

REGULAR CITY COUNCIL MEETING – AGENDA #31

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
None.

II. STATUTORY BUSINESS AND/OR POLICY IMPLEMENTATION

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

4.1 Approve a Temporary On-Sale Liquor License for Palmer Lake VFW for their Fall Freedom Festival to be held on September 13, 2025, from 2pm to 9pm at 2817 Brookdale Drive N

4.2 Accept Minnesota Department of Public Safety Auto Theft Prevention Program Grant

A. RESOLUTION

B. FINANCIAL ANALYSIS/GRANT FUND AMENDMENT

C. AGREEMENT

4.3 Approve a Tobacco License for Family Dollar Inc. dba Family Dollar Store #26419, Located at 7638 Brooklyn Boulevard North, Brooklyn Park, MN 55443

4.4 Accept 2025-2026 Healthy Tree Canopy Grant from Hennepin County

A. RESOLUTION

4.5 Set a Public Hearing on August 25, 2025 to Consider Issuance of General Obligation Bonds through the Reverse Referendum Process for the Central Fire Station

A. PUBLIC HEARING NOTICE

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

7.1 Increase Fire Department Staffing

A. RESOLUTION

B. PRESENTATION

7.2 Recommendation for Operations and Maintenance Director

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 Legal Contract Discussion

8.2 Council Chambers Audio-Visual Replacement Discussion

IV. VERBAL REPORTS AND ANNOUNCEMENTS

9A. COUNCIL MEMBER REPORTS AND ANNOUNCEMENTS

9B. CITY MANAGER REPORTS AND ANNOUNCEMENTS

V. 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:	4.1	Meeting Date:	August 11, 2025
Agenda Section:	Consent	Originating Department:	Community Development Rental and Business Licensing
Resolution:	N/A	Prepared By:	Megan Bookey, Program Assistant III
Ordinance:	N/A		
Attachments:	N/A		
Item:	Approve a Temporary On-Sale Liquor License for Palmer Lake VFW for their Fall Freedom Festival to be held on September 13, 2025, from 2pm to 9pm at 2817 Brookdale Drive N		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO APPROVE A TEMPORARY ON-SALE LIQUOR LICENSE FOR PALMER LAKE VFW FOR THEIR FALL FREEDOM FESTIVAL TO BE HELD ON SEPTEMBER 13, 2025, FROM 2PM TO 9PM AT 2817 BROOKDALE DRIVE N

Overview:

Palmer Lake VFW is hosting their Fall Freedom Festival on September 13, 2025, at 2817 Brookdale Dr. N. The hours of the event are 2 p.m. to 9 p.m. in the parking lot. A special event permit application has been submitted and covers various aspects of the event to ensure that proper procedures are in place for the sale and consumption of alcohol on the premises.

The Community Development Department has approved the application and the Police Department has completed their investigation of the applicant. There are no known code violations at the property and staff recommend approval of the Temporary On-Sale Liquor license.

The license must be approved by the State of Minnesota Alcohol and Gambling Enforcement Division once the City of Brooklyn Park has approved the license.

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:	4.2	Meeting Date:	August 11, 2025
Agenda Section:	Consent	Originating Department:	Police
Resolution:	X	Prepared By:	Stephanie Heiberger, Police
Ordinance:	N/A		
Attachments:	3	Presented By:	Chief Mark Bruley
Item:	Accept Minnesota Department of Public Safety Auto Theft Prevention Program Grant		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-____ TO ACCEPT A MINNESOTA DEPARTMENT OF PUBLIC SAFETY AUTO THEFT PREVENTION PROGRAM GRANT

Overview:

The Police Department applied for and received an Auto Theft Prevention grant from the Minnesota Department of Public Safety. This award provides \$35,000 over two years in support of auto theft prevention efforts. The award will allow us to fund the lease of Flock cameras into 2027.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues:

By accepting these grant funds, it allows the Police Department to continue its auto theft prevention efforts utilizing current technology without increasing the general fund budget. For this award, \$17,500 is available for use in the city's fiscal year 2025. The remainder will be available for use in the city's fiscal year 2026.

Attachments:

- 4.2A RESOLUTION
- 4.2B FINANCIAL ANALYSIS/GRANT FUND AMENDMENT
- 4.2C AGREEMENT

RESOLUTION #2025-

RESOLUTION TO ACCEPT A MINNESOTA DEPARTMENT OF PUBLIC SAFETY
AUTO THEFT PREVENTION PROGRAM GRANT

WHEREAS, the police department applied for a grant from the Minnesota Department of Public Safety for auto theft prevention; and

WHEREAS, the grant award was in the amount of \$35,000 over two years; and

WHEREAS, the 2025 grant fund will need to be amended for this grant; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to accept a Minnesota Department of Public Safety Auto Theft Prevention Grant.

City of Brooklyn Park Financial Analysis



City Council Meeting Date: 8/11/2025

RFCA Title: Accept Minnesota Department of Public Safety Auto Theft Prevention Grant

Agenda Section/Number: 4.2

Fiscal Analysis/Explanation for Budget Amendment:

Brooklyn Park Police Dept was awarded and has accepted a \$35,000 grant from MN DPS for Auto Theft Prevention

Changes to the GENERAL LEDGER Budget

Financing Changes

<u>Fund</u>	<u>Revenue Classification</u>	<u>Description</u>	<u>Current Budget</u>	<u>Changes</u>	<u>Amended Budget</u>
203	State Grants	Auto Theft Prevention		\$17,500.00	
Total				\$17,500.00	

Spending Changes

<u>Fund</u>	<u>Expense Classification</u>	<u>Description</u>	<u>Current Budget</u>	<u>Changes</u>	<u>Amended Budget</u>
203	Contractual Services	ALPR Equipment		\$17,500.00	
Total				\$17,500.00	



Grant Contract Agreement

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Minnesota Department of Public Safety (“State”) Bureau of Criminal Apprehension 1430 Maryland Avenue East St. Paul, MN 55106	Grant Program: Auto Theft Prevention Program Grant Contract Agreement No.: A-ATPP-2026/27-BRKPRKCI-008
Grantee: City of Brooklyn Park 5400 85 th Avenue North Brooklyn Park, MN 55443	Grant Contract Agreement Term: Effective Date: 07/01/25 Expiration Date: 06/30/27
Grantee’s Authorized Representative: Mark Bruley, Chief of Police 5400 85 th Avenue North Brooklyn Park, MN 55446 763-493-8222 Mark.bruley@brooklynpark.org	Grant Contract Agreement Amount: Original Agreement \$ 35,000.00 Matching Requirement \$ 0.00
State’s Authorized Representative: Chris Huhn, Assistant Special Agent in Charge 1430 Maryland Avenue East St. Paul, MN 55106 651-262-3164 chris.huhn@state.mn.us	Federal Funding: CFDA/ALN: FAIN: N/A State Funding: Minnesota Statute 65B.84 Special Conditions See Exhibit B

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: Per Minn. Stat. §16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn. Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved Auto Theft Prevention Program Application [“Application”] which is incorporated by reference into this grant contract agreement and on file with the State at 1430 Maryland Avenue East, St. Paul, MN 55106. The Grantee shall also comply with all requirements referenced in the Auto Theft Prevention Program Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the



Grant Contract Agreement

matching requirement will be met by the Grantee.

Payment: As stated in the Grantee’s Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No. A-ATPP-2026/27-BRKPRKCI-008 / 3000104441

Project No.(indicate N/A if not applicable): _____

2. GRANTEE

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

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State’s Authorized Representative

**Exhibit A**

Grantee's Budget (Brooklyn Park)

Budget: The Grantee's eligible costs include actual costs incurred invoiced as reimbursement per State requirements. These costs include labor/fringe, subcontractors, equipment, marketing, printing, materials, supplies, and travel (subject to the guidelines of the "Commissioner's Plan"). These costs are reflected in the following categories which align with the Tasks in Exhibit B.

Category	FY 2026	FY 2027	Total Amount
1. Personnel	\$ 0.00	\$ 0.00	\$ 0.00
2. Payroll Tax & Fringe	\$ 0.00	\$ 0.00	\$ 0.00
3. Contract Services	\$ 0.00	\$ 0.00	\$ 0.00
4. Travel	\$ 0.00	\$ 0.00	\$ 0.00
5. Training	\$ 0.00	\$ 0.00	\$ 0.00
6. Office Expense	\$ 0.00	\$ 0.00	\$ 0.00
7. Program Expenses	\$ 0.00	\$ 0.00	\$ 0.00
8. Equipment Over \$5,000 Per Unit	\$ 17,500.00	\$ 17,500.00	\$ 35,000.00
a. ALPR Equipment	\$17,500.00	\$17,500.00	
9. Other	\$ 0.00	\$ 0.00	\$ 0.00
Total Grant Award:	\$ 17,500.00	\$ 17,500.00	\$ 35,000.00

**Exhibit B****Grantee's Duties and Expectations**

The Grantee shall do all the things necessary to complete the following tasks according to the following schedule:

Task	Description	Completion Date
Task 1.	Consideration and Payment	
1.1	<p>Consideration. The State will pay for all services performed by the Grantee under this grant contract as follows:</p> <p>1.1.1 Compensation. The Grantee will be paid, upon reimbursement, an amount not to exceed:</p> <p>1.1.1.1 \$17,500.00 available for fiscal year 2026</p> <p>1.1.1.2 \$17,500.00 available for fiscal year 2027</p> <p>of actual eligible costs incurred in the performance of the Grantee's duties according to the breakdown of costs contained in the grant budget (Exhibit A), which is attached and incorporated into this grant contract.</p> <p>1.1.2 Total Obligation. The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed \$35,000.00.</p>	Ongoing
1.2	<p>Line-Item Changes. Expenditures specified in Exhibit A may not be moved from one line-item to another unless in accordance with the requirements listed below:</p> <p>1.2.1 Any changes to the line-item budget must advance the purpose of the Automobile Theft Prevention Grant Program and must remain within the total dollar amount available for each fiscal year.</p> <p>1.2.2 Any fund transfers must be approved in advance in writing by the State's Authorized Representative and will not be effective until an amendment to this Agreement has been executed.</p>	
1.3	<p>Invoices. The state will reimburse the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Amounts submitted on each invoice must reflect goods ordered and services rendered during the specific invoice period for each invoice. The final invoice pertaining to each state fiscal year of this grant contract must be received by the close of business on July 25th following the end of the fiscal year.</p>	
Task 2.	Equipment	
2.1.	Purchase orders for equipment authorized to be purchased with grant funds will be made within 30 days of the start of the State's Fiscal Year, unless approved by the Auto Theft Prevention Program Grant Manager.	7/30/2025 & 7/30/2026
2.2.	Equipment purchased will be installed and operational by the end of the calendar year, unless approved by the Auto Theft Prevention Program Grant Manager.	
2.3.	The use of equipment will be documented on the grantee's quarterly narrative report.	12/31/2025 & 12/31/2026
2.4.	An evaluation of the equipment will be completed in quarterly reports and the final report.	
2.5.	An inventory of equipment purchased with grant funds shall be submitted and updated if/when	



Grant Contract Agreement

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Task	Description	Completion Date
	equipment inventory changes. 2.6. Approval is required for equipment not specified in Exhibit A. 2.7. Approval is required for the disposal of capital equipment at any time during the term of the grant, and for 5 years from the date of purchase of the equipment or before the equipment has a value of less than \$5,000.00, whichever comes first.	Ongoing
Task 3.	Meetings 3.1. The agency will send a representative to intelligence meetings/trainings organized by the State.	Periodically
Task 4.	Overtime 4.1. Employee receiving overtime under the grant will complete a report indicating: name, date, hours worked, case number or detailed description, general description of work, number of arrests, vehicles recovered, search warrants executed (if any), and overtime rate.	Ongoing
Task 5.	Training 5.1. Staff attending training with grant funds shall be approved by the Auto Theft Prevention Program Grant Manager. 5.2. Staff shall submit an evaluation of the training with the next quarterly report.	Ongoing
Task 6.	Reporting/Invoicing 6.1. Conduct conferences as needed with the Auto Theft Prevention Program Grant Manager to apprise him/her on progress accomplishments and issues encountered. 6.2. Schedule project update meetings as necessary to inform the Auto Theft Prevention Program Grant Manager of deviations to the project schedule, the need to modify the scope of the project or at the request of the Auto Theft Prevention Program Grant Manager to discuss any item related to the project's progress. 6.3. If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the Auto Theft Prevention Grant Manager, along with any other changes to personnel assigned to work on the grant. 6.4. On a monthly basis submit (by the 5 th of the month): 6.4.1 Grantee shall provide a list of the vehicles reported stolen to the grantee agency. The list shall include, but not limited to, case number, date, time, address of incident, all vehicle information, manner taken, and arrest numbers (adult/juv). (Template provided by the State) 6.4.2 Grantee shall provide a list of the vehicles recovered by the grantee agency. The list shall include, but not limited to, case number, date, time, address of incident, all vehicle information, recovery indicators, and arrest numbers (adult/juv). (Template provided by the State) 6.4.3 The state may modify or change all reporting forms at its discretion during the grant period. 6.5. On a quarterly basis submit (within 30 days following the end of the quarter): 6.5.1 Invoices and supporting documentation to the State for the preceding quarter's work completed within the project scope; and 6.5.2 A narrative report (template provided by the State) documenting grantee's progress, challenges and suggestions. 6.5.3 The state may modify or change all reporting forms at its discretion during the grant period.	Ongoing

City of Brooklyn Park Request for Council Action

Agenda Item:	4.3	Meeting Date:	August 11, 2025
Agenda Section:	Consent	Originating Department:	Community Development
Resolution:	N/A	Prepared By:	Megan Bookey, Program Assistant III
Ordinance:	N/A		
Attachments:	N/A	Presented By:	Keith Jullie, Rental and Business Licensing Manager
Item:	Approve a Tobacco License for Family Dollar Inc. dba Family Dollar Store #26419, Located at 7638 Brooklyn Boulevard North, Brooklyn Park, MN 55443		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO APPROVE A TOBACCO LICENSE FOR FAMILY DOLLAR INC. DBA FAMILY DOLLAR STORE #26419, LOCATED AT 7638 BROOKLYN BOULEVARD NORTH, BROOKLYN PARK, MN 55443

Overview:

This is an existing business with a new tobacco license being issued to Family Dollar Inc. dba Family Dollar Store #26419, located at 7638 Brooklyn Boulevard North in Brooklyn Park, MN.

The police department has completed their investigation of the owners. There are currently no known code violations at the property and staff recommends approval of their tobacco license.

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:	4.4	Meeting Date:	August 11, 2025
Agenda Section:	Consent	Originating Department:	Operations and Maintenance
Resolution:	X	Prepared By:	Greg Hoag, Park and Building Maintenance Manager
Ordinance:	N/A		
Attachments:	1	Presented By:	Greg Hoag, Park and Building Maintenance Manager
Item:	Accept 2025-2026 Healthy Tree Canopy Grant from Hennepin County		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-____ TO ACCEPT A GRANT FROM HENNEPIN COUNTY FOR THE 2025-2026 HEALTHY TREE CANOPY GRANT PROGRAM, AND AUTHORIZE THE CITY MANAGER TO ENTER INTO AN AGREEMENT.

Overview:

Emerald ash borer (EAB) is a non-native insect that infests and kills ash trees. EAB was first discovered in Brooklyn Park in August 2017. The cost to remove and replace all public ash trees in Brooklyn Park is estimated to be \$5 to \$6 million.

In February 2025, Hennepin County opened a Healthy Tree Canopy Grant Solicitation process. The goals of the grant are to assist communities in managing ash trees for EAB. Staff applied for funds through this solicitation process in March. Recently, Hennepin County notified staff of a grant award of \$50,000 to Brooklyn Park.

Primary Issues/Alternatives to Consider:

Operations and Maintenance staff recommend acceptance of the grant as presented.

Budgetary/Fiscal Issues:

This grant has a 25 percent match requirement. The Grant award is \$50,000, with a city match of \$12,500. Matching funds will be available in the 2025 and 2026 forestry expenses from both the EAB Capital Fund and the Park Maintenance Forestry General Fund budget. The work for this grant will take place in 2025 and 2026. The 2025 grant fund budget will be amended as needed to include the \$50,000.

Attachments:

4.4A RESOLUTION

RESOLUTION #2025-

RESOLUTION TO ACCEPT A GRANT FROM HENNEPIN COUNTY
FOR THE 2025-2026 HEALTHY TREE CANOPY GRANT PROGRAM, AND AUTHORIZE
THE CITY MANAGER TO ENTER INTO AN AGREEMENT

WHEREAS, in February 2025, Hennepin County opened a grant solicitation for the 2025-2026 Healthy Tree Canopy Grant Program; and

WHEREAS, Operations and Maintenance staff submitted an application for \$50,000 from this grant program; and

WHEREAS, in August 2025, Hennepin County awarded Brooklyn Park a \$50,000 grant; and

WHEREAS, the grant requires a 25 percent match, which is \$12,500; and

WHEREAS, the City of Brooklyn Park will amend the 2025 grant fund budget for this grant; and

WHEREAS, the City of Brooklyn Park must formally accept the grant award from Hennepin County.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to accept the Grant of \$50,000 from Hennepin County, and will fund the city's required match through the EAB Capital Improvement Fund and the Park Maintenance Forestry General Fund budgets, and authorize the City Manager to enter into an Agreement with Hennepin County for the 2025-2026 Healthy Tree Canopy Grant Program.

Changes to the GENERAL LEDGER Budget					
Financing Changes					
Fund	Revenue Classification	Description	Current Budget	Changes	Amended Budget
203	State Grants	Healthy Tree Canopy	\$ 220,000.00	\$ 50,000.00	\$ 270,000.00
			\$ -	\$ -	\$ -
					\$ -
					\$ -
					\$ -
		Total	\$ 220,000.00	\$ 50,000.00	\$ 270,000.00
Spending Changes					
Fund	Expense Classification	Description	Current Budget	Changes	Amended Budget
203	Contractual Services	Healthy Tree Canopy	\$ 129,150.00	\$ 50,000.00	\$ 179,150.00
			\$ -	\$ -	\$ -
					\$ -
					\$ -
					\$ -
		Total	\$ 129,150.00	\$ 50,000.00	\$ 179,150.00

City of Brooklyn Park Request for Council Action

Agenda Item:	4.5	Meeting Date:	August 11, 2025
Agenda Section:	Consent	Originating Department:	Finance
Resolution:	N/A	Prepared By:	LaTonia Green, CFO/Finance Director
Ordinance:	N/A		
Attachments:	1	Presented By:	LaTonia Green, CFO/Finance Director
Item:	Set a Public Hearing on August 25, 2025 to Consider Issuance of General Obligation Bonds through the Reverse Referendum Process for the Central Fire Station		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO SET A PUBLIC HEARING ON AUGUST 25, 2025 AT 6 PM FOR THE CITY'S INTENT TO ISSUE UP TO \$49 MILLION IN GENERAL OBLIGATION BONDS FOR THE CONSTRUCTION AND ALL COSTS ASSOCIATED WITH THE CENTRAL FIRE STATION AND RELATED SITE IMPROVEMENTS, SUBJECT TO THE REVERSE REFERENDUM PROCESS.

Overview:

The City Council previously identified the need to replace the existing Central Fire Station to address operational deficiencies and meet long-term public safety needs. Staff is recommending the City initiate the process to issue up to \$49 million in general obligation bonds to finance the construction of a new Central Fire Station.

The goal is to not exceed the original fire station and site work budget of \$45 million. The final proposed costs won't be known until constructions bids have been received.

Under Minnesota Statutes, the City may issue bonds for certain capital improvements following a published notice and a 30-day reverse referendum period. If within this period a petition is filed by 5% of the voters from the last general election, the bond issuance would be subject to a public vote. If no petition is received, the City may proceed with the bond sale.

Primary Issues/Alternatives to Consider:

The City intends to use existing resources to the extent feasible but will require bond financing to fully fund the project. The total project cost is estimated to be up to \$49 million. Publishing the notice does not commit the City to issuing bonds but preserves the ability to move forward, pending the outcome of the reverse referendum process. Timing is important to meet construction schedules and secure favorable financing terms.

Budgetary/Fiscal Issues: N/A

Attachments:

4.5A PUBLIC HEARING NOTICE

NOTICE OF PUBLIC HEARING
City of Brooklyn Park, Minnesota

NOTICE IS HEREBY GIVEN that the Brooklyn Park City Council will hold a public hearing in the Council Chambers of City Hall located at 5200-85th Avenue North on Monday, August 25th, 2025 at 6:00 p.m. to consider the City's intent to issue up to \$49 million in general obligation bonds for the construction and all cost associated with the central fire station, subject to the reverse referendum process.

All persons are invited to attend. The City Clerk prior to the hearing will receive written comments.

DEVIN MONTERO, CITY CLERK

Published in the Brooklyn Park Sun Post on August XX, 2025.

City of Brooklyn Park Request for Council Action

Agenda Item:	7.1	Meeting Date:	August 11, 2025
Agenda Section:	Discussion Items/ General Action Items	Originating Department:	Fire Department
Resolution:	N/A	Prepared By:	Shawn Conway, Fire Chief
Ordinance:	N/A		
Attachments:	2	Presented By:	Shawn Conway, Fire Chief
Item:	Increase Fire Department Staffing		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2025 _____ RESOLUTION TO AUTHORIZE THE RECOMMENDATION OF THE IMMEDIATE HIRING OF FOUR FIREFIGHTERS AND INCREASING THE FIRE DEPARTMENT GENERAL FUND BUDGET AND DECREASING GENERAL FUND CONTINGENCY, FUND BALANCE, OR BUDGET YEAR SAVINGS.

Overview:

Seek approval for the immediate hiring of four firefighters to augment critical staffing levels based on long term and immediate staffing shortages.

Key Points:

1. Immediate addition of four full-time firefighters stabilizes core staffing, ensuring consistent shift coverage, predictable response readiness, and greatly reducing reliance on last-minute overtime fills.
2. Incorporating these positions into the base budget smooths premium-rate overtime costs, flattens end-of-period expenditure spikes, and enables accurate short-term forecasting of labor expenses.

Benefits:

1. Shortens unit response times > boosting capabilities and availability
2. Growth towards NFPA staffing compliance > enhance firefighter safety
3. Improved coverage and reliability during high call volumes periods
4. Supports mental wellness through reduced overtime and stable scheduling
5. Reduces costly backfill overtime by increasing regular staffing
6. Injury reduction and comp claims tied to fatigue and overwork

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues:

1. Increase appropriation up to \$224,000 in the 2025 operating budget accommodates four additional full-time firefighter positions, reflecting a modest investment recognized during the annual staffing review rather than an emergency measure.
2. Incorporating these positions into the base personnel line reduces reliance on premium-rate overtime, smoothing out previous cost spikes and yielding more predictable labor expenditures throughout the fiscal year.

Attachments:

- 7.1A RESOLUTION
- 7.1B PRESENTATION

RESOLUTION #2025-

RESOLUTION TO AUTHORIZE THE RECOMMENDATION OF THE IMMEDIATE HIRING OF FOUR FIREFIGHTERS AND INCREASING THE FIRE DEPARTMENT GENERAL FUND BUDGET AND DECREASING GENERAL FUND CONTINGENCY, FUND BALANCE, OR BUDGET YEAR SAVINGS

WHEREAS, an immediate addition of four full-time firefighters stabilizes core staffing, ensuring consistent shift coverage, predictable response readiness, and greatly reducing reliance on last-minute overtime fills; and

WHEREAS, incorporating these positions into the base budget smooths premium-rate overtime costs, flattens end-of-period expenditure spikes, and enables accurate short-term forecasting of labor expenses; and

WHEREAS, establishing a fixed staffing baseline provides the foundation for multi-year financial planning based on the increasing needs of the community—facilitating fiscal responsibility in line-item budgeting, strategic reserve management, and capacity growth alignment with our expanding community's needs; and

WHEREAS, increase the fire department general fund salaries and benefits budget by \$224,000; and decreasing the general fund fund balance, general fund contingency, or general fund 2025 budget year savings by \$224,000.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to accept the recommendation for the immediate hiring of four firefighters and authorize the staff increase the fire department general fund salaries and benefits budget by \$224,000; and decrease the general fund fund balance, general fund contingency, or 2025 general fund budget year saving

2025 Fire Department Staffing



Brooklyn Park Fire Department
Fire Administration
August 11th, 2025



Agenda

- Situation
- Background
- Assessment
- Recommendation



Our vision is to be a trusted, innovative fire department, driven by a skilled, diverse team committed to protecting and serving our community. We strive for excellence in every response, continuously adapting to the needs of an evolving population through innovation, collaboration, and professionalism. We lead in safety, resilience, and inclusivity, ensuring the well-being of each other and all we serve.

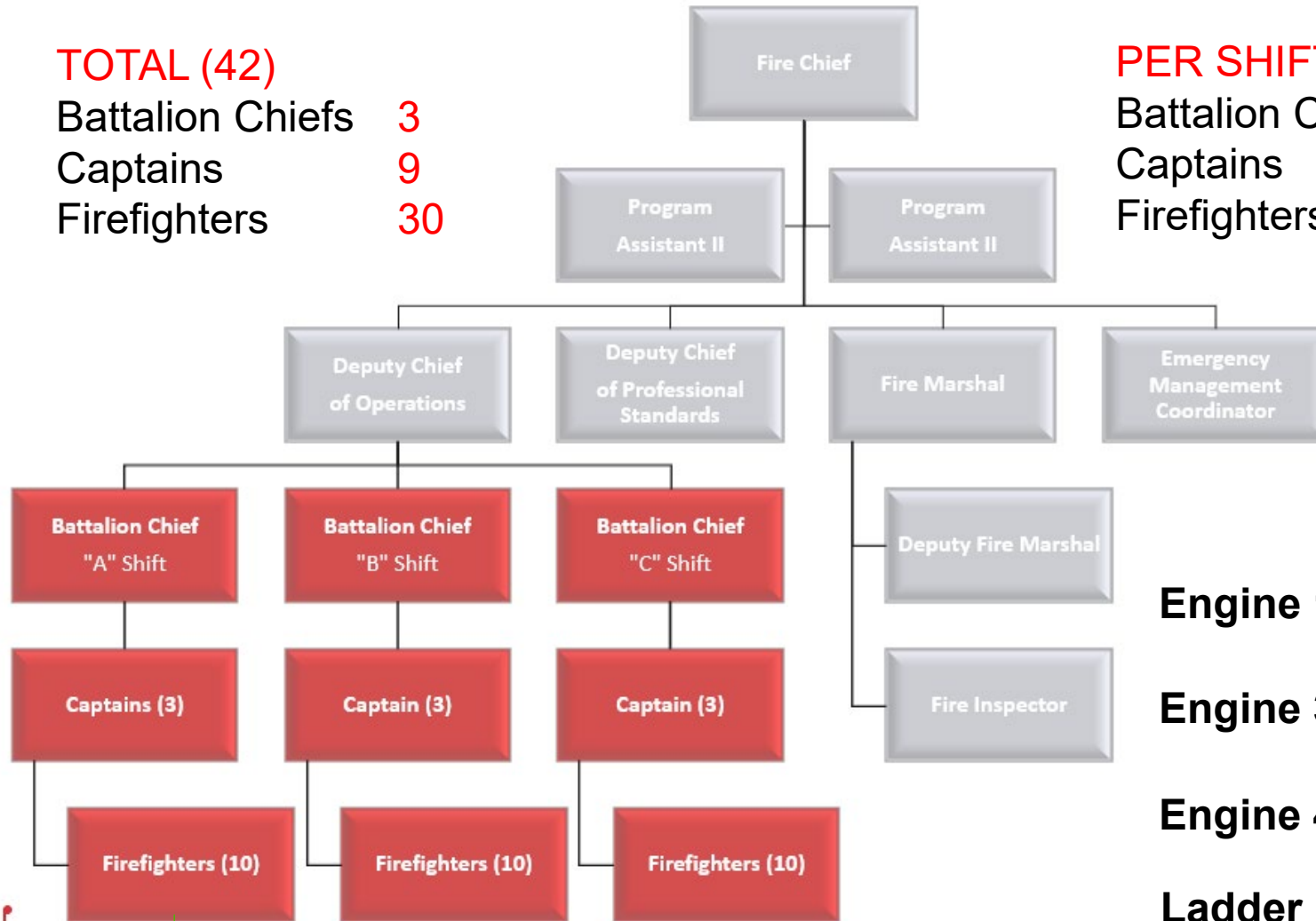
Current 24-Hour Shifts

TOTAL (42)

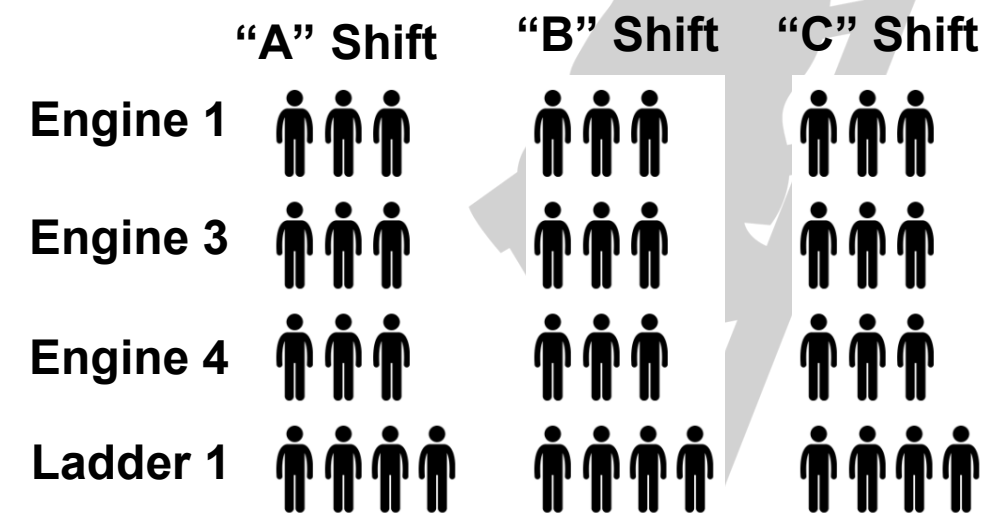
Battalion Chiefs 3
Captains 9
Firefighters 30

PER SHIFT (14)

Battalion Chief 1
Captains 3
Firefighters 10



*Note: Firefighters work 2,912 hours per year as their 24 hour schedule.

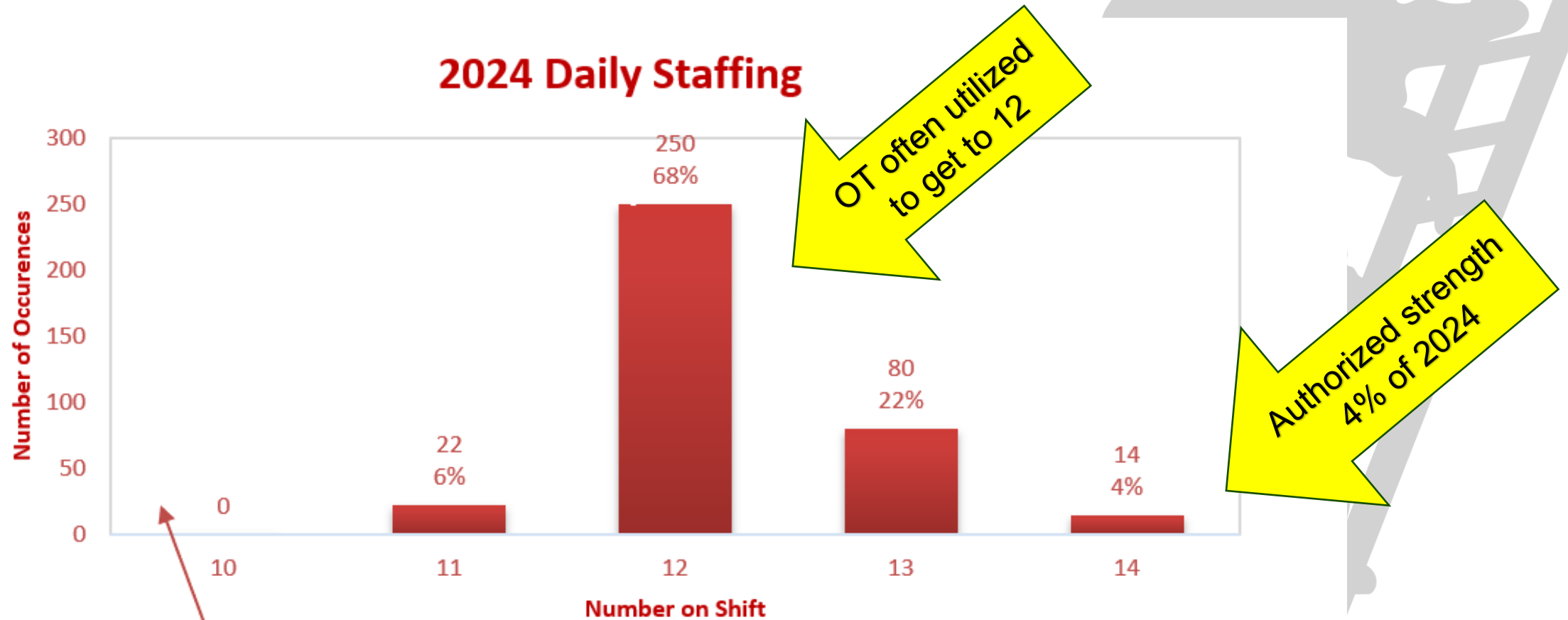


Situation: Staffing Operations

- Key challenges:
 - Staffing affects retention > injuries, sick leave, military leave, vacation
 - Engines frequently operate with only 2 firefighters
 - Engines fully (14) staffed 4% of the time in 2024
 - *Forced overtime regularly required to staff minimum crews at all 4 stations
- Operational Affects:
 - 2 person engines crews limit effective emergency response
 - Frequent risk of temporarily closing 1-2 fire stations
 - Results in slower response times, reduced capability/service, compromised safety

**Forced staffing is the exception in the fire service; this is not normal practice.*

Situation: Staffing Model 2024



2025 year to date staffing is averaging 9.8 responders per shift

Situation: Current Leaves

- Department staffing shortfalls in addition to unique employee leave vacancies (12 members unable to fill vacancies)

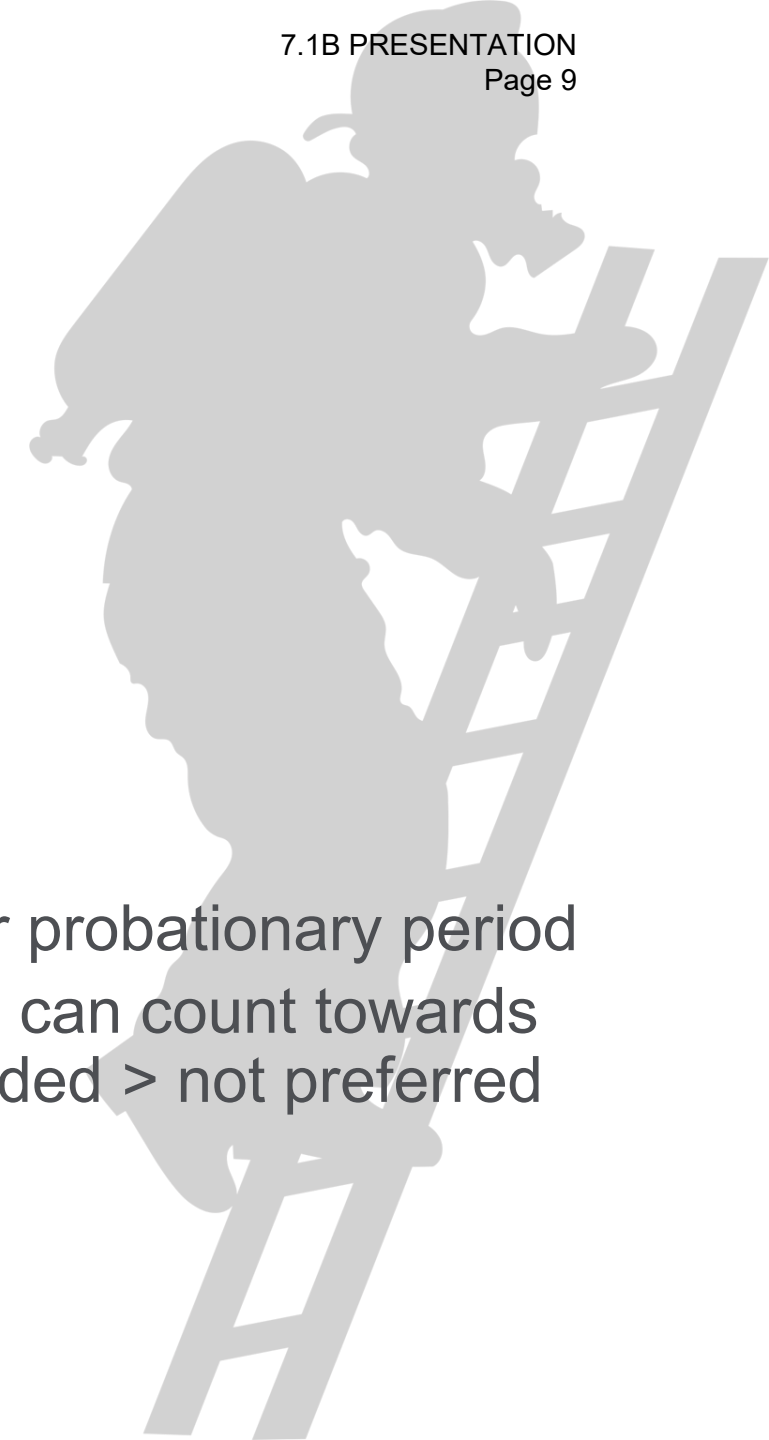
		Date Began	Estimated Return
1	Leave	1/1/25	November 2025
2	Probationary	1/22/25	August 2026
3	Leave	2/11/25	2027
4	Probationary	2/26/25	August 2026
5	Probationary	2/28/25	August 2026
6	Light Duty	3/15/25	Unknown
7	Leave	3/20/25	Unknown
8	Light Duty	4/7/25	Unknown
9	Leave	4/24/25	Unknown
10	Leave	6/15/25	Unknown
11	Leave	7/31/25	Currently short term
12	Leave	7/31/25	Currently short term



Assessment: Hiring and Onboarding Timeline

- Hiring:
 - 4 applicants immediately available for onboarding
 - Timeline: Appx. 60 days to first day of academy
- Onboarding:
 - Four-week orientation before placed on shift
 - Once scheduled – candidate placed with mentor for probationary period
 - Once competency demonstrated – new Firefighters can count towards staffing and work on a two-person company as needed > not preferred (timeline 9-12 months)

**Positive impact to schedule and overtime will take 9-12 months*



2025 Recommendation

- Immediate hiring of 4 Firefighters from current eligibility list
- Continue discussion for 2026 and 2027 staffing additions budget planning supporting incremental growth



Questions?



City of Brooklyn Park Request for Council Action

Agenda Item:	7.2	Meeting Date:	August 11, 2025
Agenda Section:	General Action Items	Originating Department:	Administration
Resolution:	N/A	Prepared By:	Jay Stroebel, City Manager
Ordinance:	N/A		
Attachments:	N/A	Presented By:	Jay Stroebel
Item:	Recommendation for Operations and Maintenance Director		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO APPROVE THE CITY MANAGER'S APPOINTMENT OF MARCUS CULVER AS OPERATIONS AND MAINTENANCE DEPARTMENT DIRECTOR WITH AN ANNUAL SALARY OF \$195,749 EFFECTIVE AUGUST 12, 2025.

Overview:

In June 2025, Brooklyn Park Operations and Maintenance Director Dan Ruiz resigned from his position with the city after over twenty years of service. Following a search to fill the position, eight applicants were invited for first round interviews. Four finalists were interviewed for second round interviews, which included three interview panels comprised of: 1) community leaders, the city manager, and Council Member Page; 2) staff from the operations and maintenance and Rec & Parks department; and 3) city department directors.

Following the selection process, Marcus Culver has been offered the Brooklyn Park Operations and Maintenance Director position pending Council approval, as required by City Charter.

Candidate Marcus Culver has a twenty plus year career in the public sector, predominantly in the areas of public works and city engineering. Notable professional experience to highlight includes:

- Brooklyn Park City Engineer since July 2024;
- Bolton and Menk Director of Smart Cities Initiative, 2022-2024
- Roseville Public Works Director 2015-2022, and City Engineer 2013-2015;
- Appointed to Metropolitan Area Water Supply Policy Advisory Committee July 2025
- President of the City Engineers Association of Minnesota 2017; and
- Awarded Young Transportation Engineer of the Year award in 2008

Mr. Culver graduated from the University of Minnesota with a bachelor's degree in civil engineering in 1995 and was part of the Hamline University APWA Public Works Leadership Academy, 2008-2009.

Upon approval, Mr. Culver will start as Brooklyn Park Operations and Maintenance Director effective August 12, 2025.

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:	8.1	Meeting Date:	August 11, 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:	N/A	Presented By:	Jay Stroebel, City Manager Mark Bruley, Police Chief
Item:	Legal Contract Discussion		

City Manager’s Proposed Action:

Receive presentation regarding the City’s contracted legal services and discuss next steps. Provide staff direction to negotiate new agreements for criminal, civil, and EDA legal services for 2026. In addition, provide guidance to staff on analyzing these services weighing the pros and cons of bringing some or all of these services in-house versus continuing to contract for these services.

Overview:

The City maintains contracts with two law firms to provide prosecutorial, civil, and EDA-related legal services. The City’s (prosecutorial and civil) current agreements were last negotiated with firms in December of 2021 after a robust proposal and interview process conducted by a selection committee. The contract for EDA legal matters was last ratified in August of 2024. All agreements last through the end of this calendar year.

The needs of the organization in this area have evolved since 2022, while costs of these contracts continue to rise. Because all the City’s legal services contracts are expiring at the same time, it offers a unique opportunity to explore alternative service delivery models. However, this analysis will take time to conduct in a thoughtful manner. By extending contracts for legal services to ensure service delivery through 2026, it would allow staff enough time to evaluate whether it would make sense to continue contracting for these services or shift toward hiring new staff to provide some or all these services in-house without compromising service levels.

Typical practice is for the City to conduct a Request for Proposal (RFP) process at the conclusion of each contract cycle. The City’s purchasing policy allows for the organization to enter into agreements for professional services outside of an RFP process in the event it is “determined appropriate for continuity, cost, quality, or time efficiencies.”

Primary Issues/Alternatives to Consider:

Staff are seeking input on the City’s approach to contracted legal services, and the value of doing an analysis on the long-term costs and benefits of having some or all of our legal services be brought in-house versus contracted.

Budgetary/Fiscal Issues:

Each firm is currently paid on retainer in addition to hourly billing once certain thresholds of hours are reached during each billing cycle. For EDA projects, hourly billing costs are typically passed through to developers, while the EDA covers retainer costs.

Any updated contract terms would be brought back to the City Council and EDA for consideration at a future meeting.

Attachments: N/A

City of Brooklyn Park Request for Council Action

Agenda Item:	8.2	Meeting Date:	August 11, 2025
Agenda Section:	Discussion Items	Originating Department:	Finance
Resolution:	N/A	Prepared By:	Keith Ehrlichman, IT Manager
Ordinance:	N/A		
Attachments:	N/A	Presented By:	Keith Ehrlichman
Item:	Council Chambers Audio-Visual Replacement Discussion		

City Manager's Proposed Action:

Present to Council and gather feedback on the proposed design for the replacement of the audio-visual equipment in the chambers

Overview:

The current audio-visual equipment in the chambers was installed in 2012 and has reached the end of its useful life. The City has hired Finepoint Technologies to design a new system that meets current technology requirements.

Primary Issues/Alternatives to Consider:

The current equipment has reached end of life and is experiencing increased technical issues. Parts are becoming hard to find and the equipment no longer meets current technology needs. Not replacing the equipment will eventually result in the inability to broadcast council meetings.

Budgetary/Fiscal Issues:

This project will be funded by the CCX Cable Grant Fund.

Attachments: N/A