

Meeting – Tuesday
 APRIL 22 , 2025
 7:00 P.M.

Regular Meeting at Brooklyn Park City Hall
 Room A203
 5200 – 85th Avenue North

Minutes of Meeting
 2025 BUDGET ADVISORY COMMISSION (BAC)
 Regular Meeting #249

“The Mission of the BAC is to ensure the long-term fiscal health of the City by providing strategic direction to the Council. Projections and measurements are used to establish priorities that align with the City’s Strategic Plan, ensuring resources are invested appropriately to meet the vision and mission of the City.”

If you need these materials in an alternative format or need reasonable accommodations for a Budget Advisory Commission meeting, please provide the City with 72-hours notice by calling 763-424-8000 or emailing Chris Xiong at chris.xiong@brooklynpark.org. Si usted necesita esta información en español, llame al 763-424-8000 y solicite un intérprete. Yog xav tau kev pab, 763-424-8000.

Amy Meuers	Present	Michael Mattox	Present
Erica Walker	Present	Nahashon Mobisa	Absent
Farquema Cokie	Present	Patrina Green (NEW)	Absent
Henry Blake, Chair	Present	William Petty, Vice Chair	Present **

Council Liaison, Shelle Page	Present	Staff Liaison, LaTonia Green	Present
Staff – Molly Lopez	Absent *	Staff – Cheryl Keene	Present
Other – Zach Kramka	Present	Other – Jay Stroebel	Present
Other -		Other -	

*Excused **Late

1. **CALL TO ORDER/ROLL CALL** 7:03 p.m.
 1.1 Roll Call by Director Green. Quorum was established.

2. **APPROVAL OF AGENDA**
 2.1 Approval of Current Agenda

Motion to move item 4.3 – BAC Start Time and 7.1 Council update further up the agenda

Motion: Cokie Second: Mattox
Motion passed unanimously

Motion to accept Current agenda as amended

Motion: Meuers Second: Walker
Motion passed unanimously

3. **APPROVAL OF PREVIOUS MINUTES**
 2.1 Approval of Minutes from March 25, 2025 as presented

Motion: Meuers Second: Walker
Motion passed unanimously

4. NEW BUSINESS

4.1 Jay Stroebel – City business

City Manager, Jay Stroebel, attended the meeting and shared an update on the state of the City and current and future Capital Project (see attached). There was much discussion.

Some thought/questions from Commissioners:

- Was the General Fund effected by reduced snow removal for the City?
 - General Fund is in good shape now.
- How did the recent plane crash affect our funds?
 - We don't have a grasp of the total dollars involved. There were many other Cities and entities that reacted and assisted. Keeping track of costs involved for insurance purposes.
- Will the pressures identified by Mr. Stroebel affect our property taxes?
 - Yes, but more will be learned through the budget process.
- Is there a timeline to complete the big ticket projects?
 - Mr. Stroebel responded with the document listing Capital Projects.

4.2 Zach Kramka – BP Community Goals

Strategic Management Coordinator/Assistant to the City Manager, Zach Kramka, attended the meeting and shared an update on the “Jewel of the North” (previously BP 2025 Project/BP Community Goals). Mr. Kramka provided a pamphlet explaining new goals and more detailed information was shared in a PowerPoint presentation. Thoughts/Questions from Commissioners:

- What is the City doing with regards to Health Safety for residents?
 - Education & Health Care using “Health On The Go” and other initiatives listed in the 3rd Outcome: “Equitable Outcomes”.
- Concern about using “DEI” words in our documents. Is that leaving us vulnerable to being rejected for funding?
 - Was not an issue when working with Council.
 - This would be reviewed as the need arises.
- The surveys say they represent the voice of the City, but with only 800+ responses from a population of over 85,000 – is this effective?
 - Mr. Kramka reported that at the end of September, we only have 500 responses. So more surveying was done to bring up the numbers.
 - Also utilized the Resident Survey (every other year).
 - A lot of the results were similar to previous surveys.
 - Council members did door knocking, we included in Park Pages, etc.
- Mr. Kramka suggested we use the pamphlet information to help create our PowerPoint template for Department presentations this fall. This is already part of the budget process.
- Still working on the implementation process.

4.3 BAC Meeting Start Time Discussion – Council Member Page

(This item was moved up to the beginning of the meeting) CM Page made the request that we change the start time of BAC meetings to 6:00pm, with meeting time running from 6:00-8:00pm. Bylaws will be updated, and this new time will become effective at the May 20 meeting. NOTE: Virtual meeting options will be available for Commissioners that have difficulty accommodating the 6:00pm start time. Updated bylaws reflecting the new start time will be sent to Commissioners.

Motion to change the time of BAC meetings to 6:00-8:00pm

Motion: Cokie Second: Walker
Motion passed unanimously

4.4 BAC To work w/Charter Commission – Council Wage Study – 5/14/25 7:00pm

This was discussed at the Council Meeting on 4/14/25 with several BAC members in attendance. This discussion was to confirm and share the meeting information. Cheryl will add to the calendar for Commission members.

5. OLD BUSINESS

5.1 Determine Committee Topics for 2025

After discussion, it was decided to keep the two Committees that are already established: Sales Tax and Employee Retention/Benefits. Director Green explained the Benefits Fund. Discussed Health Insurance going up double digits as a possible item.

Motion to continue with the Sales Tax and Employee Retention/Benefits as our Committee topics (pending any further additions/changes as we receive more information).

Motion: Walker Second: Cokie
Motion passed unanimously

5.1a HR Questions/Topics for May Meeting – re: Employee Retention

Discussed the need to provide Human Resources Director Sarah Kraabel with questions prior to her attendance at the May 20 meeting. Topics for Ms. Kraabel to address include:

- Current Retention Rate
- Employee Survey Results
- Wage Pressures
- Number of current open positions
- Health Insurance

Commissioners should send any additional questions to Cheryl by May 9. An email will be sent as a reminder. Other suggestions were: Employee Survey Results; Current Retention Rate.

5.1b Extend Meeting

Motion to extend the meeting 10 minutes to complete agenda items

Motion: Petty Second: Cokie
Motion passed unanimously

5.2 Assign Committee Members for 2025

Committee members were assigned as follows:

<u>Sales Tax</u>	<u>Employee Retention/Benefits</u>
Petty	Walker
Mobisa	Meuers
Cokie	Blake
Mattox	Green

5.2b Extend Meeting

Motion to extend the meeting 2 minutes to complete agenda items

Motion: Petty

Second: Walker

Motion passed unanimously

5.3 Develop template & questions for Department Budget Presentations

Discussed changes to the previous template:

- Delete Slide #6 (“Key Metrics For Diversity”)
- Change Slide #9 from “2025 Budget Potential Amendments” to “New Initiatives for 2026”
- Add Slide reading: “How Your Budget Aligns with Jewel of The North Plan”
- Ensure that there is a slide for Departments to present their budget plan

Cheryl will make the changes and submit to the Commissioners for review.

Motion made to accept the Presentation template with amendments as above:

Motion: Meuers/Petty

Second: Walker

Motion passed unanimously

6. REPORTS OF OFFICERS, BOARDS, AND STANDING

6.1 No reports

7. CORRESPONDENCE/COMMUNICATIONS

7.1 Council Updates from Council Member Page

- Thank you to all who showed up for the Council presentation. Very good presentation.

8. ADJOURNMENT

8.1 Motion to adjourn meeting at 9:12 PM

Motion: Petty

Second: Meuers

Motion passed unanimously

Next Meeting: Charter Commission – Council Wage Study; Wednesday, May 14, 7:00pm; Room A203
BAC Meeting; Tuesday, May 20; 6:00pm; Room A203 (Sarah K and Tim G)

Respectfully submitted,
Cheryl Keene