

REGULAR CITY COUNCIL MEETING – AGENDA #28

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.

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 Receive the 2024 Audited Annual Comprehensive Financial Report and Auditor's Reports

A. 2024 COMMUNICATIONS LETTER (*TBA Monday*)

B. 2024 GOVERNMENT AUDITING STANDARDS AND MINNESOTA LEGAL COMPLIANCE (*TBA Monday*)

C. 2024 ANNUAL COMPREHENSIVE FINANCIAL REPORT (*Limited Distribution – Available for viewing at the City Clerk's office*)

3B.2 Mayor's Proclamation of August 5, 2025, as National Night Out in the City of Brooklyn Park

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 Authorize the Acceptance of Second Quarter Donations/Gifts

A. RESOLUTION

4.2 Accept An Equity-Focused Water Efficiency Grant from the Metropolitan Council

A. RESOLUTION

B. MAP

C. GRANT AGREEMENT

4.3 SECOND READING of an Ordinance Conveying City Owned Property Located at PID 1611921220094 to Adam Schiesl

A. ORDINANCE

4.4 Approve an Additional Professional Service Agreement with CNH Architects, for Expanded Design Services and Construction Support for the Fire Station #2 Replacement Project

A. RESOLUTION

B. ADDITIONAL SERVICE AGREEMENTS

4.5 Consider Resolution Approving the Participation of the Hennepin County Housing and Redevelopment Authority (HCHRA) for an Affordable Housing Development at 5800 69th Avenue North, Brooklyn Park, MN

A. RESOLUTION

- 4.6 Authorize Budget Amendment and Purchase of Autonomous Mower for Edinburgh USA
 - A. RESOLUTION
 - B. TORO TURF PRO 500S QUOTE
- 4.7 Agree to Serve as a Host Site for a Minnesota GreenCorps Member
 - A. RESOLUTION
 - B. SAMPLE HOST SITE AGREEMENT
- 4.8 Approve an Agreement with InControl, Inc. for SCADA operational improvements at the Water Treatment Plant
 - A. RESOLUTION
 - B. INCONTROL PROPOSAL
- 4.9 Adopt a Resolution Appointing Election Judges for the August 12, 2025, House District 34B Special Primary Election
 - A. RESOLUTION
 - B. EXHIBIT A
- 4.10 Resolution Establishing an Absentee Ballot Board and Appointing an Absentee Ballot Board and All Members Appointed to the Hennepin County Absentee Ballot Board to Act as the Brooklyn Park Absentee Ballot Board for the August 12, House District Special Primary and September 16, 2025 Special Election
 - A. RESOLUTION
 - B. EXHIBIT A

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 CAC Improvements Discussion
- 8.2 Hortman Memorial Requests Discussion
 - A. POLICY ON NAMING FACILITIES
 - B. MEMORIAL AND DONATION GUIDELINES
 - C. FACILITY NAMING POLICY FLOWCHART
- 8.3 Resident Survey
 - A. 2023 RESIDENT SURVEY RESULTS

IV. VERBAL REPORTS AND ANNOUNCEMENTS

9A. COUNCIL MEMBER REPORTS AND ANNOUNCEMENTS

9B. CITY MANAGER REPORTS AND ANNOUNCEMENTS

V. WORK SESSION – Recess to Room A203

- 10.1 Strategic Comms Positive Image-Work Session

VI. 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:	July 28, 2025
Agenda Section:	Public Presentations/ Proclamations/Receipt of General Communications	Originating Department:	Finance Department
Resolution:	N/A	Prepared By:	Cheryl Keene, Finance Assistant
Ordinance:	N/A		
Attachments:	3	Presented By:	Molly Lopez, Assistant Finance Director Ryan Engelstad, Manager/CPA, BerganKDV, Audit Partner
Item:	Receive the 2024 Audited Annual Comprehensive Financial Report and Auditor's Reports		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO RECEIVE THE ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE YEAR ENDED DECEMBER 31, 2024.

The effect of this action will be to accept the 2024 Annual Report as well as the management letter, and legal compliance reports prepared by BerganKDV.

Overview:

Federal and State law, as well as the City Charter, require an independent audit of the financial records of the City each year. The firm of BerganKDV has been engaged to perform the City's audit for the year 2024. The 2024 annual report is now complete and is being presented to the City Council.

The auditors, as part of their engagement, are also presenting their management letter, and legal compliance reports. In 2024, the City did meet the threshold requirements of grant expenditure to have a single audit. Representatives of the firm will be discussing the results of their audit and the assessment of the adequacy of internal accounting controls and the quality of the financial reporting.

Budgetary/Fiscal Issues:

This is the final audited report of the City's financial condition and results of operations for the year ended December 31, 2024. We believe this report continues to conform to the requirements for the Certificate of Achievement for Excellence in Financial Reporting of the Government Finance Officers Association of the United States and Canada and have submitted it for their review.

Attachments:

(Attachments TBA Monday)

3B.1A 2024 COMMUNICATIONS LETTER

3B.1B 2024 GOVERNMENT AUDITING STANDARDS AND MINNESOTA LEGAL COMPLIANCE

3B.1C 2024 ANNUAL COMPREHENSIVE FINANCIAL REPORT *(Limited Distribution – Available for viewing at the City Clerk's office)*

City of Brooklyn Park Request for Council Action

Agenda Item:	3B.2	Meeting Date:	July 28, 2025
Agenda Section:	Public Presentations/ Proclamations/Receipt of General Communications	Originating Department:	Police
Resolution:	N/A	Prepared By:	Kimberly Czapar, Crime Prevention Specialist
Ordinance:	N/A		
Attachments:	1	Presented By:	Mayor Hollies Winston
Item:	Mayor's Proclamation of August 5, 2025, as National Night Out in the City of Brooklyn Park		

City Manager's Proposed Action:

The Mayor shall proclaim August 5, 2025, as the "National Night Out" celebration 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 August 5, 2025, as National Night Out in the City of Brooklyn Park."

OR

2. By reading the proclamation.

Overview:

The City has a long history of supporting National Night Out and has won numerous National Awards. This year's events will take place on two dates:

August 1	Brooklyn Park Night Out – family friendly activities at Central Park
August 5	National Night Out neighborhood parties citywide

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

3B.2A PROCLAMATION

PROCLAMATION

PROCLAIMING AUGUST 5, 2025, AS NATIONAL NIGHT OUT IN THE CITY OF BROOKLYN PARK

WHEREAS, the National Association of Town Watch (NATW) each year sponsors a unique, nationwide, crime, drug and violence prevention program on August 5, 2025, called "*National Night Out*"; and

WHEREAS, National Night Out provides a unique opportunity for residents of Brooklyn Park to join forces with thousands of other communities across the country in promoting cooperative, police-community partnerships for crime and drug prevention; and

WHEREAS, the Brooklyn Park residents play a vital role in assisting the Brooklyn Park Police Department in ensuring stable neighborhoods in Brooklyn Park and in celebrating National Night Out locally; and

WHEREAS, it is essential that ALL residents of Brooklyn Park be aware of the importance of crime prevention programs and the impact that their participation can have on connecting communities and reducing crime in Brooklyn Park; and

WHEREAS, police-community partnerships, neighborhood safety, awareness and cooperation are the heart of the National Night Out program; and

WHEREAS, this 2025 National Night Out celebrates police-community partnerships by making our community a better place, because *only by working together as a community can we truly "Give Crime, Drugs and Violence a Going Away Party."*

NOW, THEREFORE, I, Hollies Winston, do hereby call upon ALL residents of Brooklyn Park to join Brooklyn Park's Police and Fire Departments, Brooklyn Park Crime Prevention Association, and the National Association of Town Watch in support of the "*42nd Annual National Night Out.*" Festivities begin on Friday, August 1, and go through Tuesday, August 5, 2025, with approximately 150 individual neighborhood block parties and our citywide movie in the park.

FURTHER, LET IT BE RESOLVED, THAT I, Mayor Hollies Winston, do hereby proclaim August 5, 2025, as "*National Night Out*" in Brooklyn Park and support the Brooklyn Park Crime Prevention Association, neighborhood watch captains and all residents in their efforts to "*Make Brooklyn Park a thriving community inspiring pride where opportunities exist for all*" through their National Night Out events.



Hollies Winston, Mayor

5200 85th Avenue North
Brooklyn Park, MN 55443

City of Brooklyn Park Request for Council Action

Agenda Item:	4.1	Meeting Date:	July 28, 2025
Agenda Section:	Consent	Originating Department:	Finance
Resolution:	X	Prepared By:	Cheryl Keene; Finance Assistant 1
Ordinance:	N/A		
Attachments:	1	Presented By:	LaTonia Green, Finance Director
Item:	Authorize the Acceptance of Second Quarter Donations/Gifts		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-____ AUTHORIZING STAFF TO ACCEPT GIFTS OF REAL AND PERSONAL PROPERTY PURSUANT TO MINNESOTA STATUES, SECTION 465.03.

Overview:

Minnesota Statute 465.03 allows for the acceptance of donations and gifts by resolution of the City Council. Gifts with a value of \$15,000 or less can be included in a report to Council.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

4.1A RESOLUTION

RESOLUTION #2025-

RESOLUTION AUTHORIZING STAFF TO ACCEPT GIFTS OF REAL AND PERSONAL PROPERTY
PURSUANT TO MINNESOTA STATUTES, SECTION 465.03

WHEREAS, the City of Brooklyn Park is generally authorized to accept donations of real and personal property pursuant to Minnesota Statute, Section 465.03; and

WHEREAS, the following entities have offered to contribute gifts/donations as set forth below to the city:

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park that staff be authorized to accept the donations.

2025 Donations - 2nd Quarter

Qtr	Date	Department	Name of Entity Making Donation	Description of Donation	Total \$ Value
2nd	5/1/2025	Recreation & Parks	Collette Guyot-Hempel	Pizza Donation	\$ 200.00
2nd	5/1/2025	Recreation & Parks	Godfathers - Roger Backstrom	Pizza Donation	\$ 80.00
2nd	5/25/2025	O&M	Rustoleum	60 Garage Floor Epoxy Kits	\$ 19,320.00
2nd	5/12/2025	Police	Brooklyn Park Crime Prevention Ass	Supplies for Sports and Snacks event	\$ 61.63
2nd	5/15/2025	Police	Wastebasket Review	\$150 check	\$ 150.00
2nd	5/29/2025	Police	Brooklyn Park Crime Prevention Ass	Cake for Annual Block Captains' Meeting	\$ 55.98
2nd	6/11/2025	Police	Baztec, Inc.	Mileage for services provided at Cops N Kids Fishing event	\$ 150.00
2nd	6/11/2025	Police	Chick-fil-A	Meals for Cops N Kids Fishing event	\$ 1,750.00
2nd	6/11/2025	Police	HyVee	Bottled water and snacks for Cops N Kids fishing	\$ 500.00
2nd	6/11/2025	Police	Cabela's	Gift card for Cops N Kids Fishing event equipment acquisition	\$ 750.00
2nd	6/11/2025	Police	Brooklyn Park Lions	Ice cream for Cops N Kids Fishing event	\$ 150.00
2nd	6/11/2025	Police	Walmart	Gift card for Community Intervention Unit outreach	\$ 200.00
2nd					
		Total			\$ 23,167.61

City of Brooklyn Park Request for Council Action

Agenda Item:	4.2	Meeting Date:	July 28, 2025
Agenda Section:	Consent	Originating Department:	Operations and Maintenance
Resolution:	X	Prepared By:	Tim Pratt, Support Services Manager
Ordinance:	N/A		
Attachments:	3	Presented By:	Tim Pratt
Item:	Accept An Equity-Focused Water Efficiency Grant from the Metropolitan Council		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-____ TO ACCEPT AN EQUITY-FOCUSED WATER EFFICIENCY GRANT FROM THE METROPOLITAN COUNCIL.

Overview:

The Minnesota Pollution Control Agency has identified a portion of Brooklyn Park as an environmental justice area. Often low-income communities, communities of color, and Indigenous people, bear the disproportionate impacts of pollution and climate change.

Brooklyn Park has received four grants from the Metropolitan County through a water efficient appliance rebate program. The program provides funding for cities to reimburse residents for a portion of the cost to replace certain water using appliances with more efficient models. Only a small portion of the rebates in Brooklyn Park have gone to households in areas of the city with a lower median income (we have not collected data on the number of recipients who are BIPOC). Attached is a map showing the location in the city of the grant recipients.

The Metropolitan Council is piloting a variation on the water efficient appliance rebate program to target funding to residents of environmental justice areas to replace toilets with WaterSense certified models. The goal of the Equity-Focused Water Efficiency Grant Pilot Program is to support technical and behavioral changes in underserved and disproportionately burdened communities that improve municipal water use efficiency.

The Metropolitan Council has awarded the City of Brooklyn Park \$10,000 as part of their 2025-2026 Equity-Focused Water Efficiency Grant Pilot Program.

Like our other income-qualified home assistance programs applicants (homeowners or renters responsible for the water account) must have income at or below 115% of the median income for the metro area. The equity program will provide a 100% reimbursement for income qualified residents up to \$300 for each toilet and supplies up to two toilets per home.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues:

There is no requirement for the City of Brooklyn Park to contribute a local match.

Attachments:

- 4.2A RESOLUTION
- 4.2B MAP
- 4.2C GRANT AGREEMENT

RESOLUTION #2025-

RESOLUTION TO ACCEPT AN EQUITY-FOCUSED WATER EFFICIENCY GRANT FROM THE
METROPOLITAN COUNCIL

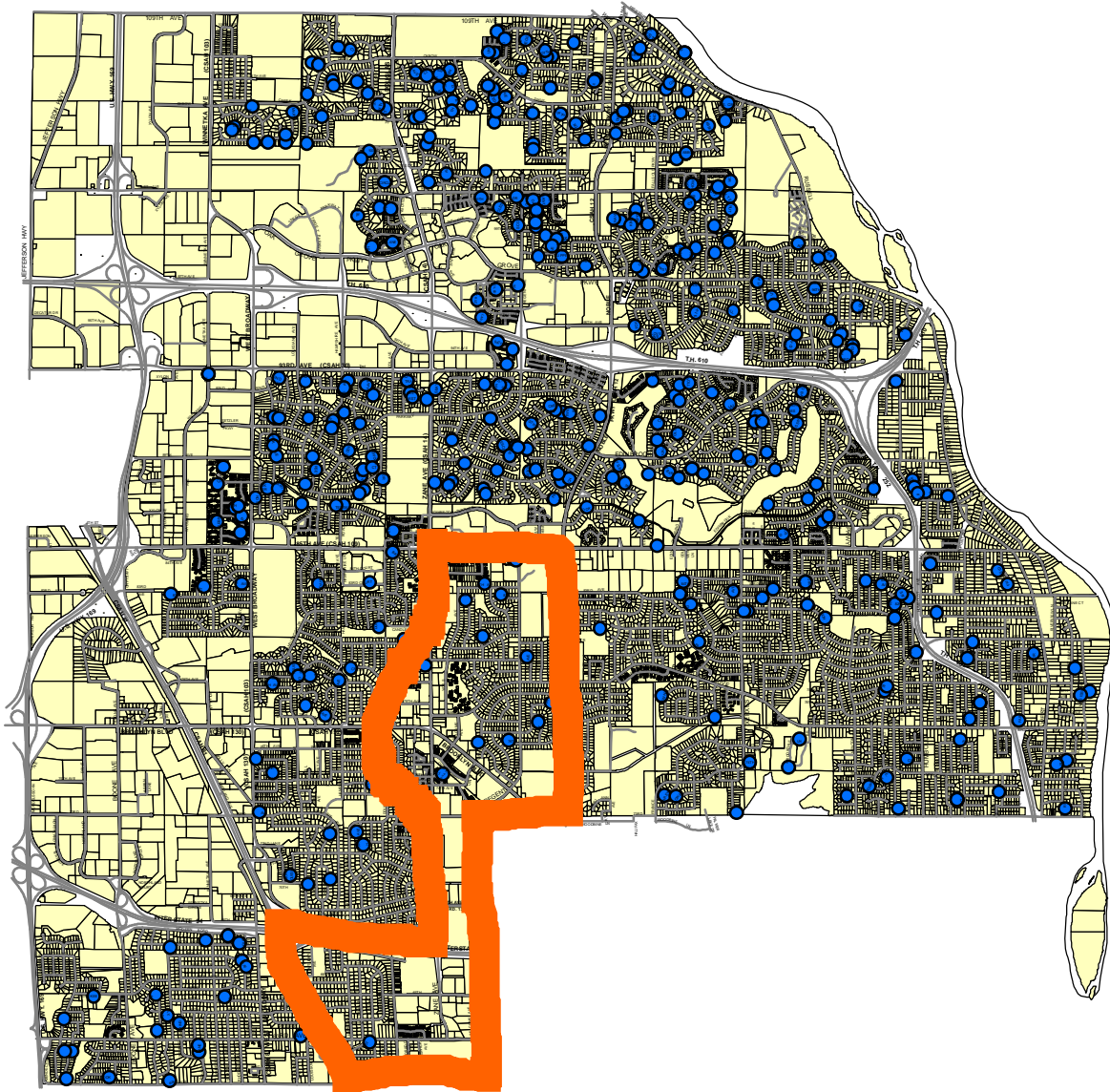
WHEREAS, the Operations & Maintenance Department has been awarded a grant from the Metropolitan Council for an Equity-Focused Water Efficiency Grant program; and

WHEREAS, the goal of the Equity-Focused Water Efficiency Grant Pilot Program is to support technical and behavioral changes in underserved and disproportionately burdened communities that improve municipal water use efficiency.

WHEREAS, the grant award is in the amount of \$10,000 over two years; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to accept an Equity-Focused Water Efficiency grant from the Metropolitan Council.

Brooklyn Park Rebate Locations



54% of people reported incomes less than 200% of the federal poverty income



Tim Pratt
Support Services Manager
5200 85th Ave N
Brooklyn Park, MN 55443

May 16, 2025

The Metropolitan Council is pleased to award the City of Brooklyn Park the amount of \$10,000 as part of our 2025-2026 Equity-Focused Water Efficiency Grant Pilot Program. The City of Brooklyn Park is one of seven organizations in the Twin Cities Metropolitan Area that applied for and was accepted into this grant pilot program.

The amount of funds requested totaled \$209,720, while the amount of funds available is \$400,000. Because funds requested did not exceed funds available, additional funding is available on a first come, first served basis to both Equity-Focused Pilot Program participants and traditional Water Efficiency Grant Program participants.

A Grant Legal Agreement will be sent to your city for signature shortly. Completion instructions will be provided in that mailing.

Below are some critical points to remember:

- New construction and new developments are not eligible
- Funds are for rebates or grants only (including plumbing/installations costs); consulting and city staff time are ineligible
- No cost to residents
- Residents may be property owners or renters responsible for paying their water bill
- Grant recipients must display the Clean Water, Land and Legacy Amendment logo and the Metropolitan Council logo on all documents which are intended for public use

The Clean Water, Land and Legacy Amendment is available here: <http://www.legacy.leg.mn/legacy-logo/legacy-logo-download>

To obtain electronic and print versions of the Metropolitan Council logo, please contact me at henry.mccarthy@metc.state.mn.us.

As you prepare your municipality's program, please be aware that the following information must be reported on a quarterly basis, on forms to be provided by the Metropolitan Council:

- Number, type and amount of rebates or grants provided to property owners, along with each property address
- Estimated annual gallons of water saved per installation
- Electronically scanned copies of receipts to verify the cost of eligible devices/installation being reported

Reporting forms and instructions will be sent to participating communities in summer 2025.

Quarterly reporting periods and reporting form due dates are shown below.

Quarterly Period	Reporting Form Due Date
July 1, 2025 – September 30, 2025	October 31, 2025
October 1, 2025 – December 31, 2025	January 31, 2026
January 1, 2026 – March 31, 2026	April 30, 2026
April 1, 2026 – June 30, 2026	July 31, 2026

Congratulations on your grant award! We look forward to working with you to increase the water efficiency of our region while benefiting underserved and disproportionately burdened communities.

Sincerely,



Henry McCarthy
Senior Environmental Scientist | Water Resources | Planning and Policy
Phone: 651-602-1946
henry.mccarthy@metc.state.mn.us



METROPOLITAN COUNCIL
CLEAN WATER FUND GRANT AGREEMENT

Recipient: City of Brooklyn Park	Grant No.: SG-24797
Council Action: 2025-116 SW	
Maximum Grant Amount: \$10,000	
Recipient's Authorized Representative: Name: Tim Pratt Mailing Address: 5200 85 th Ave N, Brooklyn Park, MN 55443 Phone: 763-493-8120 Email Address: tim.pratt@brooklynpark.org	

This Clean Water Fund Grant Agreement (“Grant Agreement”) is entered into between the Metropolitan Council (“Met Council”), a public corporation and political subdivision of the State of Minnesota and the Recipient named above.

RECITALS

1. Minnesota Session Laws 2023, Chapter 40, Article 2, Section 8(b), appropriated to the Met Council \$1,500,000 in funds from the Legacy Amendment's Clean Water Fund ("Clean Water Fund") for State fiscal years 2024 and 2025, for water demand reduction grants to assist municipalities in the metropolitan area with implementing water demand reduction measures to ensure the reliability and protection of drinking water supplies.
2. The Met Council is authorized by Minnesota Statutes sections 473.129, subdivision 4 to apply for and use grants from the State for any Met Council purpose and may dispose of the money in accordance with the terms of the appropriation.
3. The Met Council allocated \$400,000 of the Clean Water Fund noted in paragraph 1 to implement a pilot equity-focused water efficiency grant program effective July 1, 2025 to June 30, 2026. Grants of up to \$100,000 will be awarded on a competitive basis to municipalities that are served by a municipal water supply system. Unlike the traditional Water Efficiency Grant Program, there is no requirement for municipalities to contribute a local match, and grant programs will operate at no cost to residents.
4. On May 14, 2025, the Met Council authorized the granting of \$209,720 of the \$400,000 appropriation noted in paragraph 3 to the Recipients participating in the Equity-Focused Water Efficiency Grant Pilot Program. Additionally, on that same date, the Met Council authorized the release of the remaining \$190,280 to be used for either the Equity-Focused Water Efficiency Grant Pilot Program or the Water Efficiency Grant Program, if additional funding is requested by participating municipalities.

5. The Recipient is authorized to receive grants from the Clean Water Fund for a water demand reduction program to implement measures to reduce water demand to ensure the reliability and protection of drinking water supplies.

6. The Recipient represents that it is duly qualified and agrees to perform all services described in this Grant Agreement to the reasonable satisfaction of the Met Council.

GRANT AGREEMENT

1. Term of Grant Agreement.

1.1. Effective Date. The Effective Date of this Grant Agreement is the date this agreement is fully executed. The Effective Date of this Grant Agreement is the date this agreement is fully executed, provided the Grant Agreement is fully executed on or after July 1, 2025. If the Grant Agreement is fully executed prior to July 1, 2025, the effective date shall be July 1, 2025.

1.2. Grant Activity Period. The Grant Activity Period runs from the Effective Date through the Expiration Date.

1.3. Expiration Date. The Expiration Date is the earlier of Recipient's satisfactory fulfillment of obligations or June 30, 2026.

1.4. Survival of Terms. The following clauses survive the expiration, termination or cancellation of this Grant Agreement:

- 9. Liability and Insurance;
- 10. Audits;
- 11. Government Data Practices;
- 13. Data Availability;
- 14. Governing Law, Jurisdiction, and Venue;
- 16. Data Disclosure; and
- 18.7 Future Eligibility.

2. Duties, Representations and Warranties of Recipient and Use of Grant Funds.

2.1. The Recipient will conduct, administer and complete in a satisfactory manner and in accordance with the terms of this Grant Agreement the program ("Recipient Program") which is described in Recipient's application to the Met Council for assistance under the Met Council's Clean Water Fund grant program. The Recipient's application is incorporated into this Grant Agreement as Exhibit A. Recipient will perform the Recipient Program in accordance with the timeline in Exhibit B of this Grant Agreement and to undertake the responsibilities described in Exhibit B which is incorporated into this Grant Agreement. The Recipient must complete the Recipient Program as described in Exhibits A and B. The Met Council makes no representation or warranties with respect to the success and effectiveness of the Recipient Program. The Met Council acknowledges that Recipient Program work may be limited to soliciting participation by its residents and businesses in the Recipient Program, procuring plumbing services for device installation, and may require additional work by the Recipient only to the extent that residents and businesses choose to participate in the Recipient Program, as described in Exhibit B.

The Grant Funds must be entirely passed through and can only be used for authorized rebates or grants for eligible costs.

2.2. Recipient Representations and Warranties. The Recipient represents and warrants to Met Council, as follows:

- A. It has the legal authority to enter into this Grant Agreement and to conduct and administer the Recipient Program and use the Grant Funds for the purpose or purposes described in this Agreement.
- B. It has taken all actions necessary for its execution of the Agreement and has provided to Met Council a copy of the resolution by its governing body authorizing Recipient to enter into this Agreement, if required. If a resolution is not required by the Recipient, Recipient shall provide the Met Council documents acceptable to the Council indicating that the appropriate person(s) has authority to enter into this agreement on behalf of the Recipient, such as a city policy or city ordinance.
- C. It has the legal authority to undertake the Recipient Program, including the Recipient's responsibilities in Exhibit B.
- D. Only its Authorized Representative may provide certifications required in this Grant Agreement and submit pay claims for reimbursement of Recipient Program costs.
- E. It will comply with all the terms of this Grant Agreement.
- F. It will comply with all requirements of Clean Water Funding legislation and appropriations, except for requirements that this Grant Agreement explicitly states will be handled by the Met Council.
- G. It has made no material false statement or misstatement of fact in connection with the Grant Funds, and all of the information it has submitted or will submit to the Met Council relating to the Grant Funds or the disbursement of any of the Grant Funds is and will be true and correct. It agrees that all representations contained in its application for the Clean Water Fund Grant are material representations of fact upon which the Met Council relied in awarding this Grant and are incorporated into this Agreement by reference.
- H. It is not in violation of any provisions of its charter or of the laws of the State of Minnesota, and there are no material actions, suits, or proceedings pending, or to its knowledge threatened, before any judicial body or governmental authority against or affecting it and is not in default with respect to any order, writ, injunction, decree, or demand of any court or any governmental authority which would impair its ability to enter into this Grant Agreement, or to perform any of the acts required of it in the Agreement.
- I. Compliance with the requirements of this Grant Agreement is not prevented by, is a breach of, or will result in a breach of, any term, condition, or provision of any agreement to which it is bound.
- J. The Recipient Program will not violate any applicable zoning or use statute, ordinance, building code, rule or regulation, or any covenant or agreement of record relating thereto.
- K. The Recipient Program will be conducted in full compliance with all applicable laws, statutes, rules, ordinances, and regulations issued by any federal, state, or political subdivisions having jurisdiction over the Recipient Program.

L. It will comply with the financial responsibility requirements contained in Exhibit B.

M. It will furnish satisfactory evidence regarding these representations if requested by the Met Council.

3. Time.

Recipient must comply with all time requirements described in this Grant Agreement. In the performance of this Grant Agreement, time is of the essence.

4. Eligible Costs.

Eligible costs are those costs incurred by parties within the jurisdiction of the Recipient for a 100% rebate or grant payments as defined in Exhibit B. The Met Council will not reimburse Recipient for non-eligible costs. Any cost not defined as an eligible cost or not included in the Recipient Program or approved in writing by the Met Council is a non-eligible cost.

5. Consideration and Payment.

5.1 **Consideration.** The Met Council will reimburse the Recipient for eligible costs performed by the Recipient during the Grant Activity Period up to the Maximum Grant Amount as specified in this agreement. The Met Council bears no responsibility for any cost overruns that may be incurred by the Recipient or any sub-recipients. The Recipient may be eligible to receive additional grant amounts or an adjustment of the Maximum Grant Amount in accordance with the procedure in the Grant Amendment Form attached and incorporated as Exhibit C. A fully executed Exhibit C will amend this Grant by the amount in Exhibit C.

5.2. **Advance.** The Met Council will make no advance of the Grant Amount to Recipient.

5.3. **Payment.** To receive payment, the Recipient must submit a Reimbursement Request on forms provided by the Met Council, including electronically scanned receipts to verify the cost of eligible devices and any other eligible costs reported for each reporting period. Reimbursement Request must be submitted quarterly, even if there are no eligible costs to report. The Recipient must describe its compliance with its financial requirements, work completed including specific addresses where work was done, and provide sufficient documentation of grant eligible expenditures and any other information the Met Council reasonably requests. The Met Council will promptly pay the Recipient after the Recipient presents to the Met Council a Reimbursement Request and scanned copies of all receipts verifying the cost for all eligible devices reported and the Met Council's Authorized Representative accepts the invoiced services.

6. Conditions of Payment.

6.1. For each approved device and other eligible costs for which Recipient requests payment, Recipient must certify the following to the Met Council:

- (1) the Resident qualifies under the equity-focused grant program;
- (2) the device has been purchased during the Grant Activity Period;
- (3) Recipient determined the installation costs are eligible and receipts received for the installation;
- (4) Recipient determined the device is eligible and received receipts for the device; and
- (5) the purchase was not performed in violation of federal, state, or local law, or regulation.

6.2. Conditions Precedent to Any Reimbursement Request. The obligation of the Met Council to make reimbursement payments is subject to the following conditions precedent:

A. The Met Council's receipt of a Reimbursement Request/Progress Report for the funds requested, and electronic copies of receipts verifying the cost for all eligible devices and any other eligible costs for that reporting period;

B. If requested by the Met Council (in form and substance acceptable to the Met Council), evidence that (i) the Recipient has legal authority to and has taken all actions necessary to enter into this Agreement and (ii) this Agreement is binding and enforceable against the Recipient;

C. There is no Event of Default under this Grant Agreement or event which would constitute an Event of Default but for the requirement that notice be given or that a period of grace or time elapse; and

D. The Recipient has supplied to the Met Council all other items that the Met Council may reasonably require to assure good fiscal oversight of state's funding through the Clean Water Fund.

7. Authorized Representative.

The Met Council's Authorized Representative is:

Name: Henry McCarthy or successor
Title: Senior Environmental Scientist
Mailing Address: 390 North Robert Street
St. Paul, MN 55101
Phone: (651) 602-1946
E-Mail Address: henry.mccarthy@metc.state.mn.us

The Met Council's Authorized Representative has the responsibility to monitor the Recipient's performance and the authority to accept the services provided under this Grant Agreement. If the services are satisfactory, the Met Council's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Recipient's Authorized Representative is noted on the first page of this Grant Agreement. If the Recipient's Authorized Representative changes at any time during this Grant Agreement, the Recipient must immediately notify the Met Council and within 30 days provide a new City resolution (if such resolution is necessary) specifying the new Representative. If a resolution is not required by the City, the City's notification to the Met Council must be in writing.

8. Assignment, Amendments, Waiver, Grant Agreement Complete, and Order of Precedence.

8.1 Assignment. The Recipient may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior written consent of the Met Council and a fully executed Assignment Agreement.

8.2 Amendments. Except as provided in this Section 8.2, any amendment to this Grant Agreement must be in writing and will not be effective until it has been executed and approved by the appropriate parties. If requested by the Recipient in writing, the Met Council may at its sole discretion authorize in writing a minor change to the Recipient Program in Exhibit A without a formal executed amendment to this Grant Agreement.

8.3 Waiver. If the Met Council fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or its right to enforce it.

8.4 Grant Agreement Complete. This Grant Agreement contains all negotiations and agreements between the Met Council and the Recipient. No other understanding regarding this Grant Agreement, whether written or oral, may be used to bind either party.

8.5 Order of Precedence. This Grant Agreement will be interpreted in the following order of precedence:

- (1) Grant Agreement excluding exhibits;
- (2) Exhibit B; and
- (3) Exhibit A.

9. Liability and Insurance.

9.1 Liability. The Recipient and the Met Council are each responsible for their own acts and the acts of their employees and the results thereof. To the extent authorized by law, a party is not responsible for the acts of the other party and the results thereof. The liability of the Parties is governed by Minnesota Statutes Chapter 466 and other applicable laws. Neither Party waives any applicable limits on liability or immunities.

9.2 Relationship of the Parties. Nothing contained in this Grant Agreement is intended or should be construed in any manner as creating or establishing the relationship of co-partners or a joint venture between the Recipient and the Met Council, nor will the Recipient be considered or deemed to be an agent, representative, or employee of the Met Council in the performance of this Grant Agreement, or the Recipient Program.

The Recipient represents that it has already or will secure or cause to be secured all personnel required for the performance of this Grant Agreement and the Recipient Program. All personnel of the Recipient or other persons while engaging in the performance of this Grant Agreement or the Recipient Program will not have any contractual relationship with the Met Council related to the work of the Recipient Program and will not be considered employees of the Met Council. In addition, all claims that may arise on behalf of said personnel or other persons out of employment or alleged employment including, but not limited to, claims under the Workers' Compensation Act of the State of Minnesota, claims of discrimination against the Recipient, its officers, agents, contractors, or employees will in no way be the responsibility of the Met Council. Such personnel or other persons may not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the Met Council, including but not limited to, tenure rights, medical and hospital care, sick and vacation leave, disability benefits, severance pay and retirement benefits.

10. Audits.

Under Minn. Stat. § 16C.05, subd. 5, the Recipient's books, records, documents, and accounting procedures and practices relevant to this Grant Agreement are subject to examination by the Met Council and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the termination date of this Grant Agreement.

11. Government Data Practices.

The Recipient and Met Council must comply with the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, as it applies to all data provided by the Met Council under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Recipient under this Grant Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Recipient or the Met Council. If the Recipient receives a request to release the data referred to in this Clause, the Recipient must immediately notify the Met Council.

12. Workers' Compensation.

The Recipient certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Recipient's employees and agents will not be considered Met Council employees. Any claims that may arise under the Minnesota Workers Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the Met Council's obligation or responsibility.

13. Data Availability.

To the extent and as requested by the Met Council, Recipient agrees to comply with Minn. Stat. § 114D.50, subd. 5 requirements for data collected by the Recipient Programs funded with money from the Clean Water Fund that have value for planning and management of natural resources, emergency preparedness and infrastructure investments, including but not limited to the requirement that to the extent practicable, summary data and results of Recipient Programs funded with money from the Clean Water Fund should be readily accessible on the internet and identified as a Clean Water Fund Recipient Program. The Met Council will put overall summary information on the internet and will encourage the Recipient put its city information on the web. Recipient understands and agrees that Met Council may list its name and summary information on the internet or in any other Grantor reporting.

Data collected by the Recipient Program, if any, funded with money from the Clean Water Fund that have value for planning and management of natural resources, emergency preparedness, and infrastructure investments must conform to the enterprise information architecture developed by the Department of Information Technology Services. Spatial data must conform to geographic information system guidelines and standards outlined in that architecture and adopted by the Minnesota Geographic Data Clearinghouse at the Minnesota Geospatial Information Office. A description of these data that adheres to the Department of Information Technology Services geographic metadata standards must be submitted to the Minnesota Geospatial Information Office to be made available online through the clearinghouse and the data must be accessible and free to the public unless made private under chapter 13. To the extent practicable, summary data and results of projects funded with money from the clean water fund should be readily accessible on the Internet and identified as a clean water fund project.

14. Governing Law, Jurisdiction, and Venue.

This Grant Agreement will be construed and enforced under the laws of the State of Minnesota without regard to its conflict of law provisions. The venue for any legal proceedings arising out of this Grant Agreement will be the appropriate state or federal court in Ramsey County, Minnesota.

15. Termination.

The Met Council may cancel this Grant Agreement at any time, with or without cause, upon 30 days' written notice to the Recipient. Upon termination, the Recipient will be entitled to payment for services prequalified and satisfactorily performed before the termination notice.

16. Data Disclosure.

Under Minn. Stat. § 270C.65, subd. 3, and other applicable law, the Recipient consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to the Met Council, to federal and state tax agencies and Met Council personnel involved in the payment of Met Council obligations. Recipient will require compliance with this Section 16 by Recipient's subrecipient of Grant funds and shall submit evidence of such compliance to Met Council as requested.

17. Notices.

In addition to any notice required under applicable law to be given in another manner, any notices required hereunder must be in writing and must be personally served or sent by email or United States mail, to the Authorized Representative of the party to whom it is directed.

18. Miscellaneous.

18.1 Report to Legislature. As provided in Minn. Stat. § 3.195, the Met Council must submit a report on the expenditure and use of money appropriated under the Clean Water Fund to the legislature by January 15 of each year. The report must detail the outcomes in terms of additional use of Clean Water Fund resources, user satisfaction surveys, and other appropriate outcomes. The Recipient agrees to provide to the Met Council by January 1 of each year a report on any user satisfaction surveys it has related to this Recipient Program, and other appropriate outcomes of the Recipient Program as prescribed in Section 18.3 of this Agreement.

18.2 Supplement. The funds granted under this agreement are to supplement and shall not substitute for traditional sources of funding. Recipient certifies to the Met Council that there was and is no traditional Recipient sources of funding for the Recipient.

18.3 Measurable Outcomes. A Recipient Program or program receiving funding from the Clean Water Fund must meet or exceed the constitutional requirement to protect, enhance, and restore water quality in lakes, rivers and streams and to protect groundwater and drinking water from degradation. A Recipient Program or program receiving funding from the Clean Water Fund must include measurable outcomes, as defined in Minn. Stat. § 3.303, subdivision 10, and a plan for measuring and evaluating the results. A Recipient Program or program must be consistent with current science and incorporate state-of-the-art technology. All information for funded Recipient Program work, including the proposed measurable outcomes, must be made available for publication on the web site required under Minn. Stat. § 3.303, subdivision 10, as soon as practicable and forwarded to the Met Council and the Legislative Coordinating Commission under the provisions of Minn. Stat. § 3.303, subd. 10. The Recipient must compile and submit all information for funded Recipient Programs or programs, including the proposed measurable outcomes and all other items required under Minn. Stat. § 3.303, subdivision 10, to the Met Council and, if requested by the Met Council, the Legislative Coordinating Commission as soon as practicable or by January 15 of the applicable fiscal year, whichever comes first.

18.4 Minn. Stat. § 16B.98. Grants funded by the Clean Water Fund must be implemented according to section 16B.98 and must account for all expenditures.

18.5 Benefit to Minnesota Waters. Money from the Clean Water Fund may only be spent on Recipient Programs that benefit Minnesota waters.

18.6 Website. If the Recipient has information on its website about the equity-focused water efficiency grant pilot program under Minn. Stat. § 114D.50, the Recipient will when practicable in accordance with Minn. Stat. § 114D.50, subd. 4(f) prominently display on the Recipient's website home page the Legacy logo accompanied by the phrase "Click here for more information." When a person clicks on the Legacy logo image, the website must direct the person to a web page that includes both the contact information that a person may use to obtain additional information, as well as a link to the Met Council's and Legislative Coordinating Commission Website required under section 3.303, subdivision 10.

18.7 Future Eligibility. Future eligibility for money from the Clean Water Fund is contingent upon the Recipient satisfying all application requirements related to Met Council's fulfillment of Minn. Stat. § 114D.50 as well as any additional requirements contained in 2021, 1st Special Session, Chapter 1, Article 2, Section 8.

18.8 Prevailing Wages. The Recipient agrees to comply with all of the applicable provisions contained in chapter 177 of the Minnesota Statutes, and specifically those provisions contained in Minn. Stat. §§ 177.41 through 177.50, as they may be amended, modified or replaced from time to time with respect to the Recipient Program. By agreeing to this provision, the Recipient is not acknowledging or agreeing that the cited provisions apply to the Recipient Program.

18.9 Disability Access. Where appropriate, Recipient of clean water funds, in consultation with the Council on Disability and other appropriate governor-appointed disability councils, boards, committees, and commissions, should make progress toward providing greater access to programs, print publications, and digital media for people with disabilities related to the programs the recipient funds using appropriations made in this agreement.

18.10. General Provisions.

(i) Lawsuit. This Grant shall be canceled if a court determines that the appropriation illegally substitutes for a traditional source of funding.

(ii) Termination Due to Lack of Funds. Recipient recognizes that Met Council's obligation to reimburse Recipient for eligible Recipient Program costs is dependent upon Met Council's receipt of funds from the State of Minnesota appropriated to Met Council under 2023 Session Law, Chapter 40, Article 2, Section 8(b). Should the State of Minnesota terminate such appropriation or should such funds become unavailable to Met Council for any reason, Met Council shall, upon written notice to Recipient of termination or unavailability of such funds, have no further obligations for reimbursement or otherwise under this Grant Agreement. In the event of such written notice, Recipient has no further obligation to complete the Recipient Program as required by this Grant Agreement.

18.11. Counterparts and Electronic Signatures. This Grant Agreement may be executed in any number of counterparts, each of which when executed will be deemed to be an original and the counterparts will together constitute one agreement. A copy of this Grant Agreement, including its signature pages, will

be binding and deemed to be an original. Electronic signatures using Adobe Sign or a similar program will be deemed an original signature.

19. Default and Remedies.

19.1 Defaults. The Recipient's failure to fully comply with any of the provisions contained in this Grant Agreement constitute an event of default ("Event of Default").

19.2 Remedies. Upon an event of default, the Met Council may exercise any one or more of the following remedies:

- a. Refrain from disbursing the Grant;
- b. Demand that all or any portion of the Grant already disbursed be repaid to it, and upon such demand the Recipient shall repay such amount to the Met Council; and
- c. Enforce any additional remedies the Met Council may have at law or in equity.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized representatives.

METROPOLITAN COUNCIL

By: _____
Regional Administrator, successor, or delegate

Date: _____

RECIPIENT:

The Recipient certifies that the appropriate person(s) have executed this agreement on behalf of the Recipient as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Printed Name and Title

Date: _____

EXHIBIT A

(Application from community)



2025 – 2026

EQUITY-FOCUSED WATER EFFICIENCY GRANT PILOT PROGRAM

APPLICATION FORM

updated 02 / 12 / 2025

Applicant information:

MUNICIPALITY:	
MUNICIPAL UTILITY:	
MAILING ADDRESS:	

Primary contact information:

Municipality primary authorized representative (all correspondence regarding the Equity-Focused Water Efficiency Grant Program should be addressed to individual named below):

Name:	
Title:	
Street:	
City, ZIP:	
Phone:	
Email:	

Secondary contact information:

Municipality secondary authorized representative:

Name:	
Title:	
Street:	
City, ZIP:	
Phone:	
Email:	

Program design:

Along with this application form, please include a work plan and schedule that details the municipality's strategy for promoting the program, connecting with residents, program administration, and spending down the requested grant amount by 6/30/2026 (assuming an announcement of awards in May 2025 and a completed grant agreement in June 2025).

See page 5

1. Requested grant amount:

Equity criteria

Municipalities are expected to develop equity-focused criteria to determine participation requirements for residents. This pilot program aims to reach residents in the region for whom the traditional program may be challenging to participate in (due to up-front costs, program requirements for participation, language barriers, awareness of the program, and more).

The Met Council has developed maps, data, and other resources related to prioritizing equity that can be used to inform a municipality's equity criteria:

- [Equity priority areas mapping tool](#)
- Equity Considerations Dataset
 - [Landing page](#)
 - [Interactive tool](#)
 - [GIS data](#) and [user guide](#)
- HousingLink [subsidized housing addresses by city](#)

Municipalities are not required to use the resources provided by the Met Council and can develop criteria based on locally available data or other information.

2. Please explain the criteria that will be used to determine eligibility for participation.

3. How does this proposed program/project prioritize historically disproportionately burdened groups?

4. What data or information informed the development of the equity criteria?

5. Please estimate the number of residents that will participate in this program:

6. Please explain the methodology for calculating the number of participants:

Water savings

7. Please estimate the number of EPA WaterSense labeled toilets that will be installed through this program:

8. Municipality's estimated annual water savings from proposed program, in gallons:

9. Please explain the methodology for calculating estimated annual water savings:

Program/Project Logistics

10. Please describe how the municipality plans to communicate information about this program/project to different audiences? Does the municipality have the ability to translate program information into other languages?

11. Will residents be responsible for acquiring and installing EPA WaterSense labeled toilets or will the municipality coordinate purchase and installation?

Evaluating applications:

Applications will be scored and ranked based on the answers to the questions above as well as the attached work plan and schedule. Proposed programs/projects will be evaluated after the close of the application period. The following topics have been ordered by priority for scoring the application.

1. **Equity focus – 15 points**
 - i. Who is benefitting from the proposed program/project?
 - ii. How does this proposed program/project center historically disproportionately burdened groups?
 - iii. Is the grant activity area within an equity priority area?
2. **Estimated water savings – 15 points**
3. **Ease of participation for residents – 10 points**
 - i. Have barriers to participation been reduced?
4. **Estimated number of participants – 10 points**
5. **Ease of implementation of project – 10 points**
 - i. Does the municipality have a clear plan to spend down the requested award amount by June 30, 2026?

Applications are due by March 28th, 2025

Water Efficiency Equity Grant Program Workplan

Project Coordinator: Tim Pratt, Support Service Manager

Collaborators: John Kinara, Housing and Redevelopment Coordinator; Risikat Adesaugun, Communications Manager; Mallory Koltes, Program Assistant III

Community Based Organizations: Community Emergency Assistance Programs (CEAP), Second Harvest Heartland

May 2025

Grant announcement

June 2025

Develop a dedicated webpage for the program. Webpage will also include links to how to videos on finding and fixing leaks, as well as DIY toilet replacement

Produce flyer and poster and have them translated

July 2025

Include article in Park Pages newsletter

Distribute flyer at tabling events conducted by Community Engagement (ongoing through 2026)

Distribute flyer at Health on the Go events throughout the summer

Share information with Community Action Partnership for posting on their website

August 2025

Distribute flyer at Farmers Market tabling event conducted by Housing staff

Incorporate grant program information into other housing program webpages and handouts

Distribute flyer at Food Distribution/Community Resources event hosted by CEAP

Distribute posters and flyers to CEAP and Second Harvest Heartland (ongoing through 2026)

Distribute flyers and program information to home improvement store retailers and plumbers

September 2025

Include article in Park Pages newsletter

Include information in rental licensing renewal notices

Social media postings (ongoing through 2026)

Include information in Community Engagement e-newsletter

Information included in promotions of the Building Materials Reuse Donation event

October 2025

Send targeted email to residents in Bass Creek, Candlewood, Central, College Park, Greenhaven, Hartkopf, Lakeland Park, Northland, Park Center, Shingle Creek, and Sunny Lane neighborhoods

Produce video with CCX media for distribution on social media and cable TV

November 2025

Include article in Park Pages newsletter

Include information in Community Engagement e-newsletter

January 2026

Include article in Park Pages newsletter

February 2026

Send targeted email to residents in Bass Creek, Candlewood, Central, College Park, Greenhaven, Hartkopf, Lakeland Park, Northland, Park Center, Shingle Creek, and Sunny Lane neighborhoods

March 2026

Fix a Leak Week promotions will include information on the grant program

Include article in Park Pages newsletter

Include information in Community Engagement e-newsletter

April 2026

Send targeted email to residents in Bass Creek, Candlewood, Central, College Park, Greenhaven, Hartkopf, Lakeland Park, Northland, Park Center, Shingle Creek, and Sunny Lane neighborhoods

May 2026

Include article in Park Pages newsletter

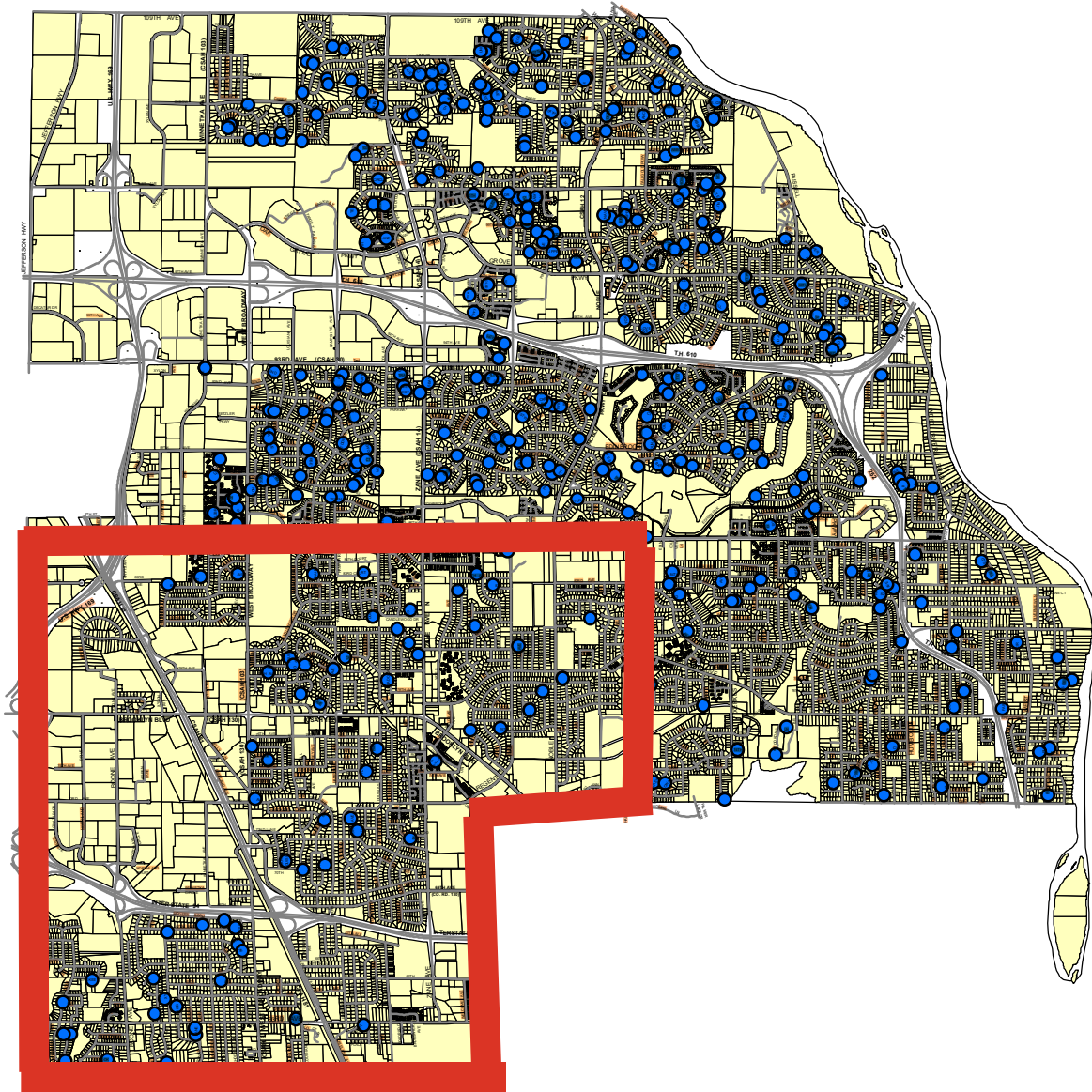
Include information in Community Engagement e-newsletter

June 2026

Social media posts regarding the end of the grant program

Promotions at Tater Daze Community Gathering

Brooklyn Park Rebate Locations



Rebate target area

EXHIBIT B



2025 – 2026
EQUITY-FOCUSED WATER EFFICIENCY GRANT
PILOT PROGRAM
GUIDELINES
updated 02 / 12 / 2025

Overview

The Metropolitan Council (Met Council) has allocated \$400,000 of Clean Water, Land and Legacy Amendment funds to implement an equity-focused water efficiency grant pilot program effective July 1, 2025 to June 30, 2026. This pilot program, which incorporates equity as a requirement for funding, is based on the “traditional” [Water Efficiency Grant Program](#) offered by the Met Council since 2016. Grants of up to \$100,000 will be awarded on a competitive basis to municipalities that are served by a municipal water supply system. Unlike the traditional Water Efficiency Grant Program, there is no requirement for municipalities to contribute a local match, and grant programs will operate at no cost to residents.

Grant Program Goal

The goal of the Equity-Focused Water Efficiency Grant Pilot Program is to support technical and behavioral changes in underserved and disproportionately burdened communities that improve municipal water use efficiency in the seven-county metropolitan area.

Critical points to remember

- \$400,000 is available for this competitive grant program
- The maximum award amount is \$100,000
- **Applications are due March 28, 2025**
- Awards will be announced in May 2025
- Funds must be spent down by June 30, 2026 (municipalities and Met Council will work together to monitor spending and adjust/reallocate funds as needed)
- The applying municipality must be served by a municipal public water supply system
- New construction and new developments are not eligible
- No local match requirement for municipalities
- No cost to resident
- Residents may be property owners or renters responsible for paying their water bill
- Municipalities must develop equity criteria to determine participation requirements for residents
- Funds are for grants only; consulting and city staff time are ineligible
- Toilet replacement must be with a US EPA WaterSense labeled toilet

Centering equity

As the regional policy-making body, planning agency, and provider of essential services for the seven-county Twin Cities metropolitan area, the Met Council has a role in advancing equity. The Twin Cities metropolitan area ranks high among the nation's largest metro areas for overall income, low unemployment, and sustained economic growth, but this region also ranks high for negative outcomes. The Water Equity Policy in the [Imagine 2050 Water Policy Plan](#) includes a commitment to “incorporate environmental justice and water equity considerations into funding and grant applications to address past barriers faced by historically disproportionately burdened groups.”

Guided by Met Council policy, internal assessments of the Water Efficiency Grant Program were conducted to better understand the audience of the program and where shortcomings could be addressed. A need for more equitable outcomes was identified – this pilot program aims to reach residents of the region for whom the traditional program may be challenging to participate in (due to up-front costs, program requirements for participation, language barriers, awareness of the program, and more).

Legislative directive – Minnesota 2023 Session Law

In 2023, the Met Council was awarded a total \$1,500,000 in Minnesota Clean Water, Land and Legacy Amendment funds for fiscal years 2024 and 2025 for water demand reduction grants. Of this award, \$400,000 has been set aside for this pilot program. The remaining \$1,100,000 was allocated to the traditional Water Efficiency Grant Program. The legislative language is below:

\$750,000 the first year and \$750,000 the second year are for the water demand reduction grants to assist municipalities in the metropolitan area with implementing water demand reduction measures to ensure the reliability and protection of drinking water supplies. Fiscal year 2024 appropriations are available until June 30, 2025, and fiscal year 2025 appropriations are available until June 30, 2026.

Eligibility

This grant program is limited to municipalities in the seven-county metropolitan area that operate or are served by a municipal public water supply system. Participating residents must be connected to municipal water. Property owners as well as renters responsible for paying their water bill are eligible to participate.

Any municipality that meets the criteria above may apply for this pilot grant program. Municipalities are expected to develop equity criteria to determine participation requirements for residents. The Met Council will provide maps, data, and other resources to aid municipalities in the development of equity criteria. Municipalities are not required to use the resources provided by the Met Council and can develop criteria based on locally available data or other information. Municipalities' applications will be scored on how well their proposed program prioritizes residents with the most disparities in the region.

Municipalities that apply and are awarded funding must sign a standard Council Grant Agreement before any eligible grants can be submitted for reimbursement. Agreements require that municipalities:

- Entirely pass through grants received
- Verify purchase of devices to receive grants
- Retain records and cooperate with any audits
- Conduct all communications with property owners and ensure all written communications to property owners include both the Clean Water, Land and Legacy Amendment logo, and the Metropolitan Council's logo

- Provide quantitative information for state reporting purposes

Qualified activities

This pilot program will be limited to the replacement of existing toilets with more efficient US EPA WaterSense labeled toilets. Toilet replacement with a US EPA WaterSense labeled toilet:

<https://lookforwatersense.epa.gov/products/Product-Search-Results-Toilets.html>. In the event US EPA WaterSense labeling changes during the course of this pilot program, toilets that have a maximum flush volume of 1.28 gallons per flush (gpf) may be approved by the Council.

Expenses eligible for reimbursement under this grant are the out-of-pocket cost of the device and its installation only, not to include any owner labor costs.

Municipalities may elect to design their toilet replacement program/project in a number of ways:

- Set eligibility criteria for participation and open the program to residents who meet the criteria
- Set eligibility criteria for participation and complete a targeted project by identifying a specific property (or properties) that meet the criteria
- Propose a different program/project approach from those above

To ensure that participating residents do not incur unintended costs for toilet replacement and installation, municipalities may choose to partner with a plumber for toilet removal and replacement. The cost of contracting with a plumber to conduct this grant activity is an eligible expense.

Depending on a municipality's program design, residents may be responsible for toilet removal and replacement. In these cases, a professional plumber hired by the resident to complete removal and replacement is an eligible expense. A resident may also elect to install the toilet independently, however, the resident will not be reimbursed for their labor costs.

Hypothetical approaches

- Municipality purchases batch of toilets, advertises program, and works with a plumber to install in residences where residents meet eligibility criteria and have applied to participate
- Municipality purchases batch of toilets, advertises program, and distributes toilets for individual installation to residents who meet eligibility criteria and have applied to participate
- Municipality identifies specific neighborhoods, multi-family residences, disproportionately burdened communities, etc. that meet eligibility and program criteria and approaches residents about participation
- Municipality requires proof of eligible purchase and installation from resident and reimburses expenses (most similar to traditional Water Efficiency Grant Program, but with 100% of cost covered by Met Council)

Municipalities are welcome to propose program approaches beyond what is listed above.

Application Process

The Equity-Focused Water Efficiency Grant Pilot Program has a competitive application process. Municipalities must submit the Environmental Services supplied application form by March 28, 2025. No late applications will be accepted. Required information includes:

- the municipality's program design and work plan
- proposed examples of communications to property owners
- requested total grant amount
- estimated annual amount of water saved by the applying municipality

- Application form is available at: <https://metro council.org/Wastewater-Water/Funding-Finance/Available-Funding-Grants.aspx>
- Submit completed application to: henry.mccarthy@metc.state.mn.us
- Metropolitan Council will notify municipalities of grant awards by May 2025

Municipalities can apply for an award of up to \$100,000. In the event that fewer than four municipalities apply by March 28, 2025, award amounts may be adjusted to be greater than \$100,000. Grant applications will be reviewed, scored, and ranked by Met Council staff using the following criteria.

Proposal Selection Criteria and Scoring

- *Qualitative questions that will be evaluated in the application include:*
 - How does the proposed program/project prioritize residents who may experience barriers to participation in the traditional Water Efficiency Grant Program?
 - What are the equity criteria for this program/project, how were they developed, and who is benefitted by them?
 - What is the program/project design and how will it operate?
 - How will the municipality communicate information about this program/project to the relevant audiences?
- *Quantitative questions that will be evaluated in the application include:*
 - How many people (estimate) will benefit from this program/project?
 - How much water (estimate) will be saved by this program/project?

High-scoring applications will provide a completed form and detailed work plan that provide well-reasoned estimates to quantitative questions and clearly explained answers to qualitative questions.

For detailed application requirements and scoring prioritization, see the application form.

Funding process and reporting requirements

- Utilizing forms provided by Met Council, the following information must be reported on a quarterly basis:
 - Number, type, and amount of funds provided to property owners, along with each property address
 - Estimated annual gallons of water saved per device installation
 - Number of unmet funding requests from property owners, if any
- Upon review and confirmation of the above information, Met Council will process a grant payment in the amount of 100% of approved total expenses for the reporting period.
- Met Council will provide confirmation of grant balances available upon request and reserves the right to amend grant agreements, in collaboration with grantee municipality, if quarterly reporting indicates rebate or grant programs will not fully utilize grant awards within the grant period.

Determining Estimated Water Savings

Some manufacturers include annual water savings estimates in their device descriptions or specifications. In cases where estimated annual water savings are not provided or can't be found for a specific device model, the WaterSense website has information on estimated water savings.

- Toilet: <https://www.epa.gov/watersense/residential-toilets>

EXHIBIT C Revision #

METROPOLITAN COUNCIL ENVIRONMENTAL SERVICES

**2025-2026 CLEAN WATER FUND EQUITY-FOCUSED WATER EFFICIENCY GRANT PILOT
PROGRAM
GRANT AMENDMENT FORM**

NOTICE TO RECIPIENT: Submission of this form is required to modify the Maximum Grant Amount in your Grant Agreement with Metropolitan Council 2025-2026 Clean Water Fund Equity-Focused Water Efficiency Grant Pilot Program (Grant Program).

After determination of your city’s Maximum Grant Amount, completion and submission of this form is necessary when 1) you are requesting additional grant funds to meet unexpected rebate or grant demand, or 2) when your city has determined that the previously approved program’s rebate or grant demand will not be met, requiring less grant funds than anticipated when the agreement was signed.

The process for modifying your Grant Agreement is as follows:

1. Your city’s authorized representative submits one signed copy of Exhibit C to the Met Council, with any additional information requested by Met Council.
2. Upon receipt and any Met Council approval of signed Exhibit C, the Met Council’s authorized representative will obtain Met Council authorized signatures returns a fully executed copy of Exhibit C indicating the new Maximum Grant Amount to City’s designated authorized representative.

Instructions: Indicate the date of your change request in #1 box. Indicate the number of this particular change request in #2 box (and in box at top of page – must match). Enter the current grant agreement amount (as MCES approved) in #3 box. If you wish to increase your municipality’s grant amount, enter the amount you are requesting in #4 box. If you wish to decrease your grant amount due to less demand than anticipated, enter the amount in #5 box. Enter in #6 box the amount derived from adding #3 to #4 or derived from subtracting #5 from #3.

Grant Agreement #

1. Date of change request:

- 2. Change request number:
- 3. Current Grant Agreement Amount (as MCES approved):
- 4. Increase due to request for additional funding:
- 5. Decrease due to less demand:
- 6. Amended Maximum Grant Agreement Amount requested:

CITY NAME: _____

CITY AUTHORIZED REPRESENTATIVE (signature and date):

METROPOLITAN COUNCIL PROGRAM ADMINISTRATOR APPROVAL (signature and date):

METROPOLITAN COUNCIL AUTHORIZED SIGNATURE AND DATE

Questions may be directed to the Met Council Authorized Representative:

City of Brooklyn Park Request for Council Action

Agenda Item:	4.3	Meeting Date:	July 28, 2025
Agenda Section:	Consent	Originating Department:	Administration
Resolution:	N/A	Prepared By:	Dylan Armstead, Senior Project Manager
Ordinance:	SECOND READING		
Attachments:	1	Presented By:	Dylan Armstead
Item:	SECOND READING of an Ordinance Conveying City Owned Property Located at PID 1611921220094 to Adam Schiesl		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT ON SECOND READING ORDINANCE #2025_____ AUTHORIZING THE CONVEYANCE OF CITY-OWNED PROPERTY LOCATED AT PID 1611921220094 TO ADAM SCHIESL FOR \$2,000.00.

Overview:

At the July 14 City Council Meeting, the City Council approved the first reading of an ordinance authorizing conveyance of city-owned property to Adam Schiesl, as required by Section 14.06 of the City Charter. The purpose of this agenda item is to provide the required second reading to complete the ordinance adoption process, as approved at the July 14 meeting.

This ordinance completes a property disposition process that began earlier this year when Mr. Schiesl petitioned the EDA to purchase a 0.05-acre parcel adjacent to his property. Following EDA approval and City Council authorization (Resolution #2025-76, May 2), this ordinance provides the formal legal mechanism to complete the conveyance for \$2,000 based on professional appraisal.

Primary Issues/Alternatives to Consider:

No terms have changed from the original approval or First Reading.

Budgetary/Fiscal Issues:

The parcel will sell for \$2,000 and the sale will input the property on the tax rolls.

Attachments:

4.3A ORDINANCE

ORDINANCE #2025-

AN ORDINANCE AUTHORIZING THE CONVEYANCE OF CITY-OWNED PROPERTY LOCATED AT PID
1611921220094 TO ADAM SCHIESL FOR \$2,000.00

The City of Brooklyn Park Does Ordain:

The City of Brooklyn Park owns the fee title to certain property located within the City of Brooklyn Park, Hennepin County, Minnesota (PID No. 16-119-21-22-0094), as legally described as:

Outlot A, BROOKLYN PARK EDA DIVISION 3 ZANE, according to the recorded plat thereof, Hennepin County, Minnesota.

(the "Property").

The City does not contemplate a future use for the Property, which is irregularly shaped, .05 acres in size, and borders a cul-de-sac along its entire southern perimeter.

The City desires to convey the Property to adjacent-property owner Adam Schiesl ("Schiesl"), which is all in accordance with the purchase agreement executed by and between the City and Schiesl.

The Mayor and City Manager are authorized and directed to convey the Property to Schiesl.

City staff and consultants are authorized and directed to take all necessary and convenient steps to accomplish the intent of this Ordinance.

All actions shall be pursuant to Section 14.06 of the City Charter. The City Council finds that the conveyance of the Property has no relationship or impact on the City's comprehensive plan and therefore there is no need for the City's Planning Commission to review and comment on the proposed conveyance.

City of Brooklyn Park Request for Council Action

Agenda Item:	4.4	Meeting Date:	July 28, 2025
Agenda Section:	Consent	Originating Department:	Fire Department
Resolution:	X	Prepared By:	Shawn Conway, Fire Chief Greg Hoag, Interim Operations & Maintenance Director
Ordinance:	N/A		
Attachments:	2	Presented By:	Shawn Conway, Greg Hoag
Item:	Approve an Additional Professional Service Agreement with CNH Architects, for Expanded Design Services and Construction Support for the Fire Station #2 Replacement Project		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-_____ TO APPROVE AN ADDITIONAL PROFESSIONAL SERVICE AGREEMENT WITH CNH ARCHITECTS, IN AN AMOUNT OF \$839,925 TO EXPAND DESIGN SERVICES AND CONSTRUCTION SUPPORT FOR THE FIRE STATION #2 REPLACEMENT PROJECT TO ALSO INCLUDE PARKING LOT IMPROVEMENTS AT THE CAC IN AN AMOUNT OF \$109,170.00 FOR A TOTAL OF \$949,095.00.

Overview:

The City of Brooklyn Park was awarded \$1,150,000 from the 2023 State Legislative Session Bonding Funds for pre-design/design work for the Central Fire Station project. On October 9, 2023, the City Council accepted these funds. Additionally, through the 2025-2029 Budget/Capital Improvement Plan adoption an additional \$40,000,000 was allocated to the project for a total project budget of \$41,150,000.

On January 29, 2024, the Council approved a Professional Services Agreement with CNH Architects for Design Services and Construction Support for the Fire Station #2 Replacement Project at a cost of \$1,438,000. This fee was established at the time based on a \$26.5 Million budget and a facility of 50,000 square feet. As the design and on-going discussions with City Council have evolved on the final design of the Fire Station and the inclusion of the needed parking lot and driveway changes needed at the CAC the budget is now approximately \$36 Million for construction and a facility of 62,014 square feet.

Staff is requesting an addition to the Professional Services Agreement with CNH Architects in the amount of \$839,925 for increases related to the Fire Station and \$109,170 for the CAC West Parking Lot and Drives Improvements totaling \$949,095. Staff has re-negotiated with the Architect who has reduced the costs by \$17,316 from the first proposal of \$966,410.

Primary Issues/Alternatives to Consider:

Fire Department, Operations & Maintenance and Recreation & Parks Departments staff recommend approving this additional Professional Services Agreement with CNH Architects for the Fire Station #2 project to include the modifications needed with the parking lots and drives at the CAC.

Budgetary/Fiscal Issues:

Funding for this is included in the 2025-2029 Capital Improvement Plan CIP Project # 1032 with a project budget of \$41,150,000. Funding sources include \$1,150,00.00 in funding from the 2023 State Bonding award, and \$40,000,000 from Capital Improvement Bonds.

Attachments:

- 4.4A RESOLUTION
- 4.4B ADDITIONAL SERVICE AGREEMENTS

RESOLUTION #2025-

RESOLUTION TO APPROVE AN ADDITIONAL PROFESSIONAL SERVICE AGREEMENT WITH CNH ARCHITECTS, IN AN AMOUNT OF \$839,925.00 TO EXPAND DESIGN SERVICES AND CONSTRUCTION SUPPORT FOR THE FIRE STATION #2 REPLACEMENT PROJECT TO ALSO INCLUDE PARKING LOT IMPROVEMENTS AT THE CAC IN AN AMOUNT OF \$109,170.00 FOR A TOTAL OF \$949,095.00.

WHEREAS, the City of Brooklyn Park was awarded \$1,150,000.00 from the 2023 State Legislative Session Bonding Funds for pre-design/design work for the Central Fire Station project; and

WHEREAS, on October 9, 2023, the City Council accepted these funds; and

WHEREAS, on January 29, 2024, the Council approved a Professional Services Agreement with CNH Architects for Design Services and Construction Support for the Fire Station #2 Replacement Project at a cost of \$1,438,000; and

WHEREAS, this fee was established at the time based on a \$26.5 Million budget and a facility of 50,000 square feet.; and

WHEREAS, the final design of the Fire Station and the inclusion of the needed parking lot and driveway changes needed at the CAC the budget now is approximately \$36 Million for construction and a facility of 62,014 square feet.; and

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Brooklyn Park to approve an additional Professional Service Agreement for a cost of \$949,095.00 with CNH Architects and to authorize the Mayor and City Manager to execute the agreement.

ADDITIONAL SERVICE AGREEMENT

PROJECT: Brooklyn Park Fire Station #2 & West Campus Upgrades
CNH No.: 23074
CLIENT: City of Brooklyn Park

ASA #01 – Increased Fire Station Building Scope

July 18, 2025

Mr. Greg Hoag
Park and Building Maintenance Manager
City of Brooklyn Park
5200 85th Avenue N.
Brooklyn Park, MN 55443

DESCRIPTION

This proposal expands the architectural service by the following changes in scope:

Increased Building Scope: The Brooklyn Park Fire Station #2 has increased in size and budget, as approved by the City, from a \$26.5 million budget indicated in the original RFP and listed in the current AIA B132 Agreement Between Owner-Architect to a hard cost project budget of approximately \$36 million for the fire station related work. This increase in project size is based on Owner decisions increasing space program to best meet the fire department's long-term needs resulting in significantly larger building than the current contract includes. Further, the building was design from schematic through 70% of construction documents for a 3,230 square foot larger facility than the reduced size represented in the \$36 million budget that ultimately is included in the final documents. This Additional Service Agreement adjusts the design services and fee to address the larger project scope.

SERVICES: INCREASED BUILDING SCOPE

Our services for architectural, structural, civil, mechanical, electrical, and landscape design for this project are to be increased to address the design of this larger building of 64,265 square feet and then the revisions to the construction documents reducing down to the current 61,035 square foot facility both of which are substantially larger than the facility defined in the original contract.

PART I - SCHEMATIC DESIGN

The services included additional schematic design services of the larger fire station including:

- Multiple schematic floor plan options
- Preliminary review of building codes

- Preliminary review of city site planning requirements
- Schematic site plan options
- Schematic exterior image options
- Refinement of floor plan, site plan and image options selected
- Exterior elevations
- Preliminary civil plan with grading, utilities and stormwater.
- Electrical site lighting layout and light level plan
- Preliminary landscape plan

PART II – DESIGN DEVELOPMENT

This portion of the work includes further development of the detailed elements of the larger fire station building design.

- Further development of floor plan
- Further development of site plan
- Further development of civil plan with grading, utilities and stormwater
- Further development of landscape plan
- Further development of exterior elevations
- Interior millwork and interior elevations
- Interior material selection

PART III - CONSTRUCTION DOCUMENTS

Our expanded services for this part include providing construction drawings for the larger building than the original contract and then revising those drawings at a 70% completed state to reduce the building size as directed.

- Structural design, final drawings and details as well as recalculated and detailed drawings at revised building footprint.
- Landscape design, final drawings and details plus revisions for reduced footprint
- Civil design, final drawings and details plus revisions for reduced footprint
- Mechanical / electrical design plus revising drawings and recalculating mechanical and electrical equipment sizing for the reduced building footprint
- Site plan and details plus revisions for reduced footprint
- Overall and enlarged floor plans plus revisions for reduced building plans
- Exterior elevations plus revisions to exterior for reduced building envelope layout
- Building and wall sections, details including revisions where wall systems changed
- Interior elevations plus revisions to adjust for changes in room layouts for reduced scope
- Millwork and other interior details
- Room and door schedules, revisions to room and door schedules
- Door, window and wall types
- Roof plan and details plus revisions for revised roof plan footprint
- Final review of building codes plus recalculation of allowable areas, occupant loads, exiting, and sanitary fixture counts for revise building size

PART IV – BIDDING

Our services for this part includes increased management and questions related to a larger building size.

- Answer bidder questions
- Write addenda as required
- Review product substitution requests

PART V - CONSTRUCTION ADMINISTRATION

Our services for this part include extended scope for administration of a larger building scope including construction phase support, submittals and site review.

- Weekly site review and client construction meetings
- Shop drawing review
- Monthly pay application review
- Preparation of construction administration documents as needed (Supplemental Information, Proposal Requests, and Change Orders)
- Answer contractor questions (Request for Information)
- Final punchlist review
- Review of project closeout documents

FEE

We propose the above additional services for an additional fixed fee of \$839,925 plus reimbursable expenses as indicated in our original contract.

AGREEMENT

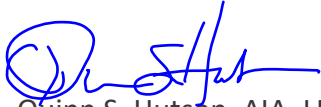
Upon acceptance, this additional fee proposal becomes a part of the original AIA B132 Standard Form of Agreement Between Owner and Architect dated May 20, 2024. All items are to remain as originally indicated except as modified herein.

SCHEDULE

The Construction Document design phase completion noted in Paragraph 1.1.4.1 will be set to completion date of before September, 2025.

We appreciate working with you on this project and are pleased to meet these additional needs.

Sincerely,



Quinn S. Hutson, AIA, LEED AP
Principal / President
CNH Architects, Ltd.

ACCEPTED BY:

Signature: _____

Name: _____

Title: _____

Date: _____

Signature: _____

Name: _____

Title: _____

Date: _____

ADDITIONAL SERVICE AGREEMENT

PROJECT: Brooklyn Park Fire Station #2 & West Campus Upgrades
CNH No.: 23074
CLIENT: City of Brooklyn Park

ASA #02 – CAC Parking Lot Expansion

July 18, 2025

Mr. Greg Hoag
Park and Building Maintenance Manager
City of Brooklyn Park
5200 85th Avenue N.
Brooklyn Park, MN 55443

DESCRIPTION

This proposal expands the architectural service by the following changes in scope:

Added CAC West Parking Lot and Drive Scope: This additional project scope provides for the design, construction documents, and construction administration for the expanded west Community Activity Center (CAC) parking lot, resurfacing of existing west CAC parking lot, and several additional driveways connecting the west CAC lot to the existing fire station drive and on to 85th Street. Civil design included full revision of grading for all new paved areas, design and permitting for stormwater system to meet current watershed district requirements, and complete new and replaced paving for a fully expanded parking and drive layout. Landscape design for all site areas not paved within the disturbed area. Electrical design for site lighting of entire parking lot and drive area.

SERVICES: CAC WEST PARKING LOT AND DRIVES

Our services for this added scope includes architectural, civil, electrical and landscape design for the CAC west parking lot and drives including architectural design; civil design of stormwater, grading, and pavement; electrical design of site lighting; and landscape design for green space. The above services include all phases of design, construction documents, bidding, and construction administration for this added project scope as indicated below.

PART I - SCHEMATIC DESIGN

The services included additional schematic design services including:

- Programming and client goal setting for CAC parking lot, internal road connections, coordination with the future revised location of the CAC entrance, and adjustments to portions of future senior center parking lot
- Preliminary review of city site planning requirements

- Schematic site plan options to evaluate best site flow
- Preliminary civil plan with grading, utilities and stormwater.
- Electrical site lighting layout and light level plan
- Preliminary landscape plan

PART II – DESIGN DEVELOPMENT

This portion of the work includes further development of the detailed elements of the CAC parking and internal drive design.

- Further development of site plans for parking lot and internal drives, as well as traffic control signage
- Further development of civil plans with grading, utilities and stormwater elements refined
- Further development of landscape plan

PART III - CONSTRUCTION DOCUMENTS

Our services include providing a set of drawings and specifications for construction of the CAC parking and internal drive design.

- Landscape design, final drawings and details
- Civil design, final drawings and details for grading, stormwater, and pavement design.
- Electrical design drawings and specifications for site lighting.
- Site plan and details
- Final review of accessibility, planning codes, an Owner goals.

PART IV – BIDDING

Our services for this part includes increased management and questions related to a larger building size.

- Answer bidder questions
- Write addenda as required
- Review product substitution requests
- Review bid results with Owner

PART V - CONSTRUCTION ADMINISTRATION

Our services for this part include extended scope for administration of the CAC parkin lot and internal drive construction phase support, submittals and site review.

- Weekly site review and client construction meetings
- Shop drawing review
- Monthly pay application review
- Preparation of construction administration documents as needed (Supplemental Information, Proposal Requests, and Change Orders)
- Answer contractor questions (Request for Information)
- Final punchlist review
- Review of project closeout documents

FEE

We propose the above additional services for an additional fixed fee of \$109,170 plus reimbursable expenses as indicated in our original contract.

AGREEMENT

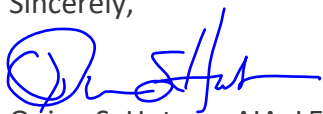
Upon acceptance, this additional fee proposal becomes a part of the original AIA B132 Standard Form of Agreement Between Owner and Architect dated May 20, 2024. All items are to remain as originally indicated except as modified herein.

SCHEDULE

The Construction Document design phase completion noted in Paragraph 1.1.4.1 will be set to completion date of before September, 2025.

We appreciate working with you on this project and are pleased to meet these additional needs.

Sincerely,



Quinn S. Hutson, AIA, LEED AP
Principal / President
CNH Architects, Ltd.

ACCEPTED BY:

Signature: _____

Name: _____

Title: _____

Date: _____

Signature: _____

Name: _____

Title: _____

Date: _____

City of Brooklyn Park Request for Council Action

Agenda Item:	4.5	Meeting Date:	July 28, 2025
Agenda Section:	Consent	Originating Department:	Community Development
Resolution:	X	Prepared By:	John Kinara, Housing & Redevelopment Coordinator
Ordinance:	N/A		
Attachments:	1	Presented By:	John Kinara
Item:	Consider Resolution Confirming Zoning Compliance Related to the Participation of the Hennepin County Housing and Redevelopment Authority (HCHRA) for an Affordable Housing Development at 5800 69 th Avenue North, Brooklyn Park, MN		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-____ CONFIRMING ZONING COMPLIANCE RELATED TO THE PARTICIPATION OF THE HENNEPIN COUNTY HOUSING AND REDEVELOPMENT AUTHORITY (HCHRA) FOR AN AFFORDABLE HOUSING DEVELOPMENT AT 5800 69TH AVENUE NORTH, BROOKLYN PARK, MN.

Overview:

The purpose of this staff report is to request the Council Members of the city of Brooklyn Park to consider confirmation of the zoning compliance related to the participation of Hennepin County Housing and Redevelopment Authority in the development of Sandgrass Pointe Affordable Housing Multifamily development in Brooklyn Park.

The Planning Commission voted unanimously to recommend approval of this application on August 14, 2024. The development does not require any financial assistance from the Brooklyn Park Economic Development Authority. This case is not zoning approval/site plan review. It is simply confirming that the project does comply with zoning. Highlights of zoning review are included below simply for reference purposes.

Background:

Woda Cooper Companies proposes a 44-unit development with a 33-unit multifamily dwelling and 11 townhouses at 5800 69^h Ave. North. One land use application is included with this application, a site plan review.

The site plan area is within the Multiple Family District (R4) Zoning District, is 3.67 acres and proposes a multiple dwelling and townhouses that will have a single vehicular access point to 69th Avenue North which is a public street, within Hennepin County. The R4 district permits multiple dwellings and townhouses by right.

Development Site Plans

Traffic:

Vehicular access to this site is from 69th Avenue. Transportation staff has reviewed the project submittals and determined that the plans as submitted will not negatively impact traffic, and pedestrian connections are appropriate.

Parking:

The multifamily dwelling includes one floor of indoor parking in the basement of the structure, which includes 41 parking spaces. There are 42 surface parking spaces to serve the multifamily dwelling. This meets the parking requirement for multifamily dwellings with a 2.5 spaces per unit ratio.

The townhouses each have a 600 square foot garage, which can accommodate 2 vehicles, as well as the opportunity for off-street parking in the driveway of each unit. This meets the parking requirements for townhouses.

City services:

City services, including water and sanitary are provided to the site.

Screening and landscaping:

Screening is required for off-street parking, this can include any combination of landscaping, decorative fencing, and berms. Adequate screening of the off-street parking through the use of plantings has been demonstrated by the landscaping plan.

The applicant proposes 41 overstory, 27 evergreen, and 40 ornamental trees in addition to 100 shrubs located throughout the site. Landscaping requirements indicate 88 overstory trees, but the Code allows for a replacement of up to half of overstory trees with ornamental trees. The landscaping plan includes adequate landscaping for the parking areas, as well as adequate street trees. This proposal meets the Code requirements.

A waste enclosure is proposed on the eastern portion of the site, located along the drive aisle between the multiple dwelling and townhouses. This is sufficient for the site; however, the townhouses would be allowed to utilize standard residential waste bins and store them inside the garages of each townhouse if deemed necessary.

Architectural standards:

The multifamily dwelling will contain three levels of housing above one level of underground parking. The materials include brick, fiber cement siding, and glazing. A variety of colors, materials, and articulation that provides architectural interest. The townhouses utilize the same architectural facades, which exceeds the architectural requirements for townhouses, but maintains harmony within the development.

Lighting:

A photometrical plan was provided, excluding amenity spaces. The photometric plan meets zoning requirements, and an updated plan including amenity spacing is required prior to building permitting to ensure all spaces meet lighting requirements.

Affordable Housing Plan:

A detailed Affordable Housing Plan, as required by the City's Mixed Income Housing Plan, will be provided for staff prior to building permitting.

Pedestrian Circulation:

Internal pedestrian connections are present and appropriate around the multiple dwelling and to the parking areas. The site has an existing sidewalk along 69th Avenue. There are no pedestrian connections present for the townhouses, Staff recommends connection be added to the south side of the driveway to serve the townhouse development.

The required findings of §152.033 have been addressed and Staff recommends approval of the site plan with conditions.

Primary Issues/Alternatives to Consider:

1. Approve a resolution confirming the zoning compliance related to the participation of Hennepin County Housing and Redevelopment Authority in the affordable housing multifamily development of Sandgrass Pointe.

Budgetary/Fiscal Issues:

The development project is not seeking any city or Economic Development Authority (EDA) financial assistance.

Attachments:

4.5A RESOLUTION

RESOLUTION #2025-

RESOLUTION CONFIRMING ZONING COMPLIANCE RELATED TO THE PARTICIPATION OF THE HENNEPIN COUNTY HOUSING AND REDEVELOPMENT AUTHORITY (HCHRA) FOR AN AFFORDABLE HOUSING PROJECT AT 5800 69TH AVENUE NORTH, BROOKLYN PARK, MN

WHEREAS, pursuant to Minnesota Statutes, Section 383B.77, as amended (the "Hennepin County Act"), the Hennepin County Housing and Redevelopment Authority (the "HCHRA") has all the powers and duties of a housing and redevelopment authority under Minnesota Statutes, Sections 469.001 to 469.047, as amended (the "HRA Act"); and

WHEREAS, the HCHRA has allocated funds from its Pandemic Recovery Fund and its Affordable Housing Incentive Fund to assist Woda Cooper Companies with the development of Sandgrass Pointe (the "Project") in the City of Brooklyn Park, Minnesota (the "City"); and

WHEREAS, the Project meets the definition of a housing or redevelopment project under the HRA Act; and

WHEREAS, pursuant to Minn. Stat. Section 383B.77, subd. 3 (the "Statute"), if a housing or redevelopment project is undertaken, the project requires approval of the local governing body where the project will be located; and

WHEREAS, the City does confirm that the Project complies with Brooklyn Park Zoning Code; and

WHEREAS, the developer of the Project understands and will comply with the City's Mixed Income Housing Plan; and

NOW, THEREFORE, BE IT RESOLVED that the City of Brooklyn Park, Minnesota hereby grants its approval of the Project under the Statute.

BE IT FURTHER RESOLVED that nothing in this resolution shall obligate the City to assist the Project, nor shall the City be in any way responsible for any obligation or agreement of the HCHRA with respect to its provision of assistance to the Project.

BE IT FURTHER RESOLVED this resolution shall neither serve as official City endorsement of the Project nor operate as a substitute for any other City approvals required for the Project.

City of Brooklyn Park Request for Council Action

Agenda Item:	4.6	Meeting Date:	July 28, 2025
Agenda Section:	Consent	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:	Authorize Budget Amendment and Purchase of Autonomous Mower for Edinburgh USA		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-_____ TO AUTHORIZE AMENDMENT TO THE 2025 BUDGET AND PURCHASE OF AN AUTONOMOUS MOWER FOR EDINBURGH USA IN THE AMOUNT OF \$34,157.25 FROM MTI DISTRIBUTING.

Overview:

Recreation and Parks staff have been evaluating the effectiveness and possible implementation of autonomous equipment over the past three years. The facet of the operation that allows for a simple implementation of autonomous equipment is the mowing of the ten acres of turf on the driving range and practice area. The purchase of the Toro Turf Pro 500S will allow the driving range to be mowed while golfers are still using the area. Because the Toro Pro 500S has special cutting technology with guards over cutting blades it will not damage any golf balls that may be in the way while in use. Some additional benefits are:

- The Toro Turf Pro 500S will increase driving range revenue by allowing extended use because the range won't need to be closed to pick up golf balls before mowing. Staff estimate this would allow for an additional \$10,000 of revenue annually.
- It is estimated that the Turf Pro 500S will save an estimated 10-14 staff hours per week in golf ball pickup and mowing operations. An annual savings of \$5,000 - \$7,000.
- The Turf Pro 500S weighs significantly less than a large rough mower decreasing pressure and stress put on the turf, increasing turf health and quality.
- The Turf Pro 500S GPS coordinated operation will provide accurate and organized mowing patterns.
- The Turf Pro 500S is able change to different heights of cut without assistance of mechanic.

Primary Issues/Alternatives to Consider:

- Recreation & Parks staff recommend the purchase of the Toro Turf Pro 550S

Budgetary/Fiscal Issues:

- The Toro Turf Pro 500S is available through Omnia Partners Contract Pricing – Contract #2023261

This request will be funded by making the following amendments to the 2025 budget:

- CEP 6132 – Maintenance utility cart (Unit 8161) in the amount of \$12,000 will be moved to 2026
- CEP 6142 – Range picking utility cart (Unit 8164) in the amount of \$15,000 will be moved to 2027
- The estimated trade-in value of the Toro Workman in 2025 was \$5,000, however the actual trade-in value was \$7,500 for a difference of \$2,500.

- The estimated trade-in value of Toro Sand Pro in 2025 was \$4,000, however the actual trade-in value was \$5,500, for a difference of \$1,500.
- An additional \$3,157.25 will come directly from the Edinburgh USA Enterprise Fund operating budget.

Attachments:

4.6A RESOLUTION

4.6B TORO TURF PRO 500S QUOTE

RESOLUTION #2025-

RESOLUTION TO AUTHORIZE AMENDMENT TO THE 2025 BUDGET AND PURCHASE OF AN AUTONOMOUS MOWER FOR EDINBURGH USA IN THE AMOUNT OF \$34,157.25 FROM MTI DISTRIBUTING

WHEREAS, Recreation and Parks staff have been evaluating the effectiveness and possible implementation of autonomous equipment over the past three years; and

WHEREAS, The purchase of the Toro Turf Pro 500S will allow the driving range to be mowed while golfers are still using the area; and

WHEREAS, the Toro Turf Pro 500S will increase driving range revenue by allowing extended use because the range won't need to be closed to pick up golf balls before mowing increasing revenue by an estimated \$10,000 annually; and

WHEREAS, it is estimated that the Turf Pro 500S will save an estimated 10-14 staff hours per week in golf ball pickup and mowing operations equating to approximately \$5,000 - \$7,000 annually; and

WHEREAS, additional benefits are decreased weight of equipment resulting healthier turf, GPS coordinated operation for accurate mowing patterns, and heights of cut can be changed without the assistance of a mechanic; and

WHEREAS, the Toro Turf Pro 500S is available through Omnia Partners Contract Pricing (Contract #2023261); and

WHEREAS, originally budgeted in 2025, CEP 6132 – Maintenance utility cart (Unit 8161) in the amount of \$12,000 to be moved to 2026 and CEP 6142 – Range picking utility cart (Unit 8164) in the amount of \$15,000 will be moved to 2027; and

WHEREAS, the estimated trade-in value of the Toro Workman in 2025 was \$5,000, however the actual trade-in value was \$7,500 for a difference of \$2,500 and the estimated trade-in value of Toro Sand Pro in 2025 was \$4,000, however the actual trade-in value was \$5,500, for a difference of \$1,500; and

WHEREAS, the additional \$3,157.25 to pay for the unit will come directly from the Edinburgh USA Enterprise Fund operating budget; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to Authorize Amendment to the 2025 Budget and Purchase of an Autonomous Mower for Edinburgh USA in the Amount of \$34,157.25 from MTI Distributing



MTI Distributing
Equipment Quote
July 23, 2025



Quote Expiration Date: 8/22/2025

Matt Olsonoski
Edinburgh Golf Course
City of Brookly Park

OMNIA PARTNERS CONTRACT PRICING - CONTRACT #2023261

Qty	Model Number	Description	Quote Price Each	Quote Price Extended
1	30922US	Turf Pro 500s (US)	\$25,850.00	\$25,850.00
1	30913NA	Charger - Station loop only	\$2,350.00	\$2,350.00
1	30912US	Base Station - 4G RTK (US)	\$3,760.00	\$3,760.00
City of Brooklyn Park Omnia Partners Member #4015560				
			Equipment Total	\$31,960.00
			6.875% Sales Tax	\$2,197.25
			Total	\$34,157.25

Pricing provided in this quote is based on current manufacturer costs and market conditions. While we strive to maintain quoted pricing, this proposal is subject to change due to material or tariff-related cost increases. However, any price adjustment will not exceed 5% of the total quoted price. Final pricing will be confirmed at the time of order delivery.

Net 30 Terms with qualified credit
New Toro commercial equipment comes with a two-year manufacturer warranty
Equipment delivery and set-up at no additional charge
All commercial products purchased by a credit card will be subject to a 2.5% service fee.

Thank you for the opportunity to submit this quote. If you have any questions, please do not hesitate in contacting us.

Larry Gorman
Outside Sales Representative
612-877-0830

Karen Wangenstein
Inside Sales Representative
763-592-5643

MTI Distributing, Inc. • 4830 Azelia Avenue N. #100 • Brooklyn Center, MN 55429

City of Brooklyn Park Request for Council Action

Agenda Item:	4.7	Meeting Date:	July 28, 2025
Agenda Section:	Consent	Originating Department:	Operations and Maintenance
Resolution:	X	Prepared By:	Tim Pratt, Support Services Manager
Ordinance:	N/A		
Attachments:	2	Presented By:	Tim Pratt
Item:	Agree to Serve as a Host Site for a Minnesota GreenCorps Member		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-_____ TO AGREE TO SERVE AS A HOST SITE FOR A MINNESOTA GREENCORPS MEMBER.

Overview:

The Minnesota Pollution Control Agency coordinates the Minnesota GreenCorps program that aims to preserve and protect Minnesota's environment while training a new generation of environmental professionals.

Minnesota GreenCorps members tend to be young professionals. They serve a community, address critical environmental issues, and develop green job skills.

The City of Brooklyn Park has been selected to be a host site for a Minnesota GreenCorps member from October 2025 through August 2026. The Minnesota GreenCorps member will be hosted by the Recycling division and will strengthen the City's capacity and community resilience through waste reduction, reuse, recycling, prevention of wasted food, and composting/organics recycling projects.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues:

The MPCA pays the Minnesota GreenCorps member's wages and health insurance. The City of Brooklyn Park contributes office space, office equipment, and supervision.

Attachments:

- 4.2A RESOLUTION
- 4.2B SAMPLE HOST SITE AGREEMENT

RESOLUTION #2025-

RESOLUTION TO AGREE TO SERVE AS A HOST SITE FOR A MINNESOTA GREENCORPS MEMBER

WHEREAS, the State of Minnesota, acting through its Commissioner of the Minnesota Pollution Control Agency (MPCA) has selected the City of Brooklyn Park as a host site for a Waste Reduction & Recycling Minnesota GreenCorps member for a term of October 1, 2025 – August 31, 2026; and

WHEREAS, the goal of the GreenCorps is to strengthen host site capacity and community resilience through waste reduction, reuse, recycling, prevention of wasted food, and composting/organics recycling.

WHEREAS, the GreenCorps member's salary is paid by the MPCA, while the City provides office space and supervision; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to serve as a host site for a Minnesota GreenCorps member for a term of October 1, 2025 – August 31, 2026.



Minnesota GreenCorps Host Site Agreement Program Year 2025-2026

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Doc Type: Agreement

I. Purpose

This Agreement is between the State of Minnesota, acting through its Commissioner of the Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St Paul, MN 55155, using the Minnesota GreenCorps program, herein after referred to as "State" or "MPCA," and <Insert host site name and address>, herein after referred to as the "host site." The Agreement delineates the terms, conditions, and rules of participation in the Minnesota GreenCorps program for the 2025-2026 program year.

II. Term of agreement

Effective date: October 8, 2025, or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later.

Expiration date: September 4, 2026, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

III. Authorized representatives

The MPCA's Authorized Representative is Candice McElroy, Minnesota GreenCorps Program Coordinator, 520 Lafayette Road North, St Paul, MN 55155, 651-757-2610, candice.mcelroy@state.mn.us or her successor.

The host site's Authorized Representative is <Name, title, address, telephone number, email>, or their successor. If the host site's Authorized Representative changes at any time during this Agreement, the host site must immediately notify the MPCA.

The host site supervisor is: <Name, title, address, telephone number, email>, or successor. If the supervisor(s) changes at any time during this Agreement, the host site must immediately notify the MPCA.

IV. Member position description

The host site will provide direction, supervision, training, and resources for the **Waste Reduction & Recycling** Minnesota GreenCorps member(s), performing activities per the below position description. The MPCA is responsible for candidate selection, ensuring that selected members meet the eligibility requirements and qualifications outlined below.

Strengthen host site capacity and community resilience through waste reduction, reuse, recycling, prevention of wasted food, and composting/organics recycling. Support efforts to incorporate the framework of sustainable materials management into programs. Increase knowledge about ways to prevent food from being wasted and track the amount of food that is rescued and sent to a food recovery organization. Educate community members, students, teachers, school administrators, and facility operations staff or members of the public on waste prevention and recycling best practices.

Essential functions

- Support initiatives to reduce or prevent waste generation, launch, or improve organization-wide recycling, and/or launch or improve organization-wide organics recycling programs.
- Increase the capture and distribution of reusable materials (e.g., implement campus-wide move in/move out donation, clothing or book swaps, fix-it clinics, reusable dishware for meetings, etc.).
- Support programs that prevent food from going to waste and divert food waste and other organic material away from disposal.
- Capture food that would otherwise have been wasted and bring to food rescue organizations to be distributed.
- Work with local units of government and/or partners to establish programs to educate people on preventing food from being wasted.
- Implement and/or expand community outreach and education efforts related to the production and consumption of locally produced food. Include education on proper storage of produce, expiration dates and ways to minimize food from being wasted.

- Implement or assist with initiatives to reduce the amount of contamination within recycling and/or organics recycling programs.
- Research, conduct, and analyze waste characteristics at a school/organization/housing complex within the community to identify high priority opportunities and develop recommendations for improving waste reduction, recycling, or organics recycling.
- Support recycling efforts in multi-family complexes by providing on-site assessments, gathering baseline data, and conducting initial waste sorts, supporting recycling system setup, delivering resident education, and conducting post implementation data collection to track project effectiveness.
- Research and inform the host site, partners, and community members of state, county, or city resources that can improve waste prevention, recycling, or organics recycling programs.
- Establish, support, or improve volunteer programs that support waste prevention, recycling, and composting (e.g., Recycling/Composting Ambassador or Green Warrior program).
- Document best practices through case studies and/or “how to” guides.
- Conduct surveys to collect pre/post information from participants in trainings, events, workshops, etc., on knowledge gained and/or behavior change to more sustainable environmental practices.
- Mobilize volunteers to assist in the implementation of activities.
- Assist with additional sustainability-related projects as outlined in the community readiness and outreach, energy conservation and green transportation, and stormwater and forestry position descriptions (not to exceed 20% of the time on the service plan).

Qualifications

Minimum qualifications:

- Must be a minimum of 18 years or older.
- Must be a U.S. Citizen, U.S. National, or a lawful permanent resident of the U.S.
- Must be eligible to serve in AmeriCorps and commit to completing the AmeriCorps service term.
- Must have two years post-secondary education (a two-year associate degree or completion of sophomore year in a four-year degree program) or equivalent of six (6) months professional experience (volunteer, internship, or work).
- Must have a demonstrated interest in the environment and service and community work.
- Must have a valid driver’s license and consent to and pass a driving record check (if the position requires driving).
- Must consent to, and pass, an AmeriCorps required criminal history check, including an FBI fingerprint check.

Preferred qualifications

- Ability to build and maintain relationships.
- Ability to work well independently and on diverse teams.
- Ability to take initiative and effectively manage projects.
- Ability to research and organize information.
- Effective communication, presentation, and writing skills.
- Functional computer skills: word processing, spreadsheet, database management.

Physical requirements

- Most positions are primarily based in an office setting and require sitting, standing, and operating a computer and telephone.
- Most positions require light to moderate lifting, bending, stooping, pulling, kneeling, and/or carrying.
- Some (limited) positions require the use of hand tools and/or power tools (e.g., chainsaws). Personal protective equipment and safety training will be provided.
- Some (limited) positions require the ability to work outdoors in adverse weather conditions, such as wind, rain, and high or low temperatures on uneven terrain for up to 8 hours at a time.

While Minnesota GreenCorps members will be selected for placement based on their qualifications and commitment to service, members may not bring highly specialized skills to their position. Members participate in the Minnesota GreenCorps program to give back to their communities and gain valuable skills and experience in the environmental field. Host sites will need to invest time in member training and professional development.

V. Responsibilities of the MPCA

The MPCA, acting through Minnesota GreenCorps program staff, supporting staff, and management, is responsible for providing oversight to the Minnesota GreenCorps program on a statewide level, including member management, site management, and compliance with all AmeriCorps rules and regulations.

A. Member selection

1. **Interview and selection:** The MPCA will accept and screen all applications for member positions. The MPCA reviews applications, selects candidates for interviews, and makes offers. The MPCA has the responsibility and authority to make the final selection decisions.
2. **Criminal history checks:** Per AmeriCorps requirements, the MPCA will conduct a criminal history check on selected member applicants. This includes a national sex offender database search, and a state and FBI fingerprint-based check. Member participation in the Minnesota GreenCorps program is contingent upon passing these criminal history checks. Some positions also require passing a driving record check, administered by the MPCA. The host site is responsible for conducting any additional checks that the host site may require.

B. Member management

1. **Program requirements:** Minnesota GreenCorps program staff will track and monitor each member's progress in completing program requirements. This includes monitoring members' service hours to ensure the member will complete the minimum hour requirement by the end of the program term.
2. **Oversight:** While the host site will provide day-to-day supervision, Minnesota GreenCorps program staff will communicate regularly with the member to provide guidance and support and ensure continued project alignment with the position description and goals of the Minnesota GreenCorps program and the MPCA.
3. **Site visits:** The MPCA will schedule and conduct a minimum of one site visit during the year.
4. **Benefits:** The MPCA is responsible for administering and overseeing member benefits including living allowance, health insurance, and workers' compensation. Program staff will assist qualifying members in receiving federal student loan forbearance, childcare assistance, and the AmeriCorps education award.
5. **Training:** The MPCA is responsible for coordinating the logistics and scheduling of member required orientation and quarterly trainings. The MPCA will reimburse qualified travel expenses for members to attend required trainings.
6. **Mentorship:** The MPCA will work with host sites to provide each Minnesota GreenCorps member with a mentor that will provide technical assistance and support to the member throughout the program year.
7. **Performance management:** The MPCA will work closely with the site supervisor regarding setting expectations, coaching, and, if necessary, administering discipline for performance-related issues, including but not limited to lateness, difficulty meeting deadlines, failure to complete service position duties, etc.
8. **Grievance procedures:** The MPCA will ensure that service concerns are resolved appropriately, following the grievance procedures outlined in the Member Service Agreement.
9. **Release from service:** Only the MPCA's designated staff has the authority to suspend (and reinstate) and/or release a member for disciplinary or compelling personal circumstances. Site supervisors must actively work with the MPCA to address performance issues, following the coaching procedure as outlined in the supervisor manual, before release from service is considered.
10. **Reasonable accommodation:** Members with mental or physical disabilities have the right to request reasonable accommodations through their host site. The host site should work closely with Minnesota GreenCorps program staff and the MPCA's Human Resource Office to support and respond to such requests. The MPCA must provide such accommodations, upon request by members with disabilities, unless doing so imposes undue financial or administrative burden on the program.
11. **Site partnership termination:** In the event that a host site environment becomes unsuitable for a member to continue their service work, the MPCA reserves the right to terminate the site partnership.
12. **Personnel file:** The MPCA will maintain a personnel file for each member.
13. **Compliance:** Ensure the member and their activities maintain compliance with all Minnesota GreenCorps and AmeriCorps program requirements, including all applicable executive orders.

C. Host site management

1. **Program requirements:** Minnesota GreenCorps program staff track and monitor each site's progress. This includes monitoring members' service hours and activity alignment with the pre-scoped position description.

2. **Oversight:** Program staff will communicate regularly with the site supervisor to ensure the tasks and activities of the member project are being conducted and align with the position description and goals of the Minnesota GreenCorps program and the MPCA.
3. **Site visits:** Minnesota GreenCorps program staff will schedule and conduct at least one site visit with each host site. The site visit is an opportunity to review progress in relation to the expectations laid out in the Host Site Agreement, monitor the service plan, and provide support.

VI. Responsibilities of the host site

The host site, acting primarily through the site supervisor, is responsible for the following:

A. Member management

1. **Supervisor training:** Supervisors are required to participate in site supervisor orientation at the start of the program year to learn roles and responsibilities. If a site supervisor is unable to attend the supervisor training, they must send another representative from the host site to receive proper training. Supervisors are expected to attend and actively participate in webinars, site visits, and check-ins.
2. **Supervision:** Provide day-to-day professional supervision of the Minnesota GreenCorps member(s), equating to an average of three hours per week, per member. Set a daily schedule with the Minnesota GreenCorps member to ensure a full-time member is serving approximately 40 hours/week and hold the member accountable to this set schedule. Supervisors must work from the office at least two days a week; those days should be days that the member is serving in person.
3. **Communication:** Maintain open lines of communication with the Minnesota GreenCorps member, Minnesota GreenCorps program staff, and MPCA professional staff in relation to the member's role and performance.
4. **Member terminology:** Minnesota GreenCorps members are not "employees," "interns," or "volunteers" of the site.
5. **Member training:** Provide site orientation including a building tour, introductions to internal and external partners, explanation of site policies, rules of conduct, site expectations, safety procedures, etc. Invite the Minnesota GreenCorps member to participate in relevant on-site training and/or staff meetings. Help the member identify training opportunities relevant to their project and/or their career development. Minnesota GreenCorps host sites must contribute \$600 for member professional development (trainings, conference registration, networking events, certifications, or other opportunities). The professional development contribution is required as in-kind match; host sites must retain receipts as documentation.
6. **Time tracking and reporting:** Verify the member's service hours by approving their timesheet online once every two weeks; member timesheets must be approved by supervisors on time for the member to receive the living allowance. Review and approve the member's progress reports and a final report that includes lessons learned and project measures for success.
7. **Performance management:** Host sites must ensure that members comply with the terms of the Member Service Agreement, provide constructive feedback and discuss challenges with members, conduct a mid-year and end-of-year member performance evaluation, and engage in informal problem solving and coaching to support performance improvement. The site supervisor must work closely with Minnesota GreenCorps program staff to resolve challenges through disciplinary action and support the grievance procedures outlined in the Member Service Agreement. A site may not decide to terminate a member; only designated MPCA staff have the authority to suspend or release a Minnesota GreenCorps member from service for disciplinary reasons.
8. **Compliance:** Ensure the member and their activities maintain compliance with all Minnesota GreenCorps and AmeriCorps program requirements, including all applicable executive orders.

B. Service site

1. **Work environment:** Maintain a work environment that is safe, welcoming, respectful, free of harassment and discrimination.
2. **Workspace:** Provide a reasonable workspace at the host site for members to complete project tasks. This includes a desk, phone, computer, access to office supplies, access to a printer, copy machine, and internet, and materials needed for member projects. The host site is required to provide the members with a host site email address.
3. **Teleservice:** If teleservice is allowable within the perimeters of the Teleservice Policy, provide members with necessary equipment to operate from a remote location. The member and supervisor must complete a Teleservice Authorization form for approval. It is the supervisor's responsibility to monitor both the member's plans, progress, and outputs while they are serving off-site.
4. **Travel:** If traveling is required for the member service activities, the host site must provide transportation for the member, e.g., access to fleet vehicles (preferred), mileage reimbursement, bus fare reimbursement, etc.

5. **Safety:** Provide appropriate safety training including employee right-to-know and emergency procedures and provide personal protective equipment.
6. **Reasonable accommodation:** Members with mental or physical disabilities have the right to request reasonable accommodations through their host site. The host site should work closely with the Minnesota GreenCorps program Coordinator and the MPCA's Human Resource Office to support and respond to such requests.
7. **Insurance:** If the member is using vehicles belonging to the host site organization to conduct business on behalf of the Minnesota GreenCorps program, then the host sites' vehicle insurance is primary. The host site organization directing the member activity is responsible for liability coverage, not the MPCA. Minnesota GreenCorps does not provide indemnification.

VII. Prohibited service activities

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or AmeriCorps, members may not engage in prohibited service activities per CFR § 2520.65. AmeriCorps members may not engage in the below activities directly or indirectly by recruiting, training, or managing others for the primary purposes of engaging in one of the activities listed. Individuals may exercise their rights as private citizens and may participate in the activities listed on their initiative, on non-AmeriCorps time, and using non-AmeriCorps funds. Individuals should not wear the AmeriCorps logo while doing so.

- A. Attempting to influence legislation.
- B. Organizing or engaging in protests, petitions, boycotts, or strikes.
- C. Assisting, promoting, or deterring union organizing.
- D. Impairing existing contracts/agreements for services or collective bargaining agreements.
- E. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- F. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, platforms, political candidates, proposed legislation, or elected officials.
- G. Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
- H. Providing a direct benefit to: (1) a business organized for profit; (2) a labor union; (3) a partisan political organization; (4) a non-profit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986, except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and (5) an organization engaged in the religious activities, unless AmeriCorps assistance is not used to support those activities.
- I. Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive.
- J. Providing abortion services or referrals for receipt of such services.
- K. Census activities. AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.
- L. Election and polling activities. AmeriCorps member may not provide services for election or polling locations or in support of such activities.
- M. Any activity prohibited by applicable Executive Order/Memorandum.
- N. Such other activities as AmeriCorps may prohibit.

Fundraising restrictions

- A. AmeriCorps members may raise resources directly in support of program service activities.
- B. Examples of fundraising activities AmeriCorps members may perform include, but are not limited to, the following:
 1. Seeking donations of books from companies and individuals for a program in which volunteers teach children to read.
 2. Writing a grant proposal to a foundation to secure resources to support the training of volunteers.
 3. Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals.

4. Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization.
 5. Seeking donations from alumni of the program for specific service projects being performed by current members.
- C. AmeriCorps members may not:
1. Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment.
 2. Write a grant application to AmeriCorps or to any other federal agency.
- D. An AmeriCorps member may spend no more than 10% of their originally agreed-upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities, per CFR § 2520.45.

Nonduplication/nondisplacement

- A. Nonduplication: AmeriCorps assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of the nondisplacement clause (below) are met, AmeriCorps assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides, per CFR § 2540.100.
- B. Nondisplacement:
1. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving AmeriCorps assistance.
 2. An organization may not displace a volunteer by using a participant in a program receiving AmeriCorps assistance.
 3. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
 4. A participant in a program receiving AmeriCorps assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
 5. A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that:
 - i. Will supplant the hiring of employed workers.
 - ii. Are services, duties, or activities with respect to which an individual has recall right pursuant to a collective bargaining agreement or applicable personnel procedures.
 6. A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any:
 - i. Presently employed worker.
 - ii. Employee who recently resigned or was discharged.
 - iii. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
 - iv. Employee who is on leave (terminal, temporary, vacation, emergency, or sick).
 - v. Employee who is on strike or who is being locked out.

VIII. Harassment and non-discrimination policy

The MPCA and the Minnesota GreenCorps program prohibit all forms of discrimination and harassment. Harassment based on the protected class status listed in section A. below is also prohibited, including both overt acts of harassment and those acts that create a negative work environment. Discriminatory harassment is any behavior based on protected class status that is unwelcome and personally offensive and, thereby, may affect morale and interfere with the member's ability to perform. For example, harassment based on national origin has been defined by the U.S. Equal Employment Opportunity Commission as "Ethnic slurs and other verbal or physical conduct relating to an individual's national origin."

Sexual harassment has also been specifically defined by the Minnesota Human Rights Act, which states in regard to employment, that:

"Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when: (1) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment; (2) submission to or rejection of that conduct or communication by an individual is used as a factor in decision affecting that individual's employment; or (3) that conduct or communication has the purpose or effect of substantially interfering with an individual's employment,

and in the case of employment, the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action.

Discriminatory harassment may occur: 1) among peers or coworkers, 2) between managers and subordinates, or 3) between members and the public.

A. AmeriCorps program civil rights and non-harassment policy

Advancing civil rights and equal opportunity is the responsibility of the whole of government, and AmeriCorps is committed to these principles, including treating all persons who participate in our programs with dignity and respect. The service environments demand that AmeriCorps maintains a zero tolerance for unlawful harassment or discrimination against any individual or groups engaged in national service.

AmeriCorps expects the same commitment from all recipients of services, programs, and benefits; including service members, volunteers, associated individuals, organizations, programs, and projects. This policy is incorporated by reference into the terms and conditions for AmeriCorps Recipients, inclusive of sub-grantees. Recipients are expected to notify service members and volunteers of their rights under this policy.

In accordance with applicable laws and regulations, AmeriCorps prohibits all forms of discrimination and harassment based on the protected categories of race, color, national origin, sex, age, religion, sexual orientation, disability (mental or physical), political affiliation, marital or parental status, pregnancy, reprisal, genetic information (including family medical history), or military service. All entities receiving federal financial assistance from AmeriCorps; and all programs, services, and benefits administered by such entities; must be free from all forms of discrimination and harassment. Harassment is any unwelcome conduct or conduct done in reprisal for opposing discrimination or participating in the discrimination complaint process, when such behavior has the purpose or effect of interfering with service performance or creating an intimidating, hostile, or offensive service environment.

Harassment may include slurs and other verbal or physical conduct relating to an individual's sex, race, ethnicity, religion, sexual orientation, or any other legally protected category. Examples of harassing conduct include, but are not limited to: explicit or implicit demands for sexual favors; pressure to engage in a romantic relationship or for dates; deliberate touching of another person without consent; leaning over or cornering a person; repeated offensive teasing, jokes, remarks, or questions; unwanted letters, text messages, emails, or phone calls; distribution or display of offensive materials, including on social media; offensive looks or gestures; and/or sexual, racial, ethnic, or religious baiting. Harassment can also include physical assault or other threatening behavior, as well as other demeaning, debasing, or abusive comments or actions that intimidate.

AmeriCorps does not tolerate discrimination and harassment from anyone, including Recipients; AmeriCorps employees and supervisors; project or site employees and supervisors; project or site non-employees (e.g., contractors or clients of a project or site); or national service participants. Harassment is unacceptable in AmeriCorps offices or campuses and in other service-related settings such as convenings, training sessions, service sites, and at service-related social events, whether in-person or online.

Any discrimination or harassment, when substantiated, will result in corrective action, up to and including removal or termination of any individual engaging in such misconduct.

AmeriCorps Recipients permitting discrimination or harassment in violation of this policy will be subject to a finding of non-compliance, which may result in termination of federal financial assistance.

Recipients are expected to take prompt action to effectively address service member and volunteer complaints. Recipients must immediately investigate complaints of discrimination or harassment and take appropriate measures to remedy the situation. Supervisors and managers of AmeriCorps programs and projects; when made aware of alleged discrimination or harassment by employees, service members and volunteers, or any other associated individuals; must report the matter to the personnel in the Recipient's organization who are responsible for investigating such claims or AmeriCorps' Office of Civil Rights (OCR). OCR conducts service member and volunteer discrimination and harassment inquiries.

Service members, volunteers, grantees, sub-grantees, and Recipients may contact OCR at eo@americorps.gov for information or assistance. Further details on AmeriCorps' civil rights complaint process can be found at 45 C.F.R. Part 1225. The full AmeriCorps non-harassment and civil rights policy can be found here: <https://www.americorps.gov/about/agency-overview/civil-rights>.

B. Complaint procedures

Members have the right to report a concern or complaint about discrimination or discriminatory harassment to their host site supervisor, the MPCA's Minnesota GreenCorps program staff, the MPCA Community and Business Assistance Development Manager, or to the MPCA Human Resources Department. In fulfilling the obligation to maintain a positive and productive work environment, site supervisors, the MPCA's Minnesota GreenCorps staff, and the MPCA Human Resources Department are expected to address or report any suspected discrimination or discriminatory harassment.

Service members and volunteers who believe they have been subjected to treatment in violation of any civil rights laws, regulations, or this policy, or have been subject to retaliation for opposing discrimination or participating in discrimination

complaint proceedings (e.g., filing a complaint or acting as a witness) in any AmeriCorps program or project, may contact the OCR at 202-606-7503 or eo@americorps.gov. Recipients must contact OCR within 30 calendar days of an occurrence of discrimination or harassing conduct to initiate an inquiry in the civil rights complaint process.

Service members and volunteers are not required to use a program, project, or sponsor dispute resolution process before contacting OCR. While Recipients are expected to take prompt action to effectively address service member and volunteer complaints, Recipients cannot institute policies requiring any such matters be handled “in house.” If a service member or volunteer chooses to pursue another dispute resolution or complaint procedure, it does not suspend the 30 calendar-day time limit for contacting OCR. Discrimination and harassment claims that are not brought to the attention of OCR within 30 calendar days of the occurrence may not be accepted for investigation if a formal complaint of discrimination is filed.

The following is the contact information for the MPCA Human Resources Office:

Human Resources Office
Minnesota Pollution Control Agency
520 Lafayette Road North
Saint Paul, MN 55155
651-757-2587 (voice)
Kellie.McNamara@state.mn.us (email)

Members also have a right to contact other local, state, and federal government agencies, including:

Office of Equal Opportunity
202-606-7503 (voice); 202-565-2799 (TTY)
eo@americorps.gov (email)

C. Retaliation

It is unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, members may bring a complaint to the attention of AmeriCorps. AmeriCorps prohibits any retaliatory action against a person who raises discrimination or harassment concerns.

IX. In-kind contributions

The MPCA does not charge a fee for participation in the Minnesota GreenCorps program. Per AmeriCorps regulations, host sites cannot provide financial contributions to the member; supplementing the member stipend or other costs of living is prohibited. However, host sites are expected to provide in-kind contributions in the form of operating costs (office space, internet, telephone) and professional development costs. The expected contribution for hosting one member is \$1,100, broken down into the following categories:

Category	Estimated minimum contribution per member
Professional development (trainings, conference registration, networking events, certifications, or other opportunities)	\$600
Operating costs (internet, phone, computer, other office equipment)	\$500

Host sites will be required to verify all in-kind contributions, including how expenses were calculated. In-kind contributions cannot be provided from a federal source of funds unless permission has been provided from the granting federal agency. Host sites are expected to maintain any source documentation for seven years.

X. Recital

- A. Under Minn. Stat. § 15.061 the State is empowered to engage such assistance as deemed necessary.
- B. The State is in need of agreeing upon rules of participation, roles, and responsibilities for host sites.
- C. The host site represents that it is duly qualified and agrees to perform all services described in this Contract to the satisfaction of the State.

XI. Survival of terms

The following clauses survive the expiration or cancellation of this Contract: Indemnification; State audits; Government data practices; Governing law, jurisdiction, and venue; and Data disclosure.

A. Indemnification

In the performance of this Contract by the host site, or host site's agents or employees, the host site must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the State, to the extent caused by host site's:

1. Intentional, willful, or negligent acts or omissions.
2. Actions that give rise to strict liability.
3. Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the host site may have for the State's failure to fulfill its obligation under this Contract.

B. State audits

Under Minn. Stat. § 16C.05, subd. 5, the host site's books, records, documents, and accounting procedures and practices relevant to this Contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Contract.

C. Government data practices

Government data practices. The host site and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. ch. 13, (or, if the State contracting party is part of the Judicial Branch, with the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court as the same may be amended from time to time) as it applies to all data provided by the State under this Contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the host site under this Contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data governed by the Minnesota Government Practices Act, Minn. Stat. ch. 13, by either the host site or the State.

If the host site receives a request to release the data referred to in this clause, the host site must immediately notify and consult with the State's Authorized Representative as to how the host site should respond to the request. The host site's response to the request shall comply with applicable law.

D. Governing law, jurisdiction, and venue

Minnesota law, without regard to its choice-of-law provisions, governs this Contract. Venue for all legal proceedings out of this Contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

E. Data disclosure

Under Minn. Stat. § 270C.65, subd. 3 and other applicable law, the host site consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state agencies, and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in action requiring the host site to file state tax returns, pay delinquent state tax liabilities, if any, or pay other state liabilities.

XII. Certification

- This Agreement serves as a binding contract between the host site and the MPCA for the 2025-2026 program year. The terms of this Agreement will end on the member's last day of service or September 30, 2026, whichever is earlier. The MPCA may cancel this Agreement at any time, with or without cause, upon 30 days' written notice to the host site. Amendments to this Agreement may be made only with the consent of both parties and shall be done in writing.
- If a member exits the Minnesota GreenCorps program early either for cause or compelling personal circumstances, or is relocated to a different host site, this agreement will automatically end on the last day of the member's service at this host site.
- Failure to adhere to policies or to fulfill responsibilities outlined in this Agreement will become part of the selection criteria in the event of a re-application process for future year programs.
- **Termination for insufficient funding.** The State may immediately terminate this Agreement if it does not obtain funding from ServeMinnesota or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the work scope covered here. Termination must be by written or fax notice to the host site. The State is not

obligated to pay for any work performed after notice and effective date of termination. However, the host site will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature or other funding source not to appropriate funds. The State must provide the host site notice of the lack of funding within a reasonable time of the State's receiving that notice.

- By signing this Agreement, I acknowledge that I have read, understand, and agree to all terms and conditions of this Agreement.

Host Site

The host site certifies that the appropriate persons have executed the Agreement on behalf of the host site as required by applicable articles, bylaws, resolutions, or ordinances.

Host Site Authorized Representative

Print name: _____

Title: _____

Signature: _____

Date (mm/dd/yyyy): _____

Minnesota Pollution Control Agency (with delegated authority)

Print name: _____

Title: _____

Signature: _____

Date (mm/dd/yyyy): _____



City of Brooklyn Park Request for Council Action

Agenda Item:	4.8	Meeting Date:	July 28, 2025
Agenda Section:	Consent	Originating Department:	Operations & Maintenance
Resolution:	X	Prepared By:	Richard Luckow, Public Utilities Superintendent
Ordinance:	N/A		
Attachments:	2	Presented By:	Greg Hoag, Park and Building Maintenance Manager
Item:	Approve an Agreement with InControl, Inc. for SCADA operational improvements at the Water Treatment Plant		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-_____ TO APPROVE AN AGREEMENT FOR THE WATER TREATMENT PLANT SCADA UPGRADE PROJECT TO INCONTROL INC.

Overview:

The replacement of major equipment at the water treatment plant was included in the 2025-2029 Capital Improvement Plan as CIP Project 3004. This request is to approve an agreement with InControl in the amount of \$122,558.00 for the engineering, furnishing, installation and configuring of upgrades to the SCADA system located within the Brooklyn Park water treatment plant. SCADA is the integrated system of hardware and software which controls the operational systems of the treatment plant. The control systems of the treatment plant are integral to the safe and efficient production of quality potable water.

The accepted service life of the equipment included in this proposal is 10-15 years. Much of the equipment being replaced on this project has been in service since 1997. The manufacturer no longer produces stocks or supports the existing equipment.

InControl is the current Systems Integrator for the City of Brooklyn Park Utilities Division. They have written, programmed, and maintained the SCADA operation network and devices for the Utilities Division including water plant operations, water distribution monitoring and sanitary sewer lift station operations. With increased awareness and federal oversight concerning cyber security they have worked with Brooklyn Park Utilities to continue to harden cyber defenses and to limit cyber threats to the SCADA system.

Primary Issues/Alternatives to Consider:

The Operations and Maintenance staff recommend approval as presented.

Budgetary/Fiscal Issues:

The recommended bid proposal of \$122,558.00 is within the approved 2025 Public Utilities Water Fund expenditures program budget and capital improvement plan.

Attachments:

- 4.8A RESOLUTION
- 4.8B INCONTROL PROPOSAL

RESOLUTION #2025-

RESOLUTION TO APPROVE AN AGREEMENT WITH INCONTROL FOR SCADA OPERATIONAL IMPROVEMENTS AT THE WATER TREATMENT PLANT

WHEREAS, safe and abundant potable water is necessary for domestic and industrial consumption, and

WHEREAS, safe and abundant water is necessary for fire suppression, and

WHEREAS, safe, efficient, and reliable operation of the water treatment plant is necessary to produce water for consumption and fire suppression, and

WHEREAS, water treatment plant control systems have a predictable life span, and

WHEREAS, the equipment recommended to be upgraded in this project has been in service beyond its expected lifespan, and

WHEREAS, failure of this SCADA equipment would cause severe operational and supply challenges to potable water production, and

WHEREAS, cyber security is a real and present threat to Utility operations, and

WHEREAS, Brooklyn Park Utilities has a duty to provide potable water without interruption, and

WHEREAS, On May 27, 2025, a proposal was received from InControl Incorporated, Fridley MN, in the amount of \$122,558.00, and

WHEREAS, the project is funded with Public Utility Water Supply Funds

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the City Council of the City of Brooklyn Park to approve an agreement with InControl for SCADA operational improvements at the water treatment plant in the amount of \$122,558.00.



In Control, Inc.
5301 E River Rd, Suite 108
Fridley, MN 55421

PROPOSAL # QS24101701-01

To: City of Brooklyn Park Water Treatment Plant
5100 Edinbrook Terrace
Brooklyn Park, MN 55443

Date: October 17th, 2024
From: Bob Dietrich
Valid: 60 days
Page: 1 of 5

Attn: Rick Luckow

Re: Water Treatment Plant Controls Improvements Phase III

In Control, Inc. is pleased to provide our proposal for materials and services as part of the project referenced above.

In Control, Inc. is providing this proposal to upgrade the existing City of Brooklyn Park Water Treatment Plant control system. The existing control system has surpassed its lifecycle and certain components have been discontinued and/or are not supported by their manufacturers. Consequently, some replacement parts are no longer available, and failure of a critical component could adversely affect operations for an extended period. Additionally, there exist limited current drawings or schematics of the system to assist in servicing or act as a basis for future improvements. In Control proposes to provide a modern, fully documented, and supportable control system to replace the existing outdated controls.

The proposed scope of work is the third phase of the project to upgrade controls in the WTP.



Proposed Materials and Services

Item 1 - Professional Engineering Services as the System Integrator

- A. One project manager will be assigned as a primary point of contact through project completion
- B. A project team consisting of up to (3) engineers will be assigned to the project
- C. An Engineer will perform a pre-design (preliminary engineering) visit to the WTP to thoroughly document existing system specifics, including field connections, panel dimensions, PLC and SCADA program copies where possible, existing manual operations and Plant operating procedures.
- D. Engineering review meetings will be conducted on a timely basis as required
- E. Industry best practices, proven control approaches and standardized objects will be implemented in the design, configuration, and development of the entire system
- F. Existing logic will be functionally retained to ensure that all existing Plant functions are retained in the new programming
- G. All hardware and software will be fully configured and tested at In Control prior to installation at the Water Treatment plant.
- H. A complete design and documentation package for the new system will be provided, including panel mechanical drawing, schematics, recommended spare parts list and computer software backups.
- I. Field Services include:
 - 1. Pre-engineering field visits to document current Panel conditions, wiring circuits, dimensions
 - 2. Demo of existing and installation / wiring of new components within the Panels
 - 3. Identification of unused circuits (may require occasional assistance), cap and coil wires in Panel
 - 4. Checkout and Startup services

Item 2 - CP5002 – 2010 Filter Console

The CP5002 Filter Console consists of a console operator enclosure located in the Filter room, built by In Control in 2010. We propose retaining the existing enclosure shell and backpanel, along with all conduit penetrations and associated field wiring and replacing the PLC in-situ. In Control shall furnish, install, and configure the following PLC and Operator Interface Terminal (OIT) hardware:

- A. (1) Compact5380 - L320 Processor, 2MB memory, with SD card program backup
- B. (2) CompactLogix Power Supplies, AC Input
- C. (1) CompactLogix IO, Ethernet IO Adapter
- D. (5) Discrete Input Modules, 16-channel, 120vAC
- E. (2) Discrete Output Modules, 16-channel, Relay
- F. (3) Discrete Isolated Outputs Module, 8-channel, Relay
- G. (1) Analog Input Module, 8-channel, 4-20mA
- H. (1) Analog Output Module, 4-channel, 4-20mA
- I. (1) PanelView Plus 7 Color Touchscreen Operator Interface Terminal, with custom adapter plate

Item 3 - Electrical Room Panel 168

Control Panel 168 consists of a 1-door free-standing enclosure located in the (new) Electrical room, installed in 2009. We propose retaining the existing enclosure shell and backpanel, along with all conduit penetrations and associated field wiring and replacing the PLC in-situ. In Control shall furnish, install, and configure the following PLC hardware:

- A. (1) Compact5380 - L320 Processor, 2MB memory, with SD card program backup
- B. (1) CompactLogix Power Supply, AC Input
- C. (1) CompactLogix IO, Ethernet IO Adapter
- D. (3) Discrete Input Modules, 16-channel, 120vAC
- E. (1) Discrete Output Module, 16-channel, Relay
- F. (3) Analog Input Modules, 8-channel, 4-20mA
- G. (1) Analog Output Module, 8-channel, 4-20mA

Item 4 - VFD Room Panel 217

Control Panel 217 consists of a 1-door free-standing enclosure located in the VFD room, installed in 1997. We propose retaining the existing enclosure shell and backpanel, along with all conduit penetrations and associated field wiring and replacing the PLC in-situ. In Control shall furnish, install, and configure the following PLC hardware:

- A. (1) Compact5380 - L320 Processor, 2MB memory, with SD card program backup
- B. (2) CompactLogix Power Supplies, AC Input
- C. (1) CompactLogix IO, Ethernet IO Adapter
- D. (7) Discrete Input Modules, 16-channel, 120vAC
- E. (2) Discrete Output Modules, 16-channel, Relay
- F. (2) Analog Input Modules, 8-channel, 4-20mA
- G. (1) Analog Output Module, 8-channel, 4-20mA

Proposal Summary

The price for all items above is \$ 137,138.00 USD net total excluding sales and use taxes (the "Net Total Pricing"). Freight is included, FOB shipping point.

TERMS: 30% upon order, 10% upon drawings submittal, 50% upon new equipment installation and startup.

EXCLUSIONS:

Our proposal does not include the following:

- Bonding, Permits, Licenses, or Fees of any kind
- Removal, demolition, or disposal of existing equipment other than what is required within the control panels
- Electrical Studies, Tests, or Inspections that are not detailed in this proposal
- Network Media or Testing that are not defined in the scope of work detailed in this proposal
- Any equipment or services that are not defined in the scope of work detailed in this proposal
- Shipping costs to locations other than the primary project site

Thank you in advance for the consideration of our offer and for the opportunity to work together. Should you have any questions regarding this proposal, please contact me directly at your convenience. I look forward to hearing from you soon to secure and coordinate this project. This proposal is valid for thirty (30) days.

Best Regards,

Bob Dietrich

Technical Sales Engineer

Mobile: 715.607.0099

Office: 763.783.9500 x2004

E-Mail: bob.dietrich@incontrol.net

ACCEPTANCE: To accept this proposal please return a signed copy with purchase order. Thank you!

Signature: _____

Purchase Order: _____

Print Name: _____

Date: _____

Title: _____

Proposal Number: QS24101701-01

Standard Terms and Conditions of Sale

- 1. ENTIRE AGREEMENT** – These Standard Terms and Conditions of Sale (“Terms”) govern the goods and attendant services (“Work”) that In Control, Inc. (“In Control”) will provide to Purchaser pursuant to In Control’s Proposal attached hereto (“Proposal”). The Proposal, along with these Terms, constitute the sole and entire agreement between the parties with respect to the Work (the “Order”). This Order supersedes all prior understandings, discussions, representations, and warranties, both written and oral, regarding the Work. If Purchaser’s internal systems require it to issue a separate purchase order to accept this Order, then any additional or conflicting terms in Purchaser’s purchaser order are expressly rejected and will not in any way amend, alter, change, or negate these Terms. No change or modification to this Order is effective unless in writing and signed by each party.
- 2. TERMINATION** – Either party may terminate this Order for cause if the other party (i) materially breaches this Order; (ii) becomes insolvent or admits its inability to pay its bills as they become due; or (iii) files for or is forced into a bankruptcy, receivership, or liquidation. The party seeking to terminate this Order for cause will give the other party fourteen (14) days’ written notice and the other party will have 14 days to cure the stated default(s). If Purchaser desires to terminate this Order for its own convenience before final completion of the Work, Purchaser may do so, provided that Purchaser pays In Control (i) for all Work provided at In Control’s published rates before the termination date, (ii) all reimbursable expenses incurred before the termination date, (iii) for all equipment ordered before the termination date, and (iv) an early termination fee equal to ten percent (10%) of the remaining Work to be performed as of the termination date.
- 3. ATTORNEYS’ FEES** - If either party files a lawsuit to enforce this Order, the prevailing party in such lawsuit will be entitled to recover from the other party its reasonable attorneys’ fees, costs, and expenses incurred in connection with such lawsuit, as well as any appeal or enforcement of any judgment arising from the lawsuit.
- 4. INDEMNIFICATION / INSURANCE** - Purchaser will defend, indemnify, and hold harmless In Control from and against all claims, actions, proceedings, costs, expenses, losses and liability, including all reasonable attorneys’ fees, costs and expenses, arising out of or relating to goods or services not provided by In Control pursuant to this Order. These obligations include, but are not limited to, all product liability, personal injury, death, or property damage claims. These obligations will survive the termination or completion of the Work. Each party is responsible for obtaining and maintaining appropriate insurance coverages and endorsements necessary to ensure the provisions of this paragraph and other insurable obligations under this Agreement while the Work is being performed and for a reasonable time thereafter.
- 5. WAIVER OF CONSEQUENTIAL DAMAGES / LIMITATION OF LIABILITY** - In no event will In Control be liable in contract, tort, strict liability, warranty or otherwise, for any special, incidental or consequential damages, such as delay, disruption, loss of product, loss of anticipated profits or revenue, loss of use of the equipment or system, non-operation or increased expense of operation of other equipment or systems, cost of capital, or cost of purchase or replacement equipment systems or power incurred by Purchaser as a result of In Control’s Work. Unless otherwise agreed to in writing between the Purchaser and In Control, In Control will not accept liquidated damages. Furthermore, in no event will In Control’s total liability arising out of this Order exceed two (2) times the amount of the Net Total Pricing.
- 6. FORCE MAJEURE** – The parties agree that In Control will not be responsible or liable for any failure or delay in the performance of the Work arising out of or caused by, directly or indirectly, forces beyond its control, including, without limitation, strikes, work stoppages, supply chain disruptions, accidents, acts of war or terrorism, civil or military disturbances, health crises, nuclear or natural catastrophes, acts of nature, and interruptions of utilities, communications or computer services, or other incidents shown to be outside of In Control’s control (each a “Force Majeure Event”). In Control agrees, however, to use all commercially reasonable efforts to mitigate a Force Majeure Event and resume performance of the Work as soon as practicable under the circumstances.
- 7. WARRANTY** – Unless other or more specific warranties are expressly set forth in the Proposal, In Control warrants that the Work will be of good quality, free from defects in material and workmanship, will conform to the specifications and drawings, and be suitable for their intended purpose. This standard warranty will be in force for eighteen (18) months after shipment or twelve (12) months from startup, whichever is shorter. Any remaining allotments for Purchaser or end owner/engineer-initiated changes and call-back expire with the warranty period and are not refundable. In Control reserves the right to terminate any warranty should Purchaser’s account be in arrears for more than thirty-one (31) days. Purchaser agrees that In Control’s warranties do not apply to any damages, delays, or interruptions caused by: (i) reasonable wear and tear; (ii) pre-existing conditions at site; (iii) accidental damage caused by Purchaser; (vi) intentional damage, misuse, or abuse caused by Purchaser or a third-party; or (v) any Force Majeure Event.
- 8. ESCALATION** – This Order is conditioned upon the ability of In Control to complete the Work at present prices for material and at the existing scale of wages for labor. If In Control is, at any time while the Work is being performed, unable to complete the Work at the present prices and wages, then the Net Total Pricing will be equitably adjusted by change order to compensate In Control for significant price increases. A significant price increase is defined as a change of ten percent (10%) or more for a Work item between the date of the Proposal and the date the applicable Work is performed.
- 9. PAYMENT TERMS** - The payment terms are net thirty (30) days upon invoice receipt. Any balance remaining over thirty-one (31) days beyond the invoice date will be subject to a 2.0% monthly service fee until paid. Should a payment default occur In Control reserves the right to stop all Work, including but not limited to startup of equipment, and terminate any existing warranty. All reasonable attempts will be made between both parties to resolve the disputed portions of any invoice within the payment terms. The entire Net Total Price will be invoiced in full upon shipment, unless specific terms are described in the Proposal. No retainage is allowed.
- 10. NONWAIVER** - The failure by In Control to enforce at any time, or for any period of time, any of the provisions hereof will not be a waiver of such provisions nor the right of In Control thereafter to enforce each and every such provision.
- 11. REMEDIES** - Remedies herein reserved to In Control will be cumulative and in addition to any other or further remedies provided in law or equity.
- 12. RELATIONSHIP OF PARTIES** – The relationship between the Parties is that of independent contractors. Nothing contained in this Order shall be construed as creating any agency, partnership, joint venture or other form of joint enterprise, employment or fiduciary relationship between the Parties, and neither Party shall have authority to contract for or bind the other Party in any manner whatsoever.

City of Brooklyn Park Request for Council Action

Agenda Item:	4.9	Meeting Date:	July 28, 2025
Agenda Section:	Consent	Originating Department:	Administration
Resolution:	X	Prepared By:	Devin Montero, City Clerk
Ordinance:	N/A		
Attachments:	2	Presented By:	Devin Montero
Item:	Adopt a Resolution Appointing Election Judges for the August 12, 2025, House District 34B Special Primary Election		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-____ APPOINTING ELECTION JUDGES FOR THE AUGUST 12, 2025, HOUSE DISTRICT 34B SPECIAL 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 House District 34B Special Primary Election on August 12, 2025.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

- 4.9A RESOLUTION
- 4.9B EXHIBIT A

RESOLUTION #2025-

RESOLUTION APPOINTING ELECTION JUDGES FOR THE
AUGUST 12, 2025, HOUSE DISTRICT 34B SPECIAL 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 12, 2025, House District Special 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

Karoll Walsh
Alice Grady
Angelique Harrington
Anthony Gully
Barbra Pettis
Brenda Nelson
Candice Edwards
Charles Karver
Cheryl Nelson
Christine Tommerdahl
Christopher Tessman
Colleen Baldwin
Cynthia Sherman
Dan Gibbons
David Kaliher
Debra Lehr
Diane Miller
Diane Small
Donna Hageman
Edward Pheifer
Elizabeth Eiden
Ellen Dosedall
Ellen Hanson
Harley Oelschlager
Helen Ng
Ilona Schaal
Jackie Johnsen
Jackie Zum
Jacqueline Alexander
James Phillips
Jan Miskowic
Janet Kramer
Jean Mckinney
Joanne Coller
Joash Omandhi
John Plante
Joseph Levens
Joyce Lewis
Julia Gordon
Julie Foster
Karen Norberg

Katie O'Brien Mathis
Kim Denny
Kim Schoffstall
Kirk Enzenauer
Kristi Calvert
Legesse Urgessa
Linda How
Linda Koenig
Linda Wood
Lori Walber
Lynn Meier
Maakai Howard
Marion Abell
Melissa Marengo
Michelle Muhich
Michelle Ranelle
Mike Schollmeyer
Miriam Osammor
Nancy Miller
Nichole Benitez
Nicolas Streich
Nicole Bredesen
Pam Lung
Pamela Quigley
Patty Flugaur
Peggy Isaacs
Rachel Harms
Richard Vosika
Rick Andresen
Sandrs Gutzwiller
Sarah Woods
Stephen Nichols
Stephen Spellman
Steven Debner
SueAnn McGarvey
Susan Johnson
Susan Swant
Susan Wesley
Suzanne Ciebiera
Tami Bombich
Tammy Otten

Tara Carstens
Teresa Kurkowski
Vernitta Moore
Vicki Herald
Vicki Imhole
Walter Munsterman
Wayne Doe
Melody Bird
Lisa Greene
Jeri Shufelt
Carol Parks
Denis Tilong
Debbie Lenzen
George Bonnell

City of Brooklyn Park Request for Council Action

Agenda Item:	4.10	Meeting Date:	July 28, 2025
Agenda Section:	Consent	Originating Department:	Administration
Resolution:	X	Prepared By:	Devin Montero, City Clerk
Ordinance:	N/A		
Attachments:	2	Presented By:	Devin Montero
Item:	Resolution Establishing an Absentee Ballot Board and Appointing an Absentee Ballot Board and All Members Appointed to the Hennepin County Absentee Ballot Board to Act as the Brooklyn Park Absentee Ballot Board for the August 12, House District Special Primary and September 16, 2025 Special Election		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-_____ ESTABLISHING AN ABSENTEE BALLOT BOARD, APPOINTING ABSENTEE BALLOT BOARD JUDGES FOR AUGUST 12 HOUSE DISTRICT 34B SPECIAL PRIMARY AND SEPTEMBER 16, 2025 SPECIAL ELECTION AND APPOINT ALL MEMBERS APPOINTED AS THE HENNEPIN COUNTY ABSENTEE BALLOT BOARD TO ACT AS THE BROOKLYN PARK ABSENTEE BALLOT BOARD FOR THE AUGUST 12 AND SEPTEMBER 16, 2025 SPECIAL ELECTIONS.

Overview:

In 2016, legislation was passed establishing a presidential nomination primary. The Presidential Nomination Primary was held on March 3, 2020. In 2024, the Presidential Nomination Primary will be held on March 5 with the regular Primary held on August 13 and General Election on November 5, 2024.

Minnesota State Statute 203B.121 Subdivision 1, requires a ballot board to be established by ordinance or resolution. The Board must consist of sufficient number of trained elections judges appointed by the Council.

The City of Brooklyn Park is a delegated city for absentee voting purposes and Hennepin County will complete the initial phase of the accepting and rejecting for all in-person (Brooklyn Park) absentee ballots received at the Hennepin County Government Center counter. In doing so, it provides the following benefits:

- All in-person absentee voters at Hennepin County will be reviewed within 24 hours or less and contacted immediately if there is a problem or issue.
- Relieves the County from sending, on a daily basis, ballots received for Brooklyn Park and then requiring the Brooklyn Park Ballot Board to accept and reject within 5 or 3 days.

Adopting the resolution establishes a Ballot Board, appoints ballot board judges and also allows members of the Hennepin County Absentee Ballot Board to act as the Brooklyn Park Absentee Ballot Board when reviewing in-person absentee ballots received at the Hennepin County Government Center counter.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

- 4.10A RESOLUTION
- 4.10B EXHIBIT A

RESOLUTION #2025-

RESOLUTION ESTABLISHING AN ABSENTEE BALLOT BOARD, APPOINTING ABSENTEE BALLOT BOARD JUDGES FOR THE AUGUST 12 HOUSE DISTRICT 34B SPECIAL PRIMARY AND SEPTEMBER 16, 2025, SPECIAL ELECTION AND APPOINT ALL MEMBERS APPOINTED AS THE HENNEPIN COUNTY ABSENTEE BALLOT BOARD TO ACT AS THE BROOKLYN PARK ABSENTEE BALLOT BOARD FOR THE AUGUST 12 AND SEPTEMBER 16, 2025, ELECTIONS

WHEREAS, Minnesota State Statute 203B.121, Subdivision 1, requires a ballot board to be established by ordinance or resolution; and

WHEREAS, this board will bring uniformity in the processing of accepting or rejecting returned absentee ballots in the city of Brooklyn Park; and

WHEREAS, the Absentee Ballot Board would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy clerks trained in the processing and counting of absentee ballots.

NOW, THEREFORE, BE IT RESOLVED that the City of Brooklyn Park City Council hereby establishes an Absentee Ballot Board that would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy clerks to perform the task; and

BE IT FURTHER RESOLVED by the City Council of the City of Brooklyn Park that the absentee ballot board judges for the August 12, 2025, House District 34B Special Primary and September 16, 2025 Special 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 needed; and

BE IT FURTHER RESOLVED, by the City Council of the City of Brooklyn Park to appoint all members appointed to the Hennepin County Absentee Ballot Board as authorized under Minn. Stat. 204B.21, subd. 2 under the direction of the Hennepin County Elections Manager to act as the City of Brooklyn Park Absentee Ballot Board when reviewing in person absentee ballots received at the Hennepin County Government Center counter.

EXHIBIT A

Carol Parks
Melody Bird
Lisa Greene
Jennifer Gooden
Jeri Shufelt
Denis Tilong

City of Brooklyn Park Request for Council Action

Agenda Item:	8.1	Meeting Date:	July 28, 2025
Agenda Section:	Discussion Items	Originating Department:	Recreation & Parks
Resolution:	N/A	Prepared By:	Brad Tullberg, Recreation & Parks Director
Ordinance:	N/A		
Attachments:	N/A	Presented By:	Brad Tullberg
Item:	CAC Improvements Discussion		

City Manager's Proposed Action:

The City of Brooklyn Park submitted a request for 2025 State of Minnesota bonding funds to add a multi-court gymnasium, entrance and corridor improvements and an outdoor event space at the Community Activity Center. The 2025 legislative session wrapped up without funding for the project. Staff have identified options for funding the project and are seeking input from the City Council on which option(s) to pursue.

Overview:

Residents voted to allocate \$2M from the 2018 Park Bond Referendum to improve the entrances and corridors to the Community Activity Center.

The 2023 Minnesota Legislature allocated \$5M in bonding funds for the creation of gym space. This allocated funding must be spent by December 31, 2028.

The CAC Improvements Task Force was created in 2025. The Task Force has heard presentations on several options and has been a resource for the engagement of elected officials to support the 2025 State of Minnesota bonding request. The Task Force will also provide design input once the project begins to move forward.

Staff submitted a bonding request during the 2025 Legislative session for an additional \$9.5M of support to help fund the project. The total project cost is currently estimated to be \$23.5M.

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:	8.2	Meeting Date:	July 28, 2025
Agenda Section:	Discussion Items	Originating Department:	Recreation & Parks
Resolution:	N/A	Prepared By:	Brad Tullberg, Recreation & Parks Director
Ordinance:	N/A		
Attachments:	3	Presented By:	Brad Tullberg
Item:	Hortman Memorial Requests Discussion		

City Manager's Proposed Action:

Speaker Emerita Melissa Hortman and Mark Hortman tragically lost their lives on June 14, 2025. Staff have received a number of requests from community members about ways to honor their legacy. Staff will share some information on naming policies and opportunities for memorials. Staff will also be seeking guidance from the City Council about the level of involvement they would like to see from city staff and the process to consider community requests.

Overview: N/A

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

- 8.2A POLICY ON NAMING FACILITIES
- 8.2B MEMORIAL AND DONATION GUIDELINES
- 8.2C FACILITY NAMING POLICY FLOWCHART

CITY OF BROOKLYN PARK
FACILITY NAMING POLICY
AND
MEMORIAL AND DONATION GUIDELINES

I. PURPOSE

The purpose of the policy is to guide decision makers in consideration of requests for naming of City owned facilities by providing guidelines, standards and procedures for acceptance of donations within City owned property.

II. APPLICABILITY

This policy is applicable to all City owned buildings, parks and facilities. Its application shall include the Recreation and Parks Advisory Commission for those requests within the Parks and Recreation system; and other city owned facilities with application to the City's Citizen Long-range Improvement Committee (CLIC).

III. POLICY

City of Brooklyn Park facilities, including buildings, parks, and open space generally shall be named or renamed under the following guidelines:

- In most cases, City parks shall be named after geographical or natural features in which the site is located. This is to ensure easy identification of the park location by citizens. Facilities contained within the parks may be named after individuals and/or organizations using the criteria noted in section V below.
- The City may consider naming facilities after individuals/organizations/corporations, but only in cases where the individual/organization/corporation has made a contribution of time/service or financial contribution, and where the contribution is directly connected to the benefit or service to the facility.
- The name chosen for a facility should not readily lend itself to undesirable abbreviations, acronyms or nicknames.
- The City may reject consideration of naming facilities for organizations/businesses whose values and ideals do not positively reflect the City of Brooklyn Park.

A. Naming a New Facility

The naming process for a proposed new facility shall begin during the planning phase of construction and after the facility has been approved for inclusion in the City's Capital Improvement Program (CIP).

When citizens, elected officials, or public administrators recommend a name for a proposed new facility, they shall submit a request and justification based on the identified criteria to the appropriate commission directly connected to the department whose services will be provided in the proposed facility. The advisory commission is responsible for recommending a name and submitting it, along with justification, to the City Council for consideration.

B. Naming of an Existing Facility or Amenity

The City may consider naming facilities/amenities within existing facilities and parks which meet the criteria as stated in section V below.

When citizens, elected officials, or public administrators recommend that an existing facility or amenity be named, they shall submit a request and justification to the appropriate commission directly connected to the department whose services are being provided in the facility. The recommendation shall be forwarded to City Council, along with justification for consideration.

C. Changing the Name of an Existing Facility

When an existing named facility that has reached its anticipated life-cycle and is scheduled for reconstruction, the City is not obligated to keep the original name. An attempt should be made to contact the family or organization for which the facility was named and inquire as to interest in contributing (based on criteria in Facility Naming Policy) to sustain the rights for the naming. The City may exercise its rights to rename the facility to its previous name, without financial contribution, if it feels it has notoriety benefit for the department and community.

When citizens, elected officials, or public administrators recommend that an existing facility be renamed, they shall submit a request to the department whose services are being provided in the facility. The recommendation shall be forwarded along with justification to City Council for consideration.

IV. PROCESS FOR REVIEW

The RPAC or CLIC may recommend the following: (1) accepting the proposed name, (2) not accepting the proposed name, or (3) conducting a broader citizen participation process prior to its recommendation. Approval by the Commission/Committee would require a two-thirds yes vote of members present once a quorum is established. The Commission's/Committee's recommendation will be forwarded to the City Council for consideration by the department whose services will be provided in the proposed facility.

V. CRITERIA FOR CONSIDERATION

- A. Financial Contribution** – Naming of a facility or amenity after an individual or organization may be considered if there is a donation of land or if there has been a contribution of 100% of the total cost of construction of a park or facility.
- B. Community Contribution** – Naming a facility or amenity under the criteria of community contribution is to be considered for a person that has contributed the gift of time (10 years or more) to enhance the quality of life in Brooklyn Park, by preserving, promoting and carrying out positive and quantifiable community values and traits as embodied in the following criteria:
- Demonstrated leadership
 - Demonstrated integrity
 - Respected by peers

And at least one of the following:

1. **Community Leadership** – e.g. someone who has demonstrated extraordinary leadership in the community, through service as a City Council Member, commissioner or staff for the City of Brooklyn Park.
2. **Helps out neighbors and fellow Brooklyn Park community members** – e.g. starting a program where community members can volunteer to help each other or provide assistance to other community members, or starts fun family friendly activities in his/her neighborhood where citizens have a chance to meet and interact with one another.
3. **Demonstrated hospitality** – e.g. someone who welcomes new residents, citizens and visitors, and helps them get to know the community and adjust to a new environment, or simply a community member who exhibits hospitality in an ongoing or extraordinary manner.
4. **Promotes and preserves traditional American past-time** – e.g. bringing citizens together as a community in traditional ways by organizing or being a key volunteer for such events as Tater Daze celebration, golf events, bandstand events, etc.
5. **Shows concern for preservation and works to preserve traditions and heritage of the City of Brooklyn Park** – e.g. working to preserve historical Brooklyn Park documents, structures, or events.
6. **Demonstrates patriotism through promotion and preservation of the Country's symbols and dedication to the U.S. military, past and present** – e.g. organizing or being a key volunteer for a formal event to honor our current military members. Recognition to a community member that has served the community or Country with honor and recognition.
7. **Served the community through business** – e.g. a business owner who goes above and beyond their role to support and provide a service to the community in a hospitable manner.

**CITY OF BROOKLYN PARK
RECREATION AND PARKS DEPARTMENT
MEMORIAL AND DONATION GUIDELINES**

Purpose

The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donated park improvements, either as a result of a cash or physical property donation. These donations may include, but are not limited to, shelters, buildings, benches, bicycle racks, picnic tables, public art, monuments (by exception only), drinking fountains, playground equipment, and other types of park and trail accessories. The City desires to encourage donations, while at the same time has the responsibility to manage aesthetic impacts and mitigate on-going maintenance costs.

The development of public facilities is expected to be the result of careful planning and quality construction. In addition, public facilities are expected to be maintained by the City, to a quality standard acceptable to the community.

Guidelines established by this policy will apply to all donations made after the effective date of this policy.

Standards established by this policy will apply to purchased equipment, installation techniques, donation acknowledgements, and long term care of all donations made after the adoption of this policy.

GUIDELINES FOR NEW DONATIONS

Definition of an Existing Donation: For the purpose of this policy, existing donations are those donations installed prior to the adoption of this policy.

Definition of New Donations: New donations are those made after the adoption of this policy.

Acquisition or Purchase: The City and the community have an interest in ensuring that park elements purchased and installed be of high quality related to style, appearance, durability and ease of maintenance. The City staff will be responsible for the purchase and installation of all park elements. Exceptions to this policy shall be in writing with clear expectations and understanding as to location, impact and expectations on installation, and shall be approved by City Council.

Appearance and Aesthetics: The City and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Park elements, and/or, their associated donation acknowledgments should reflect the character of the park or facility and align with the Park Master Plan. All park elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

Maintenance: Donated park elements, and/or, their associated donation acknowledgement, become City property. Accordingly, the City has the duty to maintain the donation only for the expected life cycle of the donation.

Repair: The community has an interest in ensuring that all park elements remain in good repair. In addition, the public has an interest in ensuring that the short and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated park elements must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism. If a donated element is vandalized, it is up to the City to determine the cost benefit to repair or replace the donated element.

Cost: The City has an interest in ensuring that the donor covers the full cost for the purchase, and installation of donated park elements. A separate fee schedule is maintained in which the City will detail costs for donations, installation, and on-going maintenance. The City also has an interest in ensuring that maintenance costs do not negatively impact the resources available for maintenance of other City park facilities. Consequently the City may assess, at the time of donation, a charge sufficient to cover anticipated on-going maintenance of donated park elements throughout its anticipated life expectancy.

CRITERIA FOR ACCEPTANCE

Park Plan: When applicable, the donation of a park element for a specific park facility should conform to the Master Plan for that park showing the available locations for park elements. If no plan exists, or if a plan exists but does not identify a particular park element proposed for donation, the City may accept the donation under certain conditions. Under this circumstance the donation must:

1. Meet a true need of the facility
2. Not interfere with the intended current or future use of the facility
3. Not require the relocation of other equipment or infrastructure to accommodate the donation.

In the opinion of the City, a facility may be determined to be fully developed and the opportunity for donations would not be available.

Donations shall include the true cost of donated items including staff time, labor, materials, and permits used in procurement and establishment of the donation, and a Life Cycle Care Fund for maintenance. If the donation does not include contribution toward Life Cycle Care Fund, it shall be understood that the City will assume the long-term costs of donated element, or element may be removed once meeting expected life cycle.

Notification: This criteria is a requirement for both existing (at the expiration of its life-cycle period) and new donations. It shall be the responsibility of the donor to provide the Recreation Department with a current address for purposes of notification regarding their donation. For the purposes of notification the City will send a certified letter to the donor, notifying the donor of changes related to the status of their donation (i.e. a need to remove, relocate, or comply with conditions set forth in this policy.)

Park Benches, Bicycle Racks, Picnic Table, and Drinking Fountains: Park benches, bicycle racks, picnic tables, drinking fountains, and playground equipment may be sited in locations approved by the City in accordance with an available site plan. Items donated must be of a product approved by the City, and these items become City property at time of purchase.

Trees: The size and species of tree or trees donated shall be limited to those determined by the City. Deciduous trees will be at least 2 inches in diameter (approximately 10 to 12 feet tall) and evergreen trees will be 5 to 6 feet in height. Due to concerns over maintenance and vandalism, plaques will not be included as part of the tree donation. Although we accept tree donations year round, trees will only be planted in the Spring or Fall to give the trees the best chance to survive. Trees will only be accepted for areas that have active irrigation systems in place.

Interpretive/Wayfinding Signs: Interpretive/wayfinding signs may be installed at sites that are appropriate for describing the history, geology, environment, and flora and fauna of a particular area and/or include wayfinding. Interpretive/wayfinding signs shall be of a size that is in keeping with the character of the site. All signs shall be of a design that meets ADA requirements for access to the disabled. Interpretive/wayfinding signs shall be designed in such a manner that is consistent with other signs on the site. All signs shall be constructed of materials that are of high quality, vandal resistant, and able to withstand harsh environmental conditions.

Other Donations: There may be other donations possible other than those expressly listed or contained within this policy. The City may accept those donations subject to a review by the Recreation and Parks Department/Citizen Long-range Improvement Committee (CLIC). Non-designated monetary memorial donations will be used to meet current needs of the Recreation and Parks Department as recommended by the Department Director.

Land, Building, Structures and Public Art: Donated land, buildings, structures (including playgrounds) and public art are subject to full review and approval by the Recreation and Parks Department/CLIC and are considered as part of this policy.

CONDITIONS

Installation: Installation of donated park elements, including the donor acknowledgement/memorial plaques, will be coordinated by City personnel (exception approved by City Council). The installation will be scheduled at a time and date as determined by the City so as not to unnecessarily interfere with routine park maintenance activities.

Removal and/or Relocation: This section applies to both existing and new donations. The City reserves the right to remove and/or relocate donated park elements and their associated donation acknowledgments/memorial plaques, when they interfere with site safety, maintenance or construction activities. In the event a donation must be permanently removed, the City will seek an alternative location consistent with this policy. If no such location can be found, the information contained on the memorial may be, at the donor's request, located on a memorial plaque set aside for this purpose at a designated location.

Donation Acknowledgements/Memorial Plaques: Donation acknowledgements and memorial plaques, on any items should be identified for the review and approval by the City, as per the Facility Naming Policy. Acknowledgements and plaques should be of high quality and not be a predominate feature on the item.

PROCEDURE FOR MAKING A DONATION

The City's Recreation and Parks Department office will manage all donations located on city property, with the assistance of the Parks and Facilities Operations Manager.

Application: The donor shall contact the Recreation office to determine whether a donation may be accepted based upon the criteria contained in this policy. If a donation can be accepted, the donor will complete an application form. Applications are available on the website, through the mail or in person at the Community Activity Center office. Completed applications and payment will be made to the Recreation and Parks Department for review and processing.

MAINTENANCE AND REPAIR

The long term care and maintenance of donated elements is important to both the donor and the City.

Life Cycle Care Fund: The establishment of the Life Cycle Care Fund ensures that the City will care for the donation for the estimated life of the donation, or until such time the City determines that the memorial donation must be removed and/or relocated for unforeseen circumstances. The establishment of a Life Cycle Care Fund applies to all donated park elements installed after the adoption of this policy.

The fund is established with the intent of providing a regular revenue source dedicated and sufficient to reasonably maintain future donations for the duration of their expected life cycle. The cost of a donation will include the cost of purchase, installation, administration, and the estimated cost of maintenance sufficiently based upon the expected life cycle for a donated item. The expected life cycle, routine maintenance and element costs are identified in a separate schedule. This schedule is maintained administratively and may be modified from time to time to ensure that sufficient resources are available to maintain donations.

Accordingly, the City will determine the level of maintenance required for the donated property based upon available budget funding and the type of care needed to reasonably maintain the donation.

At the end of the life-cycle term, the donor may choose to extend the life-cycle term by paying for the current value of a new donation and its associated maintenance cost. The city reserves the right to seek a new donor for the donation at the end of the established life cycle should the original donor choose not to renew the donation, or if the City has not been able to contact the original donor.

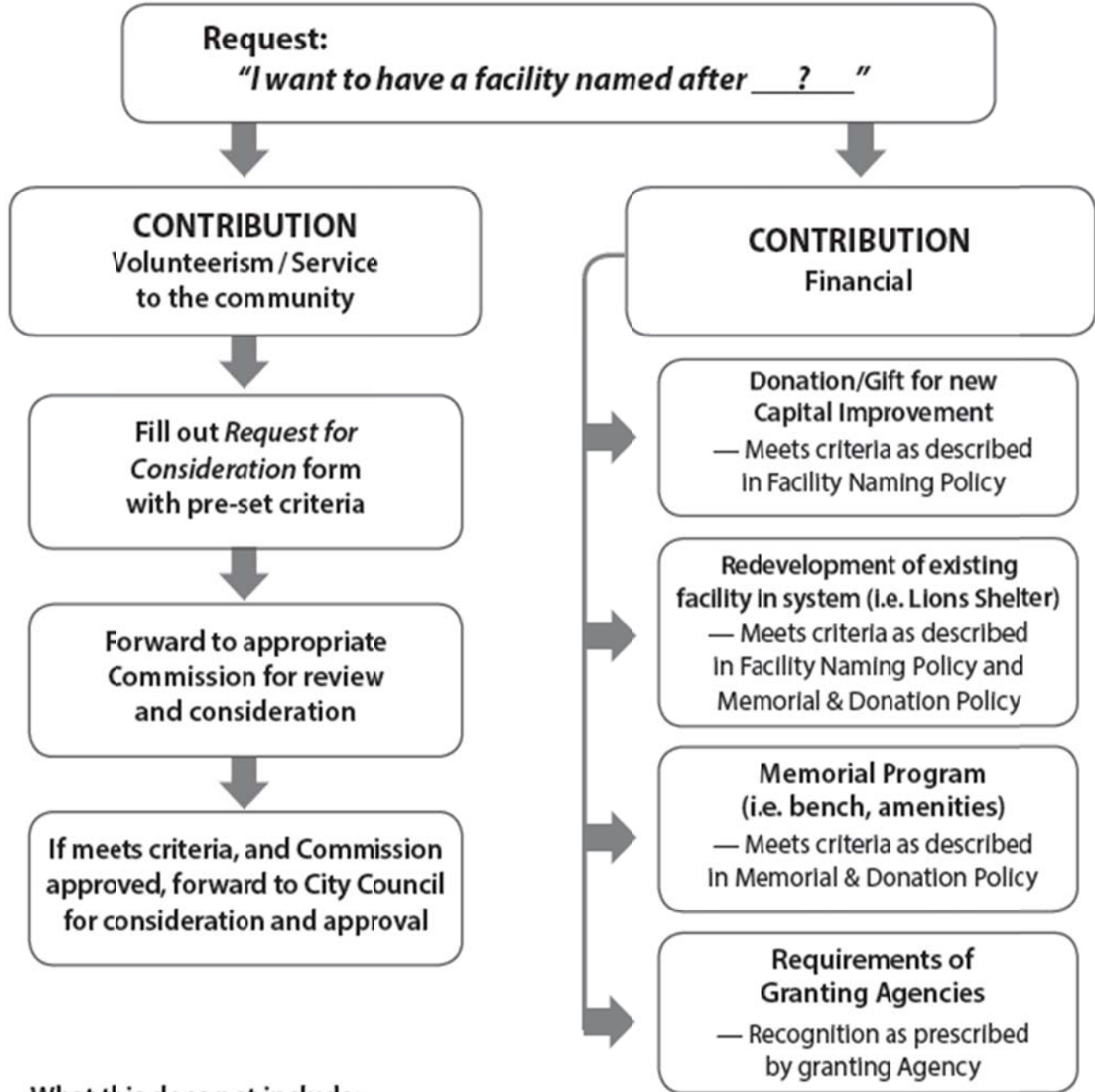
It is the City's interest to exclude certain donations from this policy. Donations with short life spans (5 years or less) are to be replaced and paid for by the donor at the time when the Recreation and Parks Department determines replacement is needed. This policy shall not apply to land or building donations.

Adopted and approved by the Brooklyn Park City Council on June 27, 2016.

Brooklyn Park

Facility Naming Policy

Request for Consideration — FLOW CHART



What this does not include:

— **Sponsorship Program**
Funds contributed toward
a specific program or
event (i.e. Tater Daze)

— **Scholarship Donation**
Name to scholarship
fund, but not facility

— **Advertising Program**
Temporary sign with
specific length of time
for posting

—Please reference Facility Naming Policy and Memorial & Donation Policy for acceptance criteria—

City of Brooklyn Park Request for Council Action

Agenda Item:	8.3	Meeting Date:	July 28, 2025
Agenda Section:	Discussion Items	Originating Department:	Administration Department
Resolution:	N/A	Prepared By:	Zach Kramka, Assistant to the City Manager
Ordinance:	N/A		
Attachments:	1	Presented By:	Jay Stroebel, City Manager Zach Kramka
Item:	Resident Survey		

City Manager's Proposed Action:

Receive presentation of the 2025 Resident Survey overview, timeline, and proposed new question topics.

Overview:

Every two years, the City hires an external research firm to perform a statistically valid survey of Brooklyn Park residents. The questions in the survey mainly cover resident perceptions of City services and amenities. This year, the survey will be taking place in September, with results shared later in the fall.

Staff will provide an overview of the survey as well as a timeline of the process. Several proposed survey topics related to potential policy or investment decisions will be shared for Council feedback. For reference, the 2023 survey results are attached.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues:

The Resident Survey costs \$34,000 to perform which has been incorporated into the 2025 Administration Department budget.

Attachments:

8.3A 2023 RESIDENT SURVEY RESULTS

8.3A 2023 RESIDENT SURVEY RESULTS

The Morris Leatherman Company
 3128 Dean Court
 Minneapolis, Minnesota 55416

CITY OF BROOKLYN PARK
 Residential Study
 FINAL SEPTEMBER 2023

Hello, I'm _____ of the Morris Leatherman Company, a nationwide polling firm located in the Twin Cities. We've been retained by the City of Brooklyn Park to speak with a random sample of Brooklyn Park residents about the community. This survey is being taken because the City Council and City Staff are interested in your opinions and suggestions about life in the community. All individual responses will be held strictly confidential; only summaries of the entire sample will be reported.
 (DO NOT PAUSE)

- | | |
|---|--|
| 1. Approximately, how many years have you lived in Brooklyn Park? | TWO YEARS OR LESS.....10%
THREE TO FIVE YEARS...19%
SIX TO TEN YEARS.....23%
11 TO 20 YEARS.....22%
21 TO 30 YEARS.....14%
OVER THIRTY YEARS.....12%
DON'T KNOW/REFUSED.....0% |
| 2. How would you rate the quality of life in this community -- excellent, good, only fair, or poor? | EXCELLENT.....18%
GOOD.....67%
ONLY FAIR.....13%
POOR.....2%
DON'T KNOW/REFUSED.....0% |
| 3. How often do you have contact with your neighbors -- daily, a few times a week, once a week, a few times a month, once a month, or less often? | DAILY.....11%
FEW TIMES A WEEK.....31%
ONCE A WEEK.....15%
FEW TIMES A MONTH.....22%
ONCE A MONTH.....6%
LESS OFTEN.....16%
DON'T KNOW/REFUSED.....0% |
| 4. Do you feel comfortable discussing neighborhood problems with your neighbors? | YES.....82%
NO.....12%
DON'T KNOW/REFUSED.....6% |

IF "NO," ASK: (n=95)

5. Why don't you feel comfortable discussing problems with your neighbors?

REFUSED, 2%; DON'T LISTEN, 4%; TOO DIFFERENT, 9%;
 MIND OWN BUSINESS, 4%; SOLVE PROBLEMS ON OWN, 14%;
 DON'T KNOW NEIGHBORS, 46%; LEADS TO FIGHTING, 4%; NOT FRIENDLY, 10%; LANGUAGE BARRIERS, 7%.

8.3A 2023 RESIDENT SURVEY RESULTS

6. In general, do you think the community is welcoming to residents of all backgrounds and identities? (WAIT FOR RESPONSE) Do you feel strongly that way?
- | | |
|-------------------------|-----|
| STRONGLY YES..... | 16% |
| YES..... | 75% |
| NO..... | 6% |
| STRONGLY NO..... | 0% |
| DON'T KNOW/REFUSED..... | 3% |

IF "NO" OR "STRONGLY NO," ASK: (N=53)

7. Why do you feel that way?

NEGATIVE TOWARDS PEOPLE OF COLOR, 15%; NEGATIVE TOWARDS WHITES, 15%; NEGATIVE TOWARDS IMMIGRANTS, 8%; NEGATIVE TOWARDS BLACKS, 19%; UNFRIENDLY PEOPLE, 34%; NEGATIVE TOWARDS LOW-INCOME, 9%.

Over the past few years....

8. How would you rate how you and members of your household are doing financially, mentally and physically -- excellent, good, only fair, or poor?
- | | |
|-------------------------|-----|
| EXCELLENT..... | 10% |
| GOOD..... | 63% |
| ONLY FAIR..... | 26% |
| POOR..... | 1% |
| DON'T KNOW/REFUSED..... | 0% |
9. What do you think is the most serious issue facing the community today?
- | | |
|--------------------------|-----|
| DON'T KNOW/REFUSED..... | 3% |
| NOTHING..... | 9% |
| CRIME..... | 23% |
| GANGS..... | 3% |
| TOO MUCH LOW-INCOME..... | 6% |
| HIGH TAXES..... | 13% |
| TOO MUCH GROWTH..... | 4% |
| JOBS/ECONOMY..... | 22% |
| HOME FORECLOSURES..... | 2% |
| SCHOOLS..... | 3% |
| DRUGS..... | 5% |
| SCATTERED..... | 7% |
10. What is the most serious issue facing you personally?
- | | |
|----------------------------|-----|
| UNSURE..... | 3% |
| NOTHING..... | 26% |
| COST OF LIVING..... | 29% |
| HEALTH..... | 10% |
| WORK/LIFE BALANCE..... | 2% |
| HIGH RENT/MORTGAGE..... | 3% |
| HIGH TAXES..... | 4% |
| FAMILY ISSUES..... | 2% |
| WORK ISSUES..... | 3% |
| FEAR OF CRIME..... | 4% |
| TRANSPORTATION ISSUES..... | 2% |
| SCATTERED..... | 12% |

8.3A 2023 RESIDENT SURVEY RESULTS

- | | | |
|-----|---|---|
| 11. | All in all, do you think things in Brooklyn Park are generally headed in the right direction, or do you feel things are off on the wrong track? | RIGHT DIRECTION.....76%
WRONG TRACK.....15%
DON'T KNOW/REFUSED.....9% |
| 12. | Would you recommend living in the City of Brooklyn Park to others? | YES.....80%
NO.....14%
DON'T KNOW/REFUSED.....6% |

The City has six major goals in the Brooklyn Park 2025 plan which was created through community input. For each of the following goal statements, please tell me if you rate the city as excellent, good, only fair, or poor in achieving the statements.

	STA	SMA	SMD	STD	DKR
13. Brooklyn Park is a united and welcoming community, strengthened by its diversity.	38%	50%	9%	2%	1%
14. Brooklyn Park is a unique destination with beautiful spaces and quality infrastructure.	50%	40%	8%	2%	0%
15. Brooklyn Park has a balanced economic environment where businesses and residents can thrive.	35%	47%	16%	2%	0%
16. Brooklyn Park residents have what they need to feel healthy and safe.	33%	47%	14%	5%	1%
17. Brooklyn Park is working hard to increase racial and economic equity for residents throughout the city.	40%	47%	7%	2%	4%
18. Brooklyn Park city government is a leader in effectiveness and engaging the community.	30%	48%	16%	3%	3%

The City of Brooklyn Park has officially named neighborhoods across the city.

- | | | |
|-----|---|--|
| 19. | Are you aware of the name of your neighborhood? (IF "YES," ASK:) What is the name of your neighborhood? | DON'T KNOW/REFUSED.....8%
NO.....20%
NAMED NEIGHBORHOOD....72% |
|-----|---|--|

Moving on.....

For each of the following, please tell me whether the City is too tough, about right, or not tough enough in enforcing these city codes in your neighborhood.

8.3A 2023 RESIDENT SURVEY RESULTS

	TOO TOU	ABO RIG	NOT TOU	DK/ REF
20. Loud noise after 10pm?	8%	65%	26%	0%
21. Storing of garbage and recycling cans out of sight?	7%	74%	17%	1%
22. No parking on neighborhood streets from 2am to 5am during winter months and during snow emergencies?	16%	58%	25%	1%
23. Commercial vehicles and equipment stored outside in residential areas?	2%	78%	16%	4%
24. Vehicles that do not work?	3%	55%	38%	3%
25. Chipped and peeling paint on homes?	1%	72%	20%	7%
26. Storing of lawn mowers, tools and wood outside?	3%	77%	15%	5%
27. Long grass and weeds?	2%	66%	30%	2%
28. Junk and debris in yards?	2%	69%	27%	3%

Now, I would like to briefly re-read the list.

- 29. Please tell me which one, if any, of those code violations would you place as the top priority?
- 30. Of the remaining, which one would you rank as the second priority?
- 31. Is there any one code violation you are least concerned about? (IF "YES," ASK:) Which one?

	TOP	SEC	OPP
Loud noise after 10pm.....	24%	6%	10%
Storing of garbage and recycling cans.....	8%	5%	23%
No parking 2am to 5am during winter months and during snow emergencies.....	16%	9%	13%
Commercial vehicles and equipment stored outside in residential areas.....	7%	6%	5%
Vehicles that do not work.....	10%	23%	4%
Chipped and peeling paint on homes....	4%	10%	5%
Storing of lawn mowers, tools and wood outside.....	2%	4%	6%
Long grass and weeds.....	15%	7%	11%
Junk and debris on yards.....	8%	18%	6%
NONE/DON'T KNOW/REFUSED.....	6%	13%	18%

8.3A 2023 RESIDENT SURVEY RESULTS

32. Would you support or oppose the City allowing up to four female chickens, but not roosters, in residential backyards with proper regulations, such as having a chicken coop? (WAIT FOR RESPONSE)
Do you feel strongly that way?

STRONGLY SUPPORT.....	10%
SUPPORT.....	58%
OPPOSE.....	17%
STRONGLY OPPOSE.....	5%
DON'T KNOW/REFUSED....	10%

IF "OPPOSE" OR "STRONGLY OPPOSE," ASK: (N=172)

33. Why do you oppose this?

NOISY, 21%; MESSY, 10%, BAD ODOR, 16%; CAN GET LOOSE, 4%; BELONG ON FARMS, 33%; DISEASES, 8%; ATTRACTS WILDLIFE, 4%; SCATTERED, 4%

Changing topics....

I am going to read you a list of some of the current services either directly or partially provided by the city. For each one, please tell me if you feel it is excellent, good, only fair, or poor. If you don't have an opinion, just say so....

	EXC	GOO	FAI	POO	DKR
34. Dependability of city sanitary sewer service?	25%	67%	8%	0%	1%
35. Dependability of city drinking water system?	17%	64%	18%	2%	0%
36. Building inspections and permits?	15%	60%	11%	1%	13%
37. Rental inspections?	19%	52%	12%	2%	15%
38. Neighborhood street lighting?	20%	55%	24%	1%	0%

For the next three city services, please consider only smaller streets. In particular, **DO NOT** consider State Highway 610, County Roads 81, 85th Avenue, Brooklyn Boulevard and Zane Avenue, as these are not maintained by the City of Brooklyn Park.

	EXC	GOO	FAI	POO	DKR
39. City street repair and maintenance?	11%	67%	20%	2%	0%
40. Snow plowing of city streets?	14%	63%	22%	1%	0%
41. Snow plowing of sidewalks and trails?	19%	53%	26%	1%	1%

Turning to city drinking water specifically....

8.3A 2023 RESIDENT SURVEY RESULTS

42. How would you rate the quality of drinking water -- excellent, good, only fair, or poor?

EXCELLENT.....	3%
GOOD.....	67%
ONLY FAIR.....	20%
POOR.....	10%
DON'T KNOW/REFUSED.....	0%

IF "ONLY FAIR" OR "POOR," ASK: (N=238)

43. Why did you rate the quality of drinking water as (only fair/poor)?

UNSURE, 1%; BAD ODOR, 11%; POOR TASTE, 58%; CLOUDY, 5%; HARD, 13%; STAINS, 6%; UNSAFE, 5%; SCATTERED, 2%.

Water softening is a process in which hardness causing minerals are removed from the water. This can be achieved through centralized softening by the City or by residents installing their own water softeners. Currently, the City does not have the equipment for softening water but does offer a water softener rebate program for residents purchasing a qualifying water softener for their home.

44. Do you support or oppose the addition of a softening process to the city water treatment facility? (WAIT FOR RESPONSE) Do you feel strongly that way?

STRONGLY SUPPORT.....	10%
SUPPORT.....	71%
OPPOSE.....	10%
STRONGLY OPPOSE.....	3%
DON'T KNOW/REFUSED.....	6%

IF "OPPOSE" OR "STRONGLY OPPOSE," ASK:

45. Would you still oppose if you would save money by not having to purchase a water softener or have to purchase salt and maintain your home water softener?

YES.....	55%
NO.....	40%
DON'T KNOW/REFUSED.....	5%

If the City of Brooklyn Park were to add a softening process to the water treatment facility, an increase in utility rates would be necessary.

8.3A 2023 RESIDENT SURVEY RESULTS

46. How much would you be willing to pay in additional utility bill charges to support the addition of a softening process to the city water treatment facility? Let's say, would you be willing to pay an additional \$___ every three months? (CHOOSE A RANDOM STARTING POINT; MOVE UP OR DOWN DEPENDING ON RESPONSE)

NOTHING.....	26%
\$20.00.....	40%
\$40.00.....	11%
\$60.00.....	4%
\$80.00.....	2%
\$100.00.....	0%
\$120.00.....	0%
OVER \$120.....	0%
DON'T KNOW/REFUSED....	18%

47. Do you use a home water softener?

YES.....	49%
NO.....	45%
DON'T KNOW/REFUSED....	6%

Changing topics.....

As you may know, the City of Brooklyn Park has been actively working to encourage development. When development projects are proposed....

48. Do you think residents have enough opportunities to provide input about proposed development?

YES.....	78%
NO.....	11%
DON'T KNOW/REFUSED....	11%

IF "NO," ASK: (N=88)

49. Why do you feel that way?

UNSURE, 2%; DON'T LISTEN, 39%; HAVE OWN AGENDA, 18%; DON'T KNOW HOW, 14%; LACK OF INFORMATION ON ISSUES, 13%; INFORMATION AFTER DECISIONS, 6%; UNCIVIL MEETINGS, 6%; DEVELOPERS HAVE CONTROL, 3%.

50. What types of new development do you think would provide the most benefit to current and future city residents?

DON'T KNOW/REFUSED....	12%
NO.....	14%
RETAIL.....	17%
RESTAURANTS.....	15%
INDUSTRIAL.....	9%
JOB PRODUCING.....	30%
SCATTERED.....	3%

Moving on....

51. Do you or members of your household use public transportation?

YES.....	29%
NO.....	71%
DON'T KNOW/REFUSED....	0%

IF "NO," ASK: (N=567)

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52. Why don't you use public transportation?	DON'T KNOW/REFUSED.....1%
	NEED CAR.....15%
	PREFER TO DRIVE.....53%
	NOT CONVENIENT.....14%
	NOT SAFE.....10%
	TAKES TOO LONG.....4%
	DOESN'T GO WHERE NEED..2%
	SCATTERED.....2%

Let's talk about park and recreation opportunities in Brooklyn Park....

For each facility or amenity, please tell me if you or members of your household use it. Then for each one you don't use, please tell me if you are aware of the facility in Brooklyn Park.

	USE	NO/ AWA	NO/ NOT	DK/ REF
53. City-owned parks?	80%	19%	1%	0%
54. Athletic complexes, such as Noble, Northwoods and Zane Sports Parks?	33%	60%	7%	0%
55. Brookland or Edinburgh USA golf courses?	36%	49%	15%	0%
56. The Community Activity Center, including the Ice Arena, gymnasiums and meeting and banquet rooms?	27%	60%	13%	1%
57. Historic Eidem Farm?	28%	52%	20%	0%
58. Disc golf course?	14%	59%	27%	1%
59. Environmental Nature Area or Brookdale dog parks?	32%	43%	25%	0%
60. Skate park?	8%	72%	19%	1%
61. Zanewood Recreation Center?	18%	72%	10%	0%
62. Brooklyn Park Sports Dome at Park Center High School?	14%	75%	11%	1%

When you consider park and recreation buildings, such as recreation centers and park shelters....

63. How would you rate maintenance and quality of park and recreation facilities in Brooklyn Park -- excellent, good, only fair, or poor?	EXCELLENT.....15%
	GOOD.....82%
	ONLY FAIR.....2%
	POOR.....0%
	DON'T KNOW/REFUSED.....1%

IF "ONLY FAIR" OR "POOR," ASK: (N=14)

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64. Could you tell me one or two reasons why you feel that way?

RUN DOWN, 29%; GRAFFITI/VANDALISM, 29%; LACK OF TRASH BINS, 21%; LACK OF RESTROOMS, 21%.

65. How satisfied are you with the condition and amount of sidewalks and trails in your neighborhood -- are you very satisfied, somewhat satisfied, not too satisfied, or not at all satisfied?

VERY SATISFIED.....	36%
SOMEWHAT SATISFIED....	55%
NOT TOO SATISFIED.....	8%
NOT AT ALL SATISFIED...	1%
DON'T KNOW/REFUSED.....	0%

66. Do you feel the current mix of recreational programs and facilities in the city sufficiently meets the needs of members of your household?

YES.....	92%
NO.....	4%
DON'T KNOW/REFUSED.....	5%

67. Are there any additional programs, facilities, or events you would like to see offered in the city? (IF "YES," ASK:) What programs, facilities or events would you like to see added?

UNSURE, 3%; NO, 80%; COMMUNITY EVENTS, 4%; SENIOR ACTIVITIES, 2%; FITNESS, 2%; TEEN CENTER, 2%; SCATTERED, 7%.

68. Are you aware of the City Recreation and Parks insert in the city newsletter "Park Pages"?

YES.....	75%
NO.....	25%
DON'T KNOW/REFUSED.....	0%

IF "YES," ASK: (N=601)

69. How would you evaluate its usefulness -- excellent, good, only fair, or poor?

EXCELLENT.....	23%
GOOD.....	74%
ONLY FAIR.....	3%
POOR.....	0%
DON'T KNOW/REFUSED.....	1%

IF "ONLY FAIR" OR "POOR," ASK: (N=17)

70. Why did you rate its usefulness as (only fair/poor)?

NOT USEFUL INFORMATION, 24%; LACK OF DETAILS, 35%; NOT CURRENT INFORMATION, 41%.

Moving on....

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71. Have you called 9-1-1 in the past twelve months? YES.....15%
 NO.....85%
 DON'T KNOW/REFUSED.....0%

IF "YES," ASK: (N=116)

72. Were you calling for help with an issue that you or someone close to you was directly experiencing? YES.....74%
 NO.....26%
 DON'T KNOW/REFUSED.....0%

73. How satisfied were you by the interaction with the 911 call center -- were you very satisfied, somewhat satisfied, somewhat dissatisfied, or very dissatisfied? VERY SATISFIED.....65%
 SOMEWHAT SATISFIED...30%
 SOMEWHAT DISSATISFIED..3%
 VERY DISSATISFIED.....2%
 DON'T KNOW/REFUSED.....0%

74. How satisfied were you with the people and resources that responded to your call - were you very satisfied, somewhat satisfied, somewhat dissatisfied, or very dissatisfied? VERY SATISFIED.....72%
 SOMEWHAT SATISFIED....20%
 SOMEWHAT DISSATISFIED..7%
 VERY DISSATISFIED.....2%
 DON'T KNOW/REFUSED.....0%

As I read the following statements about police services in Brooklyn Park, please answer "yes" or "no." (READ LIST)

	YES	NO	DKR
75. I have an overall feeling of safety in Brooklyn Park.	85%	13%	2%
76. I would feel safe being out and about in my neighborhood alone at night.	70%	24%	6%

IF "NO" IN QUESTION #76, ASK: (N=191)

77. Why do you feel that way?

RISING CRIME, 48%; LACK OF STREET LIGHTS, 11%;
 LOITERING YOUTH, 2%; GANGS, 12%; ISOLATED, 3%;
 AGE/HEALTH/MOBILITY, 16%; LACK OF POLICE PATROLS, 2%;
 NOT SAFE ANYWHERE, 3%; HOMELESS PEOPLE, 2%; SCATTERED,
 2%.

78. Do you and members of your household feel safe using city parks and trails? YES.....90%
 NO.....6%
 DON'T KNOW/REFUSED.....4%

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IF "NO," ASK: (N=49)

79. Is there a specific park or trail you are concerned about?

UNSURE, 4%; NO, 43%; ALL PARKS, 29%; SHINGLE CREEK TRAIL, 4%; RIVER PARK, 6%; CENTRAL PARK, 6%; BROOK OAKS PARK, 4%; SCATTERED, 4%.

80. Why don't you feel safe?

UNSURE, 4%; RISING CRIME, 21%; LOITERING YOUTH, 19%; GANGS, 16%; LACK OF SIDEWALKS, 4%; ISOLATED, 16%; AGE/HEALTH/MOBILITY, 8%; LACK OF POLICE PATROLS, 8%; SCATTERED, 4%

81. Do you feel that crime in Brooklyn Park has increased, decreased, or remained about the same during the past few years?

INCREASED.....	41%
DECREASED.....	9%
REMAINED THE SAME.....	38%
DON'T KNOW/REFUSED....	12%

82. Where do you believe your perception of crime in Brooklyn Park comes from? (READ LIST)

PERSONAL EXPERIENCE.....11%
 NEIGHBORS, FRIENDS, FAMILY OR OTHER RESIDENTS.....36%
 SOCIAL MEDIA.....16%
 PRINT MEDIA, SUCH AS NEWSPAPERS.....10%
 TELEVISION NEWS.....24%
 TIP 411 ALERTS.....2%
 ELSE: ON-LINE CRIME STATISTICS.....1%
 DON'T KNOW/REFUSED.....1%

83. Have you been a victim of crime in the City of Brooklyn Park during the past two years?

YES.....	9%
NO.....	91%
DON'T KNOW/REFUSED....	0%

84. What do you consider to be the greatest public safety concern in Brooklyn Park?

UNSURE, 8%; RISING CRIME, 11%; GUNS/SHOOTINGS, 9%; GANGS, 6%; CARJACKINGS, 4%; ROBBERY/MUGGINGS, 5%; RETAIL THEFT, 2%; DANGEROUS/RECKLESS DRIVING, 19%; DRUGS, 11%; AUTO THEFT, 2%; NOT ENOUGH POLICE, 3%; VANDALISM, 3%; PROPERTY THEFT, 3%; YOUTH CRIME, 4%; PEDESTRIAN SAFETY, 2%; SCATTERED, 8%.

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85. Overall, how would you rate the Brooklyn Park Police Department -- excellent, good, only fair, or poor?

EXCELLENT.....	14%
GOOD.....	75%
ONLY FAIR.....	7%
POOR.....	0%
DON'T KNOW/REFUSED.....	5%

IF "ONLY FAIR" OR "POOR," ASK: (N=53)

86. Why did you rate them as (only fair/poor)?

UNSURE, 4%; RUDE, 7%; RACIAL PROFILING, 6%; DON'T LISTEN, 7%; NOT ENOUGH PATROLLING, 28%; NOT TOUGH ENOUGH, 12%; POOR COMMUNITY RELATIONS, 23%; POOR TRAINING, 7%; FOCUS ON RICH AREAS, 6%.

87. Have you had an interaction with the Brooklyn Park police in the last two years?

YES.....	17%
NO.....	83%
DON'T KNOW/REFUSED.....	0%

IF "YES," ASK: (N=138)

88. What was the nature of the interaction?

REPORT A CRIME, 39%; TRAFFIC ACCIDENT, 12%; TRAFFIC STOP, 6%; NEIGHBORHOOD DISTURBANCE, 15%; MEDICAL ISSUE, 12%; REPORT SUSPICIOUS ACTIVITY, 3%; COMMUNITY EVENT, 4%; CRIME INVESTIGATION, 2%; SCATTERED, 7%.

89. How would you rate your interaction with the Brooklyn Park police -- excellent, good, only fair, or poor?

EXCELLENT.....	33%
GOOD.....	49%
ONLY FAIR.....	12%
POOR.....	7%
DON'T KNOW/REFUSED.....	0%

90. Overall, are you satisfied or dissatisfied with the Brooklyn Park Police Department's service?

SATISFIED.....	86%
DISSATISFIED.....	4%
BOTH (VOL.).....	5%
DON'T KNOW/REFUSED.....	5%

IF "DISSATISFIED," ASK: (N=28)

91. Why are you dissatisfied?

DON'T LISTEN, 7%; NEED MORE POLICE, 43%; RACIAL PROFILING, 25%; NOT TOUGH ENOUGH, 7%; DON'T CARE, 7%; POOR COMMUNITY RELATIONS, 11%.

The Brooklyn Park Fire Department has four core values. As I read the following descriptions, please tell me if it is very accurate,

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somewhat accurate, not too accurate, or not at all accurate.
(READ LIST)

	VRA	SMA	NTA	NAA	DKR
92. Service oriented?	49%	43%	3%	1%	5%
93. Excellence?	51%	33%	4%	2%	11%
94. Trustworthy?	49%	39%	2%	2%	9%
95. Professional?	57%	35%	2%	1%	6%

96. Have you or anyone in your household ever had an emergency which required the Brooklyn Park Fire Department to respond in the last two years?
 YES.....7%
 NO.....93%
 DON'T KNOW/REFUSED.....0%

IF "YES," ASK: (N=53)

97. Were you satisfied or dissatisfied with the Fire Department's service?
 SATISFIED.....100%
 DISSATISFIED.....0%
 BOTH (VOL.).....0%
 DON'T KNOW/REFUSED.....0%

IF "DISSATISFIED," ASK: (N=0)

98. Why were you dissatisfied?

NOT APPLICABLE.

99. Do you know how to perform CPR?
 YES.....65%
 NO.....35%
 DON'T KNOW/REFUSED.....0%

The City of Brooklyn Park has four fire stations across the city. There have been discussions about updating and improving them over the next few years. Currently, the City is considering updating the Central Fire Station which is projected to cost about \$25 million. The owner of a \$320,000 home would see a property tax increase of about \$4 per month.

100. Would you support or oppose the improvements to the Central Fire Station? (WAIT FOR RESPONSE) Do you feel strongly that way?
 STRONGLY SUPPORT.....14%
 SUPPORT.....67%
 OPPOSE.....6%
 STRONGLY OPPOSE.....3%
 DON'T KNOW/REFUSED.....10%

IF "OPPOSE" OR "STRONGLY OPPOSE," ASK: (N=76)

The current fire stations no longer adequately support the efficient delivery of services. They lack equitable restrooms and locker room spaces, proper space for training,

8.3A 2023 RESIDENT SURVEY RESULTS

and proper storage for modern equipment and vehicles. Updated facilities are also a critical recruitment and retention tool to maintain full staffing in the department and help minimize the health risks, especially cancer, to the city's firefighters.

101. Does this make you much more likely to support these improvements, somewhat more likely, or does it make no difference to you?	MUCH MORE LIKELY.....11% SOMEWHAT MORE LIKELY..20% NO DIFFERENCE.....70% DON'T KNOW/REFUSED.....0%
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Moving on, let's talk about city government in general.....

102. From what you have seen, heard, or experienced, how would you rate the job of the Brooklyn Park City Staff -- excellent, good, only fair, or poor?	EXCELLENT.....13% GOOD.....71% ONLY FAIR.....13% POOR.....1% DON'T KNOW/REFUSED.....2%
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103. Excluding the Police and Fire departments, have you had any contact with city staff during the past two years?	YES.....40% NO.....59% DON'T KNOW/REFUSED.....1%
---	--

IF "YES," ASK: (N=321)

104. On your last contact with the City, which service area did you contact - Water and Sewer, Department of Motor Vehicles, Utility billing, Assessor's Office, Planning/Zoning, Park Maintenance, Street Maintenance, Building Inspections, Engineering, Recycling, Recreation Services, General Information Desk, Environmental Health/Code Enforcement, Administration or City Council?	WATER AND SEWER.....1% DMV.....18% UTILITY BILLING.....30% ASSESSOR'S OFFICE.....2% PLANNING/ZONING.....7% PARK MAINTENANCE.....1% STREET MAINTENANCE.....3% BUILDING INSPECTIONS...3% ENGINEERING.....0% RECYCLING.....8% RECREATION SERVICES....5% GENERAL INFORMATION...16% ENVIRO HEALTH/CODE.....3% ADMINISTRATION.....1% CITY COUNCIL.....3% DON'T KNOW/REFUSED.....0%
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105. How would you rate the customer service you received -- excellent, good, only fair, or poor?	EXCELLENT.....23% GOOD.....57% ONLY FAIR.....11% POOR.....1% DON'T KNOW/REFUSED.....7%
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IF A RATING IS GIVEN, ASK: (N=298)

106. Why did you rate the customer service as (_____)?

UNSURE, 4%; SLOW RESPONSE, 4%; RUDE, 3%; NOT HELPFUL, 3%; FRIENDLY/POLITE, 26%; HELPFUL, 34%; FAST/EFFICIENT, 22%; SCATTERED, 4%.

107. When you consider the property taxes you pay and the quality of the city services you receive, would you rate the general value of city services as excellent, good, only fair, or poor?

EXCELLENT.....	5%
GOOD.....	69%
ONLY FAIR.....	19%
POOR.....	2%
DON'T KNOW/REFUSED.....	6%

108. Would you favor or oppose an increase in city property taxes if it were needed to maintain city services at their current level?

FAVOR.....	69%
OPPOSE.....	17%
DON'T KNOW/REFUSED....	15%

IF "FAVOR," ASK: (N=551)

109. How much would you be willing to pay in additional property taxes to maintain city services? How about \$_____ per month? (CHOOSE A RANDOM STARTING POINT; MOVE UP OR DOWN DEPENDING ON RESPONSE) How about \$_____ per month?

NOTHING.....	0%
\$4.00.....	44%
\$8.00.....	34%
\$12.00.....	14%
\$16.00.....	3%
\$20.00.....	1%
OVER \$20.00.....	0%
DON'T KNOW.....	3%
REFUSED.....	1%

IF "OPPOSE," ASK: (N=133)

110. What services would you be willing to see cut?

UNSURE, 11%; NONE/CUT WASTE, 34%; ADMINISTRATION, 9%; POLICE, 5%; PARK/TRAIL MAINTENANCE, 9%; RECREATION PROGRAMS, 9%; ROAD REPAIR, 2%; DRINKING WATER QUALITY, 2%; ACROSS THE BOARD, 3%; PLOWING, 4%; SCATTERED, 12%.

111. Would you be willing to pay higher property taxes to improve current city services or offer new city services? (IF "YES," ASK:) What services would those be?

UNSURE, 7%; NO, 73%; POLICE, 5%; DRINKING WATER QUALITY, 4%; SCATTERED, 11%.

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112. Compared to neighboring communities, do you feel property taxes in Brooklyn Park are very high, somewhat high, about average, somewhat low, or very low?

VERY HIGH.....	18%
SOMEWHAT HIGH.....	38%
ABOUT AVERAGE.....	32%
SOMEWHAT LOW.....	2%
VERY LOW.....	0%
DON'T KNOW/REFUSED....	11%

113. Do you think you have adequate opportunities to provide input and feedback about issues to the City of Brooklyn Park?

YES.....	84%
NO.....	8%
DON'T KNOW/REFUSED....	8%

IF "NO," ASK: (N=62)

114. Why do you feel that way?

DON'T LISTEN, 57%; LACK OF INFORMATION, 7%; OWN AGENDA, 7%; LACK OF OPPORTUNITIES, 7%; DON'T KNOW HOW, 10%; AGE/HEALTH, 3%; INFORMATION AFTER DECISIONS, 5%; WON'T ANSWER QUESTIONS, 5%.

115. From what you know, do you approve or disapprove of the job the City Council is doing? (WAIT FOR RESPONSE) And, do you feel strongly that way?

STRONGLY APPROVE.....	5%
APPROVE.....	79%
DISAPPROVE.....	8%
STRONGLY DISAPPROVE....	1%
DON'T KNOW/REFUSED....	7%

Turning to communications....

116. What is your main source of information about the City of Brooklyn Park?

DON'T KNOW/NOTHING.....	0%
CITY NEWSLETTER.....	22%
SUN POST/LOCAL NEWSPAPER.....	19%
STAR TRIBUNE.....	3%
CITY WEBSITE.....	17%
EMAIL.....	6%
CABLE TELEVISION.....	2%
WORD OF MOUTH.....	11%
MAILINGS.....	6%
SOCIAL MEDIA.....	12%
SCATTERED.....	2%

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117. How would you prefer to receive information about the City of Brooklyn Park?

DON'T KNOW/NOTHING.....	0%
CITY NEWSLETTER.....	25%
SUN POST/LOCAL NEWSPAPER.....	18%
STAR TRIBUNE.....	5%
CITY WEBSITE.....	16%
EMAIL.....	7%
WORD OF MOUTH.....	5%
MAILINGS.....	9%
SOCIAL MEDIA.....	13%
SCATTERED.....	2%

118. Do you recall receiving the City newsletter, titled "Park Pages," during the last six months?

YES.....	76%
NO.....	24%
DON'T KNOW/REFUSED.....	0%

IF "YES," ASK: (N=606)

119. Do you or any members of your household regularly read it?

YES.....	87%
NO.....	12%
DON'T KNOW/REFUSED.....	1%

120. Do you use social media to receive information from the City? (IF "YES," ASK:) Which social media source do you use most often to receive this information?

NO, 61%; FACEBOOK, 26%; TWITTER/X, 6%; NEXTDOOR, 2%; SCATTERED, 5%.

Now, just a few more questions for demographic purposes....

121. Do you reside in an apartment, townhouse or condominium, or a detached single family home?

APARTMENT.....	25%
TOWNHOUSE/CONDO.....	20%
SINGLE-FAMILY HOME....	55%
SOMETHING ELSE.....	1%
DON'T KNOW/REFUSED.....	0%

122. Do you own or rent your current residence?

OWN.....	65%
RENT.....	35%
DON'T KNOW/REFUSED.....	0%

123. What is your age, please?

18-24.....	10%
25-34.....	19%
35-44.....	21%
45-54.....	19%
55-64.....	19%
65 AND OVER.....	13%
REFUSED.....	0%

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I am going to read a list of races and ethnicities, please tell me if you identify as....

	YES	NO	DKR
124. African.	10%	90%	0%
125. Asian.	17%	83%	0%
126. African American or Black.	22%	78%	0%
127. Hispanic or Latino.	9%	91%	0%
128. Native American or American Indian.	1%	99%	0%
129. Native Hawaiian or other Pacific Islander.	1%	99%	0%
130. White.	42%	58%	0%
131. Another race or ethnicity.	2%	98%	0%
132. What is the primary language spoken in your home?	DON'T KNOW/REFUSED.....0% ENGLISH.....82% SPANISH.....6% VIETNAMESE.....2% SOMALI.....4% HMONG.....3% LIBERIAN ENGLISH.....2% SCATTERED.....2%		
133. Finally, thinking about your household finances, how would you describe your financial situation, would you say that --	STATEMENT A.....7% STATEMENT B.....41% STATEMENT C.....36% STATEMENT D.....16%		
A) Your monthly expenses are exceeding your income;	DON'T KNOW/REFUSED.....1%		
B) You are meeting your monthly expenses but are putting aside little or no savings;			
C) You are managing comfortably while putting some money aside;			
D) You are on track to meet long-term financial goals, such as mortgage payments, tuition costs and retirement plans?			
134. What is your gender identity?	MALE.....49% FEMALE.....50% NON-BINARY.....1%		
136. REGION OF CITY:	EAST/SOUTH.....15% CENTRAL/SOUTH.....14% WEST/SOUTH.....19% EAST/NORTH.....20% CENTRAL/NORTH.....23% WEST/NORTH.....9%		

City of Brooklyn Park Council Work Session

Meeting Date:	Monday, July 28, 2025	Originating Department:	Administration
Agenda Item:	10.1	Prepared By:	Dr. Angel Smith, Assistant City Manager
Agenda Section:	Work Session	Presented By:	Dr. Angel Smith, Assistant City Manager; John Nerge, GIS & Data Analysis Coordinator; Corey Day, LS2Group
Item:	Priority Setting Re-cap: Strategic Communication / Positive Image		

Summary:

Earlier this year, the Senior Management Team (SMT) and City Council participated in a retreat focused on aligning strategic priorities and identifying initiatives that could have the greatest impact on our community. As a result of that conversation, Councilmembers shared key projects and ideas they believe would move the city forward. Under the Inclusive & Engaged Community goal, one of the priorities identified was enhancing storytelling and education, specifically, finding new ways to showcase the voices and experiences of our residents, business owners, and other community members.

During our work session, we will take a deeper dive into that topic, by first providing an overview of our internal communication responsibility along with those of LS2Group, while exploring additional approaches and delivery methods to elevate these stories and better reflect the rich diversity of our city.