

SPECIAL CITY COUNCIL MEETING – AGENDA #44

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

2. None.

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 Proclamation Recognizing November 30, 2024 as “Small Business Saturday” in the City of Brooklyn Park

A. PROCLAMATION

3B.2 Mayor’s Proclamation of November 2024 as “Native American Indian Heritage Month”

A. PROCLAMATION

II. STATUTORY BUSINESS AND/OR POLICY IMPLEMENTATION

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

4.1 Metro Transit Network Now Plan – City of Brooklyn Park Comments

A. PROPOSED RESPONSE

B. OCTOBER 7 MEMO FROM METRO TRANSIT

C. SUMMARY PRESENTATION FROM OCTOBER 7, 2024 WORK SESSION

4.2 Adopt Resolution to Levy Special Assessment for Water Assessment at 324 81st Ave North

A. RESOLUTION

B. ASSESSMENT AGREEMENT

4.3 Auditor Selection 2024-2027

A. RESOLUTION

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

5. PUBLIC HEARINGS

None.

6. LAND USE ACTIONS

None.

7. GENERAL ACTION ITEMS

None.

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

8. DISCUSSION ITEMS

8.1 City Manager's Amended 2025 Budget, and 2025-2029 Capital Improvement Plan and (CIP) and 2025-2029 Capital Equipment Plan (CEP)

IV. ADJOURNMENT

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

City of Brooklyn Park Request for Council Action

Agenda Item:	3B.1	Meeting Date:	November 18, 2024
Agenda Section:	Public Presentations/ Proclamations/Receipt of General Communications	Originating Department:	Community Development
Resolution:	N/A	Prepared By:	Malcolm Hicks, Business Development Coordinator
Ordinance:	N/A		
Attachments:	1	Presented By:	Mayor Hollies Winston
Item:	Proclamation Recognizing November 30, 2024 as "Small Business Saturday" in the City of Brooklyn Park		

City Manager's Proposed Action:

The Mayor shall recognize Saturday November 30, 2024 as Small Business Saturday 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 recognize November 30, 2024, as Small Business Saturday.

OR

2. By reading the proclamation.

Overview:

Founded in 2010, Small Business Saturday as a day to celebrate and support small businesses for the important role they play for our economy. Historically, projected spending of U.S. consumers who shopped at small businesses on Small Business Saturday, reached an estimated \$17.9 billion dollars according to the 2022 Small Business Saturday Consumer Insights Survey.

Primary Issues/Alternatives to Consider: None

Budgetary/Fiscal Issues: None

Attachments:

3B.1A PROCLAMATION

PROCLAMATION

The City of Brooklyn Park Recognizes November 30, 2024 as Small Business Saturday

WHEREAS, the City of Brooklyn Park recognizes November 30, 2024, as a day for recognizing and supporting small businesses; and

WHEREAS, small businesses play a vital role in our economy; and

WHEREAS, the residents of Brooklyn Park, representing a vibrant and dynamic economic community, proudly celebrate and support small businesses; and

WHEREAS, we recognize the ongoing contributions of small businesses in our city, enhancing our economy and lifting up Brooklyn Park; and

WHEREAS, Brooklyn Park desires to celebrate and support its small businesses.

NOW, THEREFORE, I, Hollies Winston, Mayor of Brooklyn Park, do hereby proclaim November 30, 2024, as Small Business 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.2	Meeting Date:	November 18, 2024
Agenda Section:	Public Presentations/ Proclamations/Receipt of General Communications	Originating Department:	Administration
Resolution:	N/A	Prepared By:	Dr. Marcellus Davis, REDI Manager
Ordinance:	N/A		
Attachments:	1	Presented By:	Mayor Hollies Winston
Item:	Mayor's Proclamation of November 2024 as "Native American Indian Heritage Month"		

City Manager's Proposed Action:

The Mayor shall proclaim the Month of November 2024, as "Native American Indian Heritage Month" by one of the following:

1. "I, Hollies Winston, Mayor of the city of Brooklyn Park, Minnesota do hereby proclaim the month of November 2024, to be "Native American Indian Heritage Month" in the city of Brooklyn Park.

OR

2. By reading the proclamation.

Overview:

There is a deep, rich Native American history in the State of Minnesota going back 10,000 years. Minnesota is home to several Tribal Nations and a resilient and robust urban Native American community. Along with the Dakota people and Anishinaabe people, the Ho-Chunk, Cheyenne, Oto, Iowa, Hidatsa, Arikara, A'aninin, Cree, Blackfeet, Assiniboine, and the Sac and Fox tribes also acknowledge Minnesota as important to their tribal histories.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

3B.2A PROCLAMATION

PROCLAMATION

PROCLAIMING THE MONTH OF NOVEMBER AS “NATIVE AMERICAN INDIAN HERITAGE MONTH” IN THE CITY OF BROOKLYN PARK, MINNESOTA

WHEREAS, in recognizing the Indigenous Peoples of the United States and Minnesota, the 2024 U.S. Census Bureau estimates that the Native American population in the United States is approximately 7 million, representing about 2% of the national population. In Minnesota, Indigenous communities have long called the land home and continue to play a significant role in its cultural and social fabric. Minnesota is currently home to around 57,400 Native Americans, making up roughly 1% of the state population. In the metro area alone, over 20,000 Native Americans reside, representing approximately 0.5% of the state's overall population.; and

WHEREAS, the City of Brooklyn Park recognizes Native American Indian Heritage Month, and the 2024 national theme of ***Enduring Native Knowledge, Thriving Indigenous Communities***. This theme focuses on honoring the resilience and cultural continuity of Native American communities while celebrating their essential knowledge, traditions, and modern contributions. This theme is an amalgamation of previous themes ***Celebrating Tribal Sovereignty and Identity*** (2023) and ***Revitalizing Indigenous Connections*** (2022); and

WHEREAS, Minnesota is home to 11 federally recognized American Indian Tribal Nations and a resilient and robust urban Native American community; The seven communities of ***Grand Portage, Bois Forte, Red Lake, White Earth, Leech Lake, Fond du Lac and Mille Lacs*** comprise the ***Anishinaabe*** reservations. These reservations are located throughout northern Minnesota from the central lakes region of the state to the northeastern tip; and

WHEREAS, In the southern region of the state there are four ***Dakota*** reservations: ***Shakopee Mdewakanton, Prairie Island, Lower Sioux, and Upper Sioux***. Like the reservations in northern Minnesota, these areas of land were set aside by United States government treaties. Source: U.S. Department of the Interior, Office of American Indian Trust; and

WHEREAS, Native Americans have made essential contributions to the history, culture, and economy of Minnesota, including traditional knowledge, labor, technology, science, philosophy, industry, and arts; and

WHEREAS, the City of Brooklyn Park invites all members of the community to learn more about the rich Native American Indian culture, traditions and history, and celebrate the contributions that have been made to our country and our community by Native American Indians.

NOW, THEREFORE, I, Hollies Winston, Mayor of the City of Brooklyn Park, Minnesota, do hereby proclaim November 2024 to be “Native American Indian Heritage 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:	4.1	Meeting Date:	November 18, 2024
Agenda Section:	Consent	Originating Department:	Community Development
Resolution:	N/A	Prepared By:	Tim Gladhill, Community Development Director
Ordinance:	N/A		
Attachments:	1	Presented By:	Tim Gladhill, Community Development Director
Item:	Metro Transit Network Now Plan – City of Brooklyn Park Comments		

City Manager’s Proposed Action:

Motion to approve the response and comment to the draft Metro Transit Network Now Plan.

Overview:

As presented at the October 7 Work Session, Metro Transit is planning on making adjustments to its local service and express service bus routes. Detailed information can be found online at:

- <https://www.metrotransit.org/network-now>

The following comments at the October 7 Work Session included, but are not necessarily limited to the following:

- Additional connectivity and frequency from our eastern border, especially east of Highway 252, to the City of Maple Grove retail hub should be provided
 - A better defined ‘mobility hub’ at the Starlite Center (West Broadway and Brooklyn Boulevard) as a connection hub to Maple Grove’s service provider should be added, even in the interim until the Blue Line Extension is constructed
 - Metro Transit should also consider expanding the service area for Metro Micro to allow connectivity between Brooklyn Park and Maple Grove, and not rely on Maple Grove’s service
- Additional connectivity and frequency with the Zanewood Teen Center should be established
- The system should have a better Highway 252 loop or at least add additional/better sited stop locations
 - A priority should be placed on additional stops along the express route at Zane Avenue and West Broadway
- Additional ‘last mile service’ should be provided to add connectivity to the Mississippi Gateway Regional Park, including a safe and comfortable mobility hub for transfer to last mile service
- The plan should articulate future routes and connections supporting the City’s future BioTech Innovation District north of Highway 610 and west of West Broadway

Comments are due by November 15, 2024.

Primary Issues/Alternatives to Consider: None

Budgetary/Fiscal Issues: None

Attachments:

- 4.1A PROPOSED RESPONSE
- 4.1B OCTOBER 7 MEMO FROM METRO TRANSIT
- 4.1C SUMMARY PRESENTATION FROM OCTOBER 7, 2024 WORK SESSION



City of Brooklyn Park
City Hall
5200 85th Ave. N.
Brooklyn Park, MN 55443
763-424-8000
www.brooklynpark.org

November 6, 2024

Victoria Dan
Senior Planner, Metro Transit
Transmitted via email

Re: Metro Transit Network Now – City of Brooklyn Park Response

Victoria:

Thank you for the opportunity to comment on Metro Transit's Network Now plan. The City of Brooklyn Park offers the following comments.

- Additional connectivity and frequency from our eastern border, especially east of Highway 252, to the City of Maple Grove retail hub should be provided
 - A better defined 'mobility hub' at the Starlite Center (West Broadway and Brooklyn Boulevard) as a connection hub to Maple Grove's service provider should be added, even in the interim until the Blue Line Extension is constructed
 - Metro Transit should also consider expanding the service area for Metro Micro to allow connectivity between Brooklyn Park and Maple Grove, and not rely on Maple Grove's service
- Additional connectivity and frequency with the Zanewood Teen Center should be established
- The system should have a better Highway 252 loop or at least add additional/better sited stop locations
 - A priority should be placed on additional stops along the express route at Zane Avenue and West Broadway
- Additional 'last mile service' should be provided to add connectivity to the Mississippi Gateway Regional Park, including a safe and comfortable mobility hub for transfer to last mile service
- The plan should articulate future routes and connections supporting the City's future BioTech Innovation District north of Highway 610 and west of West Broadway

Sincerely,

A handwritten signature in black ink that reads "Tim Gladhill".

Tim Gladhill
Community Development Director



EXTERNAL MEMO

Date: 10/7/2024

To: Tim Gladhill, Community Development Director, Brooklyn Park

From: Victoria Dan, Senior Planner, Metro Transit

RE: Network Now and Improved Crosstown Connections

Network Now is Metro Transit's visioning process and plan for the transit system through 2027. On August 14, Metro Transit presented to Brooklyn Park staff the draft plan service changes proposed in the community. Metro Transit staff will present this information to Brooklyn Park City Council on October 7, which is during the draft plan public comment period (September 12-November 15). This memorandum describes existing service design in Brooklyn Park and proposed crosstown improvements for the purpose of supplementing information for City staff and decision-makers.

Existing Conditions

Hub and Spoke Service Design

Suburban Local Routes 721, 722, 723, and 724 serve Brooklyn Park and are arranged in a radial pattern, where routes share a common terminal at Brooklyn Center Transit Center (BCTC) and fan out in different directions. This "hub and spoke" design can be desirable for communities with suburban development patterns (i.e. characterized by a less regular street grid, lower density, and/or dispersed activity centers). This service structure also has the benefit of a common transfer location for routes that are less than very frequent, allowing close coordination of schedules to ensure riders have convenient connections. The routes mentioned above are among the most productive Suburban Local Routes in the entire region.

Other local routes in Brooklyn Park act like spokes of other hubs, such as Route 705 from Starlite Transit Center and Route 716 from Robbinsdale Transit Center. Routes 723 and 724 connect BCTC and Starlite hubs.

East-West Segments

Routes in Brooklyn Park typically travel on a combination of north-south and east-west streets. This optimizes coverage and can be necessary where the street grid is irregular. Today, local routes serve portions of the following east-west streets in Brooklyn Park:

- 63rd Ave. – Served by Route 716 (W. Broadway Ave. to Zane Ave.) and Route 724 (east of Zane Ave.)
- Brooklyn Blvd. – Served by Route 724 (Starlite/W. Broadway Ave. to Regent Ave./73rd Ave.)

- Brookdale Dr. – Served by Route 722 (Zane Ave. to Humboldt Ave.) and Route 723 (Zane Ave. to Noble Ave.)
- 85th Ave. – Served by Route 723 (W. Broadway Ave. to Zane Ave.) and Route 724 (Xylon Ave. to W. Broadway Ave.)
- 93rd Ave. – Served by Route 724 (Winnetka Ave. to Hampshire Ave.)
- Oak Grove Pkwy. – Served by Route 722 (Target Northern Campus to Douglas Dr.)

Proposed Improvements to Crosstown Connections

Existing Routes

Today, Route 724 operates high frequency service between BCTC and Starlite. Network Now proposes to increase weekday frequency from trips every 15 minutes to trips every 10 minutes. This increase will make service more convenient and provide easy connections to other high frequency services, such as with future METRO Blue Line Extension at Brooklyn Boulevard Station.

Route 716 currently operates hourly on weekdays and Saturdays. Network Now proposes to extend the hours of service earlier and later on Saturdays and also add new Sunday service. These improvements will further develop the weekend transit market and prepare the corridor for potential future enhancements, such as connections to the planned 63rd Avenue Station.

New Crosstown Route 725

The hub and spoke model is a good coverage solution, but it does not always provide convenient options for traveling between spokes. A trip between destinations on different spokes can require traveling out of direction in order to transfer routes, which adds significant time over a direct alternative. A crosstown solution can potentially improve access to community destinations between major corridors and in emerging markets.

Network Now proposes creating Suburban Local Route 725, which will introduce a new east-west crosstown service via 85th Avenue, connecting Osseo, Brooklyn Park, Coon Rapids, and Blaine (ending at Northtown Transit Center). In Brooklyn Park, Route 725 will make connections with Local Routes 705, 723, and 724 at Starlite. Destinations on the route will include Hennepin Technical College, Walmart Supercenter, and North Hennepin Community College. The service is proposed to operate hourly trips all days of the week.

To illustrate the potential benefits of this crosstown, today a transit trip between Hennepin Technical College and Northtown requires at least two transfers and up to two hours of travel. Route 725 will make it possible to complete this trip with zero transfers and within approximately 40 minutes.

Currently, 85th Avenue has minimal local service, so Route 725 will demonstrate and develop the transit market along the corridor. In the future, this route will connect to the planned Blue Line Extension.

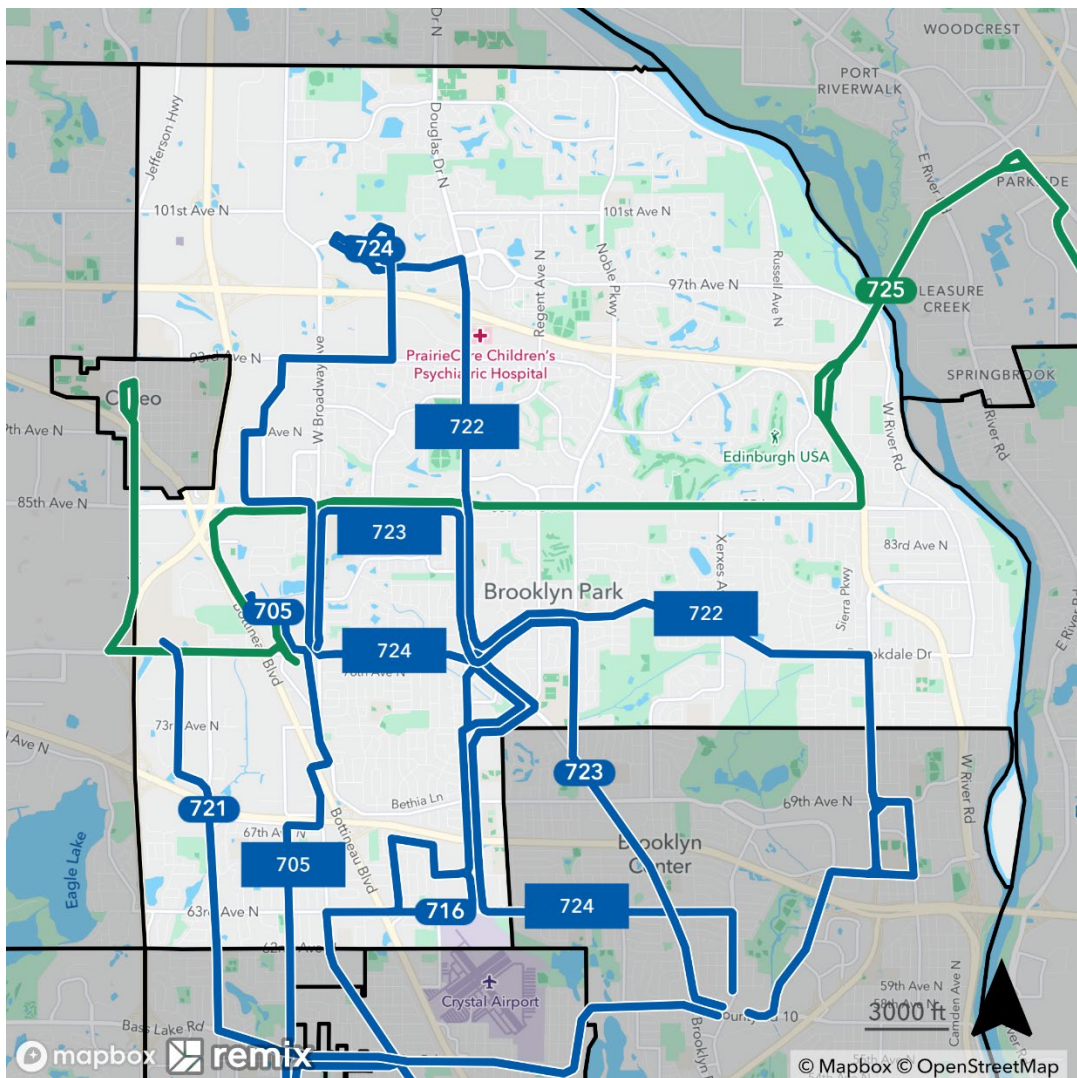


Figure 1. Map of existing (blue) and proposed new (green) suburban local routes in Brooklyn Park.

Metro micro expansion

Metro micro is an on-demand and app-enabled rideshare solution that allows riders to request trips within the designated zone. The first pilot zone launched in North Minneapolis, and it became a permanent service on October 1, 2024. Through the end of 2027, eight new pilot zones will be launched in suburban communities across the Twin Cities metro. Zones in Roseville and Woodbury areas are planned to open at the end of 2024. One future zone is planned to include Starlite and the future Brooklyn Blvd Station, providing another way for riders to connect to the fixed route network.



Network Now: Draft Concept Plan Brooklyn Park City Council

Monday, October 7, 2024



Network Now: what and why

Why Network Now?

Pivotal time in our history

- Ridership dropped 50% between 2019 and 2020 but is now growing again
- 30% less service, with 60+ routes suspended

Travel patterns are **changing**

- Fewer downtown commuters and more diverse needs
- Customers increasingly need all-day, all-purpose transit

Workforce is a top priority

- Bus and rail service expansion requires operators and support staff
- Service design can impact employee satisfaction

Metro Transit is **growing**

- New regional sales tax
- 4 new transitways under construction and more in planning
- New transit modes (microtransit)

Network Now

Resolves:

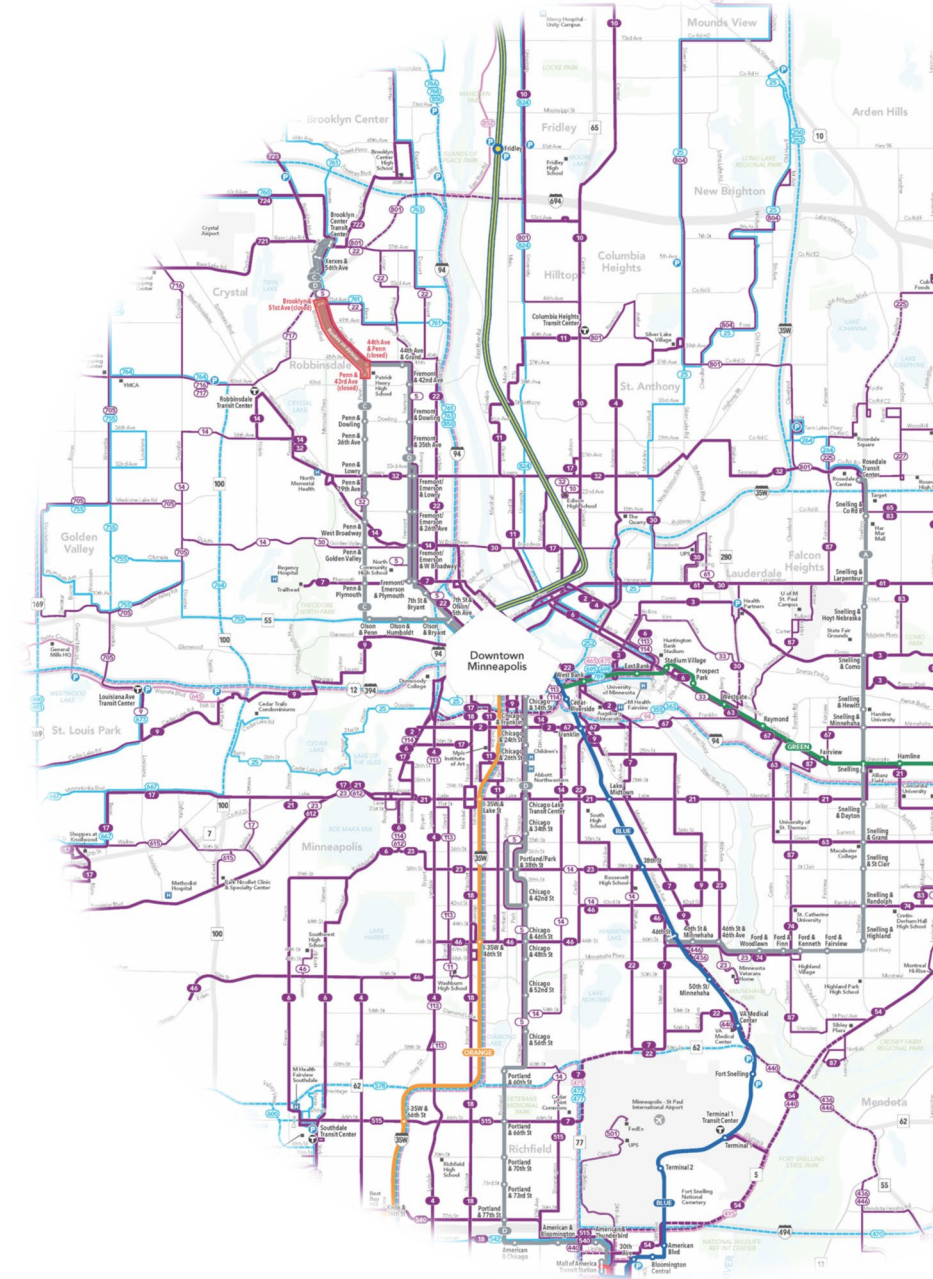
- Status of routes that are currently suspended (some since 2020)
- Facility closure needs

Improves:

- New or redesigned routes
- Frequency or span improvements
- METRO line investments
- Metro micro

Network Now

- Metro Transit's vision through 2027
- The proposed plan will:
 - Expand service in our network by more than 35% to grow ridership
 - Improve coverage and mobility by expanding bus routes and Metro micro service
 - Redesign our express and commuter services to meet the travel needs of our region now

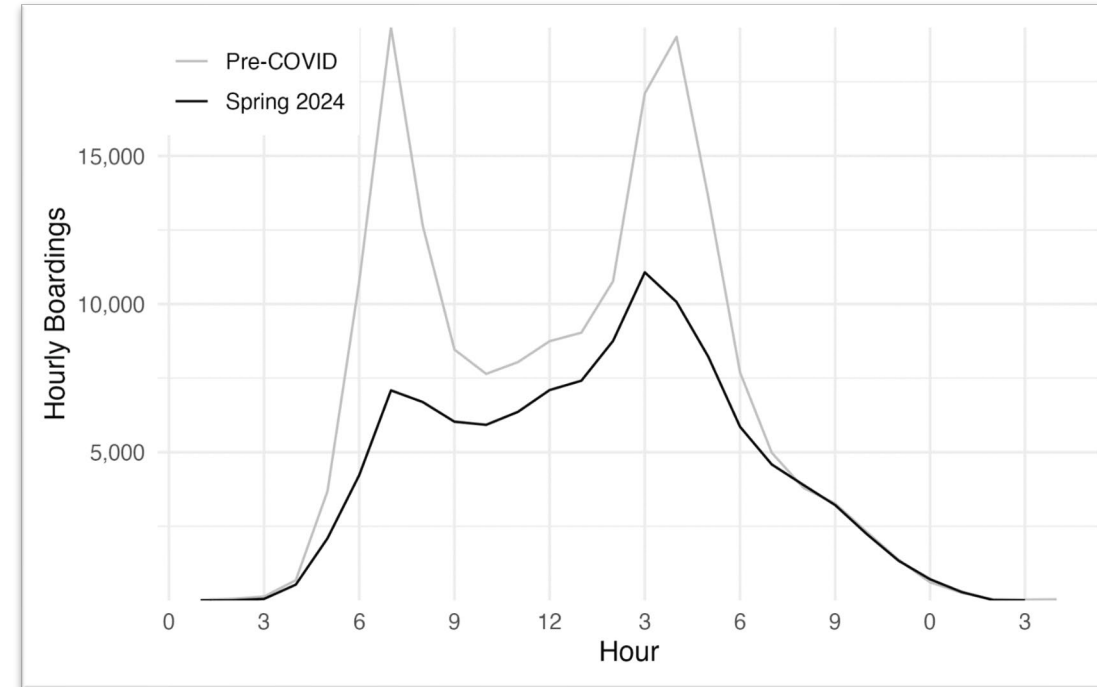
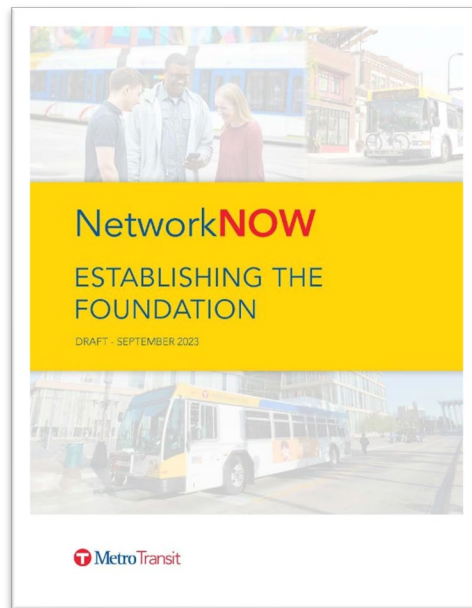




Developing the plan: where we have been and what we have learned

The foundation for network modification

- **Performance:** details network performance, changes since 2019, and opportunities
- **Policy:** regional policy guidance from the Metropolitan Council applied
- **Engagement:** 2023 captured values and thoughts, surveys, workshops, customer contacts, 6,000 comments



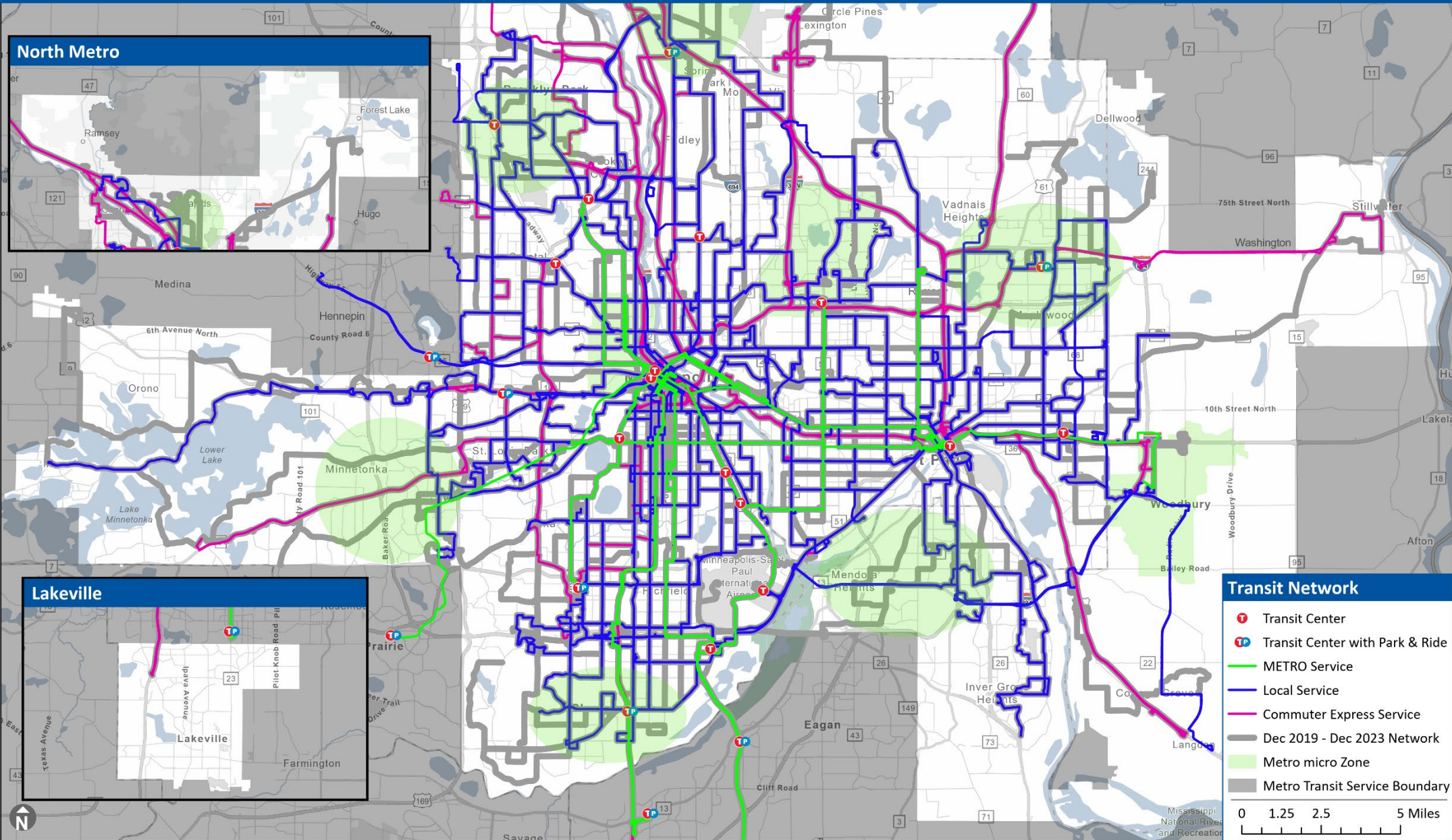
Network Now Principles

Adapt	Adapt service to changes in transit markets and travel patterns.
Prepare	Prepare for new METRO and high-frequency routes.
Maintain	Maintain the reliability of our scheduled service consistently over time.
Build on success	Build on success to grow ridership, adding service where people use transit the most.
Provide access	Provide access to opportunities and services with a focus on advancing equity and reducing regional disparities.

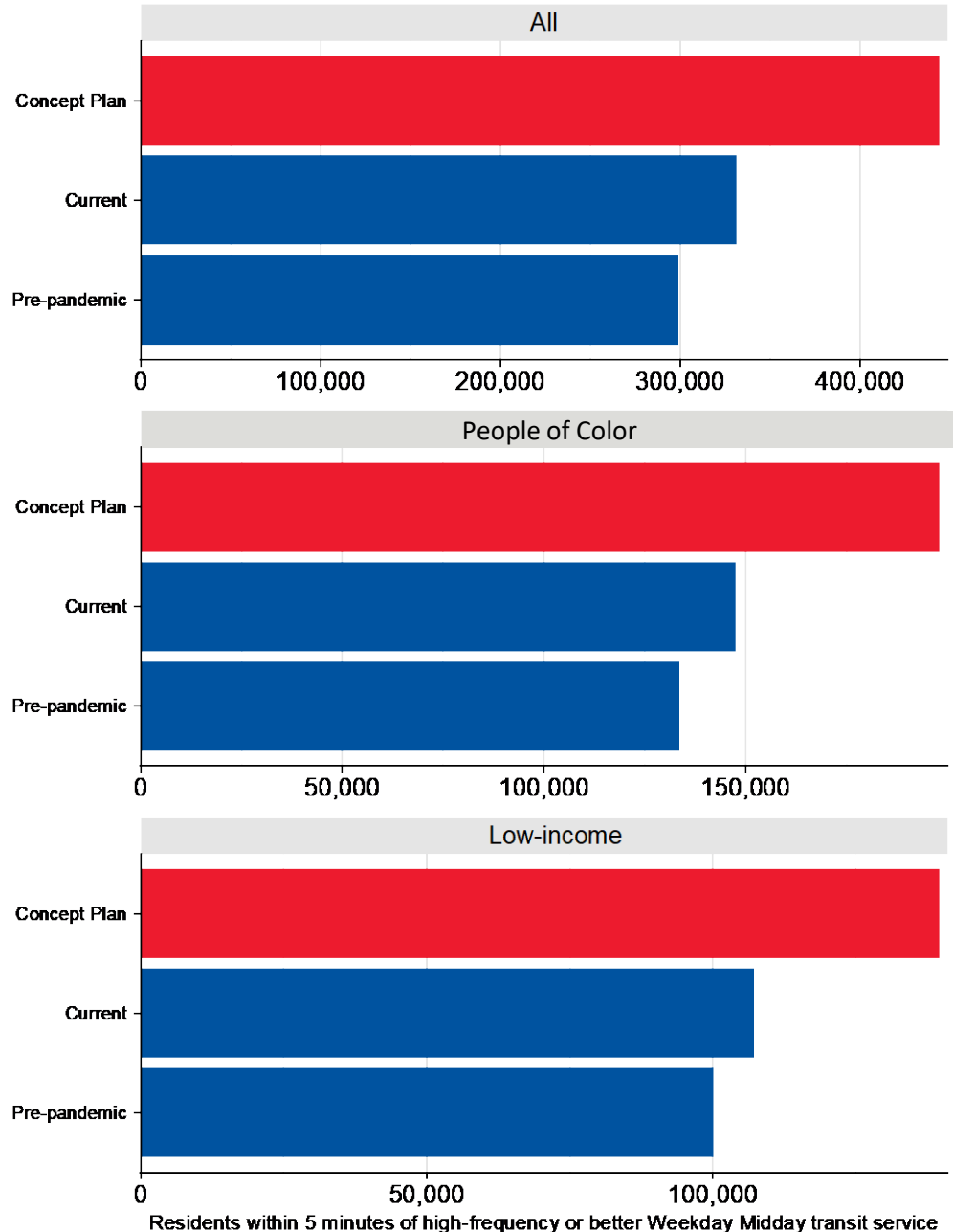


Draft Concept Plan – System Overview

Changes in Network Coverage



Realigning service to meet changing travel patterns



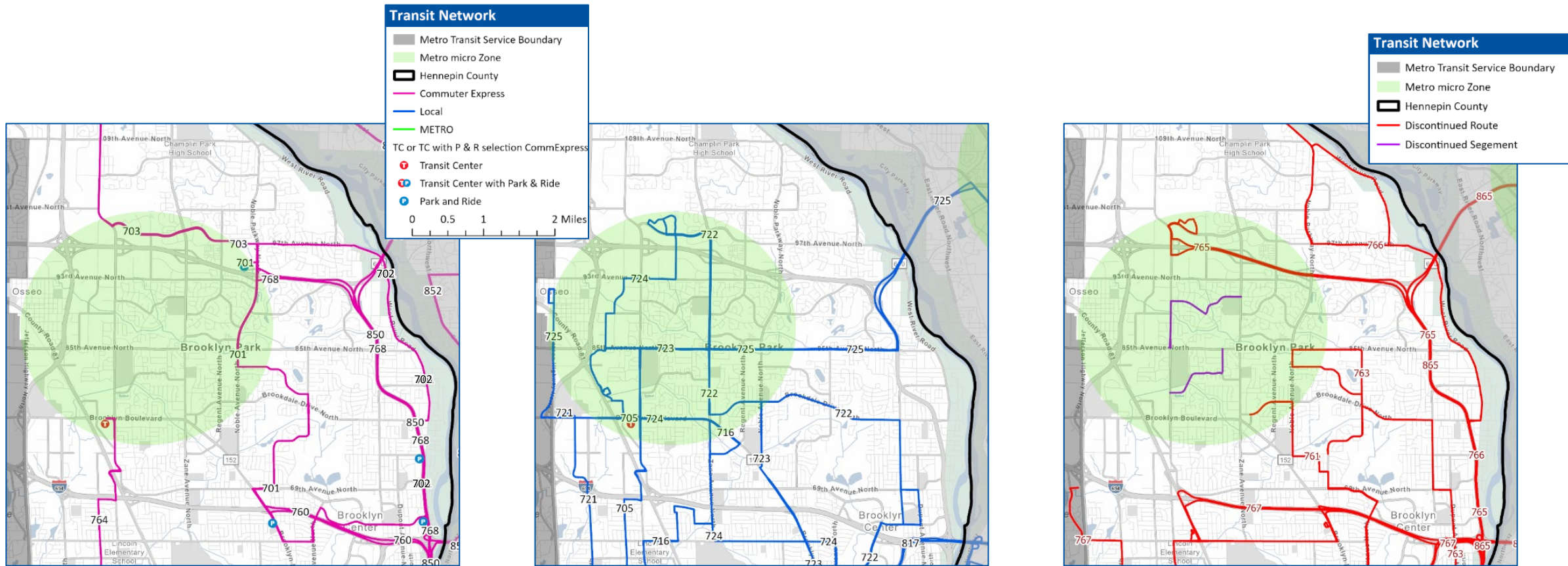
Results: Improvements in access to high-frequency network

- More of our region can access frequent all-day service in walking distance



Draft Concept Plan – Brooklyn Park

Snapshots – Brooklyn Park



2027 Commuter Express

2027 Local

Discontinued Service

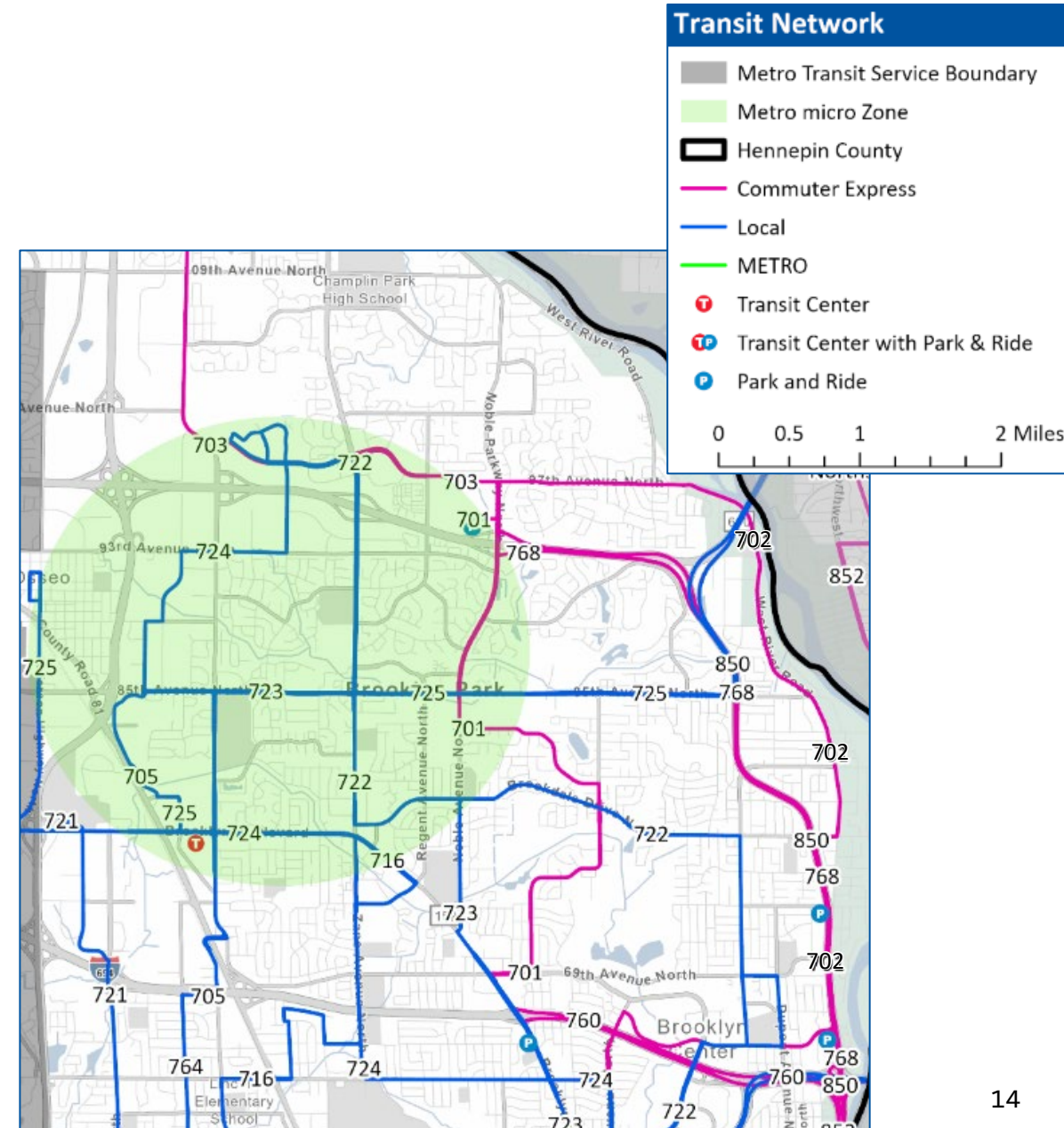
Commuter/Express Routes

- **Key Express Network**

- Rt. 768 in I-94/TH 252 corridor serves Noble Pkwy Park & Ride.
- Up to 15-min. peak frequency plus midday trips.

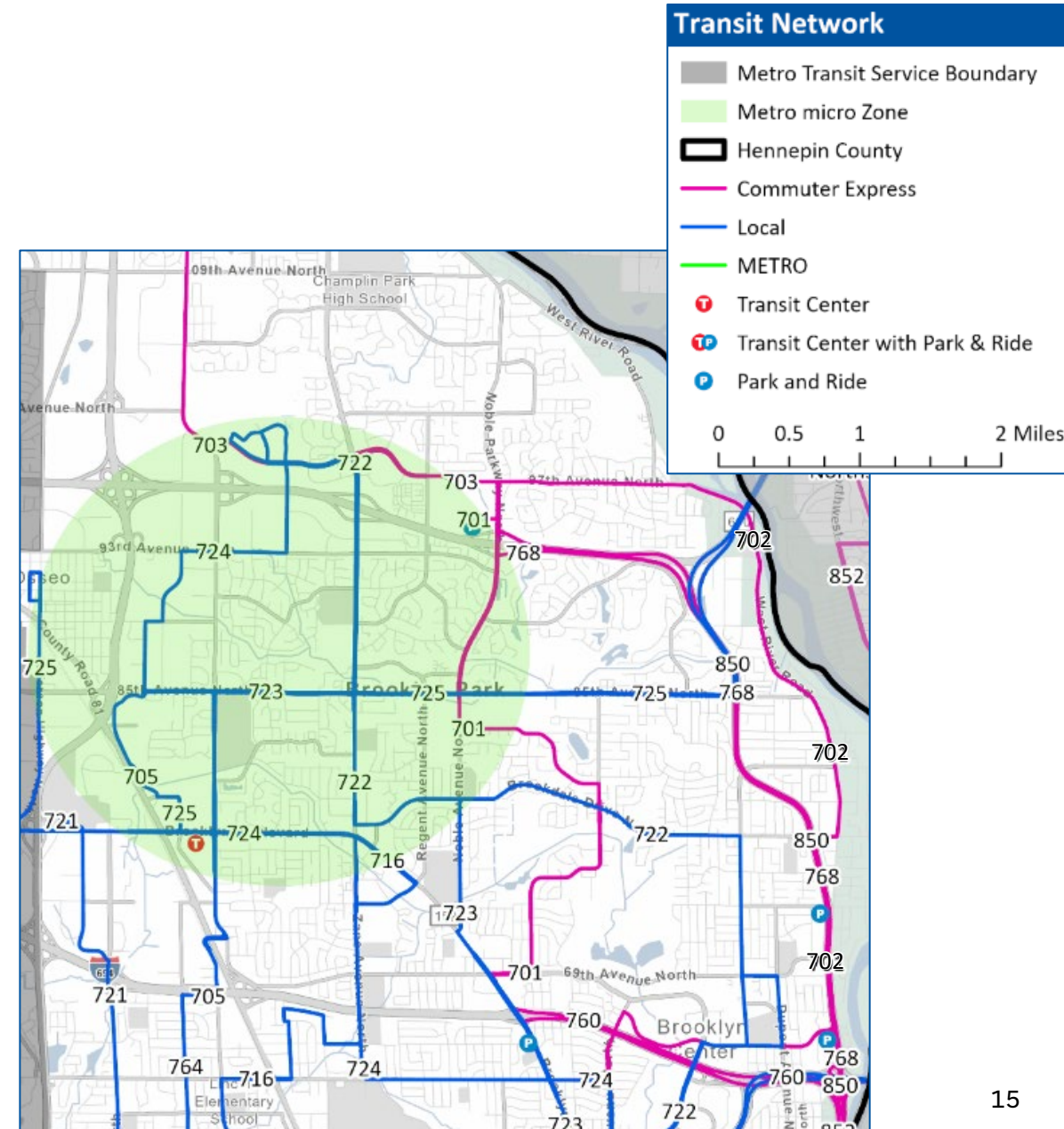
- **Eliminate and replace local tails:**

- Rts. 761, 762, 763, 765, 766, and 767 permanently discontinued.
- Rt. 760 express-only between Brooklyn Center and downtown Minneapolis.
- **New!** Rts. 701, 702, and 703 peak shuttle connections with Rt. 760 and 768.



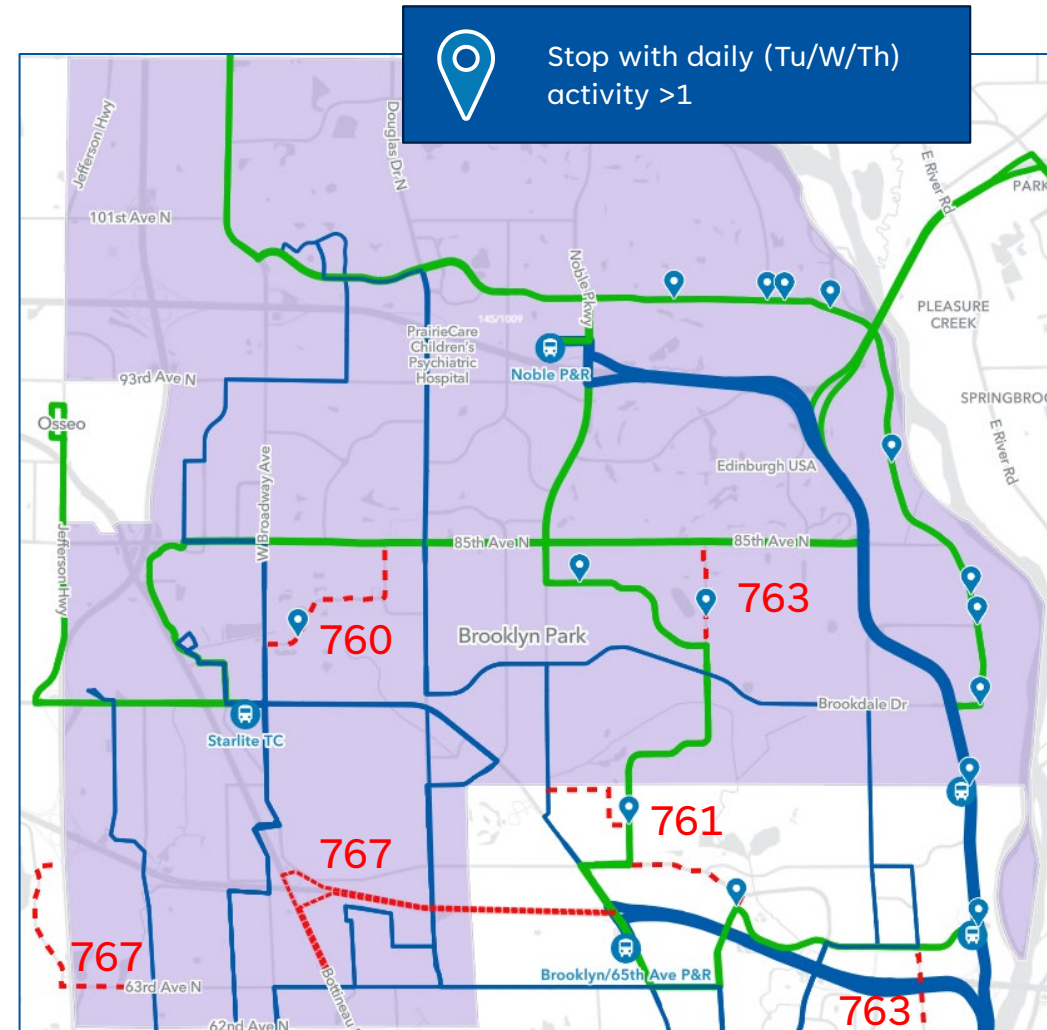
Suburban Local Routes

- **New! Rt. 725**
 - Hourly trips every day
 - Downtown Osseo to Northtown Mall via 85th Ave. will serve colleges, retail, groceries, and transit centers.
- **Improved routes**
 - Rt. 716 – Add Sunday
 - Rt. 724 – Improve to trips every 10 min. on weekdays noon to 7 p.m.



Discontinued and New Service

- **Blue** – Maintained route
- **Green** – New routes
 - Currently unserved areas
 - Coverage of discontinued commuter express tails.
- **Red/Dashed** – Discontinued commuter express service with no direct replacement.
 - Reduce local service duplication
 - Focus on providing service at/near stops with daily activity.
 - Consolidate and improve express service from strategic corridor park-and-ride facilities.



Metro micro project expansion

Objectives:

- Areas difficult to effectively serve with fixed route
- Connect to greater network at Transit Centers and Transitway Stations
- Mobile App enabled



Metro micro Project Expansion

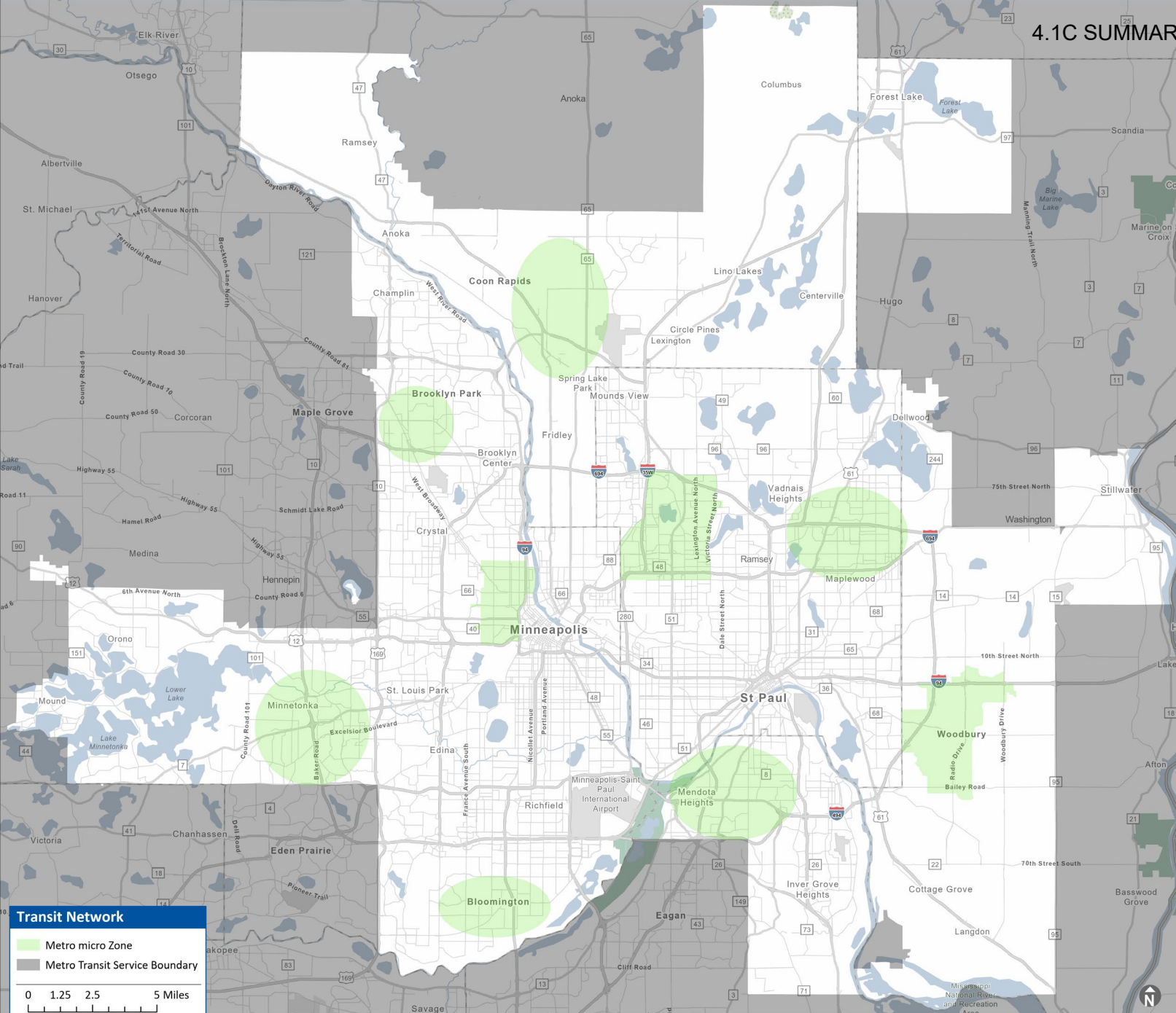
December 2024

A Line –
 Roseville
 Area

Gold Line –
 Woodbury
 Area

2 projects/year 2025-2027

- Orange Line - 98th St Station
- Starlite Transit Center
- Northtown Transit Center
- Minnetonka - Green Line Ext. / Opus Station
- Maplewood Mall Transit Center
- Dakota Co. Service Center



Metro Micro project prioritization

Project zone factors

- Lower density development
- Existing bus route alternatives
- Transitway readiness
- Low/no auto households
- Low income
- Rental units

Measures:

- Ridership, new, group rides
- Transfers to fixed route
- Rides/hour
- Subsidy/ride
- Trip distance
- Customer wait time

Route 3



Planned Schedule

	Rush Hour	Midday	Evening	Night
Weekday	10 - 15	10-15	15	15-60
Saturday	15-30	15	15	15-60
Sunday	15-30	15	15	15-60

Note: frequencies (shown in minutes) are for the main portion of the route and intended as guidelines.

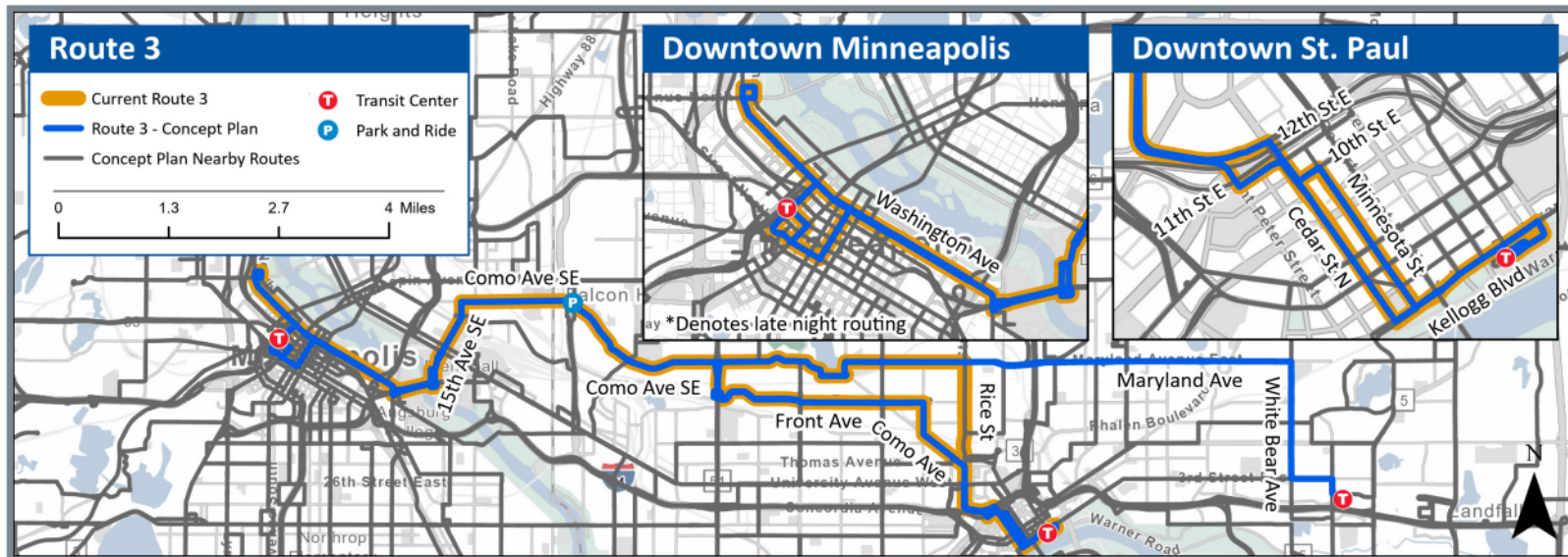
Route Information

Service Changes

- Sundays: Frequency will be improved from every 30 minutes to every 15 minutes between downtown Minneapolis and Como Ave./Snelling Ave.
- The Route 3A branch will no longer serve downtown Saint Paul. Instead, it will continue Maryland Ave. to White Bear Ave. and Sun Ray Transit Center.
- Route 3A branch riders will need to transfer at Rice St. & Maryland Ave. to Route 62 or G Line that will run every 15 minutes to get to downtown Saint Paul.

Areas the Route Serves

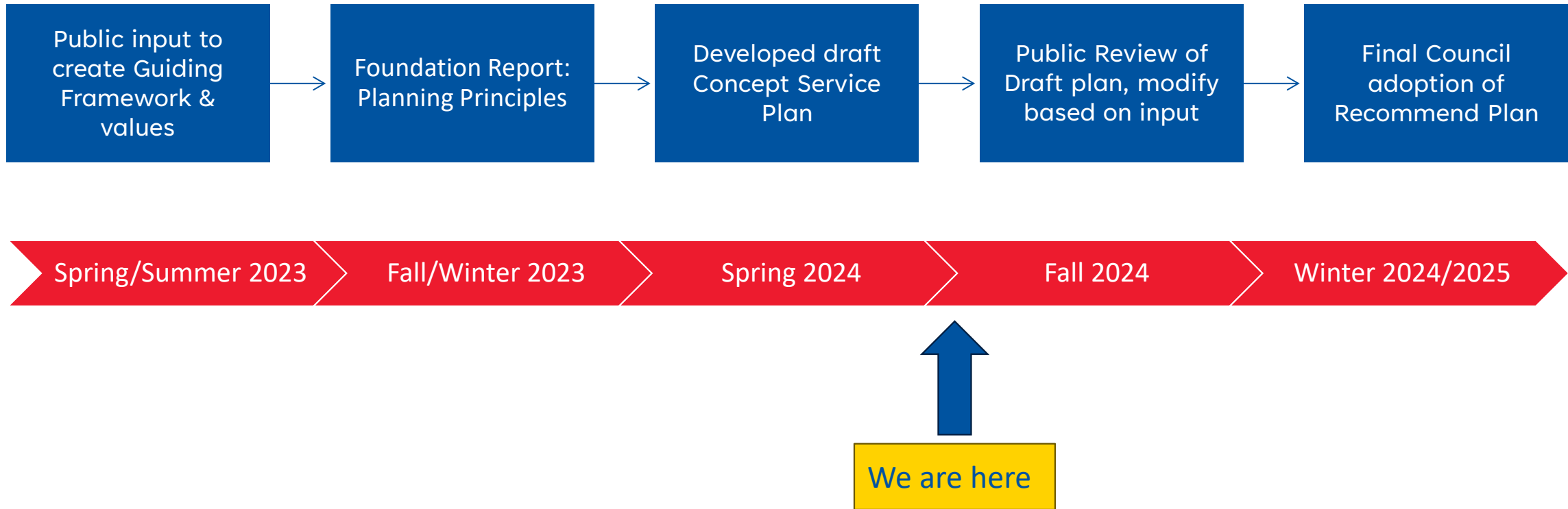
- Route 3 serves portions of Washington Ave downtown, the University of Minnesota, Como Ave, Front Ave, downtown Saint Paul, Union Depot Transit Center, and will include Maryland Ave, White Bear Ave, and Sun Ray Transit Center. Transfers can be made at Marquette to Orange Line, Cedar St to Green Line, Snelling Ave. to A Line, and will be possible at Sun Ray Transit Center to Gold Line, University Ave. to E Line, Rice St. to G Line, and 5th St / 6th St to B Line and Gold Line.





Next Steps

Network Now development timeline





Thank You!

City of Brooklyn Park Request for Council Action

Agenda Item:	4.2	Meeting Date:	November 18, 2024
Agenda Section:	Consent	Originating Department:	Operations and Maintenance
Resolution:	X	Prepared By:	Marc Culver, City Engineer
Ordinance:	N/A		
Attachments:	2	Presented By:	Marc Culver, City Engineer
Item:	Adopt Resolution to Levy Special Assessment for Water Assessment at 324 81 st Ave North		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2024-_____ TO LEVY SPECIAL ASSESSMENT FOR WATER ASSESSMENT AT 324 81st AVE NORTH

Overview:

The resident at 324 81st Ave North this summer connected to a water service installed as part of a watermain project in 2017. At the time of the watermain installation the City determined that required assessments for water access would be deferred until such time as the property physically connected to the watermain. Now that the property at 324 81st Ave North has made this connection, the assessment is now due.

The City has determined that the total lateral and service assessment due is \$3,775.00 and that the resident has the option to pay this assessment over a five year period with interest.

In order to formalize this and to document the waiving of the property owner's rights to appeal per Minnesota Statutes 429, an agreement was drafted and signed by the property owner; see Attachment A.

The terms of the assessment are payment of the assessment over 5 years with 4% interest. The amortization schedule is as follows:

Year	Principal Payment	Interest	Total Payment
2025	\$695.94	\$138.33	\$834.27
2026	\$724.29	\$109.98	\$834.27
2027	\$753.80	\$80.47	\$834.27
2028	\$784.51	\$49.76	\$834.27
2029	\$816.47	\$17.80	\$834.27

Total payments will be \$4,171.35 over the five years.

Primary issues/alternatives to consider:

- Should the Council approve the assessment levy?

Operations and Maintenance staff recommends approval as presented.

Budgetary/Fiscal Issues:

There is no cost to the City to levy this assessment over the defined period of time.

Attachments:

- 4.2A RESOLUTION
- 4.2B ASSESSMENT AGREEMENT

RESOLUTION #2024-

RESOLUTION TO LEVY SPECIAL ASSESSMEN FOR WATER ASSESSMENT AT 324 81ST AVE NORTH

WHEREAS, as part of the Metropolitan Council Environmental Services project in 2017 to replace their interceptor sewer the City of Brooklyn Park ("City") installed a watermain and services to properties along Riverview Lane providing water access to properties in the area; and

WHEREAS, the City decided to delay assessments until such time the property owners physically connected to the watermain; and

WHEREAS, the property at Lot 4, Block 1 Killarney Park Addition has connected to the subject watermain and is now subject to the water assessment; and

WHEREAS, the owner has entered into an agreement with the City to levy the assessment on their property taxes over 5 years and also waives their right to challenge said assessment per Minnesota Statutes Chapter 429.

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

1. The total Water Lateral and Service Assessment is \$3,775.00 to be paid over 5 years at 4% interest.
2. The payment schedule is set as \$834.27 per year for years 2025 through 2029.
3. That the City Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County, and such assessments shall be collected and paid in the same manner as other municipal taxes.

**WAIVER OF ASSESSMENTS FOR WATERMAIN SERVICING LOT 4, BLOCK 1
KILLARNEY PARK ADDITION - 324 81ST AVE N, BROOKLYN PARK, MN.**

This Waiver is entered into by Meng Vang ("Owner") as of September 30, 2024.


RECITALS

- A. Owner is the fee owner of Lot 4, Block 1 Killarney Park Addition to Brooklyn Park, according to the recorded plat thereof on file with Hennepin County ("Property").
- B. As part of a Metropolitan Council Environmental Services project in 2017 to replace their interceptor sewer the City of Brooklyn Park ("City") participated in the project to install a watermain and services to properties along Riverview Lane.
- C. Since the watermain was not petitioned for installation at the time of construction the City did not impose assessments at that time. The City decided to delay assessments until the time the property owners wanted City water service.

NOW, THEREFORE, in consideration of the City allowing the special assessment to be levied against the Property upon connection to the City water system, the Owner agrees as follows:

- 1. The total water Lateral and Service Assessment is \$3,775.00
- 2. Owner agrees that the City may, pursuant to Minnesota Statutes Chapter 429, levy a special assessment on the Property for the amount due, not to exceed \$3,775.00 ("Special Assessment"). The term of the Special Assessment shall be for a period of not less than five (5) years.
- 3. Owner agrees not to challenge, contest, or dispute in any manner the Special Assessment levied against the Property or any portion of the Property in accordance with the terms of this Agreement. Owner specifically waives notice of hearing and waives the right to the hearing required by Minnesota Statutes Section 429.031 on the amount of the Special Assessment to be levied on the Property in accordance with this Agreement.
- 4. Owner waives any and all rights to appeal or otherwise contest or challenge the levying of the Special Assessment against the Property, including, but not limited to, the right to challenge whether the increase in fair market value resulting from the installation of the watermain and service is at least equal to the amount that is being assessed against the Property and whether such increase in fair market value is a special benefit to the Property. Owner further agrees that any requirements of Minnesota Statutes Chapter 429 with respect to the adoption or levying of the Special Assessment is waived to the extent that those requirements are not met by the City.
- 5. The Recitals set forth above are made part of this Agreement.

- 6. The terms and conditions set forth in this Agreement shall terminate upon payment in full of the Special Assessment levied against the Property. The City shall promptly execute and deliver such documents, in recordable form, as are necessary to extinguish its rights contained in this Agreement.
- 7. Owner agrees to pay the City all costs and expenses, including reasonable attorneys' fees, incurred by the City in enforcing this Agreement.

MENG VANG
Authenticn

10/03/24
Owner

City of Brooklyn Park Request for Council Action

Agenda Item:	4.3	Meeting Date:	November 18, 2024
Agenda Section:	Consent	Originating Department:	Finance
Resolution:	N/A	Prepared By:	Cheryl Keene; Finance Assistant 1
Ordinance:	N/A		
Attachments:	2	Presented By:	LaTonia Green, Finance Director
Item:	Auditor Selection 2024-2027		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2024-_____, AUTHORIZING STAFF TO NEGOTIATE AND FOR THE CITY MANAGER ENTER INTO AN AGREEMENT WITH BERGANKDV LTD. FOR AUDIT SERVICES FOR 2024-2027 AUDIT YEARS

Overview:

The City's contract for audit services concludes in 2024 with the completion of the 2023 audit. In line with the City's Purchasing Policy, a Request for Proposal (RFP) for professional audit services was prepared to procure auditing services for the years 2024-2027. The RFP was distributed in August, and only one firm responded. Staff evaluated the proposal based on the following criteria:

- Firm's qualifications and experience
- Staff qualifications and experience
- Experience with similar government engagements
- Specific audit approach
- Understanding of Brooklyn Park's issues and perspectives
- Proposed compensation

After a thorough review, staff determined that the proposal from BerganKDV Ltd met all technical qualifications necessary to audit the City of Brooklyn Park. The proposed fee was higher than we anticipated, leading us to inquire about rates from peer cities. While some cities provided rates based on existing contracts that aligned more closely with the current fees the City is paying, those that recently issued RFPs for audit services reported fees similar to the proposal from BerganKDV Ltd.

BerganKDV Ltd. is a Minnesota-based firm with a highly qualified government audit practice, serving several cities and townships in the state, including Crystal, Hastings, Minnetonka, New Brighton, St. Cloud and Woodbury. Based on this, staff recommends awarding the audit services contract for the 2024-2027 audit years to BerganKDV Ltd.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues:

The fee for audit services proposed by BerganKDV Ltd. are as follows:

2024 audit fee	\$65,450
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2025 audit fee	\$68,725
2026 audit fee	\$72,150
2027 audit fee	\$75,750
Total	\$282,075

If needed, the Single Audit

Maximum Cost proposed by BergankDV Ltd are as follows:

2024 Single Audit	\$6,000
2025 Single Audit	\$6,250
2026 Single Audit	\$6,500
2027 Single Audit	\$6,750

If needed, the preparation of the ACFR will be performed at a cost of \$7,000 per year.

Attachments:

4.3A RESOLUTION

RESOLUTION #2024-

RESOLUTION AUTHORIZING STAFF TO NEGOTIATE AND FOR THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH BERGANKDV LTD. FOR AUDIT SERVICES FOR THE 2024-2027 AUDIT YEARS

WHEREAS, a request for audit proposals was issued, and notice was published on the City's website and in the Sun Post on June 20, 2024; and

WHEREAS, the Finance staff distributed bid information to audit firms that expressed interest by August 15, 2024; and

WHEREAS, interested audit firms were required to return bids by September 27, 2024; and

WHEREAS, the City received a single proposal, submitted by BerganKDV Ltd.; and

WHEREAS, BerganKDV Ltd. is currently the auditing firm for the City of Brooklyn Park; and

WHEREAS, staff consulted with peer municipalities to benchmark auditing service costs; and

WHEREAS, recent bids from peer municipalities showed comparable cost estimates for similar services; and

WHEREAS, BerganKDV Ltd., a Minnesota-based firm, possess extensive experience in government auditing services, providing for the City of Brooklyn Park and several other cities and townships in the state, including Crystal, Hastings, Minnetonka, New Brighton, St. Cloud and Woodbury. Based on this, staff recommends awarding the audit services contract for the 2024-2027 audit years to BerganKDV Ltd.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Brooklyn Park hereby authorizes Finance staff to enter into negotiations and authorizes the City Manager to enter into a contract with BerganKDV Ltd. to perform audit services for 2024-2027 audit years as requested in the proposal dated September 27, 2024 at a cost not to exceed \$65,450 for the 2024 audit year, excluding additional charges if required. This amount does not include potential fees for a single audit or for the preparation of the Annual Comprehensive Financial Report.

City of Brooklyn Park Request for Council Action

Agenda Item:	8.1	Meeting Date:	November 18, 2024
Agenda Section:	Discussion Items	Originating Department:	Finance
Resolution:	N/A	Prepared By:	Cheryl Keene; Finance Assistant 1
Ordinance:	N/A		
Attachments:	N/A	Presented By:	Jay Stroebel, City Manager Greg Hoag, Operations & Maintenance Brad Tullberg, Recreation and Park Director LaTonia Green, Finance Director
Item:	City Manager's Amended 2025 Budget, and 2025-2029 Capital Improvement Plan and (CIP) and 2025-2029 Capital Equipment Plan (CEP)		

City Manager's Proposed Action:

Discuss the City Manager's Amended 2025 Budget and Proposed 2025-2029 Capital Improvement Plan and (CIP) and 2025-2029 Capital Equipment Plan (CEP).

Overview:

The Amended 2025 Budget for the City of Brooklyn Park is being presented to the City Council for review. This budget discussion includes the General Fund, Debt Fund, Enterprise Funds, Special Revenue Funds, and Internal Service Funds.

The 2025 Council Proposed budget was presented to the Council on September 23, 2024.

An overview of the Proposed 2025-2029 CIP and CEP will also be presented.

Primary Issues/Alternatives to Consider:

Staff continue to seek guidance from the Council on specific questions and analyses needed for the budget process.

The Budget Advisory Commission will present their input to the Council November 25, 2024, and with the Truth in Taxation meeting scheduled for December 2, 2024.

Budgetary/Fiscal Issues: N/A

Final adoption of the Amended 2025 Budget for all funds, 2025-2029 CIP, and 2025-2029 CEP is set for December 9, 2024.

Attachments:

TBA Monday