrian and bicycle recommendations from the 2015 Pedestrian and Bicycle Plan

⁴ Blue Line Extension - [About the Project - Metropolitan Council \(metrocouncil.org\)](https://www.metrocouncil.org/about-the-project)

and Health Assessment (EHA) in conjunction with the environmental review. As part of this study, residents have been able to express concerns and desires related to safety, health and the economy.

This workshop came at an important point in time for Minnesota Clean Cities and the City of Brooklyn Park. In addition to the general planning and community engagement efforts the city, county, and state have undertaken, Hennepin County was also selected as a DOE Local Energy Action Program community (also known as CLEAP). As part of this pilot effort, county and city representatives are partnering with CBOs and seeking to engage residents to help determine priorities and inform decision making for potential investments in EV charging infrastructure, electric buses, and electric mobility such as e-bikes and scooters. Given the multitude of projects and engagement efforts active within Brooklyn Park, the planning meetings conducted prior to the workshop, and the workshop itself sought to link related efforts together and come up with meaningful next steps, particularly in light of the ongoing CLEAP engagement.

KEY COMMUNITY ISSUES

Minnesota Clean Cities, under the American Lung Association in Minnesota, is a U.S. Department of Energy designated Clean Cities coalition that has been assisting in the transition to alternative fuels, vehicles, and technologies in counties across Minnesota. Minnesota Clean Cities has a strong fleet focus and has experience working with cities across Minnesota on fleet electrification. Prior to the in-person workshop, the following individuals convened for three virtual planning meetings to discuss current challenges and opportunities, and to plan the workshop logistics including securing a venue and sending out invites. These individuals are also those who will champion this Next Steps Action Plan. In addition to these formal planning meetings, three other scoping and context setting meetings were conducted with the CLEAP team, and with other MnDOT representatives.

Table 1. Local Planning Team

NAME	AFFILIATION
Jon Hunter	Minnesota Clean Cities
Lisa Thurstin	Minnesota Clean Cities
Tim Pratt	Brooklyn Park
Brenda Morales	Brooklyn Park
Diana Chaman Salas	Hennepin County
Eric Holthaus	Hennepin County
Beth Croteau-Kallestad	MnDOT

Prior to the workshop, the local planning team helped identify key strengths and challenges related to engaging the community and discovering equitable benefits of interest to community members. The team voiced the concern of engagement fatigue among community members, especially when planning implementation or direct follow up actions are not communicated or successful. They also raised the challenge presented by multiple planning efforts happening concurrently on related topics though with different geographic focus areas. In many cases, these planning efforts also have community engagement components, so coordinating engagement to provide clarity and reduce the chance of engagement fatigue was outlined as an important priority.

The local planning team emphasized the enduring need for stronger pedestrian connections, especially as first and last mile options. Additionally, while the Blue Line will improve north-south connectivity, there are still east-west connections that need to be made. While various EV transportation solutions have been implemented in Minneapolis and St Paul, very few of these have been adopted in the City of Brooklyn Park.

Of the potential benefit areas related to EVs and EV infrastructure, the team discussed the importance of employment opportunities and small business support as priority benefit areas for disadvantaged community members. This came up as a shared priority among state level and local representatives and was therefore chosen as a focus area for the workshop. A new business center is under construction in Brooklyn Park, and various business associations are active within the city.

These strengths, challenges and opportunities are summarized below and were developed through a review of past and current planning efforts, and emerged through discussion with the local planning team.

Strengths

- Strong existing public engagement foundation and ongoing efforts
- Recent update of the comprehensive Plan, 2040 Comprehensive Plan, and creation of Bike and Pedestrian Plan
- Success implementing EV solutions within municipalities in Hennepin County & County success applying for federal resources
- Strong relationships between the city, county and state

Challenges

- Community Engagement fatigue
- Suburban street & development pattern
- Multimodal connectivity gaps – east west challenges in transit service, and poor bike and ped connectivity

- Potential risk of siloing work due to concurrent efforts at different scales or with slightly different areas of focus

Opportunities

- Blue Line Extension connection opportunities
- Connections with thriving business community
- Collaborating across geographic and topical silos which could lead to compounded benefits

COMMUNITY CONVENING

The Community Based Electric Vehicle and Transportation Strategies workshop occurred on March 14th – 15th, 2023. The workshop began with a community tour and an evening community conversation on March 14th. On March 15th, key stakeholders gathered for two sessions, one in the morning and one in the afternoon. The workshop sessions brought together representatives from the city, county, and state, as well as from educational institutions, the transit agency, business owners, community representatives, and industry partners. The sessions were facilitated by EPA contractors from Renaissance Planning Group with support from EPA and Joint Office staff.

Brooklyn Park Tour

The workshop began with a community tour. Participants rode in a school bus and visited three destinations within Brooklyn Park. The local planning team chose locations that would meaningfully connect to the workshop goals identified during the planning calls. At each location, a representative who was knowledgeable about the location gave background information on the significance of the site and answered questions from the tour participants.

The tour started at the [Small Business Center](#) which is located along the future Blue Line extension across from a proposed station location. In October of 2021, the Economic Development Authority bought a plot of land where a shopping center currently stands previously referred to as the Northwind Plaza. It was purchased in anticipation of the Blue Line extension and associated development pressure. At the time of purchase the site was home to 10 existing businesses. EDA's goal is to work with the existing businesses to ensure their rents stay accessible as property values increase, and to develop the Small Business Center which is being constructed in a renovated 25,000 square foot building on the site. William Anderson, who is the Senior Project Manager for the Economic Development and Housing Division of Brooklyn Park gave workshop participants a tour of the building which was still under construction. When completed, the center will have 60 spaces for shared offices, conferencing, and retail. The site will also include connections to technical assistance through the city which include robust services for startups or transitioning businesses, legal services, and marketing.



Figure 3. William Anderson shows tour participants a site map of the Small Business Center inside the site under construction

The second tour stop of the day was at Hennepin Technical College where the group visited the [automotive technology program](#). Brent Newville from the Medium and Heavy Truck Technology department, and Brandon Holland from the Automotive Technology department described the success of the program and student job pathways. The college primarily relies on donated vehicles for their teaching purposes and were recently recipients of a donated diesel truck which can cost upwards of \$55 thousand, though they still do not have any EVs for training. The program is a two-year commitment, which is split between class and internship time. It is a growing program and has a stronger student enrollment than other similar programs in the state. The automotive technology department currently teaches calibration for self-driving vehicles but does not yet cover EVs. The automotive technology instructor explained that at this point in time, beginner technicians will not encounter EVs, and will rely on later on the job training to cover EV specifics if and when needed. There are currently technician shortages, and the program has strong partnerships with job pathways for the students. The instructor also explained that EVs have become a high-tech buzzword and have started to attract students who are drawn to high tech careers, even though the training has not yet been incorporated. The four different programs offered have 50 – 70% enrollment of students of color and the college has [articulation agreements](#) with the school where tuition can be covered for the students.



Figure 4. Hennepin Technical College automotive instructors show tour participants the training facilities

The Autumn Ridge apartment complex was the final stop on the tour in the southwest corner of the city. Nearly a quarter of Brooklyn Park's population are renters and the City has many apartment complexes clustered along the main arterials. Kaysze Howard, the on-site manager, distributed a survey to residents before the visit to ask them about their typical modes of transportation to and from work, and their level of satisfaction with the transportation options available to them. The apartment complex is on a 17-acre lot and has 366 units. The City of Brooklyn Park's community engagement specialist consistently makes visits to residents of apartment complexes including Autumn Ridge. The local team also took the tour participants to see Boone Ave N with is an arterial road running north-south. This road is planned for a mill and overlay in 2023. The street will be restriped from two lanes in each direction to one lane with a center turn lane and enhanced shoulders. Currently there is a six-foot wide sidewalk on the east side. An eight-foot wide pedestrian path will be added to the west side to improve non-vehicular mobility.



Figure 5. Tour participants enter the Autumn Ridge Apartment Complex

The tour highlighted the importance of connecting various stakeholders and physical locations necessary in developing community-based transportation electrification strategies to promote greater equity. While the locations were spread across the city, they covered the key topics of workforce development, small and minority owned businesses, community engagement, and transportation planning and connections.

Evening session

Minnesota Clean Cities and the City of Brooklyn Park hosted the first workshop session the evening of March 14th at Brooklyn Park Library. Residents, business owners, and interested city, county, and state stakeholders were invited to attend. The facilitators began the meeting with a short presentation on the background of the workshop, EV vehicle and charging basics, the potential benefits of EVs, and potential applications in Brooklyn Park.

Attendees of the meeting discussed their thoughts about EVs and provided insights into key transportation and electrification challenges in Brooklyn Park.

Attendees then gathered around aerial maps of Brooklyn Park to identify key destinations or activity hubs within the city and began to brainstorm different EV transportation solutions that could benefit residents.

Summary of mapped elements

Participants identified important east-west routes in need of multimodal enhancements and placed blue dots on a variety of important destinations throughout the community including schools, parks, retail and employment centers, and clusters of apartment complexes where lower income residents live.



Figure 6. Workshop participants gather around a map of Brooklyn Park

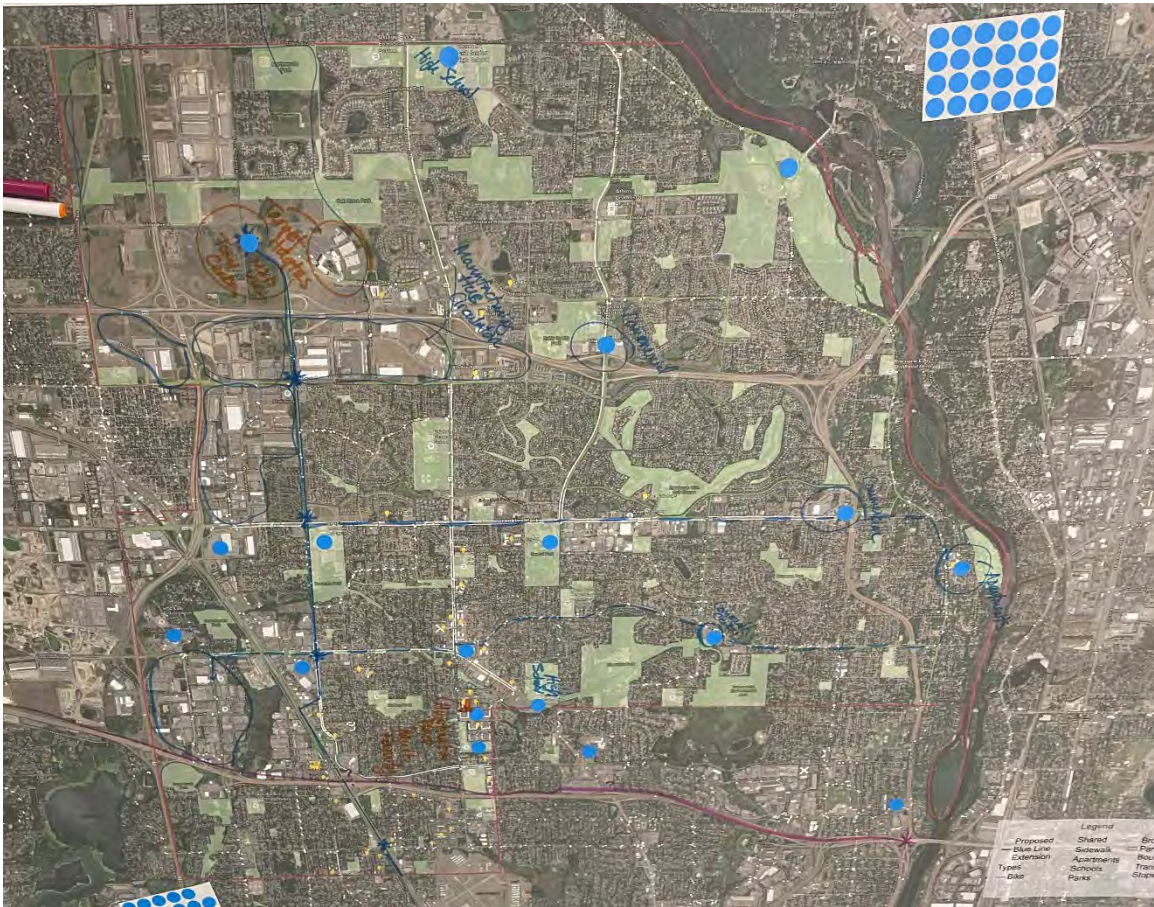


Figure 7. Map of Brooklyn Park key destinations and transportation connections

Stakeholder Working Sessions

On March 15th, about 21 people convened at the Brooklyn Park City Hall to help the city translate its EV and mobility related goals into specific actions that support equitable outcomes in the near-term. The technical work sessions began with a recap of information gleaned from the tour and conversations from the session the evening before. Facilitators then presented the workshop goals that had been drafted in collaboration with the local planning team in the planning calls prior to the workshop. These goals were revised slightly after the first day's tour and evening session and are listed below.

GOAL 1: Advance local EV related transportation projects.

GOAL 2: Advance workforce training and business growth in EV related industry.

GOAL 3: Use existing outreach networks to improve local knowledge about benefits related to EVs and EV infrastructure.

The facilitation team used input from the first day of the workshop to present relevant example strategies from across the country to inspire ideas and possibilities that could be adapted for the context in Brooklyn Park. The attendees then embarked on a series of activities intended to pinpoint specific actions that the organizations represented at the meeting could take to support Brooklyn Park's EV and mobility improvements.



Figure 8. Workshop participants on Day 2

Workshop attendees then brainstormed potential specific actions to implement each of these goals. Attendees reported out on their strategy ideas which the facilitators then categorized within the main goal areas.

The final work session focused on helping Brooklyn Park and its partners identify possible next steps for advancing each of the three goal areas. Attendees worked in small groups to identify implementation details for each action, including the estimated cost and funding resources, lead and supporting roles, measures of success, and immediate next steps. The outcome of their work is a set of strategies supported by concrete possible next steps that can serve as a roadmap for Brooklyn Park and its partners as they plan and invest for equitable EV infrastructure and improved mobility. A summary of the high-priority strategies and supporting actions follows. The tables provide additional detail for each potential action.

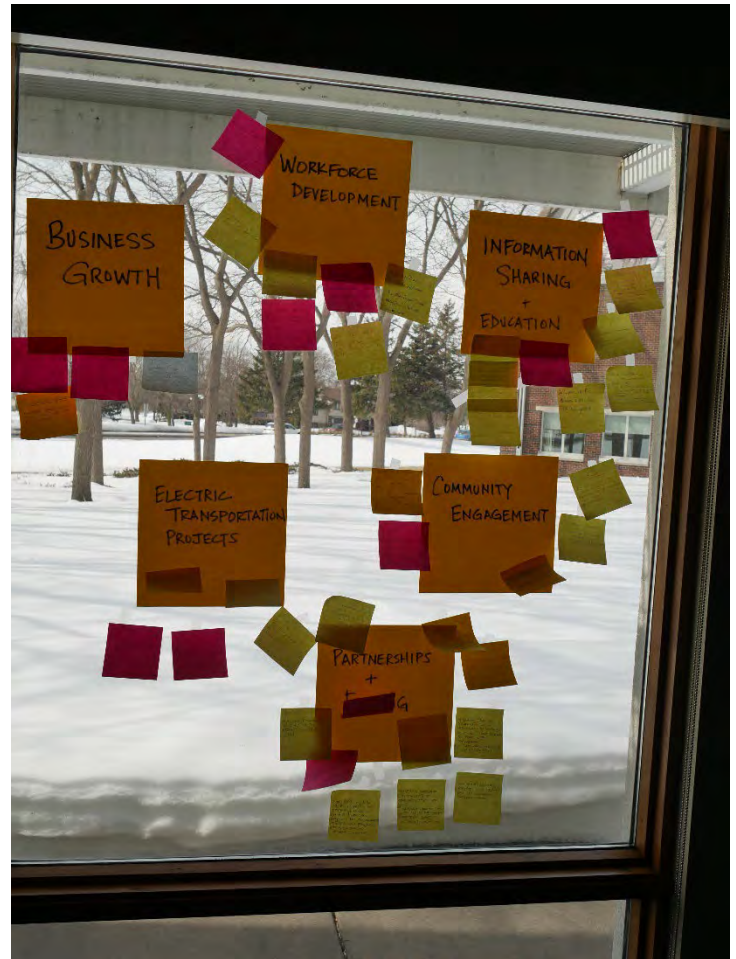


Figure 9. Action steps brainstormed by workshop participants

Workshop Session Discussions

Day 2, Session 1:

During the first session of the second day, workshop participants reported out on their area of expertise, and what they believed their role could be within the broader EV conversation. During this time participants mentioned specific projects they are involved with and raised some questions to the broader group.

The Osseo Area School district transportation coordinator was present and shared about the three electric school buses the district was awarded through the VW Settlement Fund opportunity. The school district also applied for EPA's Clean School Bus funding, however they were not awarded funds for any of the 25 buses they applied for. Osseo school district has joined an electric bus user group which has been an important avenue for information sharing and peer learning. A representative from the City of Brooklyn Park reported on a plan for six public charging locations for which they are seeking funding through the VW Settlement Funds. City representatives also mentioned that various car dealerships in the city have their own private EV chargers, and that a number of new multi-family developments have included EV charging stations as a component of their design. Clean Cities Minnesota shared out on the EVIE car share program which has seen great success in Minneapolis and St Paul. Saint Paul trained its own city staff to fix chargers through Renewable Energy Partners.

A primary workshop goal was to advance workforce development opportunities related to EVs for disadvantaged populations. Understanding labor market trends and employment demand came up as a key area of concern. Workshop participants from various sectors expressed hesitancy in encouraging youth towards certain employment sectors, or investing resources in training when the scale of the opportunity may not yet support a substantial workforce. Similarly, participants wanted a clear understanding of the expected financial benefits for site hosts of EV chargers to be better equipped to encourage business owners to pursue charger installation. In addition to the substantial Federal funds, expanding educational awareness can play an important role in advancing EV adoption and expanding the related employment opportunities.



Figure 10. Day 2 participants discussing action plan steps

Day 2, Session 2:

Conversations in the second session centered around the specific goal areas and are summarized below.

Goal 1: Advance local EV related transportation projects.

The CLEAP effort presents a great opportunity for Brooklyn Park and Hennepin County to continue momentum from this workshop for more in depth community-based planning of electric transportation solutions. Participants in the workshop mentioned the opportunity to expand EV infrastructure not just of Level 3 DC Fast Chargers, but also Level 2 and Level 1 chargers which could also service e-bikes and scooters, and have a lower cost. One Level 3 charger costs equivalent to about 250 Level 1 chargers, so the opportunity to expand this type of charging could be a cost-efficient opportunity. More details are covered in the action table regarding the opportunity to identify expansion for Level 1 chargers, and to apply for NEVI funds to site a Level 3 charger. In addition to these ideas, participants also discussed the opportunity to address the needs of disadvantaged community members specifically through the provision of e-bike and scooter options, and an expansion of the EV carshare program.

GOAL 2: Advance workforce training and business growth in EV related industry.

The MnDOT representative informed the group of the strategies MnDOT is currently employing to involve workforce training in their NEVI planning process. MnDOT is exploring workforce development strategies with Minnesota Department of Employment and Economic Development (DEED) and Department of Labor Industry (DLI) with goals to expand sources of training, experience level, and diversity of workforce installing and maintaining EV charging infrastructure. They are also soliciting input with local schools, colleges, and vocational programs to understand how MnDOT can support the development a pipeline of employees with skillsets needed for the deployment of NEVI. In addition, Electric grid providers have been engaged and have proposed NEVI investments within each of their territories throughout the AFC.

In addition to these larger state-wide initiatives and goals, there are a number of opportunities to advance workforce development pathways within Brooklyn Park. Three of these are detailed in the action table below and include other strategies like engaging with youth through BrookLynk student ambassadors, or engaging with entrepreneurs or business owners through the new Small Business Center. BrookLynk is a youth employment program dedicated to addressing regional talent and workforce needs by directly investing and supporting youth who face barriers to employment. A BrookLynk Program Assistant was present at the workshop and brought up the challenge of transportation as a barrier to workforce training as those who are most in need of jobs are often those who have the hardest time reaching them.

GOAL 3: Use existing outreach networks to improve local knowledge about benefits related to EVs and EV infrastructure.

Upcoming community events and planning efforts can be leveraged to pilot tailored engagement strategies outlined in the action table associated with this goal. As a part of CLEAP, three community-based organizations (CBOs) have been identified as community partners for the project. The engagement of these CBOs presents a great pilot opportunity to create and share materials in a process that can later be replicated for different target populations. The CBOs identified as part of CLEAP include MIND, One Day at a Time, and Community Partnership 2.0. Workshop participants talked about the importance of raising awareness of general EV technology which should include information about the range of EV transportation solutions, including ride sharing, e-bikes, scooters, and other electric mobility solutions.

Minnesota Clean Cities has a wide variety of engagement materials related to EVs and EV infrastructure, however these materials are not translated into all necessary languages, or into plain language that can be easily understood by local target populations. The general process of creating tailored educational materials (which is detailed in the action table for immigrant populations), is as follows:

1. Identify the target topic within EV solutions/benefits in need of greater educational awareness and understanding.
2. Identify any educational materials already created on this topic from key partners and assess the need to contextualize and adapt the materials (for example, language or medium of communication).
3. Identify key stakeholders to provide feedback on the draft educational materials.
4. Adapt materials according to feedback.
5. Identify target community event, or engagement session already taking place to distribute materials.
6. Repeat!

Brooklyn Park has many community events that happen throughout the year. The city engages residents at these events and invites other community groups or agencies to do the same. They have a standardized sign-up form for tabling at some of the larger events which 250 partner organizations have already used. These events provide great opportunities to plug in to community networks that already exist and meet with community members where they already meet.

OPPORTUNITY PLAN

This section outlines specific actions that could support each strategy. The actions and outcomes documented below were developed by attendees of the workshop. These actions represent opportunities for collaboration between Brooklyn Park, Minnesota Clean Cities, Hennepin County, and a variety of other state and local partners.

GOAL #1: Advance local EV related transportation projects

The City of Brooklyn Park is just beginning to explore its opportunities for advancing EV-related projects and strategies. During the work session, the participants identified the potential for several future projects that would further the support of EV deployment and use in the city.

Possible Specific Actions	Potential Next Steps	How will we measure success?	Possible Time Frame	Potential Lead and Support Roles	Estimated Costs & Implementation Resources
1.1 – Evaluate opportunity for installation of Level 1 chargers at apartments and employers	- Gauge interest through surveys to understand opportunity to expand access to EV chargers - Engage businesses and employers at pop up events - Survey residents on interest on investing in Level 1 chargers	Survey created & administered and table held at pop up event	6 – 12 months	- Lead: City of Brooklyn Park, Malcom Hicks – for businesses engagement - Support: Partner with festivals, Clean Cities Minnesota, Xcel resource teams, Regional Chamber of Commerce	Staff time to create and deploy survey

Possible Specific Actions	Potential Next Steps	How will we measure success?	Possible Time Frame	Potential Lead and Support Roles	Estimated Costs & Implementation Resources
1.2 – NEVI site application funding from MNDOT	Seek NEVI funding with MnDOT to locate a new charging station at a strategic location.	Identify location & work with site host to submit application	3 months	- City of Brooklyn Park - Support: Minnesota Clean Cities	Staff time to apply for NEVI funding
1.3 Support expansion of Hourcar MF carshare program in Brooklyn Park	- Engage property managers to 1) let them know about the opportunity, including details on the benefits and requirements (ranking, site scoring, etc), to apply to be an Hourcar host location and 2) support interested managers with information to apply - Spread information about the program at quarterly apartment management meeting	- Information about the program distributed - MF property manager applying to host Hourcar	3 months (August deadline)	- City of Brooklyn Park (Tim and Brenda) - Support: Minnesota Clean Cities	Staff time to support applications and distribution of information

In addition, the following additional projects were identified for further exploration by the City and various partners:

- Provide electric bike and scooter options with payment options attainable to low-income community members.
- Invest in Level 1 ESVE rollout in parks for bikes, scooters, and one wheels.
 - o Provide education on use case and affordability of Level 1 ESVE.
 - o Assess infrastructure in parks and survey nearby residents.

Goal #2: Advance workforce training and business growth in EV related industry

There is strong interest locally regarding the opportunity to align the potential for economic development for small businesses and workforce development around EV-related investments. The two most concrete next steps with key leads include:

1. Explore a career pathways program around EV-auto related mechanic training at Hennepin Tech.
2. Explore an EV-charging infrastructure workforce training/certification program through BrookLynk.

Possible Specific Actions	Potential Next Steps	How will we measure success?	Possible Time Frame	Potential Lead and Support Roles	Estimated Costs & Implementation Resources
2.1 – Create a career pathways program – technical training partnered with Hennepin Technical College (HTC)	• Work with HTC to understand training needs and what could be offered – Potentially add EV maintenance training into the college curriculum • Coordinate city job training programs with HTC	• Develop EV maintenance training module • Offer EV training module at HTC	• 12 – 18 months (timing is dependent on market demand)	• Lead: Brent to talk to Dean of Customized Training at HTC regarding addition of EV-vehicle maintenance • Support: Advisory board at HTC, Director of Career Pathways – Labor Union Apprenticeship, IEW – Electricians, partnership for recruitment construction management	• Grants and sponsorship needs – donation of EVs for training purposes • Staff coordination time • Funding for vehicle and technology to train students • Joint Office funding which includes

Possible Specific Actions	Potential Next Steps	How will we measure success?	Possible Time Frame	Potential Lead and Support Roles	Estimated Costs & Implementation Resources
				Tap into Alumni Network Career Pathways	workforce development and training as eligible expenses - Funding Opportunities Department of Energy - DOE EcoCAR EV Challenge - DOE Announces 15 Universities Selected for EcoCAR Electric Vehicle Challenge Department of Energy - VW settlement funds for med/heavy duty (EPA connections)
2.2 – Strengthen pathways and inclusion for disadvantaged populations in workforce	Conduct a gap assessment on community awareness in Brooklyn Park and Hennepin County regarding these job options and pathways	Youth engaged and provided educational materials on EV job pathways &	6 – 12 months	- Lead: Brooklynk (Nyoka & Catrice) to talk with leadership - Support: Brooklyn Park, Metro Transit	- Funding for gap assessment - Staff time invested to establish new partnerships

Possible Specific Actions	Potential Next Steps	How will we measure success?	Possible Time Frame	Potential Lead and Support Roles	Estimated Costs & Implementation Resources
development opportunities	• BrookLynk to establish new partnership to better connect workforce training students in the electrical and construction trades oriented programs • Engage with youth through BrookLynk student ambassadors to start introducing EV related trades as a topic within curriculum for students. • Appeal to youth that these are “green” jobs that will help us protect the environment. • MetroTransit – provide information for high schoolers on how to use the bus system (for example determining bus routes and fare payment)	• identify any alignment with existing STEM programs • Specific job placement and internship connections created			

In addition, the following additional projects were identified for further exploration by the City and various partners:

- Engage with Brooklyn Park's new Small Business Center to share information on the wide range of EV-related business opportunities; research NREL related resources to better predict/forecast potential job growth related to EV adoption and infrastructure investments (resources listed in Appendix).
- Partner with MnDOT on better connecting workforce development and small business opportunities within the electrician and other construction trades-oriented jobs to capture economic growth locally associated with NEVI funded chargers in Brooklyn Park.
- Provide information, incentives, and support to businesses to host EV chargers - City to provide financial incentives for businesses to add EV infrastructure.

Goal #3: Use existing outreach networks to improve local knowledge about benefits related to EVs and EV infrastructure

Minnesota Clean Cities has a wide variety of engagement materials related to EVs and EV infrastructure, however these materials are not translated into all necessary languages, or into plain language that can be easily understood by all target populations. The below action table details the necessary steps to disseminate information to the BIPOC and immigrant population specifically, but this same process can be taken with other target population groups.

Possible Specific Actions	Potential Next Steps	How will we measure success?	Possible Time Frame	Potential Lead and Support Roles	Estimated Costs & Implementation Resources
1.1 – Increase general awareness of EV transportation benefits including jobs and	• Connect with CBOs during the next meeting and communicate the vision behind this goal to increase	• When contextually sensitive and relevant materials have been created, adopted, and used to inform residents	Juneteenth event (June 19 th) (3 months)	• Lead: Brenda (City of Brooklyn Park) • Support: Clean Cities, MetroTransit	• Staff time • Translation costs • Printing costs • Video production costs

Possible Specific Actions	Potential Next Steps	How will we measure success?	Possible Time Frame	Potential Lead and Support Roles	Estimated Costs & Implementation Resources
transportation options for BIPOC residents	awareness for key EV benefit areas • Work with Clean Cities and MetroTransit to identify current educational materials that could be adapted or built upon • Present informational materials to CBOs and request input • Make edits to materials and deploy at upcoming community engagement events such as monthly health fairs or the Juneteenth celebration				
1.2 – Pilot educational field trips to learn about alternative	• Communicate idea to CBOs engaged in CLEAP to take an educational field trip to learn about EVs	• When the field trip has taken place – identifying opportunities to	End of April/beginning of May (before community	• Lead: Brenda, City of Brooklyn Park • Support: MetroLink	• Transportation to and from the field trip • Staff time to coordinate

Possible Specific Actions	Potential Next Steps	How will we measure success?	Possible Time Frame	Potential Lead and Support Roles	Estimated Costs & Implementation Resources
transportation solutions	and micro mobility solutions as part of MetroLink's fleet • Contact MetroLink to schedule a trip and share any questions or goals of the trip beforehand	replicate this kind of learning experience	workshops start with (CLEAP)	head of customer relations, CLEAP CBOs (MIND, One Day at a Time, Community Partnership 2.0), Clean Cities	

In addition, the following projects were identified for further exploration by the City and various partners:

- Ride and drive events held at multifamily properties including EVs, e-bikes and scooters.
- Increase awareness of the small business community regarding benefits of EV infrastructure.
- Increase awareness among youth about EV transportation solutions and related jobs.

APPENDIX

Additional Resources

1. Alternative Fuels Data Center
[Alternative Fuels Data Center: Electricity \(energy.gov\)](https://energy.gov/alternative-fuels)
2. Assessing the Business Case for Hosting Electric Vehicle Charging Stations
[Assessing the Business Case for Hosting Electric Vehicle Charging Stations in New York State \(atlasevhub.com\)](https://atlasevhub.com/assessing-the-business-case-for-hosting-electric-vehicle-charging-stations-in-new-york-state)
3. Battery Workforce Challenge, 3 Year Collegiate Engineering Competition
[The U.S. Department of Energy and Stellantis Announce the Battery Workforce Challenge | Department of Energy](https://www.energy.gov/battery-workforce-challenge)
4. Climate and Economic Justice Screening tool
[Explore the map - Climate & Economic Justice Screening Tool \(geoplatform.gov\)](https://geoplatform.gov/cejs)
5. Electric Vehicle Technology Overview
[Electric Vehicle Technology Overview | Department of Energy](https://www.energy.gov/electric-vehicle-technology-overview)
6. Implementation and Guidance of Justice 40
[M-21-28 \(whitehouse.gov\)](https://www.whitehouse.gov/presidential-action/m-21-28)
7. Jobs ESVE 2.0 Estimating Potential Employment Impact of the Charging Infrastructure used to Support Transportation Electrification
[JOBS EVSE | Argonne National Laboratory \(anl.gov\)](https://www.anl.gov/jobs-evse)
8. National Alternative Fuel Corridor Council
[Corridor Council | Alternative Fuels](https://www.afccouncil.org/)
9. Plug-In Electric Vehicle Handbook for Public Charging Station Hosts
[Plug-In Electric Vehicle Handbook for Public Charging Station Hosts \(Brochure\), NREL \(National Renewable Energy Laboratory\)](https://www.nrel.gov/transportation/plug-in-electric-vehicle-handbook-for-public-charging-station-hosts-brochure)
10. Public EV Charging Business Models for Retail Site Hosts
[Public EV Charging Business models for Retail site hosts \(atlaspolicy.com\)](https://atlaspolicy.com/public-ev-charging-business-models-for-retail-site-hosts)
11. Transportation Disadvantaged Census Tracts
[Transportation Disadvantaged Census Tracts \(arcgis.com\)](https://arcgis.com)
12. Workplace Charging Questions
[Home | WorkplaceCharging](https://www.workplacecharging.org/)
13. Workforce Development Guidebook
[Workforce Development — EV Deployment Guidebook \(greeningthegrid.org\)](https://www.greeningthegrid.org/workforce-development-guidebook)

Workshop Attendees

Tour

First	Last	Organization/Affiliation	Role	Email
Tim	Pratt	Brooklyn Park	O&M Recycling Support Services Manager	Tim.Pratt@BrooklynPark.Org
XP	Lee	Brooklyn Park	Council Member	xp.lee@brooklynpark.org
Brandon	Holland	Hennepin Tech	Automotive Technology Instructor	brandon.holland@hennepintech.edu
Brent	Newville	Hennepin Tech	Medium/Heavy Duty Truck Technology Instructor	brent.newville@hennepintech.edu
Malcom	Hicks	Brooklyn Park	Business Development Coordinator	Malcolm.Hicks@BrooklynPark.Org
Nestor	Gomez Jimenez	2Tone Logistics / Litty Solar	Founder	nestor@2tonelogistics.com
Kaysze	Howard	Sherman and Associates (on site manager)	Manager Autumn Grove Apartments	khoward@sherman-associates.com
Jeff	Holstein	Brooklyn Park	Traffic Engineer	jeff.holstein@brooklynpark.org
Brian	Brunette	LIUNA	Union Marketing Representative	bbrunette@liunagroc.com
Kim	Berggren	Brooklyn Park	Community Development Director	Kimberly.berggren@brooklynpark.org
William	Anderson	Brooklyn Park	Senior Project Manager	William.anderson@brooklynpark.org

Evening

First	Last	Organization/Affiliation	Role	Email
Eric	Holthaus	Hennepin County	Climate Administrative Manager	Eric.Holthaus@hennepin.us
Didier	Bolanos Gonzalez	Hennepin County	Community Liaison	didier.bolanosgonzalez@hennepin.us
Jasmira	Colon	Hennepin County	Community Liaison	jasmira.colon@hennepin.us
Beth	Kallestad	MNDOT	Principal Sustainability Planner	elizabeth.croteau.kallestad@state.mn.us
Catherine	Kemp	Great Plains Institute	Program Manager	ckemp@gpisd.net
Nestor	Gomez Jimenez	2Tone Logistics / Litty Solar	Founder	nestor@2tonelogistics.com
Richard	McLemorell	One Day At a Time	Executive Director	riched@1dayatotime.org
Maya	Taylor	One Day At a Time		
XP	Lee	Brooklyn Park	Council Member	xp.lee@brooklynpark.org
Girma	Hassen	Oromo Community of MN		girmatokuma@gmail.com
Tim	Pratt	Brooklyn Park	O&M Recycling Support Services Manager	Tim.Pratt@BrooklynPark.Org

Day 2

First	Last	Organization/Affiliation	Role	Email
Lucas	Franco	LIUNA MD & ND	Research Manager	lfranco@liunagroc.com
Joanna	Ocasio	Metro Transit	Outreach Coordinator	joanna.ocasio-maisonet@metrotransit.org

Matt	Oquist	Luther Automotive Group	Community Engagement Director	matt.oquist@lutherauto.com
Brent	Newville	Hennepin Tech	Medium/Heavy Duty Truck Technology Instructor	brent.newville@hennepintech.edu
Jeff	Holstein	Brooklyn Park	Traffic Engineer	jeff.holstein@brooklynpark.org
Nick	Martini	Osseo Area Schools	Coordinator of Transportation	martinin@district279.org
Saleemah	Bah	Brooklyn Park/Brooklyn Center	Brooklynk Ambassador	salee_bah385@gmail.com
Eric	Holthaus	Hennepin County	Climate Administrative Manager	Eric.Holthaus@hennepin.us
Tim	Pratt	Brooklyn Park	O&M Recycling Support Services Manager	Tim.Pratt@BrooklynPark.Org
Brenda	Morales	Brooklyn Park	Community Engagement Specialist	brenda.cmorales@brooklynpark.org
Najma	Adan	Brooklyn Park/Brooklyn Center	Brooklynk Ambassador	najmaadan200@gmail.com
Nyoka	Ameyaw	Brooklyn Park/Brooklyn Center	Brooklynk Program Assistant	nyoka.ameyaw@brooklynk.works
Didier	Bolanos Gonzalez	Hennepin County	Community Liaison	didier.bolanosgonzalez@hennepin.us
Beth	Kallestad	MNDOT	Principal Sustainability Planner	elizabeth.croteau.kallestad@state.mn.us

Facilitators and Clean Cities Planning Team (Present at all Sessions)

Name	Organization
Katharine Ange	Renaissance Planning Group
Becca Buthe	Renaissance Planning Group
John Thomas	EPA Office of Community Revitalization
Reyes Barboza	EPA Office of Community Revitalization
Lauren Reichelt	Joint Office (NREL)
Jon Hunter	Minnesota Clean Cities
Lisa Thurstin	Minnesota Clean Cities
Madyson Hoese	Minnesota Clean Cities
Shelby Gamache	Minnesota Clean Cities
Tim Pratt	Brooklyn Park



Pathways Toward Electric Mobility in Brooklyn Park

Hennepin County, NREL, and
Brooklyn Park

July 8, 2024



- 1** **Reviewing Project Goals**

- 2** **Methodology**

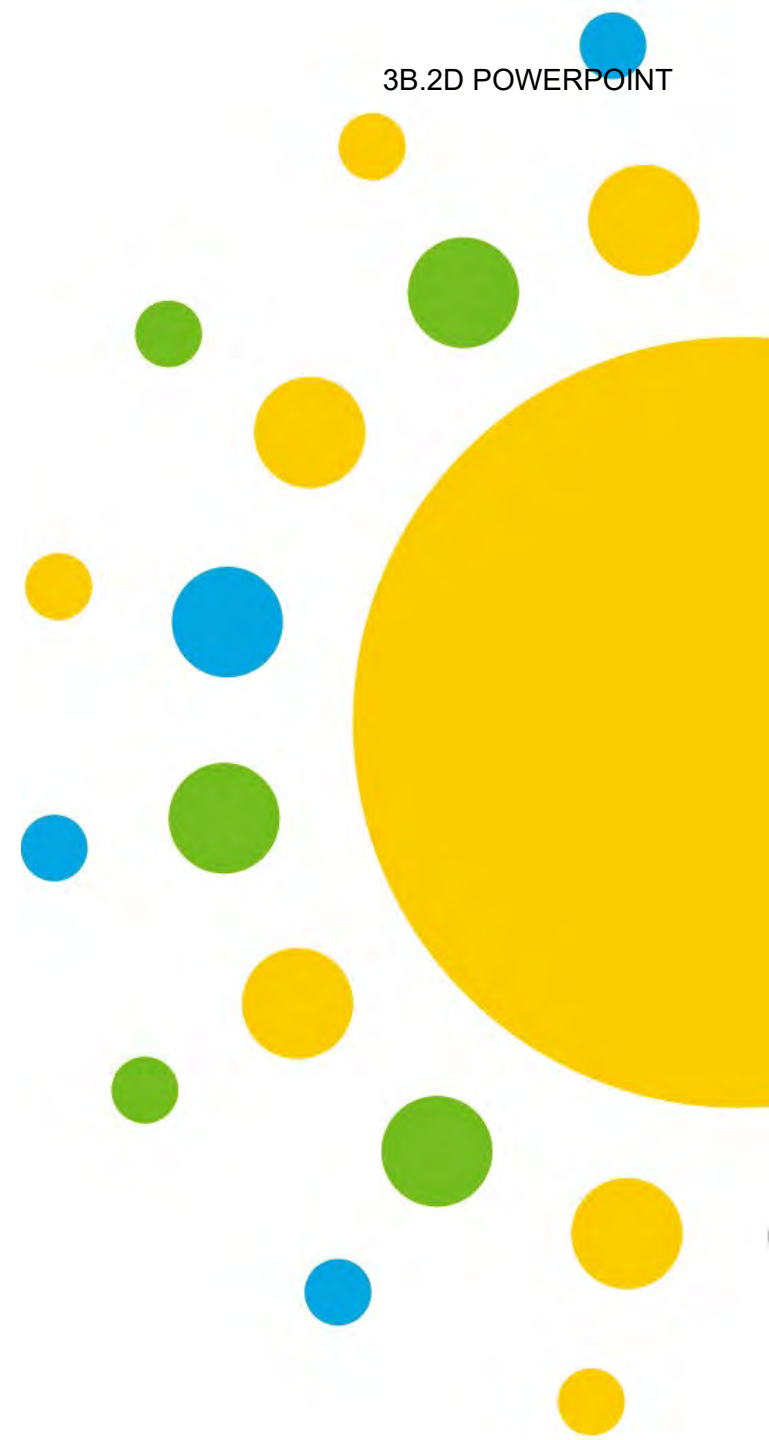
- 3** **Key Findings**

- 4** **Funding and Next Steps**

- 5** **Discussion and Acknowledgements**

How do you want to electrify?

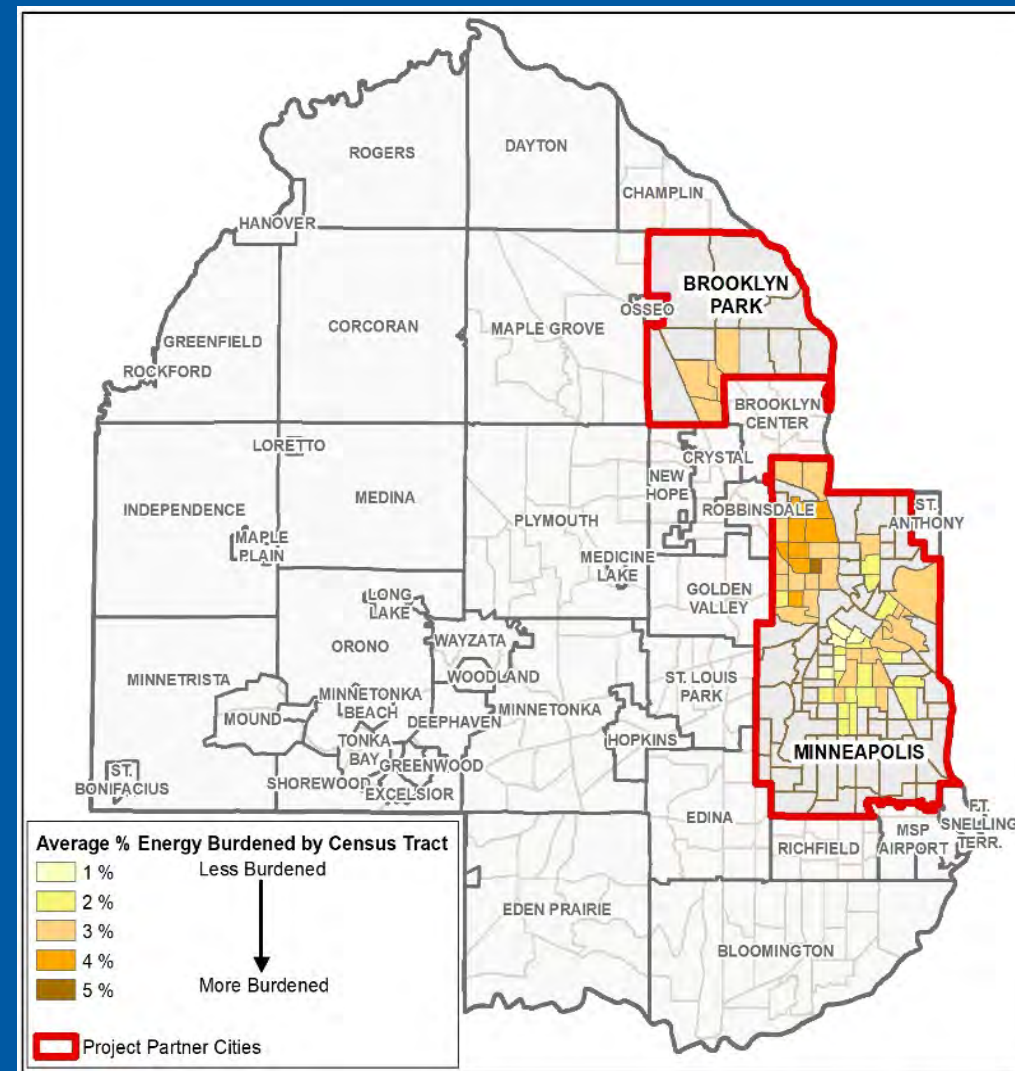
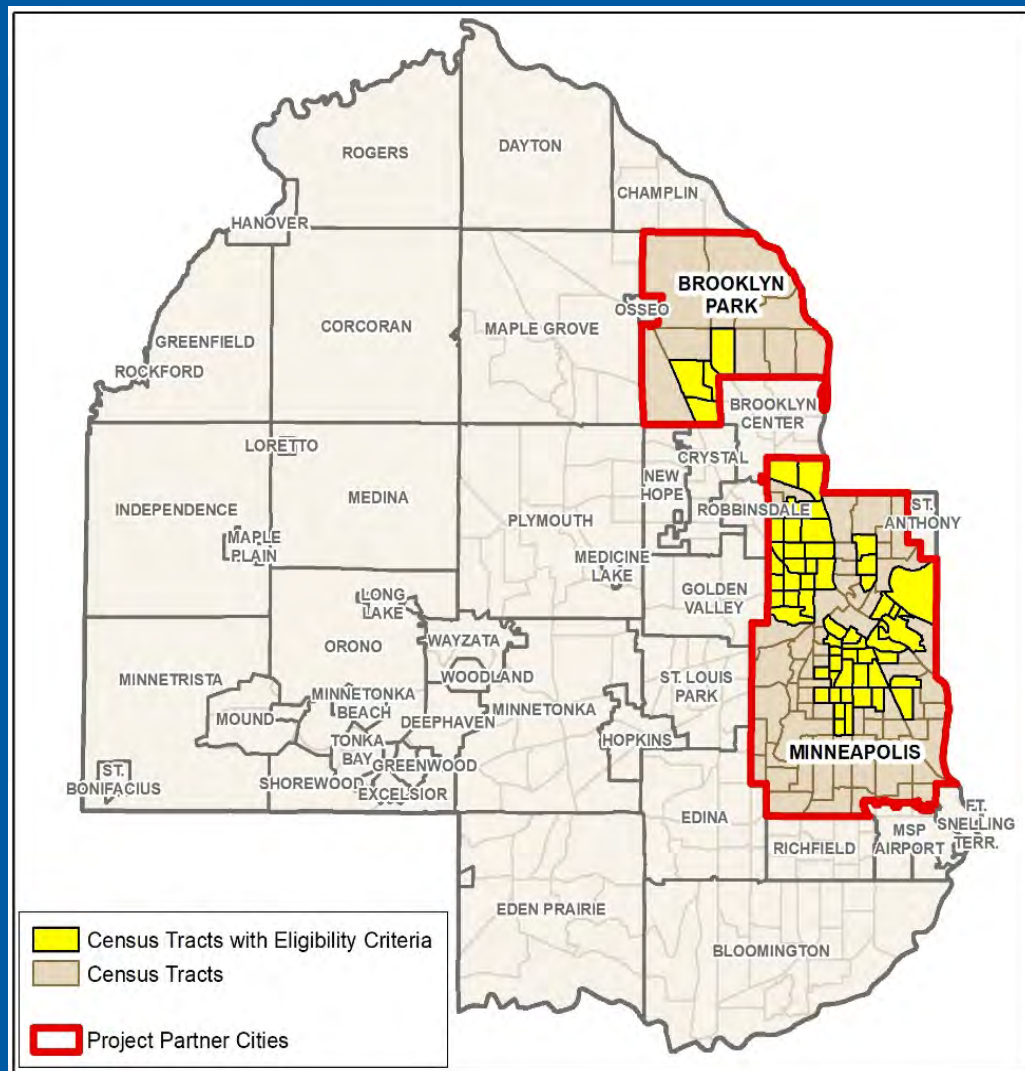
*Reducing Emissions from
Transportation with an Equity Lens*



How Do You Want to Electrify?

- Project goal: Engage residents to proactively understand in what ways transportation electrification technology, including electric vehicle charging stations, can best serve their needs
- Cities:
 - Reliant on personal fossil vehicles for transportation,
 - Lack efficient, affordable, and climate-friendly alternative transportation options
 - High levels of low-income, BIPOC, transportation disadvantaged residents

Figure 2. Average Energy Burden (%) of Census Tracts that Largely Satisfy Environmental Justice Criteria



Project Partners

Strategic planning

Project design and data analysis

- National Renewable Energy Laboratory
- Hennepin County

Technical Assistance

Educate CBOs on EV adoption and other TDM strategies

- Great Plains Institute
- MN Clean Cities

Administrative

Manage coordination with CBOs and administer activities

- City of Minneapolis
- City of Brooklyn Park

Engagement

Outreach and engagement, data collection

- 6 Community Based Organizations

Community-Based Organization Partners



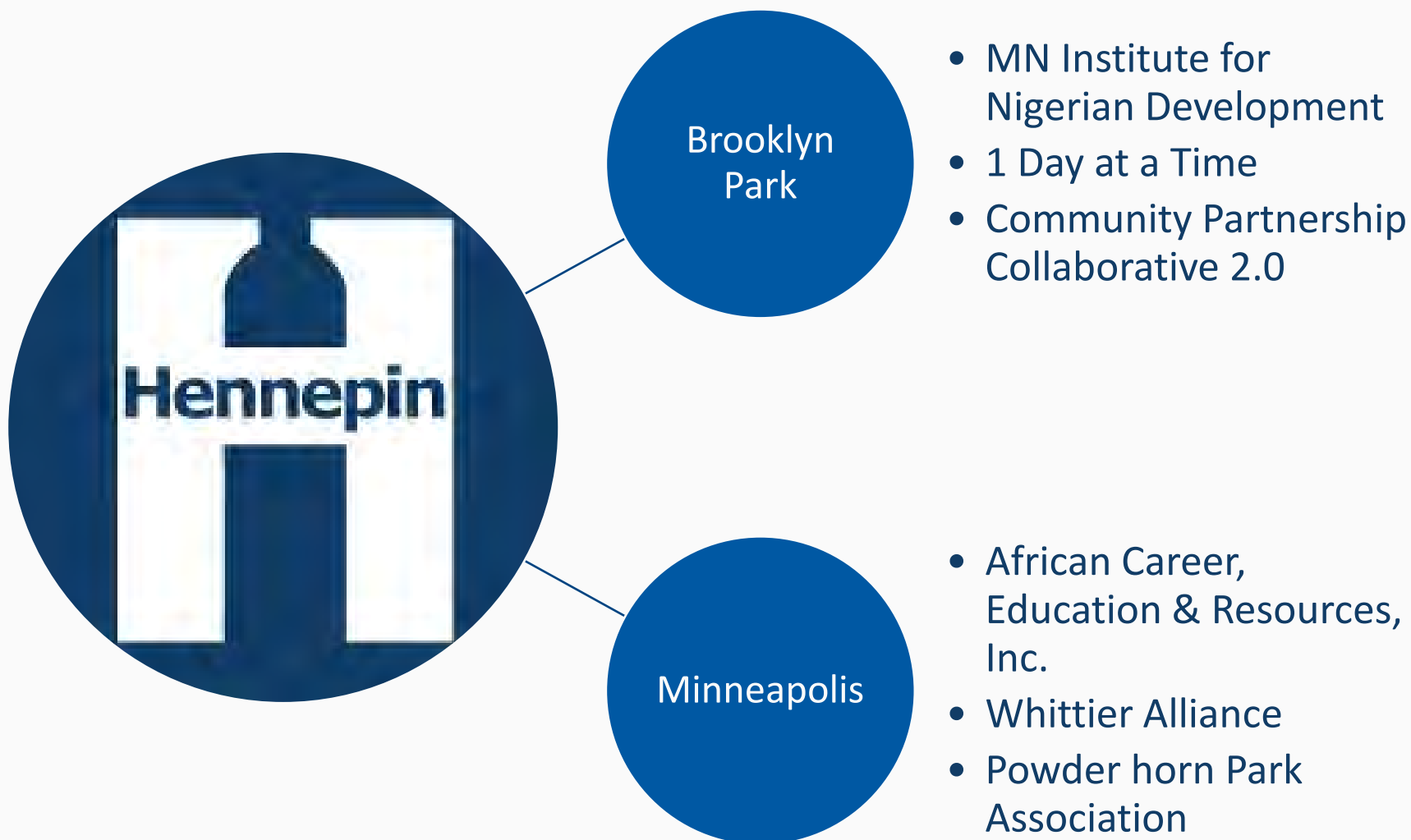
MIND tabling at Back to School BBQ - *photo credit Waheed Ayinde*



THE **WHITTIER** ALLIANCE



The role of Hennepin County: Active connector

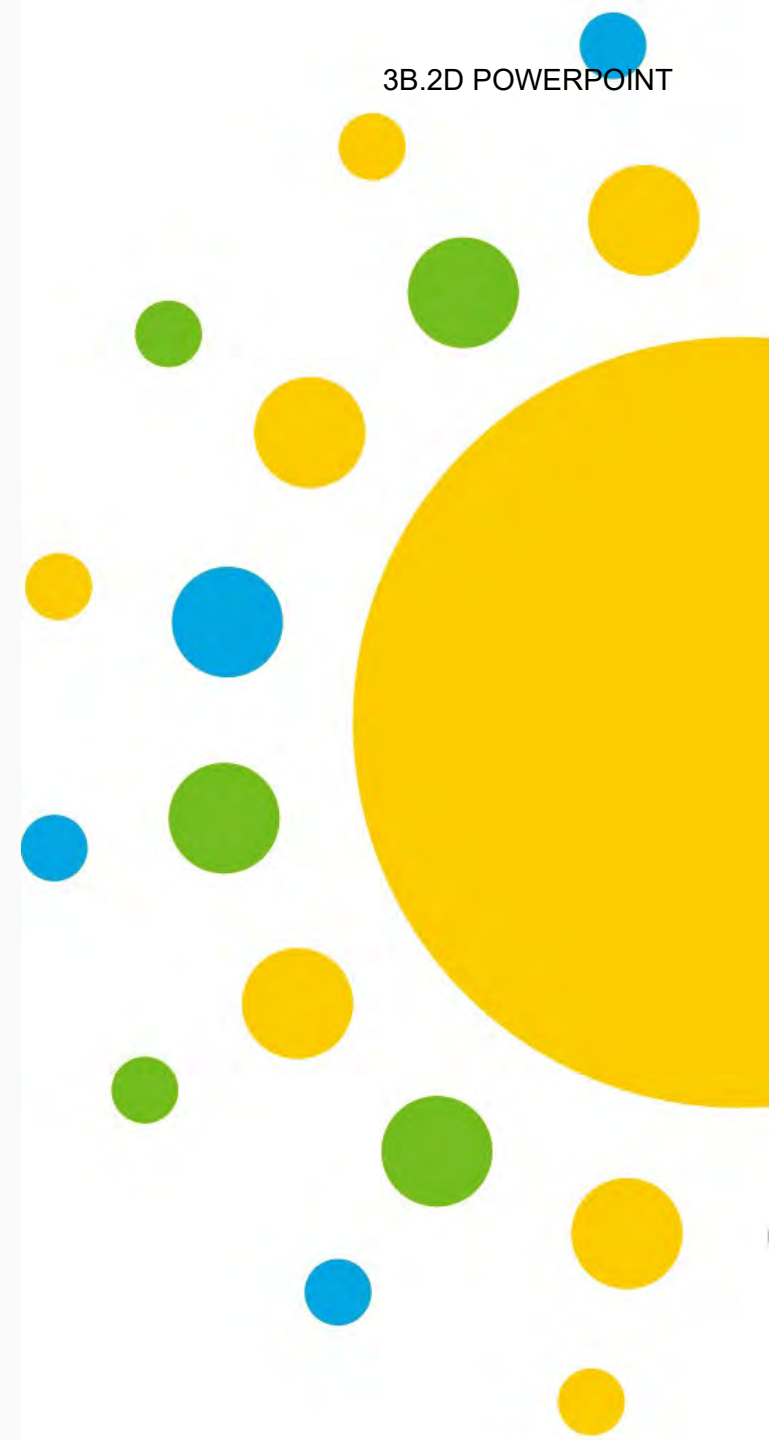


Project Timeline

Phase 1 <i>(July 2022 – March 2023)</i>	Phase 2 <i>(April 2023 – September 2023)</i>	Phase 3 <i>(October 2023 – March 2024)</i>
Communities LEAP project team collected previous local engagement e-mobility data to: Understand community sentiment for e-mobility and identify gaps in the data Design guiding question for the summer e-mobility education and engagement campaign	Six Community-Based Organizations partnered with Communities LEAP project team to conduct community education and engagement	• NREL analyzed data from questionnaires and transcripts to determine e-mobility priorities • Developed a final report that provides a feedback loop of information based on community responses • Co-identified next steps with community participants to guide future transportation planning

Methodology

How did we address the problem?



Community Engagement Results



Let's Talk About Electric Mobility Community Conversation 2023

Community Engagement by the Numbers

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

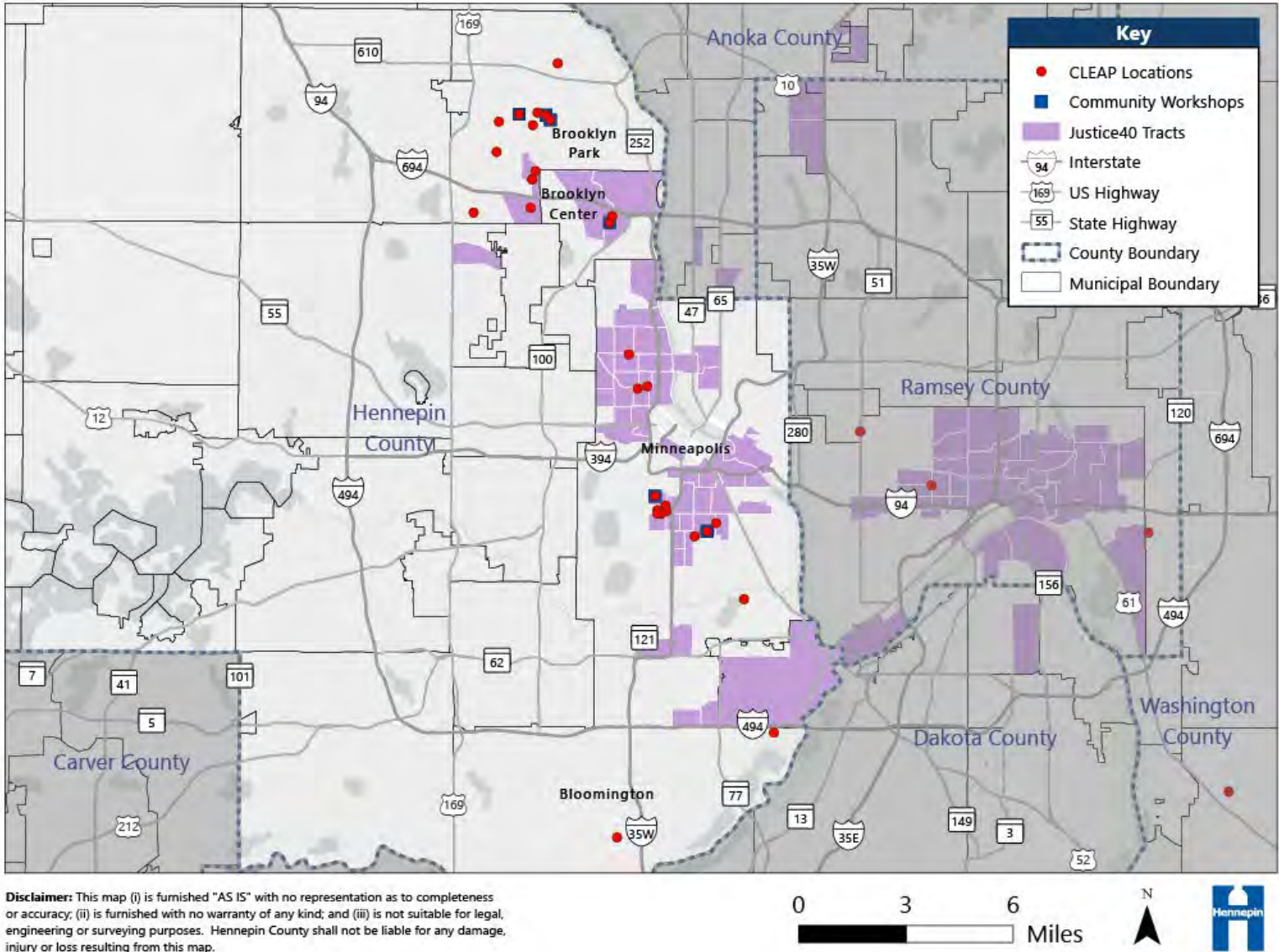
Coalition members attended or hosted **47 events and six (6) workshops** between May and September 2023.

Over 700 attendees directly engaged in a conversation or completion of a questionnaire at summer events.

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

Engagement Locations of C LEAP Engagement & Community Workshops

3B.2D POWERPOINT



Ride and Drive Event



E-scooters



E-bikes



EVs

EPA Visit and Next Steps Memo

Transportation

- Residents currently have difficulty navigating the pedestrian infrastructure in the city
- Weekend bus service is an issue for many people
- Studies happening because of proposed changes to Highway 252/I-94

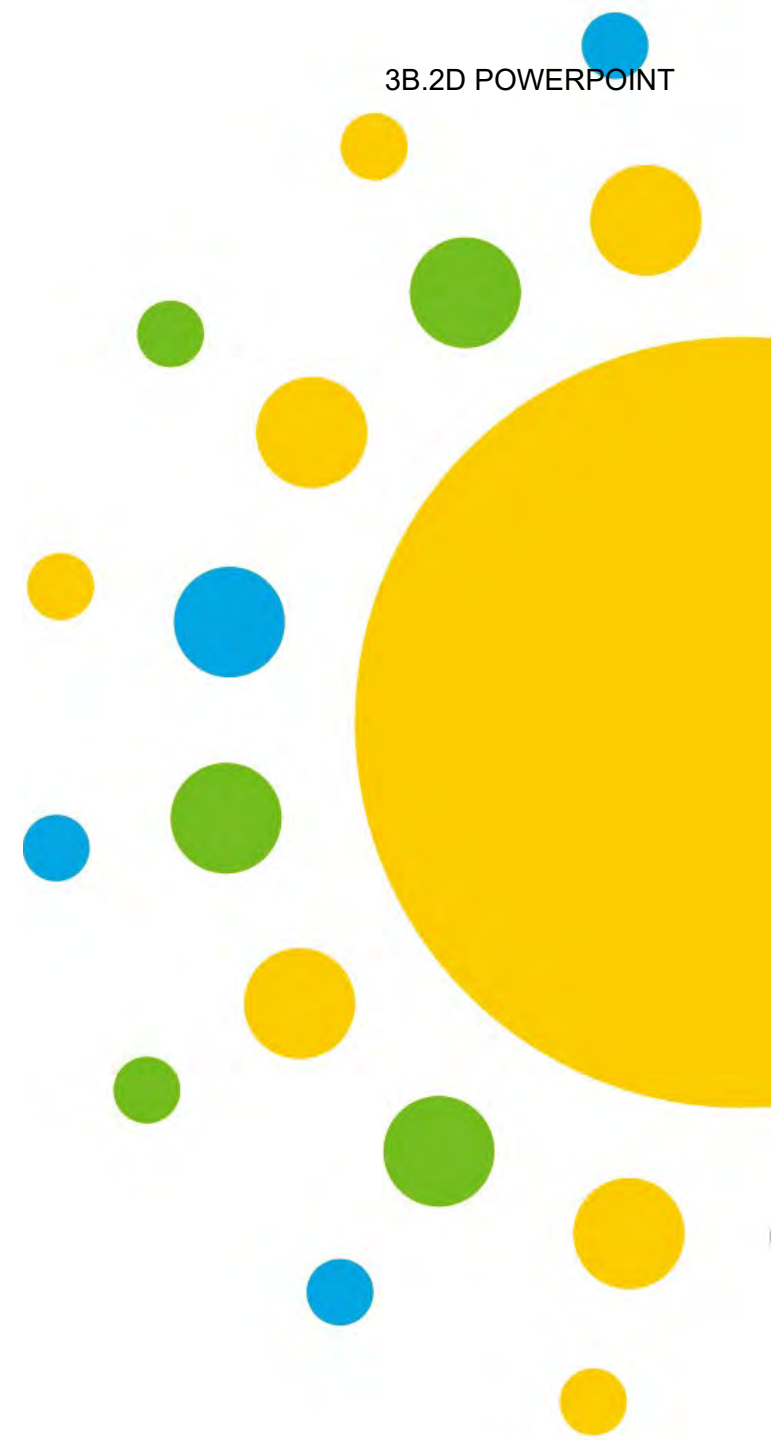
Economic Development

- BIPOC business growth
- Workforce development in trades related fields



Key Findings

Summer 2023 Community Engagement



Demographics

Workshops focused on climate vulnerable communities in Brooklyn Park, Brooklyn Center, and South Minneapolis to center their needs, priorities, and experiences in Hennepin County's transition.

Gender:

There was a **fairly even distribution** of individuals who identify as female and male.



Age:

All age groups were present in the workshops, and ages ranged widely from young adults to middle aged to senior citizens.



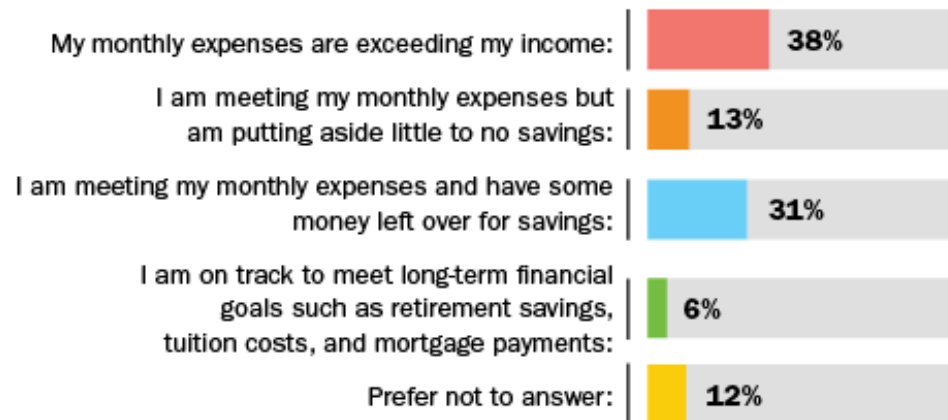
Community workshop race/ethnicity:

African: **40%**
 African-American or Black: **28%**
 Hispanic/Latino: **13%**
 Multiracial: **5%**
 White: **12%**
 Other Racial/Ethnic Identity: **1%**
 Unidentified: **1%**



Economic status:

Only 16 workshop participants provided information on their economic status, with the largest category being "monthly expenses are exceeding my income."



Primary Language Spoken at Home:

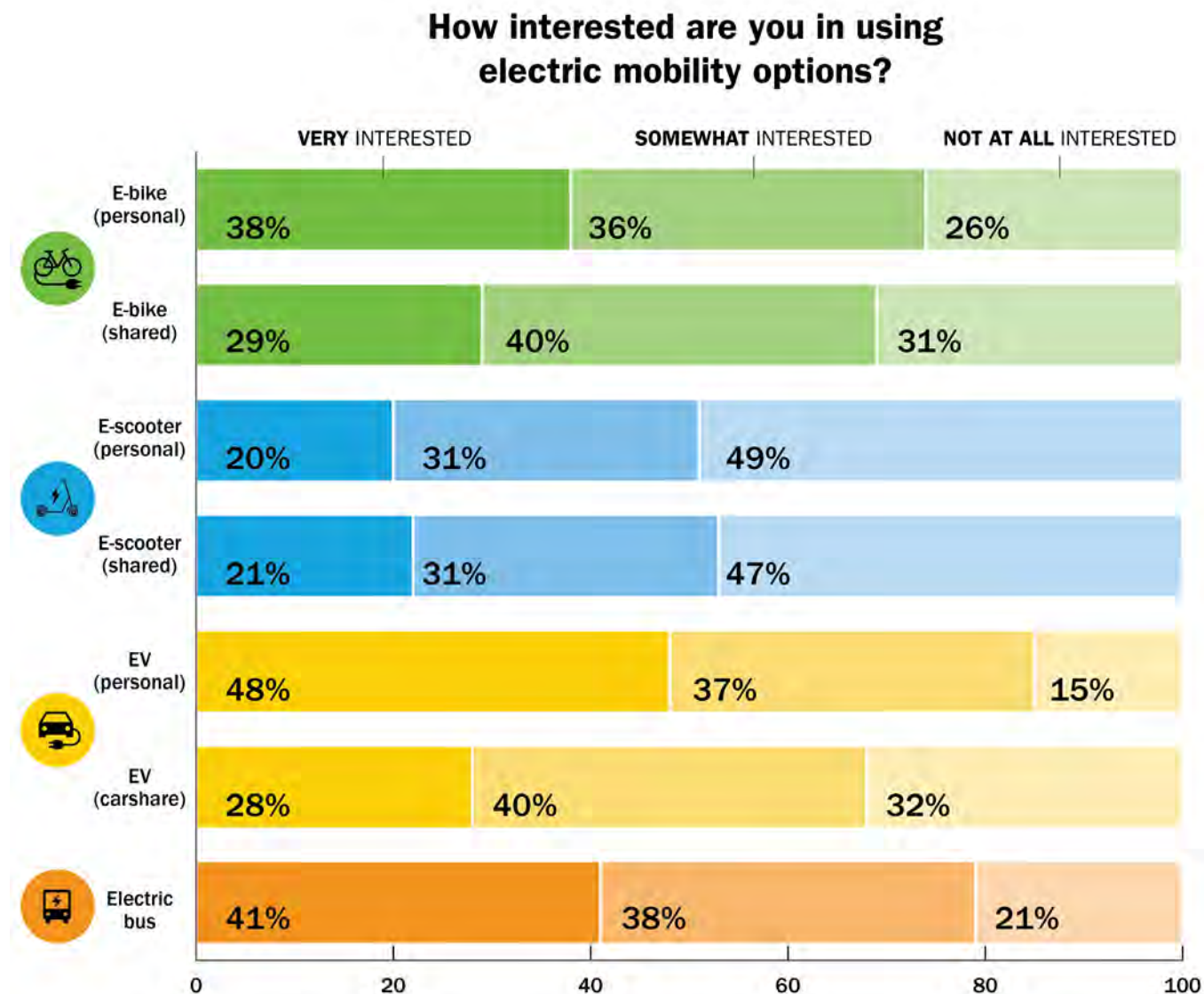
English
 Spanish
 Somali
 French



Note that one workshop was hosted in Spanish and one workshop was hosted in Somali.

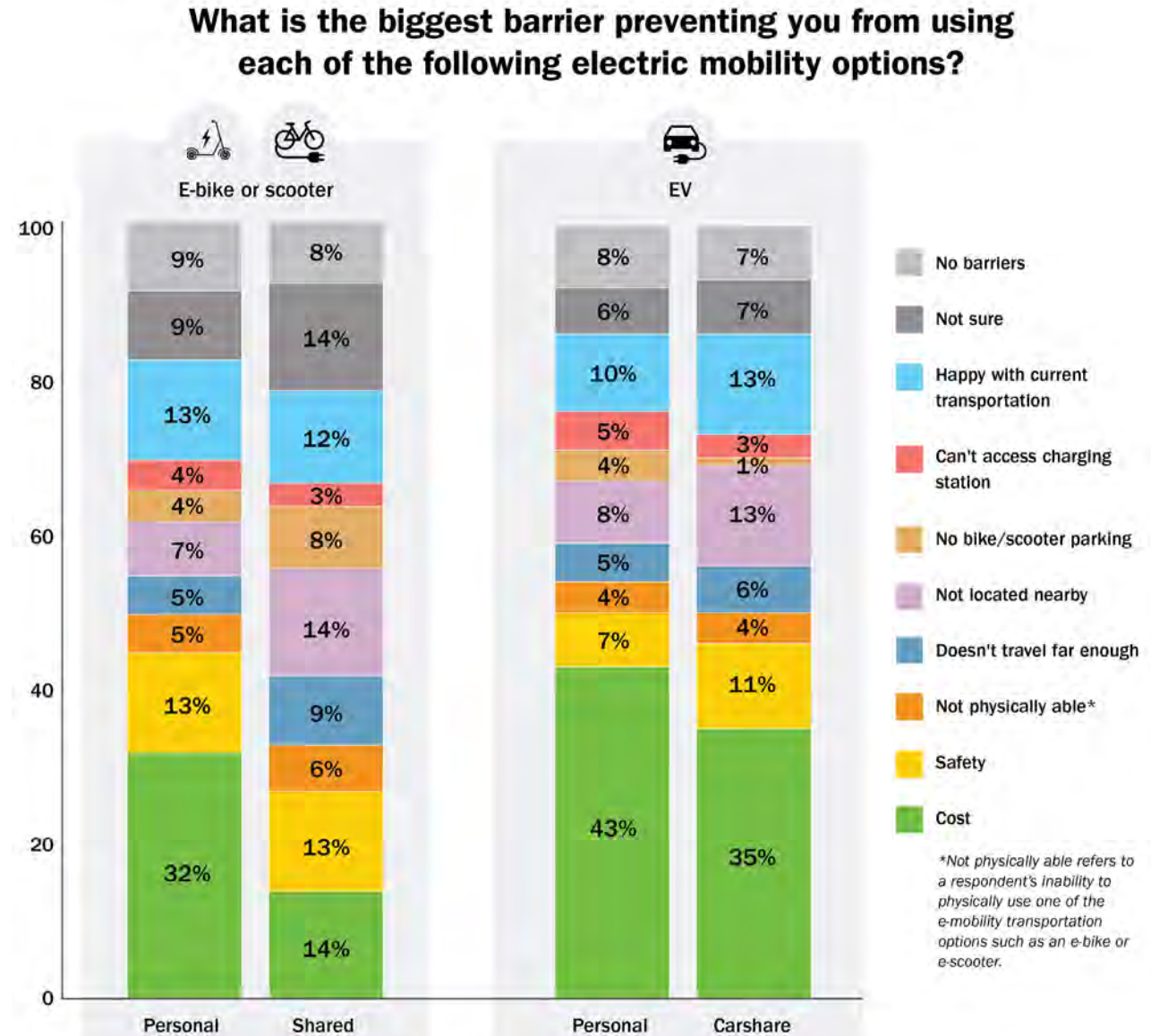
Findings

Questionnaire results reveal high interest in electric transportation across all demographic groups, geographic areas of Hennepin County, and e-mobility modal categories.

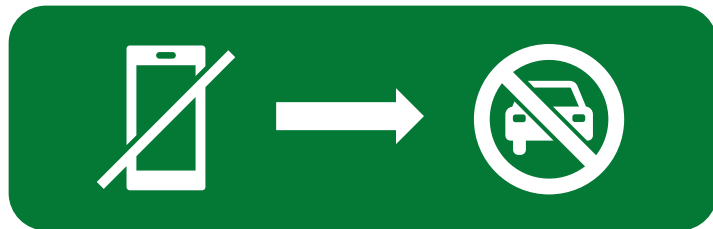


Findings

- Cost was consistently the highest barrier identified by questionnaire respondents preventing them from using existing e-mobility options.
- Safety, proximity, and contentment with current transportation were also identified by questionnaire participants as significant barriers to e-mobility access and use.



Technology Access



"I used to teach a teen class at Pillsbury house and I'm like a lot of the kids...they maybe had phones, but they didn't have service...they could get like a hand-me-down phone, but they couldn't pay for service, so that's not very useful for a vehicle, but you know you have to be online the whole time."

Community Workshop Participant

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

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



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

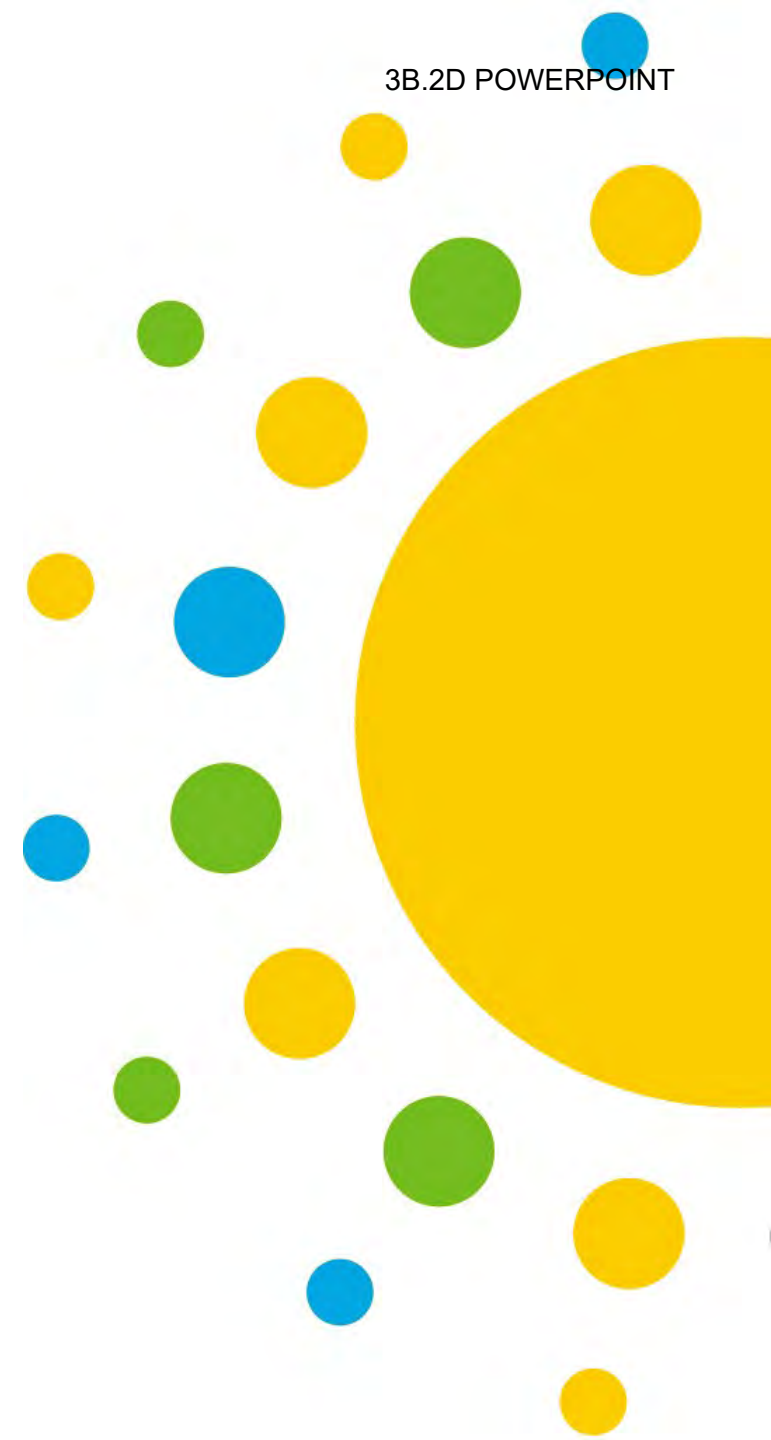
Maintain CBO Partnership to Guide the Engagement Process
Participants suggested continuing to partner with local CBOs to engage with climate-vulnerable communities and facilitate new activities that provide collaboration and community ownership in the transportation planning and implementation process.

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.

Funding and Next Steps

Identifying Funding Streams



Final Project Outputs

1. Brooklyn Park Technical Report

Provides electric mobility technology overview.

- EV and EV charger availability, incentives, and benefits
- Review of electric mobility opportunities specific to Brooklyn Park: Carshare, On-demand services, micromobility, public education and equity

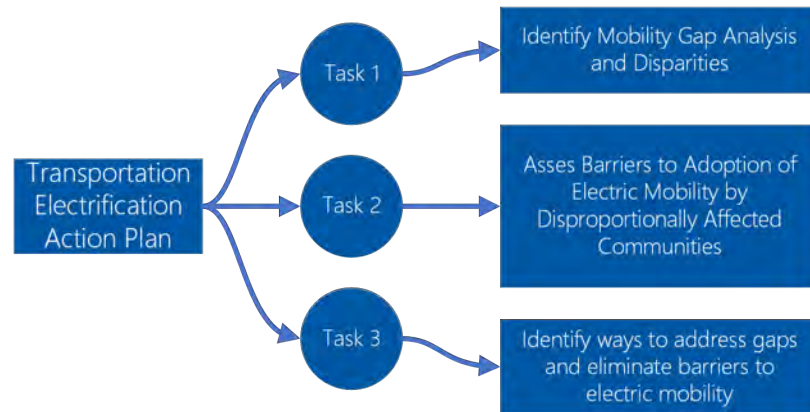
2. Pathways Toward Electric Mobility Report

Proposes a set of community-determined electric mobility strategies.

- Providing financial incentives like rebates to enhance e-mobility access.
- Informing residents of e-mobility options, benefits, and mobility programs.
- Ensuring equitable distribution of e-mobility infrastructure across the county.

Fully Charged Summary

Fully Charged seeks to develop a transportation electrification action plan that **maximizes emissions reductions and benefits to disadvantaged communities**.



Program Summary

Period of performance: 18 months
 Federal funds: \$500,000
 Cost-share: \$0
 Total budget: \$500,000

	Key Milestones & Deliverables
Year 1	- Stakeholder Engagement - Electric Mobility Gaps in DACs Analysis Report - DACs Electric Mobility Barrier Identification Report
Year 2	- Hennepin County Transportation Electrification Action Plan - Presentation of Final Report to Key Stakeholders

Project Team

- Hennepin County** – Lead applicant, project management team
- City of Minneapolis** – Supporting jurisdiction, advisory services
- City of Brooklyn Park** – Supporting jurisdiction, advisory services
- Minnesota Clean Cities Coalition / American Lung Association** – Supporting NGO, advisory services
- National Renewable Energy Lab** – Subrecipient, technical support

Fully Charged Impact

Fully Charged will investigate multimodal mobility access throughout Hennepin County with particular emphasis on DACs in Minneapolis and Brooklyn Park, producing a Transportation Electrification Action Plan. It will recommend strategies to improve mobility through electric transportation investments, resulting in:

- At least **16 public-facing EV charging stations** on county property.
- Plans to **expand access to electric carsharing** into more communities in Hennepin County.
- Improved **support for e-bikes and other e-micro mobility** options.
- Reduced air pollution** in communities that experience higher than average rates of GHG emissions.
- Reduced transportation burden** through assessment of affordability and barriers to electric mobility adoption.

What are the next steps?



EDUCATE RESIDENTS ON CLEAN TRANSPORTATION

- Share materials in multiple languages to educate public on clean transportation options and local sites for transit, car sharing services, and mobility hubs.
- Host car-sharing ride and drive events.



COMMUNICATE FUNDING OPPORTUNITIES

- Cities: Provide a summary of federal (and state) funding opportunities
- Residents: Inform how to apply for state rebate programs (e-bikes, EV, etc.)



INFORM CITY PARTNERS ON COMMUNITY INPUT

- Suite of community-driven recommendations
- Data repository

City of Brooklyn Park Request for Council Action

Agenda Item:	4.1	Meeting Date:	July 8, 2024
Agenda Section:	Consent	Originating Department:	Administration
Resolution:	4.1A	Prepared By:	John Nerge, GIS and Data Analysis Coordinator Felicia Jappah, Project Coordinator – Pandemic Response
Ordinance:	N/A		
Attachments:	2	Presented By:	John Nerge
Item:	Approve Reallocation of GIS Specialist ARPA Funds to be used to Contract with a GIS Vendor (VertiGIS) for the Migration of Essential GIS Application Services in 2024		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2024-_____ AUTHORIZING THE REALLOCATION OF GIS SPECIALIST ARPA FUNDS TO BE USED TO CONTRACT WITH A GIS VENDOR (VERTIGIS) FOR THE MIGRATION OF ESSENTIAL GIS APPLICATION SERVICES IN 2024.

Overview:

GIS has become a critical business tool in the City of Brooklyn Park. Over the last decade, our GIS program has grown from a small footprint largely of PDF maps and a single desktop application to over 40 public interactive web maps and a dozen internal apps across all departments. All this work depends on a single GIS staff member to ensure it stays up and running. The funding for the GIS Specialist in 2025 and 2026 did not come to fruition. As such, we are pursuing alternative ways to ensure what the onboarding of the GIS Specialist using ARPA funds would have accomplished is still implemented in 2024. To this end, we have an opportunity to contract with VertiGIS Professional Services to help us migrate our main internal GIS application suite, CityView, from the current platform to their newest platform.

The process will be time consuming and complicated because the two platforms are quite different, so settings from one cannot be easily copied to the other. Another factor that makes this work essential is that the underlying JavaScript API that the current version of CityView is built on expires this year. There is concern that future browser updates could potentially start breaking CityView, which would cause significant issues with the many CityView users in the city getting the information they need to do their work efficiently.

Background:

In the original plan for use of the funds, the GIS Coordinator would do this work after hiring a GIS Specialist who could take over much of his existing work. Using ARPA funds to contract out the CityView upgrade would accomplish the same goal – migration of the current GIS to the new platform but this time it will be completed by the contractor. The reallocation allows funds that would have been used for the GIS Specialist to be used to pay the contractor. The only change to the original plan is that the vendor who is an existing vendor will do the work that the GIS Coordinator would have done, and the coordinator's work will not be shifted to a new staff.

This does not increase the overall city budget, the work that will be done is essential and will be completed by an existing vendor this year.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: This resolution is for reallocating of already approved funds and does not increase the approved 2024 budget. The total cost is not to exceed \$50,000.

Attachments:

4.1A RESOLUTION

4.1B QUOTE FROM GIS VENDOR

RESOLUTION #2024-

RESOLUTION AUTHORIZING REALLOCATION OF GIS SPECIALIST ARPA FUNDING TO BE USED TO
CONTRACT WITH A GIS VENDOR (VERTIGIS) FOR THE MIGRATION OF ESSENTIAL GIS APPLICATION
SERVICES IN 2024

WHEREAS, GIS is a critical business tool for the City of Brooklyn Park employees; and

WHEREAS, there is a pressing need to upgrade the City's core internal GIS web applications; and

WHEREAS, funding to contract with an existing GIS service provider is available in 2024 from the approved ARPA budget allocated for the GIS Specialist;

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

1. The City Council hereby approves the reallocation and use of up to \$50,000 from the GIS Specialist ARPA budget to be use for payment to contract with VertiGIS for the migration of essential GIS application services in 2024; and
2. The City Council hereby authorizes and directs the City Manager and/or designees to execute the related contract with VertiGIS for the migration of essential GIS application services in 2024 as proposed in the quote and the contents thereof.



City of Brooklyn Park

Migration Services

Reference ID: OP-VGNA-00001925 | June 24, 2024

From:

VertiGIS North America Ltd.
300 - 1117 Wharf Street
Victoria, BC V8W 1T7
Canada

Contact:

Patrick Kay
Email: patrick.kay@vertigis.com
Tel: +1 250-381-8130

Legal

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The contents of this document are confidential and proprietary. Disclosure, distribution or sharing of this information with persons or entities, for which it is not intended, in any form or for any other purpose than the evaluation of this proposal, is prohibited without the express, written consent of VertiGIS North America Ltd.

In situations where information is required to be shared publicly to comply with policies regarding transparency of information, all statements must be signed off on by both VertiGIS and City of Brooklyn Park prior to being published.

Trademarks

Geocortex, *VertiGIS Studio*, and *VertiGIS* are registered trademarks of VertiGIS North America Ltd. in the United States and Canada. *Essentials* is a registered trademark of VertiGIS North America Ltd. in the United States. Other companies and products mentioned are trademarks or registered trademarks of their respective owners. Trademarks provided under license from Esri.

Acceptance of Terms & Conditions

City of Brooklyn Park acknowledges that it has reviewed the process, terms, conditions, and reserved rights contained in this proposal and has voluntarily chosen to participate in this proposal subject to those procedures, terms, conditions, and reserved rights.

This proposal is valid for **30** calendar days from the date of delivery.

All services and deliverables are subject to the terms and conditions of this proposal and shall supersede any conflicting terms in the client's purchase order.

All VertiGIS Studio software included in this proposal are subject to the Licensing Terms of Use at www.vertigisstudio.com/legal. Software subscriptions begin on the date of purchase.

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Document Control Sheet

Version History

Version	Date	Changed by:	Nature of Amendment
1.0	June 24, 2024	Joshua Zapf	1st Draft

Approvals

Name:

Position:

Signature:

Date:

Name:

Position:

Signature:

Date:

Overview

As Esri's JavaScript 3.x API is set to officially retire later in 2024, the migration of Apps to Esri's JavaScript 4.x is recommended as there is a genuine risk that future browser updates may cause a degradation or failure in part of Esri's older JavaScript 3.x API.

The items provided on the Deliverables page provides VertiGIS' general understanding of items required in City of Brooklyn Park's migration of Geocortex components to VertiGIS Studio.

Please note that this list also includes other common tasks such as: technical project administration, business analysis, design, testing, quality assurance, documentation, delivery, user acceptance testing, and project management.

Professional Services

By combining innovative software with world-class services, we empower customers to face their GIS challenges with confidence, help them manage risk, and fast-track deployment of world-class web-mapping systems.

Project-based Services

Custom projects are often necessary to meet the needs of your organization, and our team of experts will help you succeed by providing a range of services from business analysis to project management.

Business Analysis

Our 20+ years of experience creating web mapping applications for clients around the world has given us the experience to address and understand the unique requirements of your organization.

Custom Development

For the vast array of intended uses of GIS, building custom functionality or tailoring the platform to meet your specific requirements is a key part of the process.

Upgrade/Migration Services

As technology evolves, you may have to update your server or platform from time to time. Our services team can help you migrate from one system to another. We can either perform the migration ourselves, or our support team can provide you with assistance.

Project Management

Our project managers will partner with you to do more with VertiGIS Studio. They will help you establish a project plan, manage tasks, and arrive at a project's successful completion. Your project manager will also provide you with information throughout the project so you always know where things stand.

Technical Project Administration

The following technical tasks will be performed by the VertiGIS development team to support the overall development effort.

Development Environment Setup

Project Setup

A developer will create a repository in VertiGIS' code repository system (SVN) for the client and project based on the VertiGIS developer template. Once the repository has been created, all developers working on the project will check out the project to their local workstation and deploy it. This may involve installation of a new version of VertiGIS Studio if it is not already installed on the developer workstation.

Remote Connectivity

All members of the development team will work with the client to get authenticated access to the client environment and adequate security set on target systems. This may include access to secured ArcGIS Services, VertiGIS Studio instances, and remote desktop access to deployment servers.

This task typically involves working with the client's network security team to acquire credentials, install VPN software, set up two-factor authentication, and work through issues such as system-specific connectivity problems and password issues.

Environment Replication

This task involves receiving sample development data from the client along with optional map documents (MXDs) for publishing the data to ArcGIS Server. On a shared internal ArcGIS Server (and possibly database) instance, the data will be deployed and published for all members of the VertiGIS development team to access. No external access will be allowed to the development data and ArcGIS services.

Technical Task Setup

The team lead will create and configure a project in VertiGIS' task tracking software (JIRA), selecting an appropriate template and creating project Epics. Tasks will be created and assigned to Epics for each individual work item and populated with acceptance criteria as appropriate. Each Task will be assigned an estimate and assigned a developer. The final step in this task will be to allocate JIRA Tasks to the first development sprint.

Developer Project Meetings

It is expected that VertiGIS developers and/or technical leads will participate in project kickoff and regularly-scheduled status meetings throughout the duration of the project.

Deliverables

The following is a general understanding of functionality required. Effort listed for each deliverable represents VertiGIS' best estimate but could differ from actual time spent depending on complexity or unforeseen circumstances. VertiGIS will notify City of Brooklyn Park of any deviation between actual time spent and estimated time from this proposal.

VertiGIS will endeavor to complete the following work by December 31, 2024. However, VertiGIS cannot guarantee work will be completed by that date.

Viewer Configuration

Estimate of Effort:	21 hours
Resources:	Application Development and Services

Work will include:

- Installation of VertiGIS Studio components as required
- ArcGIS Webmap configuration support
- VertiGIS Studio Web Viewer configuration

Dependencies:

- VertiGIS will require an account on City of Brooklyn Park's Portal for ArcGIS with a minimum of Creator privileges.
- The latest on-premises versions of VertiGIS Studio Web, Workflow, Printing, and Reporting are installed in City of Brooklyn Park's environment.

Assumption:

- Due to the nature of moving between software generations, the UI/UX and accessibility will not be like-for-like and will conform to VertiGIS Studio's out-of-the-box standard.
- For ArcGIS Webmap and VertiGIS Studio Web configuration, work will include configuring up to four (4) layers (feature details, symbolization, etc.).
 - Any other configuration will be done by City of Brooklyn Park.

Workflow Redevelopment

Estimate of Effort:	53 hours
Resources:	Application Development and Services

The following Geocortex workflows used in the City of Brooklyn Park's internal and public-facing sites will be redeveloped using VertiGIS Studio Workflow. This proposal assumes each rebuilt workflow will provide functionality equivalent to the Geocortex workflow it replaces.

- Mailing Label Workflow
- Find Person

- Run Property Report
- Update HOA
- Export Businesses

Note: City of Brooklyn Park is responsible for creating any and all Workflows not listed above.

Printing & Reporting Template Redevelopment

Estimate of Effort:	15 hours
Resources:	Application Development and Services

VertiGIS will configure the following report templates and up to two (2) print templates.

- Parcel Report

Note: City of Brooklyn Park is responsible for creating any and all Reports or Print Templates not noted above.

Constraint: The listed reports and print jobs will be produced as PDFs only.

Data Link Redevelopment

Estimate of Effort:	8 hours
Resources:	Application Development and Services

Data links equivalent to those in the City of Brooklyn Park's site will be configured for the following layers. The figures in parentheses indicate the number of data links per layer.

- Parcel Layer (3)

Technical Project Administration

Estimate of Effort:	11 hours
Resources:	Application Development and Services

Technical project administration tasks, as necessary, as described in the Technical Project Administration section of this proposal.

Business Analysis & Design

Estimate of Effort:	7 hours
Resources:	Application Development and Services

Prior to commencing development on project deliverables, the VertiGIS' project team lead will conduct discovery sessions with City of Brooklyn Park to produce a detailed design for each deliverable.

Testing & QA

Estimate of Effort:	7 hours
Resources:	Application Development and Services

Prior to development commencing, a developer will create agreed-upon test plans. The finished application will be tested against these test plans and successful completion of the test run will constitute completion of the development phase.

Documentation & Delivery

Estimate of Effort:	7 hours
Resources:	Application Development and Services

The developer will create a delivery package including documentation for the deployment of the delivered code. The developer will deploy the site to the client environment.

User Acceptance Testing

Estimate of Effort:	7 hours
Resources:	Application Development and Services

To ensure that the final product meets business requirements, VertiGIS will work with City of Brooklyn Park to support and help guide User Acceptance Testing before go-live.

Project Management

The project manager will monitor the progress and budget burn for the project. They will provide status updates and reports to the client on an agreed-upon schedule. The project manager will also be responsible for capturing any change requests and generally ensuring the project runs smoothly.

Project Assumptions

- VertiGIS will require an account on City of Brooklyn Park's Portal for ArcGIS with a minimum of Creator privileges.
- The latest on-premises versions of VertiGIS Studio Web, Workflow, Printing, and Reporting will be installed on City of Brooklyn Park's server currently hosting Geocortex Essentials.
- City of Brooklyn Park is responsible for providing the installation and configuration of the VertiGIS Studio environment(s) to be used for development, testing, and production.
- City of Brooklyn Park is responsible for the creation and configuration of the ArcGIS web map used by the application.
- City of Brooklyn Park is responsible for creating any and all Workflows, Report Templates, and/or Print Templates not listed herein.
- VertiGIS Studio will use City of Brooklyn Park ArcGIS Enterprise application services, including:
 - Authentication and authorization
 - Storage of application resources;
 - Spatial services, and
 - Web map configuration.
- Unless otherwise stated, it is assumed that VertiGIS is providing a single, desktop viewer layout.
- Testing will only be done in Google Chrome and Microsoft Edge.
- Accessibility will conform to VertiGIS Studio's out-of-the-box standards.
 - The application may not satisfy local accessibility requirements.
- The UI/UX experience of the app will be in accordance with out of the box look and feel and capabilities of VertiGIS Studio's products.
- Access to the client environment for installation and deployment is via VPN connection and remote desktop (or equivalent).
- The installer and developer have sufficient administrative access to the client machines for deployment and configuration.
- Data schema will not change after development commences.
- Work will be completed off-site via remote access to client's development environment.
- VertiGIS shall retain all of the intellectual property rights to the deliverables.

Constraints and Dependencies

- Due to Google Map's API terms of service, VertiGIS does not support integration of Google Streetview in VertiGIS Studio Web.
- Due to the nature of moving between software generations, the UI/UX, accessibility, and features will not be like-for-like and will conform to VertiGIS Studio's out-of-the-box standard. The feature comparison matrix [linked here](#) compares the features of [Geocortex Viewer for HTML5 and VertiGIS Studio Web](#).
- Migration projects focus on moving a solution from one framework to a newer framework – improving and modernizing useful software for an organization. As VertiGIS Studio is a commercial-off-the-shelf application framework, VertiGIS may be limited in some capacities to deliver the exact behavior, look, or feel of the original application.
- Any resulting schedule and ability for VertiGIS to deliver will be dependent on deliverables owned by City of Brooklyn Park, including but not limited to, environment, infrastructure, data (Esri Utility Network), service connectivity, and developer access.
- As application performance depends on multiple factors beyond VertiGIS' control (i.e.. number of layers in the web map, data volume and granularity, service configuration, and server infrastructure), VertiGIS cannot guarantee the application or tools will load within a specific timeframe.
 - VertiGIS will work to find the best balance of performance and may provide performance tuning steps that City of Brooklyn Park will own.

VertiGIS' Responsibilities

- Provide project management to ensure successful delivery.
 - The project manager will monitor the progress and budget burn for the project. They will provide status updates and reports to the client on an agreed-upon schedule.
 - The project manager will ensure that any change requests are captured and processed accordingly.
- Provide QA/QC on the developed modules, templates, forms, work sheets, etc.
- Resolve critical issues found with the application during testing and implementation within an agreed upon timeframe.
- Resolve high and medium priority issues found during testing and implementation.
- Capture low priority defects for future releases.
- Provide Project status reports to the City of Brooklyn Park Project Manager on an agreed-to basis.
- Development Epics and Sprints will be created to prioritize and manage the work outlined in this proposal.
- Manage and escalate Project issues and risks as appropriate.
- VertiGIS warrants for a period of thirty (30) calendar days from the time of delivery that the deliverables will substantially conform to the specifications set out in this proposal.

City of Brooklyn Park Responsibilities

- Provide a primary point of contact for the entirety of each task.
- Communicate project needs and priorities to VertiGIS.
- Provide Subject Matter Experts to assist with tasks.
- Provide sample/development data and supporting map services.
- Escalate Project issues and risks as appropriate.
- Provide the appropriate resources to perform User Acceptance Testing.
- Coordinate user training, as needed.
- Notify VertiGIS of product defects, their priorities and issues for resolution.

Cost and Budget

Costing Model - Time & Material

During the software development process, there are situations and projects that demand flexibility from all the parties involved. Time & Material (T&M) is the preferred approach to managing cost and budget constraints since it allows more control over development progress and cost instead of relying on educated guesses at eventual expenses.

VertiGIS uses the T&M model when there is no whole vision of the solution and its implementation specifics. This option is fully negotiable and uses an hourly rate for work applied in the development process. To prevent uncontrolled price growth, we define an upper limit for project budget.

One of the biggest benefits of this model is task prioritizing for development projects. Each project is divided into several separate tasks (involving features, use cases, tests, etc.). VertiGIS' project manager gives advice on importance, level of complexity, implementation, and cost of these tasks. Thus, clients can prioritize the order of features and use cases depending on cost and relevance to the solution.

VertiGIS uses the T&M model when at least one of the following situations applies to the project:

- When requirements are not precise or specifications cannot be clearly defined.
- When there will be a constant flow of tasks or enhancements.
- When project scope is unknown or implementation spreads over months.
- When the client requires a high level of flexibility or change requests often appear during the development process.
- When the client wants more direct control over the process or provides certain resources that can influence the project implementation.

In this type of pricing model communication and agreement greatly influence time and cost efficiency of the project. Constant supervision and coordination of effort are the keys to a successful project.

Since clients pay only for the hours and accompanying expenses spent on the project, they are provided with timely reports so they can track and control time and expenses, and material. VertiGIS uses a variety of software - from weekly project burn down reports to specialized web applications. VertiGIS uses Intacct Project Accounting and JIRA Issue Tracking to provide all the necessary data, time tracking and communication for successful project management and reporting.

Cost

The proposed budget for the project is supplied below and is an estimate only. The estimates are based on our current understanding, and may need to be adjusted as the requirements and specifications evolve over the course of the project.

VertiGIS will endeavor with the City of Brooklyn to complete the project by December 31, 2024. However, VertiGIS cannot guarantee work will be completed by that date.

Description	Quantity	Cost	Total Cost
Application Development and Services			
Note: The provided estimate of hours includes Project Management time to ensure that any change requests are captured and that projects run smoothly.	136	\$255	\$34,680
Total			* \$34,680

* Note: Total will not exceed \$50,000

City of Brooklyn Park

Request for Council Action

Agenda Item:	4.2	Meeting Date:	July 8, 2024
Agenda Section:	Consent	Originating Department:	Administration
Resolution:	X	Prepared By:	Devin Montero, City Clerk
Ordinance:	N/A		
Attachments:	2		
Item:	Adopt a Resolution Appointing Election Judges for the August 13, 2024, Primary Election		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2024-_____ APPOINTING ELECTION JUDGES FOR THE AUGUST 13, 2024, PRIMARY ELECTION.

Overview:

Minnesota State Statute, 204B.21, Subdivision 2, requires election judges for precincts in a municipality to be appointed by the governing body of the municipality at least 25 days before the election at which the election judges will serve. Attached is the list of election judges assigned to the Primary Election on August 13, 2024.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

4.2A RESOLUTION
4.2B EXHIBIT A

RESOLUTION #2024-

RESOLUTION APPOINTING ELECTION JUDGES FOR THE
AUGUST 13, 2024 PRIMARY ELECTION

WHEREAS, Minnesota State Statute, 204B.21, Subdivision 2, requires election judges for precincts in a municipality to be appointed by the governing body of the municipality at least 25 days before the election.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park, that the election judges for the August 13, 2024 Primary Election be appointed as presented by the City Clerk per Exhibit A attached hereto and made a part hereof and further authorizing the City Clerk to appoint additional judges if and where needed.

EXHIBIT A

Marion Abell
Heather Adams
Leslie-Anne Adams-Green
Moses Agbonkhese
Alhassan Ahmed
Sunday Alabi
Jacqueline Alexander
Arlene Alstadt
Marvelous Anako
Lori Anderson
Marcus Anderson
Rick Andresen
Chukwunedu Arah
Elizabeth Baker
Amber Bakken
Colleen Baldwin
Angela Batzlaff
Terrence Beckman
Nichole Benitez
Melody Bird
Carolyn Boganey
George Bonnell
Tami Bombich
Barbara Bor
Donna Bourgeois
David Brom
Laurie Brown
Linda Browning
Joe Broyles
Sara Buggs
Kim Bunyan
Thomas Butler
Kristi Calvert
Colin Campbell
Marcia Capra
Lisa Caswell
Charmaine Cavin
Pamela Chandler
Jennifer Charon
Patrick Chittester
David Cole
Kim Coleman
Liam Coley
Joanne Coller
Othello Collins
Dejonae Copeland
Jennifer Corbett
Janice Daggett

Deanna Dahl
Datron Davis
Jennifer Dean
Steven Debner
Marisa Delarosa
Arthur (Dana) Dickson
Ruth Dickson
Wayne Doe
Ellen Dossdall
Elizabeth Douglas
Jacalyn Douglas
Linda Dow
Susan Dwyer
Jayvar Eckford
Mary Eickholt
Elizabeth Eiden
Sharon Engels-Chupurdia
Kirk Enzenauer
Steven Erickson
Michael Felien
Michelle Ferrel
Patricia Flugaur
Deborah Francis
Maria Frederickson
William Fredrick
Benjamin Fugate
Jeffery Fuller
Annie Gaffney
Jerry Gale
Jerrod Gates
Kim Gerou
Dionne Gigley
Steven Gilbertson
Michael Goebel
Janet Golubski
Julia Gordon
Alice Grady
Sharon Greaves
Lisa Greene
Kathleen Guthrie
Thomas Guthrie
Sandra Gutzwiller
Kaitlin Hallett-Pugh
Kendra Halvorson
Linda Hammond
Robert Hansen
Ellen Hanson
Rachel Harms

Angelique Harrington
Lillie Harris
Andrea Harris-Ward
Carolyn Hartfiel
MichaelHedman
Sharon Hedman
Stephen Hedman
Lori Heilman
Julie Heiskala
Dezra Helgeson
Joel Helgeson
Carol Helseth
Nancy Hennen
Vicki Herald
Connie Hergenrader
Quincia Holmes
Ronald Holmgren
Frances Howard
Juanita Howard
Maakai Howard
LeeAnn Huff
Marian Hutchens
Vicki Imholte
Peggy Isaacs
Timothy Ista
Robert Janson Kelley
Jacqueline Johnsen
Calli Johnson
Carla Johnson
Cheryl Johnson
David Johnson
Eleanor Johnson
Kamah Johnson
Laura G Johnson
Rachel G Johnson
Reid Johnson
Susan M Johnson
Jean Jones
Gerri Juntilla
Courage Kai
David Kaliher
Julie Kari
Charles Karver
Linda Kelly-Allen
Jackie Kern
John Keymer
Kirsten Khan
David Kinson
Jenel Kittleson
Nancy Kline

Kirk Kluempke
Lina Knox
Dorothy Knuckey
Linda Koenig
Henason Kollie
Debra Korb
Albert Kowalczyk
Janet Kramer
John Krasne
Paul Kratoska
Teresa Kratoska
Quentin Kubicek
Teresa Kurkowski
Trudi LaRose
Nancy Larson
Debra Layer
Julie Lee
Debra Lehr
Debra Lenzen
Joseph Levens
Sherri Linderman
DeVonaLove
Daniel Lubinus
Joy Lubinus
Pamela Lung
Nanette Lunquist
Kathy Maas
Susan Mabera
Teri Maggi
Kathleen Malecki
Robert Malecki
Joanne Mann
David Mantini
Melissa Marengo
Jorge Martinez
Cynthia Matthew
Richard Mayieka
Sedric McClure
SueAnn McGarvey
BarbaraMcGehee
Jean McKinney
John McLain
Lynee Meier
Jammer Miceli
Diane Miller
Pamela Miller
Nancy Miller Lennon
Janice Miskowic
Theresa Mitchell
Sarah Moore

Vernitta Moore
Jeanne Morales
Mary Morrison
Anastanciah Mose
Edwige Moses
Andrew Moua
Nurah Muhammad
Michelle Muhich
Adele Munsterman
Walter Munsterman
Susan Myers
Lacy Myrman
Cheryl Nelson
Kirk Nelson
Stephen Nelson
Amanda Nerud
Mychi Nguyen
Stephen Nichols
Karen Norberg
Jane Norris
Mark Nyemah IV
Harley Oelschlager
Umebe Onyejekwe
Miriam Osammor
Tammy Otten
Shannon Parkhurst
Carol Parks
Patricia Patterson
Brenda Paynter
Mark Paynter
Susan Pearson
Charles Peek
Suzanne Perry
Barbra Pettis
MayKia Pha
Thai Pham
Edward Pheifer
James Phillips
John Plante
Tyrone Plunkett
Kimberly Pollmann
Bruce Purcell
Pamela Quigley
Imran Qureshi
Thomas Rafito
Michelle Ranelle
Debra Redepenning
Kimberly Reese
Aria Reickard
Chad Reickard

Kristin Reickard
Theresa Reuter
Michael Ricci
Pearl Riska
Judith Ronnei
Kevin Rouse
Dorothy Ruegemer
Scott Rugel
Celeste Rundquist
Tracy Rusinyak
Grady Salseg
Thomas Samlaska
David Saraj
John Schaefer
Charlie Schaub
Diane Schaub
Joel Scheumann
Kimberly Schiller
John Schoffstall
Kim Schoffstall
Jeri Shufelt
Michael Schollmeyer
Connie Sue Schulenburg
Jerri Searcy
Kenneth Sengita
Andrew Servi
Crixell Shell
Ben Sherman
Cynthia Sherman
Cindy Shevlin-Woodcock
Clinton Shreve
Ann Sievers
Jennifer Simmons
Scott Simmons
Tammra Simmons
Neil Sing
Diane Small
Bruce Smith
Laurie Smith
Pauline Smith
Sonia Smith
Theresa Soholt
Stephen Spellman
Jodi Stanislawski
Cheryl Stephani
Tracie Stevens
Charles Strand
Kassandra Supalla
Jenny Swanson
Susan Swant

Thomas Swerdlick
Maryterese Synsteliën
Joseph Tanner
Eve Taylor
Joyce Thayer
Brianna Thibodeau
Ebun Thorpe
Denis Tilong
Geri Timperley
Megan Tischler
Glenn Toby
Neal Todd
Christine Tommerdahl
Hieu Tran
Maria Tran
John Tum
Patience Turtoe-Sanders
Legesse Urgessa
Vanessa VanLiew
Alexander Vasquez
Anung Vilay
Richard Vosika
Timothy Wagener
Jacob Wager
Rosemary Wagner
James Walber
Lori Walber
Jess Walczak
Rebecca Walker
Ijahlee Waller
Karoll Walsh
Stanley Walton
Teresa M Ward
Stanley Weese
Robert Welde
George Wellock
Bradley Welton
Susan Wesely
Lori Wheaton
Bonnie Wong
Neda Wood
Debra Yerigan
Koffi Michel Yigan-Kohoe
Scott Zaske
Gonwongbayebokaye Zuomie

City of Brooklyn Park Request for Council Action

Agenda Item:	4.3	Meeting Date:	July 8, 2024
Agenda Section:	Consent	Originating Department:	Administration
Resolution:	N/A	Prepared By:	Devin Montero, City Clerk
Ordinance:	N/A		
Attachments:	N/A		
Item:	Set the Date and Time to Canvass the Results of the August 13, 2024, City Primary Election		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO SET THURSDAY, AUGUST 15, 2024, AT 6:00 P.M., AS THE DATE AND TIME TO CANVASS THE RESULTS OF THE AUGUST 13, 2024, CITY PRIMARY ELECTION.

Overview:

Minnesota State Statute, 205.065, Subdivision 5, states, "The municipal primary shall be conducted and the returns made in the manner provided for the state primary so far as practicable. The canvass may be conducted on either the second or third day after the primary.

The governing body of the municipality shall canvass the returns, and the two candidates for each office who receive the highest number of votes, or a number of candidates equal to twice the number of individuals to be elected to the office, who receive the highest number of votes, shall be the nominees for the office named. Their names shall be certified to the municipal clerk who shall place them on the municipal general election ballot without partisan designation and without payment of an additional fee."

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments: N/A

City of Brooklyn Park Request for Council Action

Agenda Item:	7.1	Meeting Date:	July 8, 2024
Agenda Section:	Action Item	Originating Department:	Recreation and Parks
Resolution:	X	Prepared By:	Brad Tullberg, Director of Recreation and Parks
Ordinance:	N/A		
Attachments:	2	Presented By:	Brad Tullberg
Item:	Approve Teen Center Project Funding Plan and Authorize the Project to be Advertised for Bid		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2024-_____ TO APPROVE TEEN CENTER PROJECT FUNDING PLAN AND AUTHORIZE THE PROJECT TO BE ADVERTISED FOR BID

Overview:

As part of the 2018 Park Bond Referendum, \$2M was allocated for additional teen recreation center programming. On March 27, 2023, City Council approved a professional services agreement with Design by Melo to provide community engagement, concept planning and design development for a youth and teen recreation center. After extensive community engagement during the summer of 2023, it was determined that the most effective design would be to renovate the existing Zanewood Recreation Center to be utilized for dedicated K-5 program space, then construct an addition dedicated for teen programming. The new facility will feature gym space, space for workforce development, a Best Buy Teen Tech Center, arts programming space, gaming lounge, and general gathering space to give young people a place to engage in positive experiences and serve as a hub to support youth and families in Brooklyn Park.

The total cost of the project is estimated to be \$10M. Staff submitted a request for \$4M in 2024 Minnesota State Bonding funds but the Legislature did not allocate any state bonding funds during the recent session. In order to keep this project moving forward, staff have developed a funding strategy that would allow the Teen Center to become reality. The project has the following resources allocated already:

- \$2M from 2018 Park Bond Referendum
- \$500k from 2023 Congressionally Directed Spending for Community Project Funding
- \$150k from Best Buy Teen Tech Center Grant

Staff are recommending the following additional strategies for funding the project:

- \$750k from CDBG funding over next three funding cycles (\$250k per year)
- \$1.5M from the Open Space, Land Acquisition and Development (OSLAD) fund
- \$5.1M reallocation from the 2018 Park Bond Referendum

The Park Bond Referendum projects to be reallocated are:

- \$3.5M from the future park at the location at the end of BLRT (101st and Winnetka)
- \$400k from Natural Resources
- \$800k from Historic Eidem Farm
- \$400k from Trails, Lighting and Wayfinding

The future park planned for the end of the BLRT needs to be coordinated with the construction of BLRT. In order to build the Operations and Maintenance facility, the City would sell 11 acres of existing parkland to the Met Council for the Operations and Maintenance Facility. The sale price of that land is estimated to be \$4M. Those funds would then be used to construct the park at 101st and Winnetka in lieu of using the \$3.5M originally allocated in the 2018 Park Bond Referendum.

Staff would continue to seek grant opportunities during the bidding and construction of the Teen Center to help offset the costs of the projects and minimize the amount of Park Bond Referendum funds needed for reallocation. Future applications are planned for Hennepin County facilities grant, US Bank Our Courts, Out Future program and the Peter J. King Foundation.

Once the project is advertised for bid, staff will come back to City Council at a later date to approve the final cost and award the project to a contractor.

Primary Issues/Alternatives to Consider:

- City Council could choose to delay the project awaiting another MN State bonding request
- City Council could consider a referendum as an alternative for funding the project

Budgetary/Fiscal Issues:

- \$2M funding for the construction of the Youth and Teen Recreation Center is included in the \$26,000,000 Park Bond Referendum passed in November 2018.
- Reallocation of \$5.1M in 2018 Park Bond Referendum planned spending to the Teen Center project.
- Allocation of \$750k of Community Block Development Grant (CDBG) funds over three years.

Attachments:

7.1A RESOLUTION

7.1B 2018 PARK BOND REFERENDUM BOOKLET

RESOLUTION #2024-

RESOLUTION TO APPROVE TEEN CENTER PROJECT FUNDING PLAN AND AUTHORIZE THE PROJECT
TO BE ADVERTISED FOR BID

WHEREAS, a Youth and Teen Recreation Center project was part of the proposed 2018 Park Bond Referendum; and

WHEREAS, on March 27, 2023, City Council approved a professional services agreement with Design by Melo to provide community engagement, concept planning and design development for a youth and teen recreation center; and

WHEREAS, the project would be to renovate the existing Zanewood Recreation Center to be utilized for dedicated K-5 program space, then construct an addition dedicated for teen programming; and

WHEREAS, the total cost of the project is estimated to be \$10M and staff submitted a request for \$4M in 2024 Minnesota State Bonding funds but the Legislature did not allocate any state bonding funds during the recent session; and

WHEREAS, the project has \$2M allocated from 2018 the Park Bond Referendum, received \$500k from 2023 Congressionally Directed Spending for Community Project Funding, and has been awarded \$150k from Best Buy Teen Tech Center Grant; and

WHEREAS, staff are recommending allocating \$750k from CDBG funding over next three funding cycles (\$250k per year), \$1.5M from the Open Space, Land Acquisition and Development (OSLAD) fund, and reallocating \$5.1M from the 2018 Park Bond Referendum to fully fund the project; and

WHEREAS, staff would continue seeking other grant funding opportunities to minimize the amount to be reallocated from the Park Bond Referendum projects; and

WHEREAS, the Park Bond Referendum projects being reallocated would include \$3.5M from the future park at the location at the end of BLRT (101st and Winnetka), \$400k planned for Natural Resources Management, \$800k from Historic Eidem Farm, \$400k from Trails, Lighting and Wayfinding; and

WHEREAS, the funds from the sale of the land for the BLRT Operations and Maintenance Facility would be used to construct the park at 101st and Winnetka in lieu of using the \$3.5M originally allocated in the 2018 Park Bond Referendum; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to Approve Teen Center Project Funding Plan and Authorize the Project to be Advertised for Bid.

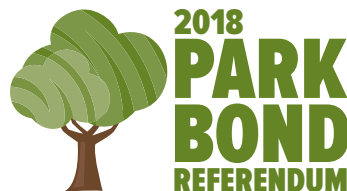
Your vote matters



Vote on Nov. 6

For more information about the Park Bond Referendum and associated projects, visit:

www.brooklynpark.org/parkbond



DRAFT



2018 PARK BOND REFERENDUM

The Brooklyn Park City Council approved placing a \$26M Natural Resource Protection and Park Improvement Bond Referendum on the Nov. 6, 2018, ballot. Voters will be asked to vote "yes" or "no" to allow the city to issue up to \$26M in bonds for park and natural resource reinvestments and improvements.

Understanding a park bond referendum

A bond referendum is a voting process that gives voters the power to decide if the city of Brooklyn Park should be authorized to raise funds through issuing general obligation bonds. A general obligation bond is a form of borrowing in which a city pledges its full faith and taxing power to repay the debt with interest over a specified term.

Current funding for the recreation and park system

Developing and redeveloping the park system depends on funding from the Open Space, Land Acquisition and Development (OSLAD) fund. The funding source for OSLAD is through park dedication and cell tower lease revenue. Revenue projections from park dedication and cell tower revenue are approximately \$300,000 to \$450,000 per year. The sustainability of this fund depends on new development in the City, which is nearly fully developed. The OSLAD fund has a \$3.3 million balance. Without additional resources beyond park dedication and cell tower revenue the OSLAD fund cannot support future park reinvestment.

Heritage Fund vs OSLAD funds

The Heritage Fund is supported by tax levy for replacing and upgrading existing City parks, buildings (City Hall, Maintenance Buildings, etc.) and special use facilities (Community Activity Center and Zanewood). As part of the city's annual budget process, the City Council appropriates tax levy for the Heritage fund to support replacing existing facilities such as upgrading and replacing roofs, flooring, restrooms and playgrounds, etc.

The Open Space Land Acquisition and Development (OSLAD) fund is specifically designated for developing or redeveloping the park system. This fund is also designated for park land acquisition.



www.brooklynpark.org/parkbond

Why a park bond referendum?

- Bond referendum priorities are determined by the community
- Allows projects to be completed earlier than saving for the projects over time
- A tax increase for the issuing bond debt can only be used for the stated projects in the bond
- Current and future city residents contribute to repaying the debt
- Projects will be prioritized and should be complete over the next 6 years
- Even if the bond projects are approved by voters, the projects need final approval by the City Council

Why not a park bond referendum?

- Bonds are loans that are paid back through bond debt payments and levied through taxes to residents
- Bonds are a long-term debt commitment

What a “no” vote means

If voters do not approve the park bond referendum on Nov. 6, the city will maintain the current park system but will not reinvest in existing and new park buildings, enhance community trails, construct facilities for older populations, or develop multi-use field space within the park system.



www.brooklynpark.org/parkbond



What a “yes” vote means

The following projects would be implemented.

Natural resources **\$500,000**

Implement priorities in the Natural Resource Management Plan including removing invasive species, correcting and stabilizing river/creek shoreline erosion, and managing tree and prairie restoration.



Trails, signs and lights **\$2,400,000**

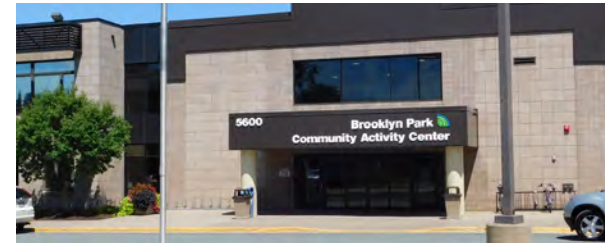
- Construct trails to eliminate gaps in current trail system.
- Develop and implement a sign system to help people get to where they want to go on local trails.
- Install trail lighting to improve safety.

Park reinvestment **\$13,100,000**

- Redevelop and develop large neighborhood parks, including, but not limited to Lakeland, Hartkopf and Norwood parks.
- Renovate park buildings used for recreation programs, including, but not limited to Willowstone, Monroe and Northwoods parks.
- Add kitchen facilities at River and Central park shelters.
- Construct large capacity picnic shelter(s) within the park system.



www.brooklynpark.org/parkbond



www.brooklynpark.org/parkbond

Community Activity Center and Senior Center **\$4,000,000**

- Renovate Community Activity Center to improve customer service and experience.
- Make customer service desk and program space ADA compliant.
- Renovate the front entrance, improve senior facilities and upgraded restrooms.
- Designate program space specifically for senior fitness and activities, and adult programs.

Fields and courts **\$2,600,000**

- Develop a hometown ballfield with a grandstand, restrooms and concession areas.
- Partner with Park Center High School to install lighting on new turf fields.
- Redevelop multi-use field space to increase space for soccer, lacrosse and cricket.

Teen Center **\$2,000,000**

Develop an additional Teen/Recreation Center to serve youth (location to be determined).

Historic Eidem Farm **\$1,400,000**

- Implement Phase I of the Eidem Farm Master Plan.
- Develop and implement a self-directed interpretative site plan.
- Construct a building to provide restrooms, classroom space and offices to improve the customer experience and expand programming opportunities.

An impact to taxes

If the bond referendum is approved, tax payers will see an increase on their property taxes. The increase is based on the value of your property. For example:

Bond Amount	Annual tax impact on a median home valued at \$214,800	Monthly tax impact on a median home valued at \$214,800
\$26,000,000	\$58.11/yr	\$4.84/mo

**CITY OF BROOKLYN PARK
STATE OF MINNESOTA
SPECIAL ELECTION
November 6, 2018**

INSTRUCTIONS TO VOTERS: To vote for a question, fill in the oval next to the word 'Yes' on that question. To vote against a question, fill in the oval next to the word 'No' on that question.

CITY QUESTION

NATURAL RESOURCE PROTECTION AND PARK IMPROVEMENT BONDS

Shall the City of Brooklyn Park be authorized to issue its general obligation bonds in an amount not to exceed \$26,000,000 to provide funds to improve and develop recreational trails, reinvest in neighborhood and community parks, preserve and protect natural resource areas, and construct new and improve existing parks, recreational facilities and special use facilities, including but not limited to senior facilities? Use of bond proceeds would be subject to an annual audit.

☐ YES

☐ NO

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

How we got to where we are

**Nov.
1997**

Voters approved an \$8.6 million General Obligation Park Bond. The bond supported investing in community parks and special use facilities, acquiring land and developing athletic complexes. The current bond debt payment for the 1997 park bond is approximately \$1.1 million annually. The bond debt will be paid off in Feb. 2019.

**March
2017**

The City Council approved developing a 10-year Parks and Recreation System Plan. The planning process gathered community feedback through community events and surveys and resulted in identifying the priorities and vision for the 10-year Parks and Recreation Reinvestment Plan.

**June
2017**

The Trust for Public Land (TPL), a nonprofit park advocacy group, researched and developed a feasibility study analyzing the financial options for reinvesting in recreation and parks facilities. The funding approach that best matched the needs identified by the City was a General Obligation Bond.

**March
2018**

The City conducted an Aquatic Feasibility Study to define the elements of a potential aquatic facility and the cost to build and operate a facility. The results of the study identified six Aquatic Concept Plans and the associated costs.

**June
2018**

TPL conducted a public opinion survey of 400 likely Nov. 2018 Brooklyn Park voters to determine the community's willingness to support further parks and recreation system investments. The survey tested voter attitudes around a parks and recreation bond and/or an aquatic center bond. A majority of Brooklyn Park voters (72%) would support an \$18 million parks and recreation bond, with 62% supporting if increased to \$26 million.

City of Brooklyn Park Request for Council Action

Agenda Item:	7.2	Meeting Date:	July 8, 2024
Agenda Section:	General Discussion	Originating Department:	Administration
Resolution:	X		
Ordinance:	N/A		
Attachments:	2		
Item:	Resolution Authorizing Changes to the Elected Officials Rules of Procedures and Code of Conduct to Establish Guidelines for Attendance by Interactive Technology		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2024-_____, AUTHORIZING CHANGES TO THE BROOKLYN PARK ELECTED OFFICIALS RULES OF PROCEDURES AND CODE OF CONDUCT TO ESTABLISH GUIDELINES FOR ATTENDANCE BY INTERACTIVE TECHNOLOGY UNDER SECTION 2. RULES OF PROCEDURES.

Overview:

The City Manager was requested to draft a Remote Attendance Policy based on the direction of Council. The City seeks to ensure that the use of interactive technology to conduct City business is done in accordance with applicable laws and regulations.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

- 7.1A RESOLUTION
- 7.2B BROOKLYN PARK ELECTED OFFICIALS RULES OF PROCEDURES AND CODE OF CONDUCT

RESOLUTION #2024-

RESOLUTION AUTHORIZING CHANGES TO THE BROOKLYN PARK ELECTED OFFICIALS
RULES OF PROCEDURES AND CODE OF CONDUCT TO ESTABLISH GUIDELINES FOR
ATTENDANCE BY INTERACTIVE TECHNOLOGY UNDER SECTION 2. RULES OF
PROCEDURES

Whereas, the City Council of Brooklyn Park wishes to adopt a policy to establish guidelines for City Councilmembers to attend public meetings using interactive technology; and

Whereas, the City Council recognizes that from time to time, individual Councilmembers may have circumstances that prevent them from being physically present at meetings; and

Whereas, the City Manager was requested to draft an interactive technology meeting attendance policy (Exhibit A) based upon request of Councilmembers; and

Whereas, the City Council has determined that attendance at Council meetings by use of interactive technology can interfere with the efficiency of Council meeting; and

Whereas, the City Council has determined that attendance at Council meetings by interactive technology was intended to be used only on an infrequent basis and only when a Council Member is not otherwise available to physically attend a Council meeting; and

Whereas, the City Council finds that adoption of the policy to establish guidelines for attendance via interactive technology by City Councilmembers is in the best interest of the City.

NOW THEREFORE, BE IT RESOLVED by the City Council of Brooklyn Park to authorize changes to the Brooklyn Park Elected Officials Rules of Procedures and Code of Conduct, Section 2. Rules of Procedures, to establish guidelines for remote attendance and hereby adopts the Interactive Technology Meeting Attendance Policy attached hereto as Exhibit A.

Exhibit A
City of Brooklyn Park
Interactive Technology Attendance Policy

This policy serves to address meeting attendance at City Council Meetings using interactive technology, as follows:

A Councilmember seeking to attend a Council meeting using interactive technology must submit their request in writing to the City Manager or City Clerk no later than noon on the Friday prior to the meeting. The request must contain the location and address from which the Councilmember will be attending the meeting.

The Councilmember's location must be open and accessible to the public.

The Councilmember attending through interactive technology must be plainly visible via video.

Members of the public present at the regular meeting location of the body must be able to hear and see all discussion, testimony and votes from remote participants.

All votes are conducted by roll call so each member's vote can be identified and recorded.

Each Councilmember may attend Council meetings by interactive technology means no more than six times per calendar year and no more than three times per calendar quarter.



Elected Officials

Rules of Procedures and Code of Conduct

June 2002

Reviewed and Approved January 8, 2024

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**CITY OF BROOKLYN PARK
ELECTED OFFICIALS
RULES OF PROCEDURES AND CODE OF CONDUCT**

**(Adopted at City Council Meeting of June 10, 2002)
Reviewed and Approved by City Council on January 9, 2023**

Preamble:

The Brooklyn Park community is entitled to have fair, ethical and accountable local government, which has earned the public's full confidence for integrity. The effective functioning of democratic government requires that:

- *Public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;*
- *Public officials be independent, impartial and fair in their judgment and actions;*
- *Public office be used for the public good, not for personal gain; and*
- *Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.*

It is essential to the proper administration and operation of the City of Brooklyn Park that the City Council be independent and impartial, that elective office with the City of Brooklyn Park not be used for personal benefit, and that the public have confidence in the integrity of the City. In recognition of these goals, the City has adopted this Code of Conduct and Rules of Procedures, which is applicable to all members of the City Council, including when acting in the capacity of EDA Commission Members.

The purpose of this Code is to establish standards of ethical conduct applicable to the City Council Members, including the Mayor, in the discharge of their duties. It prescribes essential restrictions against conflict of interest and other conduct not consistent with good practices while not creating unnecessary barriers to public service.

It is required that all Council Members comply with the law and all other applicable rules and regulations governing the conduct of public officials. The standards in this Code shall not preclude other standards required by law.

The Council's Statement of Values:

- *Honesty and Integrity:* Honesty and integrity are the cornerstones for building trust, mutual respect and teamwork. Honesty and integrity include maintaining the highest ethical standards, communicating with complete candor and openness, listening and really hearing each other, and a willingness to change our position on an issue if the facts warrant.
- *Respect:* Each person is an individual. Despite differences we may have on issues, we will strive to demonstrate respect and a caring attitude toward each other.
- *Teamwork:* We believe that teamwork is important to our success as an organization. Teamwork requires participation by all to reach consensus on issues, whenever possible. We will work together to achieve win/win solutions that serve the entire community.
- *Information:* We value information that is correct, complete and timely. This is essential for making decisions that are sound and wise. The Council expects staff to be diligent in assuring that its information needs are reasonably met.
- *It's Okay to Disagree:* While we will strive to reach consensus on issues, we also recognize that we operate in a political environment. At times, our disagreements will only be resolved by voting. To disagree on an issue does not imply dislike for the individual. We believe in being tough on issues, but not on people. Once an issue is resolved, we will move on without grudges or malice.
- *Best for the City:* Ultimately, the interest of each Council and staff member is to do what is best for the City of Brooklyn Park and to uphold the City Charter. This includes assuring open accessible government, fiscal responsibility, a spirit of professionalism, excellence in service, and visionary community leadership. We each take pride in our community.
- *Trust:* The Council and staff of the City of Brooklyn Park are committed to working together within the context of these values. To assure they become a real force in guiding our behavior, we will prominently display them and regularly remind ourselves and each other of their existence. We believe this will be a powerful factor in building the bonds of trust among us.

Behaviors we need to model to ensure we are an effective and efficient governing body				
<i>Listening to understand and being openminded</i>	<i>Respecting, appreciating, and valuing each other</i>	<i>Being prepared and accountable</i>	<i>Being transparent and honest</i>	<i>Willingness to work with others</i>
• Listen more, talk less • Seek to gain	• Respect each other and differences	• Be prepared for meetings • Be	• Tell the truth • Be honest and transparent	• Be willing to work with others

understanding •Be openminded for change •Listen to understand •Flexible and open to others	•Respect and value each other •Always show appreciation •Respect each other	accountable to our constituents and each other •Be aware of your strengths and weaknesses		
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1. OVERVIEW OF ROLES AND RESPONSIBILITIES

Other resources that are helpful in defining the roles and responsibilities of elected officials can be found in state law, Brooklyn Park City Charter, and City Code.

1.1 Mayor

- Elected “at-large” for a 4-year term
- Recognized as head of the City Government for all ceremonial purposes
- Presides over meetings of the City Council
- Has the same speaking and voting rights as any other member
- Executes and authenticates legal instruments requiring signature
- Strives to lead the Council into an effective, cohesive working team

1.2 Mayor Pro Tem

- Appointed by the City Council at the first meeting of the year
- Performs the duties of the Mayor if the Mayor is absent, disabled, or otherwise unable to participate in a matter or is the subject of a complaint under this code

1.3 All Council Members

All members of the City Council, including the Mayor and Mayor Pro Tem, have equal votes. No Council Member has more power than any other Council Member, and all should be treated with equal respect.

1.4 The Mayor and All Council Members

- Refer to one another formally during public meetings as “Mayor (last name)”/ “Council Member (last name)”
- Wait to speak until acknowledged by the Mayor
- Honor efforts by the Mayor to efficiently manage the meeting and to focus discussion on current agenda items
- Treat all staff as professionals
- Treat members of the public politely and respectfully

- When a conflict of interest arises, the Council member shall abstain from the vote and be available for comment from the podium only
- Council Members are encouraged to give support for the majority position once votes have been taken
- Fully participate in City Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others
- Prepare in advance of meetings, including contacting staff with any questions in order to be familiar with issues on the agenda
- Represent the City at ceremonial functions
- Be respectful of people's time; stay focused and act efficiently during public meetings
- Serve as a model of leadership and civility to the community
- Inspire public confidence in Brooklyn Park government
- Demonstrate honesty and integrity in every action and statement
- Participate in scheduled activities

2. RULES OF PROCEDURES

- 2.1 **Regular Meetings:** Shall be held at 6:00 p.m. on the first, second and fourth Mondays of each month in the Council Chambers of City Hall, 5200 85th Ave. N., Brooklyn Park, Minnesota. No meeting shall be held on a legal holiday, but shall be held at the same hour on the next succeeding day that is not a holiday.

Open Forum will begin at 6:00 p.m. at all regular meetings with the exception of the work sessions. Members of the public should be advised of the guidelines of the Open Forum. The Open Forum will provide members of the public an opportunity to comment, ask questions or present a problem relating to city business that is not already a part of the agenda. Each speaker will be asked to limit his/her comments to three (3) minutes and can only address the Council one time during the Open Forum. No action will be taken. Staff will follow up with a response regarding the status of the concern. Open Forum will be held no longer than 15 minutes. If no one is in attendance for the Open Forum or if 15 minutes is not needed for this purpose, the regular meeting shall begin immediately or after Open Forum business has been conducted.

- 2.2 **Special Meetings:** The Mayor or any three (3) members of the Council may call Special meetings. Three days written notice is required. Notice shall include specific purpose of the meeting in addition to the time, date and location of meeting.
- 2.3 **Emergency Meetings:** Emergency meetings may be called by the Mayor or any three (3) members of the Council due to circumstances that, in the judgment of the public body, require immediate consideration. At least four (4) hours' notice (either in writing or by telephone) is required.

- 2.4 **Executive Sessions:** Executive Sessions are closed meetings and may be called only for those reasons specified in state law. State Statute requires that the Council pass a motion at a public meeting announcing their intention to go into a closed meeting, the subject matter to be discussed and the time and place of the executive session. Executive sessions will be taped when required by State law. When the executive session is complete, the Council shall return to the public meeting and summarize the action taken at the executive session. Council Members are to maintain confidentiality relating to any non-public discussion items.
- 2.5 **Cancellation of Meetings:** Meetings may be cancelled by the Mayor or, in the Mayor's absence, by the Mayor Pro Tem due to insufficient agenda items, lack of a quorum, inclement weather and/or other similar reasons. Council Members must be notified in writing or by telephone at least four (4) hours in advance whenever possible.
- 2.6 **Meeting Minutes:** Minutes of all meetings (except Executive Sessions) shall be kept by the City Clerk and shall represent an official record of the Council proceedings. Minutes shall be submitted to the Council for approval and to the Mayor for signature. Lack of such approval or signature shall not invalidate the minutes as official records.
- 2.7 **Cablecast/Webcast Meetings:** To the extent possible, all regular meetings and special Council meetings shall be cablecast/webcast. Video will be retained by the City Clerk for one year and be available to the public for viewing.
- 2.8 **Audio-taped Meetings:** Executive Sessions dealing with labor negotiation discussions will be audio taped; those tapes will be retained for two years after the contracts are signed.
- 2.9 **Meeting Attendance:** Council Members are expected to attend all meetings. However, when unable to attend a meeting, Council Members should notify either the Mayor or the City Clerk. The Mayor shall announce the Council Member's absence.
- 2.10 **Break:** The Council may recess to a ten-minute break at 9 p.m.
- 2.11 **Adjournment:** Unless otherwise agreed to by at least a majority of the Council, all meetings of the Council shall be adjourned by 10:00 p.m. The Mayor should manage the meeting to conform to the adjournment time.

3. AGENDAS

The Agenda shall be prepared by the City Clerk and City Manager and shall contain the order of business of each meeting. It shall be delivered to Council Members each Thursday preceding the Monday meeting to which it pertains. Agenda items will be scheduled to meet the differing needs of those in attendance. The agenda and all supporting public material shall also be made available to the general public by noon on the Friday preceding a Council meeting and at the Council Meetings.

- 3.1 **Deadline for Agenda Items:** Generally, items to be considered should be submitted to the City Manager's office by noon on the Wednesday preceding the meeting. The City Manager may choose not to schedule items for a particular meeting when, in his/her opinion, other business to be considered at that meeting will likely consume the available time. Any two Council Members may request that the city manager place an item on an upcoming meeting agenda.
- 3.2 **Approval of Agenda:** The Mayor, Council Members or staff may propose additions, deletions or changes to the agenda. A majority vote of the Council is required to approve the agenda as proposed/amended. Any changes after the agenda has been formally approved shall require a two-thirds (2/3) vote of the Council.
- 3.3 **Consent Agenda:** Routine and non-controversial items shall be placed on the Consent Agenda which will be approved by one blanket motion. Any Council Member may request that items be withdrawn for separate consideration. If a Council Member has a question on a Consent Agenda item, they are to ask staff ahead of time, rather than having it pulled off for discussion during the meeting.

4. PUBLIC INPUT

Council Members recognize that public input is an essential component in the decision making process. Members further acknowledge the necessity of ensuring that persons who wish to speak be afforded an orderly opportunity to do so. Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual Council Members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- 4.1 **Restrictions:** Questions and comments from the public during a council meeting shall be limited to the subject under consideration. Depending on the length of the agenda and the number of persons wanting to participate, the Mayor may limit the time available for public comment and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers. No persons shall enter into any discussion without being recognized by the Mayor. After a motion has been made or after a public hearing has been closed, no person shall address the Council without first securing permission from the Mayor.

- 4.2 **Public Hearings:** After a presentation by staff, the applicant shall have the right to speak first. Speakers representing either pro or con points of view will be allowed to follow. The Mayor will determine how much time will be allowed for each speaker (generally 3 to 5 minutes) and ask speakers to line up to speak. Council Members will not express opinions during the public hearing portion of the meeting except to ask pertinent questions of the speaker or staff. Council Members should refrain from arguing or debating with the public and should always show respect for different points of view. The Mayor has the responsibility to run an efficient public meeting and has the discretion to modify the public hearing process in order to make the meeting run smoothly. The Mayor or Council shall notify the speaker when the allotted time has expired to accommodate others wishing to speak.
- 4.3 **Addressing the Council:** Any member of the public desiring to address the Council shall complete an Addressing the Council Form and present it to the Clerk. The Mayor will call on the individual when that agenda item is discussed.

5. COUNCIL PROCEDURES/PROTOCOL

Councils are composed of individuals with a wide variety of backgrounds, personalities, values opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as the Council may “agree to disagree” on contentious issues. It is expected that there will be support for the majority position once votes have been taken. Roberts Rules of Order will be followed. The City Attorney will act as Parliamentarian.

- 5.1 **Motions:** Motions are a formal method of bringing business before the Council and for stating propositions on which the Council will move to make a decision. All motions require a second and a motion shall not be withdrawn by a mover without the consent of the person seconding it. No debate/discussion shall take place without a motion being placed on the floor.
- 5.2 **Voting Procedures:** Unless abstaining, every Council member shall vote. Failure to vote shall be recorded as a yes vote except in situations where a roll call vote has been requested. Tie votes shall be lost motions when all Council Members are present. If a tie vote results at a time when less than all members of the Council are present, the matter shall automatically be continued to the agenda of the next regular meeting unless otherwise ordered by the Council.

6. CODE OF CONDUCT AND ETHICS

6.1 Council Conduct with One Another

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as Council may "agree to disagree" on contentious issues.

6.1.1 In Public Meetings

- A. **Practice civility, professionalism and decorum in discussions and debate.** Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not, however, allow Council Members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated. Council Members should conduct themselves in a professional manner at all times, including listening actively during Council meetings.
- B. **Honor the role of the Mayor or Mayor Pro Tem in maintaining order.** It is the responsibility of the Mayor to keep the comments of Council Members on track during public meetings. Council Members should honor efforts by the Mayor to focus discussion on current agenda items. If there is disagreement about the agenda or the Mayor's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.
- C. **Avoid comments that personally attack other Council Members.** If a Council Member is personally attacked by the comments of another Council Member, the offended Council Member should make notes of the actual words used and may call for a "point of order" to challenge the other Council Member to justify or apologize for the language used. The Mayor will maintain control of this discussion.
- D. **Demonstrate effective problem-solving approaches.** Council Members have a responsibility to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.
- E. **Be punctual and keep comments relative to topics discussed.** Council Members have made a commitment to attend meetings and partake in discussions. Therefore, it is important that Council Members be punctual and that meetings start on time. It is equally important that discussions on issues be relative to the topic at hand to allow adequate time to fully discuss scheduled issues.

- F. **Endorsement of Candidates.** Council Members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention endorsements during Council meetings or other official City meetings or functions.
- G. **Council Decisions.** Once a majority decision of the governing body has been made, respect that official position and defend it if needed, even if you personally disagreed.

6.1.2 In Private Encounters

- A. **Continue respectful behavior in private.** The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.
- B. **Be aware of the insecurity of written notes, voicemail messages, social media and email.** Technology allows words written or said without much forethought to be distributed wide and far. How would you feel if this voicemail message was played on a speaker phone in a full office? What would happen if this email message was forwarded to others? Written notes, social media postings, voicemail messages and email should be treated as potentially "public" communication.
- C. **Even private conversations can have a public presence.** Elected officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.
- D. **Make no personal comments about other Council Members.** It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Council Members, their opinions and actions.

6.2 Council Conduct with City Staff

Governance of a City relies on the cooperative efforts of elected officials, who set policy and City staff, who implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- A. **Treat all staff as professionals.** Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments toward staff is not acceptable.

- B. **Limit contact to specific City staff.** Questions of City staff and/or requests for additional background information should be directed to the City Manager, City Attorney, or Department Heads, unless otherwise directed by the City Manager. The City Manager should be copied on or informed of any request.
- C. **Council direction to staff.** In accordance with Charter Section 2.10, individual Council Members cannot give direction to city staff either publicly or privately. The Council as a body may provide staff direction on matters that come before the Council.

Requests for follow-up or directions to staff should be made only through the City Manager or the City Attorney when appropriate. When in doubt about what staff contact is appropriate, Council Members should ask the City Manager for direction. Materials supplied to a Council Member in response to a request for information of interest to all Council Members will be made available to the entire Council so that all have equal access to the information.

- D. **Do not disrupt City staff from their jobs.** Except in extraordinary circumstances, Council Members should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions.
- E. **Never publicly criticize an individual employee.** Council should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the City Manager through private correspondence or conversation.
- F. **Do not get involved in administrative functions.** Council Members must not attempt to influence City staff on the making of employment or personnel decisions, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.
- G. **Do not attend City staff meetings without permission from staff.** Even if the Council Member does not say anything, the Council Member's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.
- H. **Limit requests for staff support.** Requests for additional staff support – even in high priority or emergency situations – should be made to the City Manager who is responsible for allocating City resources in order to maintain a professional, well-run City government.
- I. **Do not solicit political support from staff.** Council Members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff.

- J. **Council, EDA and Commission agendas.** Staff's responsibility is to provide Council Members the information needed for informed decision-making. Every effort should be made to ask staff questions regarding Council, EDA and commission agendas before the meeting.
- K. **Don't speak ill of other Council Members to staff.** Staff has the responsibility to treat all Council Members equally. It puts staff in a compromising position when one Council Member criticizes other Council Members to staff.
- L. **Don't spring surprises on Council Members or City staff, especially at formal meetings.**

6.3 Council Conduct With The Public

6.3.1 In Public Meetings

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual Council Members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- A. **Be fair and equitable in allocating public hearing time to individual speakers.** The Mayor will determine and announce limits on speakers at the start of the public hearing process and ensuring those with Brooklyn Park addresses have an opportunity to speak. Generally, each speaker will be allocated three minutes with applicants or their designated representatives may be allowed more time. If many speakers are anticipated, the Mayor may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

No speaker will be turned away unless he or she exhibits inappropriate behavior. Each speaker may only speak once during the public hearing unless the Council requests additional clarification later in the process. After the close of the public hearing, no more public testimony will be accepted unless agreed upon by the Council.

- B. **Ask for clarification, but avoid debate and argument with the public.** Only the Mayor – not individual Council Members – can interrupt a speaker during a presentation. However, a Council Member can ask the Mayor for a point of order if the speaker is off the topic or exhibiting behavior or language the Council Member finds disturbing.

If speakers become flustered or defensive by Council questions, it is the responsibility of the Mayor to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Council Members to members of the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Council Members' personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.

- C. **No personal attacks of any kind, under any circumstance.** Council Members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.
- D. **Follow parliamentary procedure in conducting public meetings.** The City Attorney serves as advisory parliamentarian for the City and is available to answer questions or interpret situations according to parliamentary procedures. Final rulings on parliamentary procedure are made by the Mayor, subject to the appeal of the full Council.

6.3.2 In Unofficial Settings

- A. **Make no promises on behalf of the Council.** Council Members will frequently be asked to explain a Council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise City staff will do something specific (fix a pothole, plow a specific street, plant new flowers in the median, etc.).
- B. **Make no personal comments about other Council Members.** It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Council Members, their opinions and actions.
- C. **Council Members are constantly being observed by the community every day that they serve in office.** Their behaviors and comments serve as models for proper conduct in the City of Brooklyn Park. Honesty and respect for the dignity of each individual should be reflected in every word, communication, (whether in social media or otherwise), and action taken by Council Members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

6.4 Council Conduct with the Media

Council Members may be contacted by the media for background and quotes.

- A. **The Mayor is the official spokesperson for the representative on City position.** The Mayor is the designated representative of the Council to present and speak on the official City position. If an individual Council Member is contacted by the media, the

Council Member should be clear about whether their comments represent the official City position or a personal viewpoint.

- B. **Choose words carefully and cautiously.** Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.
- C. **The best advice for dealing with the media is to never go "off the record."**
- D. **Inform the City Manager or Communications Manager.** If contacted by the media, the City Manager or Communications Manager should be informed. When possible the City Manager or Communications Manager should be consulted before communicating to the media.

6.5 Council Conduct with Other Public Agencies

Be clear about representing the City or personal interests. If a Council Member appears before another governmental agency or organization to give a statement on an issue, the Council Member must clearly state:

- 1) If his or her statement reflects personal opinion or is the official stance of the City;
- 2) Whether this is the majority or minority opinion of the Council. Even if the Council Member is representing his or her own personal opinions, remember that this still may reflect upon the City as an organization.

If the Council Member is representing the City, the Council Member must support and advocate the official City position on an issue, not a personal viewpoint.

6.6 Council Conduct with Boards and Commissions

The City has established several Boards and Commissions as a means of gathering more community input. Residents who serve on Boards and Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

- A. **If attending a Board or Commission meeting in the role as liaison.** "Liaison" means non-voting member of a commission who shall speak on behalf of the Council (or staff) as a whole, not as an individual, thus providing a communication link between the commission and Council (or staff).
- B. **Limit contact with Board and Commission Members.** It is inappropriate for a Council Member to contact a Board or Commission member to lobby on behalf of an individual, business, or developer. Council Members may contact members of the Commission and staff liaison in order to clarify a position taken by the Board or Commission.

- C. **Remember that Boards and Commissions serve the community, not individual Council Members.** The City Council appoints individuals to serve on Boards and Commissions, and it is the responsibility of Boards and Commissions to follow policy established by the Council. But, Board and Commission members do not report to individual Council Members, nor should Council Members feel they have the power or right to threaten Board and Commission members with removal if they disagree about an issue.
- D. **Be respectful of diverse opinions.** A primary role of Boards and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Council Members must be fair and respectful of all residents serving on Boards and Commissions.

7. CODE OF ETHICS

7.1 Open Meeting Law

- A. State law requires that, with certain exceptions, meetings of the City Council be open to the public. A meeting is a gathering of a majority of City Council Members at which City business is discussed. It is not necessary that action be taken for a gathering to constitute a “meeting.”
- B. A meeting does not include chance, social gatherings as long as public business is not discussed.
- C. A majority of Council Members should not communicate with each other by phone, email, in-person, or otherwise, to discuss City business.
- D. Use of social media does not violate the open meeting law as long as the social media use is accessible to all Members of the public.

See Minnesota Statutes, Chapter 13D for further information regarding the Open Meeting Law.

7.2 Gift Law

A City Council Member cannot accept a gift from someone who has an interest in any matter involving the City. A “gift” includes money, property, a services, a loan, forgiveness of a loan, or a promise of future employment. A “gift” does not include:

- A. campaign contributions;
- B. items costing less than \$5;

- C. items given to members of a group, the majority of whose members are not local officials;
- D. gifts given by family members; or
- E. food or beverages given at a reception, meal or meeting at which a Council Member is making a speech or answering questions as part of a program

See Minnesota Statutes, Section 471.895 and City Charter, Section 14.04(A) for further information regarding the Gift Law.

7.3 Conflict of interest

- A. City Council Members cannot have a personal financial interest in a sale, lease, or contract with the City.
- B. City Council Members cannot participate in matters in which the Council Member's own personal interest, financial or otherwise, is so distinct from the public interest that the Council Member cannot be expected to fairly represent the public's interest when voting on the matter.

See Minnesota Statutes, Sections 471.87-.88 and City Charter, Section 14.04(A) for further information regarding conflicts of interest.

8. ACCOUNTABILITY/CONSEQUENCES

8.1 A potential action for failing to comply with this code of conduct may include the following:

1. **Admonition.** An admonition shall be verbal or written statement made by the Mayor to the Council Member.

2. **Reprimand.** A reprimand shall be administered to the Council Member by letter. The letter shall be approved by the City Council and shall be signed by the Mayor, or by the Mayor Pro Tem if the Mayor position is vacant, or if the matter involves the Mayor.

3. **Censure.** A censure shall be administered pursuant to a formal resolution adopted by the Council.

8.2 Council Members' Behavior and Conduct

- A. City Council Members who violate the code of this conduct are subject to admonition, reprimand, or censure. Any violations that potentially constitute criminal conduct shall be handled by the criminal justice system.

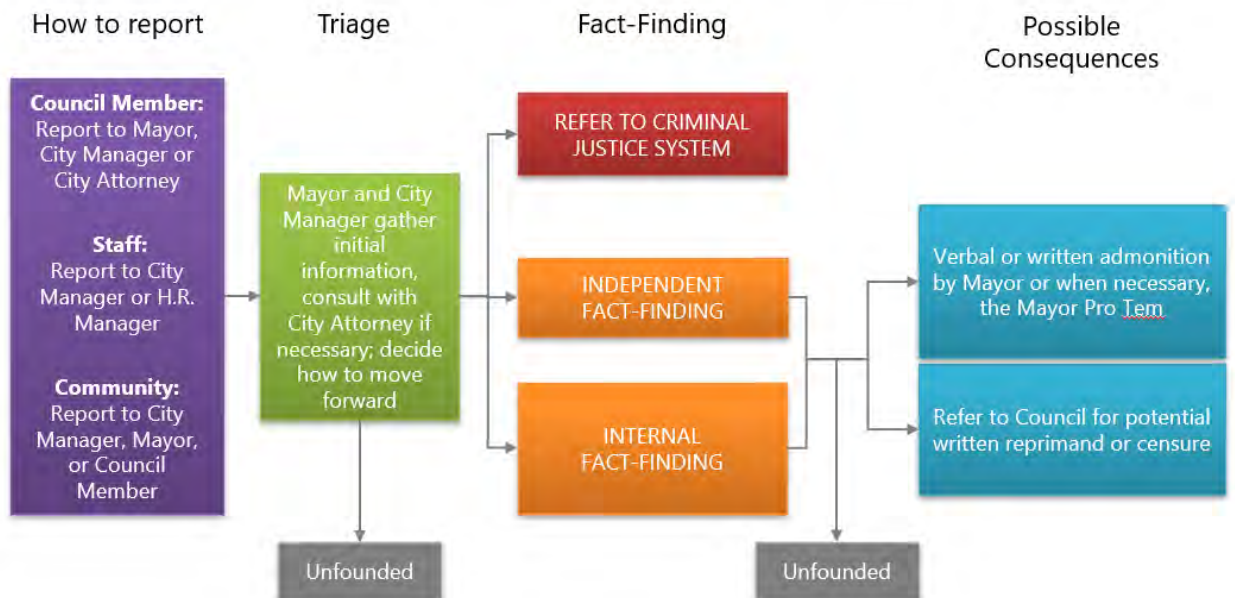
B. Factors that will be considered in determining the appropriate consequence include but are not limited to the following: seriousness of the violation and number of preceding violations.

C. Procedures for reporting:

1. A member of the Brooklyn Park City Council may report a potential code of conduct violation by a member of the City Council by bringing the matter to the attention of the Mayor, City Manager, or City Attorney.
2. A Brooklyn Park staff member may report a potential code of conduct violation by a member of the City Council by bringing the matter to the attention of the City Manager or Human Resources Manager.
3. If the potential violation involves the Mayor, it should be brought to the attention of the Mayor Pro Tem, City Manager or City Attorney.
4. A community member may report potential code of conduct violations by a member of the City Council to the Mayor, City Manager or any member of the City Council.

D. Upon receipt of a complaint, the following diagram highlights the process that will be used:

Reporting and Addressing Possible Code of Conduct Violations



- E. For inappropriate statements or conduct by Council Members occurring during a Council meeting, a verbal correction by the Mayor will normally be the first step to address the matter either during or outside of the Council meeting. Further incidents may be addressed by subsequent verbal corrections accompanied by use of the gavel. Repeated incidents can give rise to the Mayor not recognizing the offending Council Member to speak. A Council Member can request that the Mayor take any of these actions against an offending Council Member if the Mayor has not done so on his/her own.
- F. If the Mayor and/or Mayor Pro Tem are unable to be involved in reviewing the code of conduct complaint for any reason, the matter will be reviewed by the next most senior member of the Council that is not involved in the complaint.

Postlude

It all comes down to respect.

Respect for one another as individuals.
Respect for the validity of different opinions.
Respect for the democratic process.
Respect for the community that we serve.

9. GLOSSARY OF TERMS

9.1 Glossary

Admonition	An act or action of admonishing; authoritative counsel or warning
Attitude	The manner in which one shows one's dispositions, opinions, and feelings
Behavior	External appearance or action; manner of behaving; carriage of oneself civility Politeness, consideration, courtesy
Censure	Express severe disapproval of (someone or something), typically in a formal statement
Civility	Formal politeness and courtesy in behavior and speech
Conduct	The way one acts; personal behavior
Courtesy	Politeness connected with kindness
Decorum	Suitable; proper; good taste in behavior
Manners	A way of acting; a style, method, or form; the way in which things are done
Point of order	An interruption of a meeting to question whether rules or bylaws are being broken, such as the speaker has strayed from the motion currently under consideration
Point of personal privilege	A challenge to a speaker to defend or apologize for comments that a fellow Council member considers offensive
Propriety	Conforming to acceptable standards of behavior
Protocol	The courtesies that are established as proper and correct
Reprimand	Express sharp disapproval or criticism of (someone) because of their behavior or actions.
Respect	The act of conducting one's behavior in a courteous manner.

City of Brooklyn Park

Request for Council Action

Agenda Item:	8.1	Meeting Date:	July 8, 2024
Agenda Section:	Discussion	Originating Department:	O & M
Resolution:	NA	Prepared By:	Tim Pratt, Recycling Manager
Ordinance:	N/A		
Attachments:	1	Presented By:	Tim Pratt, Recycling Manager
Item:	Discuss Organics Recycling Service		

City Manager's Proposed Action:

Discuss and provide direction to staff on residential curbside organics recycling service.

Overview:

In 2019, the City Council decided to require all licensed residential garbage haulers provide opt-in curbside organics recycling by January 1, 2022. This met the requirements of Hennepin County's updated Ordinance 13 which requires cities to ensure their residents have access to curbside organics recycling.

All five garbage haulers that provide residential service in the city are offering organics recycling service to their customers. Approximately 146 residents signed up for service as of December 31, 2023. And last year haulers reported collecting a little over six tons of organics. For perspective, WM collects 137.5 tons of traditional recycling each month in the city.

Five haulers means that there are five different programs each slightly different from the other which presents public communications challenges for the haulers and for the city.

In addition to each hauler deciding how best to provide the service, each hauler decides how much to charge to recoup the cost of providing that service. Currently charges range from \$3.25 a month to \$7.50 a month.

State law prohibits a garbage hauler from charging a customer that recycles more than a customer that does not recycle. This statute was enacted in the early 1990s to eliminate a potential barrier to people signing up for recycling service. The thought being that there would not be widespread adoption of recycling if people had to pay more to do it.

Waste Management began charging all their customers for organics recycling January 2022 whether they participated in organics recycling or not. The other haulers were only charging customers when they signed up for service.

In fall 2022, Hennepin County asked the MPCA for a ruling on how garbage haulers could charge for organics recycling. The MPCA said that haulers must follow statute and charge all customers the same whether they participate in organics recycling or not. And the MPCA said it is up to the licensing authorities (meaning the cities) to ensure compliance.

Many residents began organics recycling in 2024 thanks to the mandated fee. Brooklyn Park went from 146 residents signed up for service in December 2023 to approximately 1,150 today.

Time is showing that most of the haulers are doing a poor job communicating with residents about organics recycling – what it is, or how to participate, and some are slow to provide carts and get residents signed up for service.

As a result, many residents have been complaining. At the April 1 work session, the Council expressed interest in having staff present details about the benefits of having a citywide contract for organics recycling service. Contracted service would provide:

- Consistent communication – currently haulers are providing little or no information about organics
- Equitable service – some haulers are slow to sign up residents and provide carts
- Lower rates charged – the proposed rate is \$2.90 per household, currently residents are paying anywhere from \$3.25 - \$7.50 per household

Waste Management, our current recycling provider, has offered to provide organics recycling service for an initial rate of \$2.90 per household per month. Their proposed rate structure increases as we reach sign up rates (see chart below). Brooklyn Park currently has 23,052 homes and apartment buildings of eight units or fewer that receive curbside recycling service. Those who sign up will be provided with a 64-gallon organics cart that will be emptied weekly.

This structure is like the structure Plymouth adopted last year in its contract with Republic Services. The percentage of households signed up would be reviewed every six months to determine if a new threshold was met and subsequent higher rate would be charged.

Waste Management's Organics Recycling Proposed Charge for HRG

Percent of HH signed up for organics recycling	Price per HH per month
0 – 10.9% (up to 2,513 sign ups)	\$2.90
11 – 20.9% (up to 4,818 sign ups)	\$3.75
21 – 30.9% (up to 7,123)	\$4.63
31 – 40%	\$5.43

Compare that to the rates the City of Plymouth has agreed to with Republic Services. The rates in our offer are slightly lower.

Maximum Participation Percentage (% of homes with an organics cart)	Monthly Price Per Home
10%	\$3.00
15%	\$3.50
20%	\$4.00
25%	\$4.50
30%	\$5.00
40%	\$5.50
50%	\$6.00

Currently approximately 1,150 homes in Brooklyn Park have signed up for organics recycling service. Based on data provided by Hennepin County (see below) other cities reach the ten percent threshold within the first year and most are now above 20% after a few years. That means we are likely to start the contract at \$2.90 a month and can expect to go to \$3.75 within 24 months.

Organics Recycling Participation Rates in Hennepin County Cities

City	Program timeline	Participation January 2021	Participation January 2022	Participation January 2023	Participation January 2024
Bloomington	launched March 2022			25.8%	25.3%
Edina	launched in 2020		22.8%		
Golden Valley	launched Jan 2022			45.4%	40.5%
Hopkins	launched Jan 2022			25.6%	27.8%
Loretto	launched in 2010	20.5%	24.8%	23.9%	26.9%
Medicine Lake	launched in 2008	30.0%	32.9%	33.5%	33.5%
Medina	launched in 2008	22.0%	22.4%	22.1%	19.7%
Minneapolis	launched in 2015-2016	49.9%	51.2%	52.3%	52.7%
Osseo	launched in 2016	14.6%	15.1%	13.8%	13.7%
Richfield	launched in 2021		23.2%	26.0%	32.2%
Robbinsdale	launched in 2019	8.5%	9.2%	10.0%	
St. Bonifacius	launched in 2010	17.8%	18.8%	18.8%	18.8%
St. Louis Park	launched in 2014	38.1%	39.0%	41.7%	42.1%
Wayzata	pilot in 2003	31.8%	31.8%	31.5%	32.0%

Brooklyn Park coordinates the recycling contract for our neighboring cities of Brooklyn Center, Crystal, and New Hope through a joint powers agreement called the Hennepin Recycling Group. In June, the HRG board approved proceeding with a negotiating a contract for curbside organics recycling where service would begin April 1, 2025. If the Council wishes to proceed with contracting for organics recycling service, it would be best to roll out service in all four cities simultaneously.

Primary Issues/Alternatives to Consider:

1. Proceed with a recycling contract amendment to add curbside organics recycling service
2. Proceed with an RFP process to procure curbside organics recycling service
3. Continue with current system where garbage haulers provide curbside organics recycling service

Budgetary/Fiscal Issues:

The cost of the organics recycling service would be paid for by residents as part of the recycling fee on their utility bill.

The contracted rate would be less than what residents are currently paying in the open collection system.

Attachments:

8.1A ORGANICS RECYCLING PROPOSAL



May 22, 2024

Mr Tim Pratt
9300 Noble Ave N
Brooklyn Park, MN 55443

ORGANICS PROPOSAL – Organics Services for the City of Brooklyn Park and Hennepin Recycle Group

Dear Mayor, Staff, and City Council,

Waste Management is pleased to submit this Organics Proposal for the City of Brooklyn Park and Hennepin Recycle Group.

Waste Management has built a working relationship with not only the City Staff and Administration, but also the Residents of the community. We appreciate the opportunity to provide improved service and relationships for years to come.

This Organics Proposal aligns with the City's interest of preserving its goals of limiting the wear and tear on City streets through use of a single hauler, reducing noise, exceeding industry safety standards, having a clean environment, and securing the best rate for recycling collection. WM views the City's interests as the highest priority, and the service and proposal has been customized to meet and exceed these goals. Collection schedules and routes are established, containers are already on site, and experienced staff are attending to the needs and requests of the residents and City.

We look forward to continuing our work with the with Brooklyn Park and Hennepin Recycle Group , and the option of strengthening our relationship as a community service provider and partner.

Please feel free to contact me with any additional questions you may have.

Sincerely,

A handwritten signature in cursive script that reads 'Jason Hartman'.

Jason Hartman
Waste Management of Minnesota, Inc.
Jhartma5@wm.com
612-271-7863

City of Brooklyn Park and Hennepin Recycle Group, Organics Proposal

We would like to propose a 3 to 5 year Organics Service for the City of Brooklyn Park and Hennepin Recycle Group.

Monthly Organic Rates Per Household

<u>% of city Residents signed up for organic collection</u>	<u>Price</u>
0 - 10%	\$2.90
11 - 20%	\$3.75
21 - 30%	\$4.63
31 - 40%	\$5.43

Proposed organic rates for weekly residential collection with WM supplied 64-gallon carts, transfer, and material processing. Annual PI's using CPI WST. Pricing based on all residents paying for service and then opting in for collection. Carts will only be delivered to a resident once they opt in for service.

Organic terms and conditions per SET Acceptable Material List



Acceptable Material List

Empire Organics Processing Facility

16454 Blaine Avenue East
Rosemount, MN 55068



Specialized
Environmental
Technologies, Inc.

Material Category: **Food Scraps**

The following chart does not represent a complete listing of materials.

Accepted	Not Accepted (small amounts are accepted)
● Fruits and vegetables ○ Peelings, pits, shells and rinds ● Meat, fish, shellfish and bones ○ Bones, scales and shells ● Dairy products ○ Yogurt, cheese, butter ● Eggs and eggshells ● Bakery and dry goods ○ Pasta, grains, beans and rice ○ Bread and cereal ○ Nuts and shells ○ Dough, pastries and pies ● Pet food	● Grease or oil* ● Chewing gum ● Stickers on produce ● Liquids*

* Incidental amounts are accepted.

Material Category: Paper

- Soiled paper
- Food-soiled paper

Notes:

1. Recyclable paper should be recycled, including clean pizza boxes.
2. Messaging should be tied to paper products that are food related.
 - Composters mostly want the food but will accept food service packaging as a vessel to help divert food to the organics recycling/composting stream.
 - Molded paper items (paper plates, bowls, lunch trays, and clamshells) must be BPI certified. To receive BPI certification the product cannot contain any added PFAS chemicals (often used as a grease or oil barrier). PFAS chemicals are persistent in the environment and are very costly to manage at disposal facilities (including compost sites).

Accepted	Not Accepted
• Napkins, and food-soiled paper towels • Paper egg cartons (remove sticker labels) • BPI certified products* • Cups, plates and bowls • Containers • Parchment and wax paper • CMA approved products* • Paper grocery or lunch bags (recycle if not soiled) • Tissue paper • Paper towel and toilet paper rolls • Pizza boxes from delivery** *Must have BPI or CMA logo on product. **food-soiled, plain cardboard boxes only.	• Paper that can be recycled • Products labeled “biodegradable” or PLA that are not BPI certified • Cartons (milk cartons, juice boxes, soup, broth and wine cartons) • Paper products (plates, boats, cups bowls) without BPI certification • Paper products used with chemical based cleaners • Refrigerated and frozen food boxes • Fast food wrappers (fry bags and burger/sandwich wrappers [unless BPI certified]) • Butcher paper, parchment paper, wax paper, muffin cups (unless BPI certified) • Microwave popcorn bags • Ice cream containers • Asian take-out food pails (unless BPI certified) • Paper coated with foil • Wax/produce cardboard boxes • Wrapping paper and tissue paper (gift wrap / packing) • Shredded paper • Receipts • Pull tabs from restaurants / bars



Material Category: Other Compostable/Household Food Related Items

- Other compostable food related items
- Other household food related items

Notes:

1. Recyclable items should be recycled.
2. Public messaging should be tied to products that are food-related.

Accepted	Not Accepted
• Coffee grounds and filters • Tea leaves • Tea bags (no synthetic filter or metal) • Houseplant trimmings • Hair and nail clippings (undyed and not painted) • Wooden items such as wood chopsticks, popsicle sticks and toothpicks • Nutritional or protein supplement powders (no vitamins, minerals, etc. in pill form) • Cotton balls and paper swabs • BPI certified or CMA approved compostable products*: ○ Cups, plates and bowls ○ Utensils and straws ○ Bags ○ Containers ○ Bamboo products ○ Bagasse products ○ Single-use coffee pods	• Recyclable materials (glass, plastic, paper, metal) • Cleaning and personal care wipes • Pet waste or litter or animal bedding • Diapers • Menstrual and incontinence products • Non-BPI certified plastic (bags, containers) • Products labeled as “biodegradable” or PLA that are not BPI certified • Dryer lint and dryer sheets • Clothing or textiles • Dental floss • Medicines • Cigarettes • Fireplace or BBQ ashes • Charcoal or ashes • Lumber and sawdust • Rocks, soil and dirt • Latex items (balloons or gloves) • Rubber and rubber bands • Wax (wax paper, [unless BPI certified], candle wax, car wax) • Tape of any kind • Vacuum cleaner bags and contents • Floor sweepings • Yard waste material (belongs in separate stream) • Pallets or crates

*Must have BPI or CMA logo on product.



COMPOSTABLE
IN INDUSTRIAL FACILITIES
Check locally, as these do not exist in many communities. Not suitable for backyard composting. CERT # SAMPLE



City of Brooklyn Park Request for Council Action

Agenda Item:	11.1	Meeting Date:	July 8, 2024
Agenda Section:	Work Session	Originating Department:	Operations and Maintenance
Resolution:	N/A	Prepared By:	Dan Ruiz, O&M Director
Ordinance:	N/A		
Attachments:	1		
Item:	ASEZ WAO Partnership Discussion		

City Manager's Proposed Action:

The City Council will discuss signing a Memo of Understanding (MOU) between the City of Brooklyn Park and ASEZ WAO for a partnership on sustainable development of humanity and the earth.

Overview:

ASEZ WAO, which stands for Saving the Earth from A to Z, We Are One family, carries out international campaigns on environmental protection, crime prevention, cultural exchange and more under the concepts of unity, love, and well-being within the community. They are a global volunteer organization comprising primarily of high school students, college students, and young adult workers from the Church of God.

ASEZ WAO is looking to partner with the City of Brooklyn Park on several potential campaigns and recently completed a clean-up at Village Creek Park along Shingle Creek on Sunday, June 23rd. They will share a brief presentation on their initiatives and their work on the clean-up.

Additional campaign possibilities include:

- Local seminars on violence prevention featuring young adult professionals
- Summer basketball or soccer tournaments for the youth.
- Environmental clean-ups to support sustainable development

Attachments:

11.1A MOU

11.1B FINAL COUNCIL APPROVED COMMUNITY EVENTS AND INITIATIVES PARTNERSHIP POLICY

MOU for Achieving the SDGs

ASEZ WAO and The City of Brooklyn Park

shall make efforts to cooperate

for sustainable development of humanity and the earth.

_____ . _____ . 20_____

ASEZ WAO
Branch Manager

Mayor
City of Brooklyn Park

Contents of MOU

The followings are the contents of the MOU in detail between ASEZ WAO and the organization concerned. (Hereinafter referred to as ‘both organizations’.)

Article 1 (Purpose) By taking the lead for sustainable development of humanity and the earth, the MOU aims to define the requirements of both organizations in carrying out the human task of the “coexistence of humanity and the earth” and the “coexistence of present and future generations.”

Article 2 (Basic Principle) Both organizations shall faithfully carry out the contents of this agreement in accordance with mutual respect, good faith, sincerity.

Article 3 (Period of Agreement) The period of this agreement shall be one year from the date of signature, but ~~shall be automatically extended unless an objection is raised in writing no later than one month before the expiration of the agreement.~~ **either party may terminate this agreement at any time by providing 10-days’ written notice to the other party.**

Article 4 (What to Cooperate) Both organizations shall select items from the eight Campaigns below to cooperate and shall endeavor to carry them out. (Write in hand if details are required)

Campaigns for Humanity

- ☐ Campaign 1. Educational Support
- ☐ Campaign 2. Well-Being Promotion
- ☐ Campaign 3. Emergency Relief
- ☐ Campaign 4. Cultural Exchanges

Campaigns for Earth

- ☐ Campaign 5. Climate Change Response
- ☐ Campaign 6. Reduce Plastic Use
- ☐ Campaign 7. Terrestrial Ecosystem Protection
- ☐ Campaign 8. Marine Ecosystem Protection

Article 4-1 (Details) If implementation details of the “Campaigns” selected in the list above are required, write them in hand.

Article 4 and 4-1 need to be completed by ASEZ WAO

Article 5 (Conditions) Per the city’s Community Events and Partnership Policy, partnership events shall in no way promote or further religion, religious activity, or be used to actively recruit members to ASEZ WAO and/or the Church of God.

To certify this agreement, two copies of this agreement shall be completed and signed by the representatives of both parties, and each copy shall be kept by both parties.



Community Events and Initiatives Partnership Policy

A. PURPOSE

The purpose of the Community Events and Initiatives Partnership policy is to clarify the City of Brooklyn Park's approach to partnerships. The City is eager to work with the community and depends on partnerships to achieve our collective goals. The intent of the policy is to provide clarity, transparency, and consistency when considering the City's benefit and role when considering a partnership request. The City's aim is both to better manage our existing community relationships and attract new partnerships.

B. BACKGROUND

Over the years we have seen great results from leveraging the time, talents and resources of individuals and organizations. When considering potential partnerships, it is important to understand the value and contribution of each organization and how the partnership will help advance the future vision and goals for the City.

C. SCOPE

This policy does not apply to business events, real estate, development or partnerships with other government entities that work on city related projects, Economic Development Authority sponsorships or partnerships covered by contracts, or affiliated youth sports associations.

D. DEFINITIONS OF PARTNERSHIPS

The following are definitions of what the role and expectations are of the City of Brooklyn Park in a community partnership.

City's role	Description	Application or Memorandum of Understanding Required
Lead	City coordinates and manages all aspects of the event. City brings in partners and sponsors as needed.	NO
Partner	Partnership is mutually beneficial for all parties. Each partnering organization contributes resources to the planning and execution. Examples of resources may include meeting space, staff support, refreshments,* and coordination. At least one city division or department takes responsibility for the partnership and will be present at the event. The event must be promoted broadly to the community.	YES for new groups or if it is a new event
Supporter	The community group coordinates all aspects of the event. In accordance with the approval factors, the City may be able to provide other in-kind services such as: - Promotion - Staff attendance – the City may staff an outreach table or tent	YES if not initiated by the City and deemed necessary

11.1B FINAL COUNCIL APPROVED COMMUNITY EVENTS AND INITIATIVES PARTNERSHIP POLICY

	- Technical assistance – Community groups to provide guidance for connections to other groups and - Letters of support for other funding opportunities	
Other	(When not sponsored or endorsed by the City) City staff may attend. The City may share information with community as a courtesy.	NO

*Any and all food expenditures adhere to the Public Purchase Expenditure policy.

E. APPROVAL OF PARTNERSHIPS

The following are **REQUIRED** for partnership to be considered:

- Aligns with and helps advance one or more of the *Brooklyn Park 2025* community goals
- Is free or low cost
- Located in or near Brooklyn Park
- Open to the public
- Is nonpartisan
- Does not promote any religion

The following factors **SHALL BE CONSIDERED** when approving or denying a partnership:

The individual/organization has a *positive* reputation:

- The individual or organization has a demonstrated positive relationship and history within the Brooklyn Park community
- If no relationship with the City of Brooklyn Park exists, the individual or organization exhibits a genuine and good faith effort to advance the City's mission and goals
- The organization and/or its planners exhibit integrity, credibility, strong reputation, leadership, and experience
- The organization has the ability to execute and sustain its efforts independently

The proposal *aligns* with the vision, values, and goals of the City of Brooklyn Park:

- The applicant has demonstrated knowledge and ties its proposal to the city's vision, goals and values
- The applicant currently participates or volunteers with the City or other Brooklyn Park-based community groups
- The proposal promotes overall civic engagement, meets an unidentified gap, or fulfills an existing need
- The events or initiative supports an underrepresented cause or population in Brooklyn Park
- The proposal is innovative and fosters a working relationship with new organizations or collaborates with one or more organizations

F. DENIAL/REVOKING A PARTNERSHIP

The City Manager (or their designee) may suspend any community partnership with an organization or individual when the organization/individual and/or its planners exhibit questionable integrity or credibility

11.1B FINAL COUNCIL APPROVED COMMUNITY EVENTS AND INITIATIVES PARTNERSHIP POLICY

issues, or no longer meet approval factors. This includes any actual or perceived behaviors or actions that would inherently discredit the City of Brooklyn Park and contradicts the mission and goals of the City.

G. FINANCIAL SUPPORT

- The City does not support organizations or fundraisers directly with financial contributions
- At the partnership level, the City may provide in-kind resources such as in-kind or discounted room rental, staff support, etc.
- At the support level, if the City agrees to pay for a table to do outreach or buy a promotional advertisement, the organization must invoice the City
- The individual or organization demonstrates that it has other sources of financial support to sustain its proposal and is not solely dependent on the City for the event
- The applicant has exhibited methods of being cost-effective in its request

G.1 Fundraisers

- o If the City is a direct recipient of funds raised, the organization may be eligible for in-kind room/shelter rental
- o If the City is not a direct recipient of funds raised, but the organization meets other approval factors, they may be eligible for a 40% reduction in rental fees under the following conditions:
 - Based on room/shelter availability
 - Only when booked less than six months in advance
 - Must abide by all other facility and catering policies