

Monday, September 15, 2025

Immediately after the Special City Council Meeting at 6:00 P.M.

REGULAR EDA MEETING – AGENDA #11

President Hollies Winston, Vice President Nichole Klonowski, Treasurer Shelle Page,
Commissioners Christian Eriksen, Amanda Xiong, Maria Tran, and Tony McGarvey
Executive Director Tim Gladhill, Assistant Executive Director Jay Stroebel and Secretary Seng Moua.

If you need these materials in an alternative format or reasonable accommodations for an EDA meeting, please provide a 72-hours' notice to Seng Moua by calling 763-493-8059 or emailing Seng.Moua@brooklynpark.org.

Si usted necesita esta información en español, llame al 763-424-8000 y solicite un intérprete.

Yog xav tau kev pab, hu 763-493-8059.

Our Vision: Brooklyn Park, a thriving community inspiring pride where opportunities exist for all.

Our Brooklyn Park 2025 Goals:

• A united and welcoming community, strengthened by our diversity • Beautiful spaces and quality infrastructure make Brooklyn Park a unique destination • A balanced economic environment that empowers businesses and people to thrive • People of all ages have what they need to feel healthy and safe • Partnerships that increase racial and economic equity empower residents and neighborhoods to prosper • Effective and engaging government recognized as a leader

I. ORGANIZATIONAL BUSINESS

1. CALL TO ORDER/ROLL CALL

2. APPROVAL OF AGENDA

II. PUBLIC INVOLVEMENT

3. PUBLIC COMMENT AND RESPONSE

Provides an opportunity for Brooklyn Park residents and business owners in Brooklyn Park to address the EDA on items which are not on the agenda. Public Comment will be limited to 15 minutes (*if no one is in attendance for Public Comment, the regular meeting may begin*), and it may not be used to make personal attacks, to air personality grievances, to make political endorsements or for political campaign purposes. Commissioners will not enter into a dialogue with members of the public. Questions from the EDA 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 hearing from members of the public for informational purposes only.

3A. RESPONSE TO PRIOR PUBLIC COMMENT

3B. PUBLIC COMMENT

3C. PUBLIC PRESENTATIONS

3D. PUBLIC ANNOUNCEMENTS

III. STATUTORY BUSINESS AND/OR POLICY IMPLEMENTATION

4. CONSENT

4.1 Consider Approving the EDA Regular Meeting Minutes

A. AUGUST 18, 2025, DRAFT REGULAR MEETING MINUTES

4.2 Consider Authorizing the Release of a Request for Proposal (RFP) for Small Business Center (SBC) Marketing Services

A. RESOLUTION

B. SBC MARKETING REQUEST FOR PROPOSAL DRAFT

4.3 Consider Authorizing the Submittal of a DEED Adult Support Services Grant Application and Executing all Required Agreements

A. RESOLUTION

- 4.4** Consider Authorizing the Submittal of a DEED Drive for 5 – Job Placement Services Grant Application

A. RESOLUTION

The following items relate to the EDA’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 Secretary. Staff will present each item, following in which audience input is invited. Discussion will then be closed to the public and directed to the EDA table for action.)

5. PUBLIC HEARINGS

6. GENERAL ACTION ITEMS

- 6.1** Consider Approving Special Benefit Tax Levies for the Purpose of Defraying the Costs Incurred by the Brooklyn Park Economic Development Authority for the Year 2026

A. RESOLUTION

- 6.2** Consider Directing Staff on Next Steps for Small Business Center Operations to be Brought Forward at a Future Meeting for Formal Consideration

- 6.3** Approve Second EDA Representative for BioTech Innovation District Steering Committee

IV. DISCUSSION – These items will be discussion items, but the EDA may act upon them during the meeting.

7. DISCUSSION ITEMS

- 7.1** EDA Status Update

A. 2025 RESTAURANT WEEK FLYER

B. BIOTECH INNOVATION DISTRICT UPDATE

- 7.2** Verbal Commissioner Reports and Announcements

The regular EDA Meeting will be recessed and reconvened in room A203 for the Closed Session Meeting.

V. CLOSE SESSION – The closed session will be recorded but not televised.

8. CLOSED SESSION

- 8.1** Close the Meeting Pursuant to Minnesota Statutes Section 13D.05 Subdivision 3(b) to Discuss Attorney Client Privileged Information Related to Threatened Litigation Pertaining to Duffy Development (Tessman Ridge Phase 2)

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 EDA on each agenda item in advance from city staff; and decisions are based on this information and past experiences. Items requiring excessive time may be continued to another meeting.

The Brooklyn Park Economic Development Authority’s agenda and packet is posted on the City’s website.

To access the agenda and packet, go to www.brooklynpark.org.

The next scheduled EDA meeting is Monday, October 20, 2025.

City of Brooklyn Park Request for EDA Action

Agenda Item:	4.1	Meeting Date:	August 18, 2025
Agenda Section:	Consent	Prepared By:	Seng Moua, EDA Secretary
Resolution:	N/A	Presented By:	Tim Gladhill, Executive Director
Attachments:	1		
Item:	Consider Approving the EDA Regular Meeting Minutes		

Executive Director's Proposed Action:

MOTION _____, SECOND _____, TO APPROVE THE AUGUST 18, 2025, EDA REGULAR MEETING MINUTES.

Overview: N/A

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

4.1A AUGUST 18, 2025, DRAFT REGULAR MEETING MINUTES

THE BROOKLYN PARK ECONOMIC DEVELOPMENT AUTHORITY
OF THE CITY OF BROOKLYN PARK
AUGUST 18, 2025 MEETING MINUTES

I. ORGANIZATIONAL BUSINESS:

1A. CALL TO ORDER: Acting President Klonowski at 6:10 p.m.

ROLL CALL PRESENT: Acting President Nichole Klonowski, Treasurer Shelle Page, and Commissioners Christian Eriksen, Amanda Cheng Xiong, and Maria Tran (remote attendee). Staff: Executive Director Tim Gladhill, EDA Secretary Seng Moua, EDA Attorney Joseph Sathe, and Economic Development and Housing Director Malcom Hicks.

ABSENT/EXCUSED: President Hollies Winston and Commissioner Tony McGarvey.

2. APPROVAL OF AGENDA

MOTION ERIKSEN, SECOND XIONG APPROVING THE AGENDA AS PRESENTED. UPON A ROLL CALL VOTE, THE MOTION PASSED UNANIMOUSLY.

III. PUBLIC INVOLVEMENT:

3. PUBLIC COMMENT AND RESPONSE:

3A. Response to Prior Public Comment: Executive Director Tim Gladhill commented that there were eight public comments at the last EDA meeting related to Mayor Winston's trip to Africa. Seven members supported the trip, and one person was opposed. That testimony is part of the public record from that meeting.

3B. Public Comment: None.

3C. Public Presentations: None.

3C.1 Brooklyn Park International: Japan Business Spotlight

Economic Development and Housing Director Malcom Hicks provided information on the Brooklyn Park International: Japan Business Spotlight initiative, playing a short video. He explained how the video highlights and spotlights the amenities of Brooklyn Park to international businesses, beginning with Japan.

Acting President Klonowski thanked staff for the video and asked how it would be used.

Economic Development and Housing Director Malcom Hicks stated that the video will be available with a longer shelf-life and would be a resource in attracting companies for the BioTech development.

Acting President Klonowski asked if the City is attempting to attract more Japanese-owned businesses.

Economic Development and Housing Director Malcom Hicks stated that the main purpose of the video is to highlight the diversity of Brooklyn Park and its desire to not only bring in international businesses, but that it is open to business as a whole.

Acting President Klonowski noted that there was a mentioned expansion of Takeda after the trip to Japan and asked for a status update on the expansion and expected job creation from the related expansion.

Economic Development and Housing Director Malcom Hicks replied that Takeda has been working on an expansion of its current campus. He did not have the related job creation numbers, but commented that he could wfollow up with that information.

3C.2 Business Recruitment and EDA Site Marketing

Executive Director Tim Gladhill stated that staff receive a number of inquiries related to how proactive the staff is in recruiting new businesses to Brooklyn Park. He provided information on business recruitment and retention, existing tools and processes, new/enhanced efforts and proactive marketing, pitch deck, and how to request business recruitment.

Commissioner Page asked for the number of follow-up meetings that occurred as a result of the two conference events that staff attended.

Executive Director Tim Gladhill commented that they easily obtained about six follow-up meetings as a result of those conferences. He stated that he would provide updated follow-up numbers after the fall MNCAR conference. He provided more detailed information on the work that staff have done directly with businesses as well as through brokers and in response to RFPs.

Commissioner Xiong asked if they are looking to bring other types of businesses into the BioTech area, such as retail and/or restaurants.

Executive Director Tim Gladhill stated that the MNCAR commercial listing is probably the best tool for that and provided additional information. He noted a conference that focuses on shopping and retail uses that they could explore.

Acting President Klonowski commented that she likes the proactive approach and asked if some of the sites are listed on COSTAR, which would allow all brokers to have access.

Executive Director Tim Gladhill commented that staff are working to get listings on that platform.

Acting President Klonowski asked if staff participate in ULI or other places, noting that MNCAR is very male-broker-centric.

Executive Director Tim Gladhill provided more information on the associations that economic and planning staff belong to, noting that they are seeing more appetite to explore more in ULI.

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Acting President Klonowski provided additional information on a *Real Estate Journal* summit, suggesting that perhaps Brooklyn Park could consider hosting that type of event.

Commissioner Eriksen commented that most universities have a technology commercialization office and asked if there is a professional society that would allow access to those start-up folks.

Executive Director Tim Gladhill stated that the Steering Committee will help to provide more definition, and there are organizations that assist with the start-ups; they could reach out as they continue to move forward.

3D. Public Announcements: None.

IV. STATUTORY BUSINESS AND/OR POLICY IMPLEMENTATION:

4. CONSENT:

- 4.1 Consider Approving EDA Meeting Minutes.
 - A. July 21, 2025 Draft Regular Meeting Minutes
- 4.2 Consider Approving the EDA Executive Director to Enter into an Agreement with A&M Construction for the Replacement and Relocation of the Northwinds Plaza Trash Enclosure
 - A. Resolution
 - B. Construction Bid from Roettger's
 - C. Construction Bid from Anderson CC
 - D. Construction Bid from A&M Construction
 - E. WJR Inc. Enclosure Construction Drawings
 - F. Enclosure Relocation Diagrams
 - G. 2025 Northwinds Plaza Needs Assessment
- 4.3 Consider Bolton and Menk Supplement Service Agreement for Professional Services for Brooklyn Boulevard Small Area Plan and the 2025 Hennepin County Planning Grant Program
 - A. Resolution
 - B. Bolten and Menk Supplemental Service Agreement
 - C. Brooklyn Boulevard Plan Scope
- 4.4 Consider Authorizing the Submittal of an Adult Career Pathways – Pathways to Prosperity Bridge to Career Pathways Grant Application
 - A. Resolution

MOTION ERIKSEN, SECOND XIONG TO APPROVE THE CONSENT AGENDA. UPON A ROLL CALL VOTE, THE MOTION PASSED UNANIMOUSLY.

5. PUBLIC HEARINGS:

5.1 None.

6. GENERAL ACTION ITEMS:

6.1 Approve BioTech Innovation District Steering Committee Structure

Executive Director Tim Gladhill stated that a majority of the Steering Committee will be appointed tonight and begin meeting the following week. He identified the project timeline and purpose of the Steering Committee,

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as well as information on commitment and expectations, selection process, and proposed members of the Steering Committee. He stated that staff suggests delaying the appointment of EDA members as President Winston is not present at the meeting tonight, noting that the appointment could be done at the next meeting.

Commissioner Eriksen referenced the schedule of meeting topics and asked if those meetings would be open to the public.

Executive Director Tim Gladhill replied that they had not anticipated that those would be open public meetings. He stated that they would need to be cautious of quorum if additional members of the EDA or Council wanted to attend. He stated that staff would be open to more discussions related to whether the meetings would be more open.

Commissioner Eriksen commented that he believes this would be an interesting opportunity for community members to observe and engage based on the discussion topic. He stated that perhaps recordings are available after the meeting or a report that members of the public could read, noting that would allow interested people to follow along.

Executive Director Tim Gladhill confirmed that there would be opportunities to make information available after the meetings.

Commissioner Page commented that this seems to be a big group with a lot of information. She asked if there would be quarterly reports to the EDA.

Executive Director Tim Gladhill confirmed that there would be reported monthly updates to the EDA. He stated that as they go through the first few meetings, they will be able to gauge how much they are able to accomplish and if adjustments need to be made.

Commissioner Page asked how the Steering Committee membership was developed.

Executive Director Tim Gladhill reported that the structure of the Steering Committee was based on the recommendation of the consultant. He stated that the EDA approved that structure at its last meeting.

Commissioner Page asked how the people who are proposed tonight were chosen.

Executive Director Tim Gladhill stated that staff reached out to the primary contact for the organizations within the structure, who either agreed to serve on the committee or made a recommendation of who could serve on the committee from their organization.

Commissioner Page asked if a member of the planning staff should also be a part of the meetings.

Executive Director Tim Gladhill confirmed that he, Economic Development and Housing Director Malcolm Hicks, and Planning Director Paul Mogush would be attending all meetings, even though they are not official members of the committee. He noted that the Workforce Development Director will also join in some of the meetings.

Acting President Klonowski asked if any developers or representatives from UEL would be involved in this process.

Executive Director Tim Gladhill confirmed that those groups would be involved in the process. He noted that a number of developers would receive the quarterly updates.

Acting President Klonowski commented that she would be interested in serving as one of the EDA members, recognizing that action would be delayed until September.

Commissioner Xiong asked if the EDA would continue to retain the authority for development, and the Steering Committee would assist with guidance.

Executive Director Tim Gladhill replied that the EDA would have the final authority of implementation and finances. He stated that land use and zoning would fall to the City Council and confirmed that the work of the Steering Committee would be advisory.

MOTION KLONOWSKI, SECOND XIONG, TO APPROVE THE OUTLINE FOR THE STEERING COMMITTEE AS PRESENTED WITH TWO EDA COMMISSIONERS, ONE OF WHOM IS NICHOLE KLONOWSKI. UPON A ROLL CALL VOTE, THE MOTION PASSED 4 AYES – 0 NAYS – 1 ABSTAIN (TRAN).

- 6.2 Approve the EDA Executive Director to Negotiate and Execute a Temporary Lease Agreement with The Watch Foundation for Limited, Short-Term Use of Northwinds Plaza for Food Storage and Distribution Events
- A. Resolution

Economic Development and Housing Director Malcolm Hicks provided an overview of the request from The Watch Foundation to provide one ton of free food to residents in need and noted that the Northwinds Plaza has been identified as a short-term location for storage and distribution. He provided information on the pilot event, which took place on July 16, 2025, and served 1,167 individuals from 26 cities. He noted a second event that was held with similar logistical issues. He stated that a third event is requested for August 19th, which would be allowed through administrative approval, and EDA approval is sought before allowing additional events. He highlighted some of the challenges that arose and noted that staff will meet with The Watch Foundation to address any operational issues and finalize the terms of the agreement.

Commissioner Page asked if the food storage occurs just for the day.

Economic Development and Housing Director Malcolm Hicks confirmed that is true, noting that The Watch has secured a refrigerated truck that is loaded with items and brought to the Northwinds Plaza site for distribution to residents.

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Commissioner Page thanked The Watch Foundation for its work. She asked for more information on the challenge related to waste and how that could be addressed through the lease.

Economic Development and Housing Director Malcolm Hicks replied that with the first event, there were some issues with waste management related to the amount of food distributed and related packaging. He stated that staff assisted in providing trash and recycling collection. He noted that the lease would provide the necessary connections with those companies to ensure proper waste management tools are secured to handle the waste generated from an event.

Acting President Klonowski asked about the process for lease extension and whether that would be considered by the EDA.

Economic Development and Housing Director Malcolm Hicks stated that there would be an option to extend the lease within the agreement. He stated that most likely the lease would not need to be extended as the organization is looking to secure a permanent location in the next few weeks.

Acting President Klonowski asked if the lease agreement states that nothing can permanently occupy that space, and whether trailers would be allowed to occupy space within the parking lot outside of the distribution event times.

Economic Development and Housing Director Malcolm Hicks replied that the lease agreement would detail what is allowed. He stated that there were no expectations for allowed storage overnight or for any period outside of the events.

Acting President Klonowski stated that she is excited that the organization is helping residents.

Commissioner Tran asked where the food for the events is sourced.

Economic Development and Housing Director Malcolm Hicks replied that he believes the organization sources food from Amazon, which has an excess of food and presents that to communities in need.

Commissioner Tran commented that there are farmers in Brooklyn Park and neighboring communities and asked why the City does not reach out to them to source cheaper food.

Economic Development and Housing Director Malcolm Hicks replied that the food utilized during the giveaway distribution is free of charge to the organization and the City. He commented that any cost that would come from partnering with local farmers would exceed the no-cost program of The Watch.

Commissioner Tran asked how staff ensure that residents are aware of the program.

Economic Development and Housing Director Malcolm Hicks replied that this is not a City-sponsored program, and therefore, the City does not

directly market the program. He stated that the organization has done a great job of marketing its events, which is evident by the number of people served.

Commissioner Tran asked if this would be for everyone or only low-income families.

Economic Development and Housing Director Malcolm Hicks replied that these events are open to the public and do not limit who can participate.

Executive Director Tim Gladhill stated that this is a pop-up with events every few weeks, as the organization is unsure of when Amazon will provide them with excess product. He stated that if they were to do this more regularly, there would be additional regulations from the Department of Agriculture. He noted that the use would eventually outgrow this space, and that is why this was selected as a temporary space. He noted that but for these events, the food would end up in the landfill. He stated that the organization has done well in marketing and even had KARE 11 at the last event.

MOTION KLONOWSKI, SECOND XIONG, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-23 APPROVING THE EDA EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A TEMPORARY LEASE AGREEMENT WITH THE WATCH FOUNDATION FOR LIMITED, SHORT-TERM USE OF NORTHWINDS PLAZA FOR FOOD STORAGE AND DISTRIBUTION EVENTS. UPON A ROLL CALL VOTE, THE MOTION PASSED UNANIMOUSLY.

V. DISCUSSION:

7. DISCUSSION ITEMS

7.1 EDA Status Update

- A. 2025 Summer at the Plaza Flyer
- B. 2025 Restaurant Week Participation Flyer
- C. BioTech Innovation District Update
- D. Small Business Center Operator Contract and Marketing Contract Update
- E. 4(D)1 (Low Income Rental Classification) Update Memo

Executive Director Tim Gladhill commented that Restaurant Week will take place September 22nd through 28th, and more information on participating restaurants can be found on the City website. He noted that they are coming up on the second anniversary of the Small Business Center.

Commissioner Tran asked for more information on the number of apartments classified as 4(D).

Executive Director Tim Gladhill commented that about eight apartment communities have that classification, and three more are requesting that classification. He stated that staff is working with those three apartment communities in an attempt to find alternate ways to address their concerns without the classification. He noted that it will be included in upcoming budget discussions. He stated that he could share the list of apartments in the next EDA status memo.

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7.2 Verbal Commissioner Reports and Announcements

No comments.

- VI. ADJOURNMENT:
Meeting adjourned at 7:19 p.m.

City of Brooklyn Park Request for EDA Action

Agenda Item:	4.2	Meeting Date:	September 15, 2025
Agenda Section:	Consent	Prepared By:	Malcolm Hicks, Economic Development and Housing Director
Resolution:	X	Presented By:	Malcolm Hicks, Economic Development and Housing Director
Attachments:	2		
Item:	Consider Authorizing the Release of a Request for Proposal (RFP) for Small Business Center (SBC) Marketing Services		

Executive Director's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-_____, AUTHORIZING THE RELEASE OF A REQUEST FOR PROPOSAL (RFP) FOR SMALL BUSINESS CENTER (SBC) MARKETING SERVICES.

Overview:

The RFP process is entering its final stages. Staff have drafted and reviewed the content in collaboration with Communications and the SBC Operator, with EDH leadership and await Legal and Procurement review to ensure full compliance with city contracting standards. An outreach and promotion strategy is being developed to maximize visibility, with a focus on engaging local, BIPOC, and women-owned marketing firms. Upon EDA authorization, staff will publicly release the RFP, notify selected firms, and host a bidder Q&A while managing inquiries and submissions. Following release, a review committee will evaluate proposals, conduct interviews if needed, and recommend a firm for contract award. Staff will then finalize the contract and prepare for project kickoff. EDA action is requested to authorize the Executive Director to issue the RFP and enter into an agreement with the selected firm.

Background:

To increase the visibility and long-term sustainability of the Brooklyn Park Small Business Center (BPSBC), Economic Development and Housing (EDH) staff are preparing a Request for Proposals (RFP) for large-scale marketing services. This effort is intended to elevate the BPSBC's brand presence and attract a broader range of tenants, partners, and community engagement.

The initiative is being developed in close collaboration with BPSBC Operator Indred Alexander, ensuring alignment with day-to-day operations and business needs. EDH and Communications staff have also convened weekly work sessions to refine the scope, structure, and evaluation criteria, targeting high-performing marketing firms with expertise in public-sector storytelling, multicultural outreach, and economic development branding.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues:

This contract will be funded from resources already budgeted for SBC Marketing. No additional EDA funding is required at this stage. Final costs will be determined based on proposals received, and staff will ensure the contract aligns with existing budget allocations.

Next Steps:

1. Finalize Outreach and Promotion Strategy
2. Release and Bidder Engagement
3. Proposal Evaluation and Selection

Recommendation:

The Executive Director of the EDA recommends approval.

Attachments:

- 4.2A RESOLUTION
- 4.2B SBC MARKETING REQUEST FOR PROPOSAL DRAFT

THE BROOKLYN PARK ECONOMIC DEVELOPMENT AUTHORITY
OF THE CITY OF BROOKLYN PARK

RESOLUTION #2025-_____

RESOLUTION TO APPROVE AND AUTHORIZE THE RELEASE OF A REQUEST FOR
PROPOSALS (RFP) FOR SMALL BUSINESS CENTER MARKETING SERVICES

WHEREAS, the Brooklyn Park Economic Development Authority (the "Authority") created pursuant to the Economic Development Authorities Act, Minnesota Statutes, Sections 469.090 to 469.1080 (the "EDA Act") and is authorized to transact business and exercise its powers by a resolution of the City Council of the City of Brooklyn Park, Minnesota (the "City") adopted on October 24, 1988 (the "Enabling Resolution").

WHEREAS, the Authority owns and oversees operations of the Brooklyn Park Small Business Center (BPSBC), a critical community asset designed to support small business growth, entrepreneurship, and economic inclusion; and

WHEREAS, the Authority has determined that professional marketing services are necessary to elevate the visibility, tenant attraction, and long-term sustainability of the Small Business Center; and

WHEREAS, Economic Development and Housing (EDH) staff, in collaboration with the City's Communications Division and the Small Business Center Operator, have developed a draft Request for Proposals (RFP) for marketing services to ensure alignment with community and operational needs; and

WHEREAS, the Authority finds it to be in the best interest of the City to authorize the release of said RFP and subsequent execution of a contract with the selected marketing services provider, funded within the existing budget allocation for Small Business Center marketing.

NOW, THEREFORE, BE IT RESOLVED by the Economic Development Authority of the City of Brooklyn Park as follows:

1. The Authority hereby approves the release of the Request for Proposals for Small Business Center Marketing Services.
2. The Authority authorizes the Executive Director to issue the RFP on behalf of the EDA, oversee the proposal process, and implement an outreach and promotion strategy to maximize participation from qualified firms.
3. The Authority authorizes the Executive Director to negotiate and execute, on behalf of the EDA, a contract in substantially the form on file with the Executive Director with the firm selected through the RFP process, together with any related documents necessary in connection therewith, including without limitation all documents, consents, or certifications referenced in or attached to the contract.

REQUEST FOR PROPOSALS (RFP)

Marketing and Advertising Services for the Brooklyn Park Small Business Center

Issue Date: [Insert Date]

Submission Deadline: [Insert Deadline]

1. Purpose

The Brooklyn Park Economic Development Authority (EDA) is seeking proposals from qualified marketing and advertising firms or individuals to design and execute a strategic marketing campaign for the Brooklyn Park Small Business Center (SBC). The purpose of this campaign is to increase brand awareness, attract new members, and position the SBC as a vital resource for entrepreneurs and small business owners throughout the region.

The final deliverable should be a measurable, data-driven marketing system that increases SBC membership, event participation, and retail patronage, ensuring higher utilization of co-working memberships, dedicated desks, office and retail suites, workplace amenities, conference rooms, and event spaces.

2. Background

The Brooklyn Park Small Business Center was established to support local entrepreneurs, particularly those from historically underserved communities, by offering affordable space, technical assistance, and connections to business resources. The Center is committed to fostering a strong and inclusive small business ecosystem in Brooklyn Park and surrounding areas.

3. Scope of Work

The selected consultant or firm will collaborate with the SBC and City staff to deliver a sustainable marketing strategy designed to increase visibility, attract tenants and partners, and drive revenue growth.

Services may include, but are not limited to:

- Brand Development and Standards – Refine the SBC brand, establish consistent branding standards, and align messaging with target markets and revenue centers.
- Digital Media Strategy and Content Delivery – Create and implement a digital media plan including social media, content creation, design templates, photography, videography, and website management with SEO integration.
- Marketing Collateral Design – Produce materials such as flyers, signage, presentations, swag, and other outreach tools.

- Advertising and Outreach – Execute digital and traditional campaigns (paid search, display, print, radio, email marketing, earned media placements).
- Campaign Measurement and Analytics – Track and report on web analytics, social media engagement, and campaign performance, clearly linking outcomes to SBC revenue growth and return on investment.

4. Budget

The total project budget is \$30,000, inclusive of all production, creative, placement, and administrative costs. Respondents should provide a cost breakdown by activity or deliverable.

5. Diversity and Inclusion

The City of Brooklyn Park strongly encourages proposals from Minority-Owned Business Enterprises (MBEs) and Women-Owned Business Enterprises (WBEs). Firms certified as MBEs or WBEs may submit individually or as part of a project team. Respondents should identify certification status or strategies for inclusive subcontracting in their proposals.

The City values diverse perspectives and seeks to ensure that opportunities to serve the community are open and accessible to all qualified businesses.

6. Proposal Requirements

Proposals must include:

1. Cover Letter – Summary of qualifications and interest in the project
2. Vision Plan – Overall vision and approach to the SBC marketing strategy
3. Work Plan – Methodology, timeline, and milestones (including draft reviews, mid-point check-ins, and final delivery)
4. Firm Experience – Relevant case studies and prior work (especially product launches, small business targeting, B2B campaigns, and social media strategy)
5. Project Team – Resumes or bios of key personnel
6. Diversity Statement – MBE/WBE status or inclusive subcontracting strategies
7. Budget – Detailed cost proposal by activity/deliverable and payment schedule (milestone-based or monthly)
8. References – At least two recent clients with comparable work

7. Evaluation Criteria

Proposals will be scored on a 100-point scale using the following criteria:

- Vision Plan and Proposed Deliverables – 20 points
- Quality and Creativity of Work Plan – 20 points
- Experience with Similar Projects – 15 points
- Qualifications of Project Team – 10 points
- Inclusion of MBE/WBE Firms/Subcontractors – 10 points
- Cost Effectiveness and Budget Clarity – 15 points
- Ability to Meet Timeline and Deliverables – 5 points
- References and Past Performance – 5 points

8. Submission Instructions

Proposals must be submitted by [Insert Date and Time] via email (PDF format preferred) to:

Malcolm Hicks
Director, Economic Development and Housing
City of Brooklyn Park
EconomicDevelopment@BrooklynPark.org

9. Questions and Clarifications

All questions must be submitted in writing by [Insert Date] to:

Indred Alexander
Executive Director, Brooklyn Park Small Business Center
Indred@BPSBC.org
Office: 763-265-3530 | Cell: 763-265-3535

Responses will be shared with all interested parties upon request.

City of Brooklyn Park Request for EDA Action

Agenda Item:	4.3	Meeting Date:	September 15, 2025
Agenda Section:	Consent	Prepared By:	Jolene Rotich, Workforce Development Director
Resolution:	X	Presented By:	Jolene Rotich, Workforce Development Director
Attachments:	1		
Item:	Consider Authorizing the Submittal of a DEED Adult Support Services Grant Application and Executing all Required Agreements		

Executive Director's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-_____, AUTHORIZING THE SUBMITTAL OF A DEED ADULT SUPPORT SERVICES GRANT APPLICATION AND EXECUTING ALL REQUIRED AGREEMENTS.

Overview:

The Minnesota Department of Employment and Economic Development's (DEED) Office of Adult Career Pathways administers the Adult Support Services Competitive Grant Program to provide workforce training, employment preparation, and wraparound supports for adults facing multiple barriers to employment. The program focuses on connecting participants to high-growth, high-wage industries while reducing racial and economic disparities across Minnesota.

The City's proposed application will focus on strengthening and expanding the Construction & Trades Career Pathways Program that connects adults (18+) in Brooklyn Park, Brooklyn Center, and North Minneapolis to "earn while you learn" training and employment opportunities in construction and related industries.

This resolution seeks approval from the Economic Development Authority to submit a grant application for the 2026–2027 funding cycle. The application deadline is October 3, 2025

Background:

The Construction & Trades Career Pathways Program is a year-round pipeline coordinated with Hennepin Technical College, the City of Brooklyn Center, employer partners, and labor unions. It offers six-week credential-based training cohorts (e.g., OSHA-10, basic engine repair, industry safety, and public works training), paired with career exploration, site tours, and direct employer interviews.

Participants receive individualized case management, barrier-reduction supports (PPE, tools, driver's education stipends, transportation, childcare), and job placement assistance. Outreach will intentionally engage historically underrepresented residents, particularly those in the Blue Line Extension and 252/I-94 corridors.

Grant funding would enable the City to:

- Increase program capacity to serve more adults with multiple barriers to employment.
- Provide stipends, supportive services, and wraparound assistance to improve training completion and job retention.
- Expand targeted outreach to residents underrepresented in construction careers.
- Strengthen employer commitments to interview and hire graduates.

Brooklyn Park has a strong track record of managing DEED workforce grants and leveraging partnerships to create sustainable employment pathways for residents.

Budgetary/Fiscal Issues:

The grant would provide up to \$100,000 annually for two years (maximum \$200,000), reducing reliance on local funds for program operations. Funds will be allocated toward staffing, training stipends, support services, program delivery, and partnership coordination. No immediate fiscal impact is anticipated beyond staff time required for grant preparation and administration.

Recommendation:

Staff recommends that the EDA authorize the submission of the DEED Adult Support Services Grant application before the October 3, 2025 deadline. Approval of this resolution will allow staff to proceed with the application process and secure funding to expand the Construction & Trades Career Pathways Program, strengthening access to high-wage careers for adults in our community.

Attachments:

4.3A RESOLUTION

THE BROOKLYN PARK ECONOMIC DEVELOPMENT AUTHORITY
OF THE CITY OF BROOKLYN PARK

RESOLUTION #2025-_____

A RESOLUTION AUTHORIZING THE SUBMITTAL OF A DEED ADULT SUPPORT SERVICES
GRANT APPLICATION AND EXECUTING ALL REQUIRED AGREEMENTS

WHEREAS, the State of Minnesota's Department of Employment and Economic Development (DEED), through its Office of Adult Career Pathways, administers the Adult Support Services grant program to provide workforce training, employment preparation, and wraparound support services for adults facing multiple barriers to employment; and

WHEREAS, the City of Brooklyn Park Economic Development Authority (EDA) has successfully administered state workforce grants to expand access to training, navigation, and barrier-reduction supports, connecting residents to family-sustaining careers; and

WHEREAS, the EDA seeks to use this funding to strengthen and expand its Construction & Trades Career Pathways Program, providing credentialed training, career exploration, and direct employment connections for adults in Brooklyn Park, Brooklyn Center, and North Minneapolis; and

WHEREAS, the program is delivered in partnership with Hennepin Technical College, the City of Brooklyn Center, employer partners, and labor unions, offering OSHA-10 certification, industry safety, technical skills training, public works career exploration, and wraparound supports such as transportation, PPE, tools, childcare, and driver's education; and

WHEREAS, the Adult Support Services grant requires an application submission by October 3, 2025, and, if awarded, will provide up to \$200,000 in funding over two years to expand program capacity, strengthen employer hiring commitments, and improve job placement and retention outcomes; and

WHEREAS, the EDA finds it in the best interest of the City and its residents to pursue this funding opportunity to further its mission of increasing equitable access to high-wage construction and trades careers;

NOW, THEREFORE, BE IT RESOLVED BY the Brooklyn Park Economic Development Authority Board of Commissioners that:

1. The Executive Director or designee is hereby authorized to prepare and submit a grant application to DEED for the Adult Support Services grant program.
2. The EDA supports the pursuit of this grant opportunity and commits to ensuring compliance with all applicable grant requirements if awarded.
3. The Executive Director or designee is further authorized to execute any documents necessary to facilitate the submission of the grant application and administer the grant, if awarded, in accordance with City policies and procedures.

City of Brooklyn Park Request for EDA Action

Agenda Item:	4.4	Meeting Date:	September 15, 2025
Agenda Section:	Consent	Prepared By:	Jolene Rotich, Workforce Development Director
Resolution:	X	Presented By:	Jolene Rotich, Workforce Development Director
Attachments:	1		
Item:	Consider Authorizing the Submittal of a DEED Drive for 5 – Job Placement Services Grant Application		

Executive Director’s Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-_____, AUTHORIZING THE SUBMITTAL OF A DRIVE FOR 5 – JOB PLACEMENT SERVICES GRANT APPLICATION

Overview:

The Minnesota Department of Employment and Economic Development (DEED), through its Office of Adult Career Pathways, administers the Drive for 5 – Job Placement Services Competitive Grant Program. This program funds job placement and retention services in five high-demand sectors: Technology, Labor, The Caring Professions, Manufacturing, and Educational/Professional Services.

Applicants may request up to \$350,000 annually for a maximum of \$700,000 over two years. The application deadline is October 3, 2025, with awards announced November 14, 2025.

The City’s proposed application will focus on leveraging and expanding its Construction & Trades Career Pathways Program to strengthen direct employer engagement, facilitate job matching, and improve long-term employment retention for adults (18+) in Brooklyn Park, Brooklyn Center, and North Minneapolis

Background:

Construction & Trades Career Pathways Program

This year-round program connects adults to careers in construction and trades through six-week credential-based training cohorts, career exploration, site tours, and employer interviews. Delivered in partnership with Hennepin Technical College, the City of Brooklyn Center, unions, and employer partners, it provides OSHA-10 certification, technical skills training, safety, and work readiness content. Participants also receive barrier-reduction supports such as transportation, PPE, childcare, and driver’s education stipends.

Biotech and Manufacturing Programming

Building on regional industry demand, The City will offer a new credentialed and non-credentialed training in high-demand biotech and manufacturing occupations. Training is paired with coaching, case management, and direct job placement connections to ensure participants transition from training into family-sustaining careers.

Grant funding would enable the City to:

- Expand employer engagement in construction, manufacturing, and related trades sectors.
- Provide robust job placement and retention services for program graduates.
- Increase participant access to wraparound supports that improve training completion and retention.
- Scale targeted outreach to historically underrepresented populations

This application directly supports Drive for 5 priorities of equity, innovation, and performance by connecting residents with high-growth industries and reducing racial and economic disparities.

Budgetary/Fiscal Issues:

The Drive for 5 grant would provide up to \$700,000 over two years, reducing reliance on local funds for program expansion. Funds will support staffing, employer engagement, case management, training stipends, and supportive services. No immediate fiscal impact is anticipated beyond staff time required for grant preparation and administration.

Recommendation:

Staff recommends that the EDA authorize the submission of the Drive for 5 Job Placement Services Grant application before the October 3, 2025 deadline. Approval of this resolution will allow staff to proceed with the application process and secure funding to expand employer partnerships, strengthen job placement outcomes, and connect Brooklyn Park residents to sustainable careers in construction, trades, biotechnology and manufacturing.

Attachments:

4.4A RESOLUTION

THE BROOKLYN PARK ECONOMIC DEVELOPMENT AUTHORITY
OF THE CITY OF BROOKLYN PARK

RESOLUTION #2025-_____

RESOLUTION AUTHORIZING THE SUBMITTAL OF A DEED DRIVE FOR 5 – JOB
PLACEMENT SERVICES GRANT APPLICATION

WHEREAS, the State of Minnesota's Department of Employment and Economic Development (DEED), through its Office of Adult Career Pathways, administers the Drive for 5 – Job Placement Services Competitive Grant Program to provide job placement and retention services in five high-demand sectors: Technology, Labor, The Caring Professions, Manufacturing, and Educational/Professional Services; and

WHEREAS, the City of Brooklyn Park Economic Development Authority (EDA) has successfully administered state workforce grants to expand access to industry-recognized training, supportive services, and direct career connections for residents facing barriers to employment; and

WHEREAS, the EDA seeks to use this funding to strengthen and expand its Construction & Trades Career Pathways Program and new Biotech and Manufacturing programming, providing credentialed training, employer engagement, and direct job placement services for adults in Brooklyn Park, Brooklyn Center, and North Minneapolis; and

WHEREAS, these programs are delivered in partnership with Hennepin Technical College, the City of Brooklyn Center, employer partners, and labor unions, offering OSHA-10 certification, industry safety, technical skills training, public works exploration, and barrier-reduction supports such as transportation, PPE, childcare, and driver's education stipends; and

WHEREAS, the Drive for 5 – Job Placement Services Grant requires an application submission by October 3, 2025, and, if awarded, will provide up to \$700,000 over two years to expand program capacity, strengthen employer hiring commitments, and improve job placement and retention outcomes; and

WHEREAS, the EDA finds it in the best interest of the City and its residents to pursue this funding opportunity to further its mission of increasing equitable access to high-wage careers in construction, biotechnology, and manufacturing;

NOW, THEREFORE, BE IT RESOLVED BY the Brooklyn Park Economic Development Authority Board of Commissioners that:

1. The Executive Director or designee is hereby authorized to prepare and submit a grant application to DEED for the Drive for 5 – Job Placement Services Grant Program.
2. The EDA supports the pursuit of this grant opportunity and commits to ensuring compliance with all applicable grant requirements if awarded.
3. The Executive Director or designee is further authorized to execute any documents necessary to facilitate the submission of the grant application and administer the grant, if awarded, in accordance with City policies and procedures.

City of Brooklyn Park Request for EDA Action			
Agenda Item:	6.1	Meeting Date:	September 15, 2025
Agenda Section:	General Action Items	Prepared By:	Tim Gladhill, EDA Executive Director
Resolution:	X	Presented By:	Tim Gladhill, EDA Executive Director
Attachments:	1		
Item:	Consider Approving Special Benefit Tax Levies for the Purpose of Defraying the Costs Incurred by the Brooklyn Park Economic Development Authority for the Year 2026		

Executive Director’s Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-_____, APPROVING SPECIAL BENEFIT TAX LEVIES FOR THE PURPOSE OF DEFRAYING THE COSTS INCURRED BY THE BROOKLYN PARK ECONOMIC DEVELOPMENT AUTHORITY FOR THE YEAR 2026.

Overview:

The City’s budgeting schedule requires the Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) to set levies by the September meeting.

- The EDA levy is a special benefit tax as authorized by Minnesota Statutes, § 469.107, Subd. 1, which cannot exceed 0.01813 percent of the taxable estimated market value of the City. By Resolution #2005-253, dated September 12, 2005, the City Council authorized the EDA to levy and collect no more than this amount pending final approval by the City Council.
- The HRA Levy is a special benefit tax as authorized by Minnesota Statutes, § 469.033, subd. 6, which cannot exceed 0.0185 percent of the taxable estimated market value of the City. By Resolution #1997-336, dated December 18, 1997, the City Council authorized the EDA to levy and collect no more than this amount pending final approval of the City Council.

Upon conferring with the City Manager and Finance Director, Staff recommends the EDA set the EDA and HRA preliminary levy at that amount shown below. A final levy amount will be brought back for consideration after full review and analysis of strategic priorities with the EDA. EDA Budget Highlights for 2026 include, but are not limited to the following:

- Final Phase Out of ARPA (American Rescue Plan Act) Funding
- Continued Support & Sustainable Funding for BrookLynk Workforce Development
- Small Business Center Operations Adjustment
- BioTech Innovation District Planning
- Brooklyn Boulevard Corridor Plan Refresh
- Enhanced Marketing of Economic Development Opportunities

Table 1: EDA and HRA Levy Amounts

LEVY	Adopted	Adopted	Adopted	<i>Proposed Preliminary</i>	Maximum	Difference Between Proposed and Maximum
	2023	2024	2025	2026	2026	2026
EDA	\$1,326,649	\$1,426,649	\$1,626,649	\$1,789,314	\$2,055,622	\$266,308
HRA	\$1,000,000	\$1,100,000	\$1,200,000	\$1,320,000	\$2,014,509	\$694,509
Total	\$2,326,649	\$2,526,649	\$2,826,649	\$3,109,314	\$4,070,131	\$960,817

To provide some context regarding the City's tax base, the tables below provide data showing tax base growth in Brooklyn Park (Table 2) and the allowable EDA and HRA levys by City in Hennepin County (Table 3). Please note that changing values in commercial properties and certain tax policies/rates (such as 4d(1) Low Income Rental Classification) are starting to show an overall impact of our total taxable market value.

Table 2: Change in Taxable Market Value in Brooklyn Park from 2018 to 2025

Tax Year Payable	Taxable Market Value	Percent Change from Prior Year	Tax Year Payable	Taxable Market Value	Percent Change from Prior Year
2025	10,716,872,066	-1.38%	2025	52.82%	13.54%
2024	10,866,500,186	5.86%	2024	46.52%	9.77%
2023	10,264,703,385	20.16%	2023	42.38%	-10.82%
2022	8,542,442,375	5.28%	2022	47.52%	2.43%
2021	8,113,954,348	6.89%	2021	46.40%	-5.05%
2020	7,590,654,466	9.05%	2020	48.86%	-5.80%
2019	6,960,847,650	6.39%	2019	51.87%	1.39%
2018	6,542,990,392		2018	51.16%	

Source: <https://www.hennepin.us/residents/property/taxing-district-info>

Table 3: 2026 Levy Limits for HRAs and EDAs in Hennepin County
(Continued on next page)

2026 Levy Limitations

Tax District	2024 Pay 2025 EMV Personal Property Market Value	2024 Pay 2025 EMV Real Estate Market Value	2024 Pay 2025 EMV Cross County MV (If Applicable)	Total	% of Market Value Limitation	2026 Dollar Amount Limitation
Hennepin County HRA	1,694,331,000	247,755,044,100		249,449,375,100	0.01850%	46,148,134
Bloomington HRA	43,928,500	17,785,610,300		17,829,538,800	0.01850%	3,298,465
Bloomington Port Authority	43,928,500	17,785,610,300		17,829,538,800	0.01813%	3,232,495
Brooklyn Center EDA	13,382,600	3,347,965,100		3,361,347,700	0.01813%	609,412
Brooklyn Center HRA	13,382,600	3,347,965,100		3,361,347,700	0.01850%	621,849
Brooklyn Park HRA	33,599,800	11,077,868,900		11,111,468,700	0.01850%	2,055,622
Brooklyn Park EDA	33,599,800	11,077,868,900		11,111,468,700	0.01813%	2,014,509
Champlin EDA (under HRA MS 469.033 auth)	11,742,200	3,684,588,400		3,696,330,600	0.01850%	683,821
Crystal EDA (under HRA MS 469.033 auth)	15,903,700	2,798,640,900		2,814,544,600	0.01850%	520,691
Dayton EDA (under HRA MS 469.033 auth)	33,505,800	2,319,683,600	10,064,900	2,363,254,300	0.01850%	437,202
Eden Prairie HRA	75,566,600	14,445,056,400		14,520,623,000	0.01850%	2,686,315
Edina HRA	43,406,700	17,175,557,900		17,218,964,600	0.01850%	3,185,508
Golden Valley HRA	19,731,800	5,482,455,800		5,502,187,600	0.01850%	1,017,905
Hopkins HRA	8,338,200	2,974,091,600		2,982,429,800	0.01850%	551,750
Maple Grove HRA	60,811,900	14,540,975,000		14,601,786,900	0.01850%	2,701,331
Minneapolis Public Housing Authority	264,167,700	64,969,477,600		65,233,645,300	0.01850%	12,068,224
Minnnetonka HRA	37,216,200	13,532,012,000		13,569,228,200	0.01850%	2,510,307
Mound HRA	2,861,200	2,247,513,200		2,250,374,400	0.01850%	416,319
New Hope EDA	12,695,700	2,880,375,000		2,893,070,700	0.01813%	524,514
New Hope HRA	12,695,700	2,880,375,000		2,893,070,700	0.01850%	535,218
Osseo EDA (New for Pay Year 2026)	1,517,900	392,993,000		394,510,900	0.01813%	71,525
Plymouth HRA	68,087,900	18,043,678,800		18,111,766,700	0.01850%	3,350,677
Richfield HRA	13,932,400	5,025,501,700		5,039,434,100	0.01850%	932,295
Richfield EDA	13,932,400	5,025,501,700		5,039,434,100	0.01813%	913,649
Robbinsdale HRA	6,123,400	1,831,069,500		1,837,192,900	0.01850%	339,881
St. Anthony HRA	2,907,500	929,959,000	512,614,000	1,445,480,500	0.01850%	267,414
St. Louis Park HRA	20,678,400	9,905,994,800		9,926,673,200	0.01850%	1,836,435
St. Louis Park EDA	20,678,400	9,905,994,800		9,926,673,200	0.01813%	1,799,706
Hennepin County Parks	1,430,163,300	182,785,566,500		184,215,729,800	0.03224%	59,391,151
Hennepin County Park Bonds	1,430,163,300	182,785,566,500		184,215,729,800	0.00725%	13,355,640
Hennepin Co. R/R Authority	1,694,331,000	247,755,044,100		249,449,375,100	0.04835%	120,608,773
Park Museum	1,694,331,000	247,755,044,100		249,449,375,100	0.00846%	21,103,417

Recommendation:

The Executive Director of the EDA recommends approval.

Attachments:

6.1A RESOLUTION

THE BROOKLYN PARK ECONOMIC DEVELOPMENT AUTHORITY
OF THE CITY OF BROOKLYN PARK

RESOLUTION #2025-_____

RESOLUTION APPROVING SPECIAL BENEFIT TAX LEVIES FOR THE PURPOSE
OF DEFRAYING THE COSTS INCURRED BY THE BROOKLYN PARK ECONOMIC
DEVELOPMENT AUTHORITY FOR THE YEAR 2026

WHEREAS, the Brooklyn Park Economic Development Authority (the "EDA") was created by the City Council of the City of Brooklyn Park (the "City Council") by its adoption of an "Enabling Resolution" No. 1988-273, dated October 24, 1988 pursuant to Minnesota Statutes, Sections 469.090 to 469.1081 (the "EDA Act"); and

WHEREAS, the Enabling Resolution was amended by Resolution No. 1995-72 dated March 20, 1995, whereby the EDA was granted all of the powers, rights, duties, and obligations set forth in Minnesota Statutes Sections 469.001 to 469.047 (the "HRA Act"); and

WHEREAS, pursuant to Section 469.033, Subd. 6 of the HRA Act, with the consent of the City, the EDA is authorized to levy a special benefit tax within its area of operation, not to exceed 0.0185 percent of the City's taxable estimated market value, for the purpose of defraying its operational costs (the "HRA Levy"); and

WHEREAS, the HRA Act was amended in 1994 to permit the City to authorize the EDA to levy and collect the HRA Levy without subsequent, serial approvals by the City; and

WHEREAS, by Resolution No. 1997-336, dated December 18, 1997, the City Council resolved that the EDA "is authorized to levy and collect taxes in accordance with the amended HRA Act, without subsequent approval of the City, for so long as City Council members constitute the entire Board of Commissioners of the EDA"; and

WHEREAS, City Council members currently constitute the entire Board of Commissioners of the EDA (the "Board"); consequently, a separate annual approval by the City Council of the 2024 HRA Levy is not required; and

WHEREAS, pursuant to Section 469.107, Subd. 1 of the EDA Act, the EDA may request that the City levy a special benefit tax within its area of operation, not to exceed 0.01813 percent of the City's taxable estimated market value, for the purpose of defraying operational costs of the EDA (the "EDA Levy"); and

WHEREAS, the staff has recommended Board approval of the proposed amount of the allowable HRA Levy, and an EDA Levy in an amount sufficient, together with the HRA Levy, for the forecasted expenditures of the EDA, as set forth below, and has represented that such levies are based upon the preliminary 2025 EDA budget.

NOW, THEREFORE, BE IT RESOLVED by the Brooklyn Park Economic Development Authority Board of Commissioners as follows:

1. That an HRA Levy for the year 2026 in the amount of \$1,320,000 is hereby approved pursuant to Section 469.033, Subd. 6 of the HRA Act, as amended, for the purpose of defraying the EDA's operational costs.

2. That the Executive Director of the EDA is hereby authorized and directed to forward this action to the City Council and to take such other actions as are necessary to effectuate the HRA Levy approved herein in accordance with Section 469.033, Subd. 6 of the HRA Act.
3. That the City is requested to make an EDA Levy for the year 2026 in the amount of \$1,789,314 which does not exceed 0.01813 percent of taxable estimated market value in the City, pursuant to Section 469.107, Subd. 1 of the EDA Act for the purpose of defraying the EDA's operational costs.
4. That the Executive Director of the EDA is hereby authorized and directed to forward this request to the City Council and to take such other actions as are necessary to obtain City Council approval and imposition of the EDA Levy.

City of Brooklyn Park Request for EDA Action

Agenda Item:	6.2	Meeting Date:	September 15, 2025
Agenda Section:	General Action Items	Prepared By:	Malcolm Hicks, Economic Development and Housing Director
Resolution:	N/A	Presented By:	Malcolm Hicks, Economic Development and Housing Director
Attachments:	N/A		
Item:	Consider Directing Staff on Next Steps for Small Business Center Operations to be Brought Forward at a Future Meeting for Formal Consideration		

Executive Director's Proposed Action:

CONSIDER DIRECTING STAFF ON NEXT STEPS FOR SMALL BUSINESS CENTER OPERATIONS TO BE BROUGHT FORWARD AT A FUTURE MEETING FOR FORMAL CONSIDERATION.

Overview:

As the EDA is aware, city staff are exploring desired levels of service and financial balance sheets for the Brooklyn Park Small Business Center. Direction at the July EDA Meeting was to direct staff to direct negotiate with the current Operator regarding a reduced scope of services for the Operator Contract.

Background:

Staff is currently negotiating an extension as directed by the EDA at the August EDA Work Session, at least a short-term extension.

In discussions with the current operator, additional direction from the EDA is required. The current operator feels additional resources are needed to meet the customer service expectations of the EDA. However, Staff does not believe that current revenues and funding sources are adequate to fund these desired service levels. Staff will continue to discuss with the current operator and provide an update on Monday, September 15.

Primary Issues/Alternatives to Consider:

Through research and conversations, Staff believes the current services levels are adequate as framework for operations.

Service Level Expectations

- Staffed Hours = M-F 8:00 a.m. to 5:00 p.m.
- After Hours Access available at additional fee
- Minor Room // Event Setup in base fee
- Larger Event Setup by Contracted Services – costs passed to User

Core Operations

Executive Director // Site Manager	1.0 FTE Primary Contact for Operator Contract Provide HR & Finance Services for Contractor's Firm Sales & Marketing
Guest Services Associate	2-3 FTE (4-6 PT Employees) Daily Operations of Center Minor Logistics Setup (Events)

	Programming be Executive Director and Guest Services Associates with assistance by Brooklyn Park's Business Development Coordinator
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Additional Services

HR Services	This is not typically a direct cost to City, but an indirect cost to Contractor included in overall rates. Should be a contracted service. Staff does not support the hiring of additional HR Staff.
Finance // Accounting Services	Same as HR Services Above
Facilities Management Services // Event Management	Continue contracted custodial services. Larger Event Setup by Vendor as needed // Small Event Setup by SBC Staff. Numerous event logistical/rental companies available.
Security Services	Discuss with BPPD.
Managed IT Services	Networking/Internet service needs. Members responsible for their own devices.
Marketing Services	Current RFP

Balanced Budget

Staff believes that all of the above (Core & Additional Services) should be (approximately) not to exceed \$400,000 annually.

Alternative Options (Reminder)

For EDA Commissioners that were not able to attend, or if other EDA Commissioners would like to reconsider, the following are potential alternatives to the existing model/contract.

- Retain existing Operator Contract Model, but issue Requests for Proposals to ensure that the EDA is getting market-rate for services provided
- Lease Space to Coworking Space Operator (as opposed to EDA Operated)
- Staff by City Staff

Next Steps:

The EDA should provide consensus around Staff's proposed service levels and budget targets. If the EDA continues to desire Staff to direct negotiate with the current operator, final approval will come at a future date. If the EDA desires to go out to RFP, a short-term extension may be required.

Budgetary/Fiscal Issues:

The Small Business Center is funded by a combination of the following.

- User Fees (Membership Fees & Rentals)
- State of Minnesota (DEED) Allocation (through 2026)
- EDA Levy
- EDA Fund Balance

User Fees do not fully cover operational costs. The difference between membership revenue (and State of Minnesota Allocation) is made up by the EDA (either annual levy or fund balance). Staff and EDA have always anticipated a level of contribution as an investment in the small business community. However, the current level of assistance is greater than anticipated.

Recommendation:

The Executive Director of the EDA recommends further discussion and direction to finalize Small Business Center Operations. Staff proposes the following metrics.

- Staffed Hours Monday through Friday 8:00 AM to 5:00 PM
- After Hours Access at Additional Cost
- 1 Primary FTE // SBC Director
- 2-4 FTE for Daily Operations
- Not to exceed \$400,000 (Operator Contract + Additional Subcontracted Services)

Attachments: N/A

City of Brooklyn Park Request for EDA Action

Agenda Item:	6.3	Meeting Date:	September 15, 2025
Agenda Section:	General Action Items	Prepared By:	Tim Gladhill, Executive Director
Resolution:	N/A	Presented By:	Tim Gladhill, Executive Director
Attachments:	N/A		
Item:	Approve Second EDA Representative for BioTech Innovation District Steering Committee		

Executive Director's Proposed Action

MOTION TO APPOINT _____, AS THE SECOND EDA REPRESENTATIVE FOR THE STEERING COMMITTEE FOR THE BIOTECH INNOVATION DISTRICT.

Overview:

The Economic Development Authority has previously approved a planning process to implement the planned BioTech Innovation District. The EDA selected a joint proposal from Fairmount Properties and Buro Happold. A key component of executing this strategy is to establish a Steering Committee to guide the process moving forward. This Steering Committee is more focused and technical than many of the City's Advisory Commissions.

Background:

A majority of these appointments were made at the August EDA Meeting. The purpose of this action is to simply appoint a second EDA Representative as approved at the August EDA Meeting.

City	Industry	Academic	Community
EDA: Nichole Klonowski (EDA Vice President) Second EDA Representative (tonight) Planning Commission: Liam Cavin Maggie Borer (Alternate) Recreation & Parks Commission <i>Future Consideration</i>	Takeda: Sarah E Bryant Medical Alley: Geof Hannigan Greater MSP (Regional Economic Development Partnership): Amanda Taylor Morgan Hill (Alternate) Jean Luc Mette (Alternate)	North Hennepin Community College: Dr. Rolando Garcia (President) Hennepin Technical College: Joy Bodin (President) University of Minnesota BioTechnical Institute: Thomas Douville (tentative)	Minnesota Black Chamber of Commerce: <i>Pending // Future</i> MetroNorth Chamber of Commerce: Lori Higgins Community Reps: Sam Ndely <i>2nd Position Pending</i>

A reminder that, due to the nature of this Committee, the appointment process will deviate slightly from other Commission Appointments.

Budgetary/Fiscal Issues:

The Steering Committee is included in the approved contract with Fairmount Properties.

Attachments: N/A



MEMORANDUM

DATE: September 11, 2025
TO: EDA Commissioners
FROM: Tim Gladhill, EDA Executive Director
SUBJECT: EDA Status Update

Overview:

This memo provides an update to the Brooklyn Park Economic Development Authority (EDA) and serves to keep interested community members informed.

- A. Business Development Updates
- B. Housing Updates
- C. Development Updates
- D. Development Inquiry Updates
- E. Workforce Development Updates
- F. Other Updates

A. BUSINESS DEVELOPMENT UPDATES

Restaurant Week

From September 22-28, the City of Brooklyn Park will host its 7th Annual Restaurant Week, celebrating a full week of flavor, community pride, and great deals! There are over 19 businesses participating this year!!!

This event highlights the diverse culinary experience in Brooklyn Park, with participating restaurants offering special promotions. Beyond great food, Restaurant Week supports the small and local businesses that contribute to Brooklyn Park's economic vitality.

Residents and community members are encouraged to follow the City's social media channels for exclusive offers and event updates. To learn more, visit:

- <https://www.brooklynpark.org/restaurant-week/>.

For more information, contact the following individuals:

- Josephine Thao, Project Facilitator, at Josephine.Thao@brooklynpark.org or
- Seng Moua, Program Assistant, at Seng.Moua@brooklynpark.org

Brooklyn Park Development Corporation: Microbusiness Loan Program

The Microbusiness Loan Program, administered by the Brooklyn Park Development Corporation (BPDC), continues to support emerging businesses by providing crucial financial resources for start-up costs. This program helps businesses that may face challenges securing traditional financing by offering loans ranging from \$1,000 to \$10,000 at a 2% interest rate with reduced underwriting criteria.

To date, the program has received 16 applications. A review committee has begun processing them and is expected to disburse funds over the next couple of months. Four (4) businesses have been awarded with several more are expected to receive funding after completing a loan orientation with the Center for Energy and Environment.

For more information, contact Josephine Thao, Project Facilitator, at:

- Josephine.Thao@brooklynpark.org.

B. HOUSING UPDATES

Huntington Place Housing Resource Fair

On Thursday, October 9, the City of Brooklyn Park will host a Housing Resource Fair at Huntington Place from 4:00 PM-6:30 PM. The event will provide information sessions on key topics, including an update on the property transfer status and tenant rights, while offering direct housing support services to residents.

For more information, contact John Kinara, Housing and Redevelopment Coordinator, at:

- John.Kinara@brooklynpark.org.

Home Improvement Loan Programs

The EDA administers several housing reinvestment programs that provide financial resources to first time homebuyers, single-family and townhome homeowners in the community. During fiscal year 2025, the EDA allocated \$1 million for the home improvement programs administered by Center for Energy and Environment (CEE) and \$170,000 in Community Development Block Grant (CDBG) funds for the Hennepin County administered home rehab program. These programs continue to have a high level of activity, with Senior Deferred Loans and Down Payment and Closing Cost Assistance Loans being the most popular programs. Funds for Fiscal Year 2025 still have funds available for Code Correction and Home Improvement Loan Programs. Below is a breakdown through July 2025.

7Program	Total Loan Budget	Activity YTD	Available Balance
Home Improvement	\$300,000	\$133,624.09	\$1166,375.91
Senior Deferred Loan	\$300,000	\$300,000	\$0
Down Payment Assistance	\$400,000	\$275,000	\$125,000
Rental Rehab Loan			
Total	\$1,000,000	\$708,624.09	\$291,375.91

4(d)1 (Low Income Rental Classification)

This topic was discussed at the July EDA Meeting. Direction at this meeting was to consider this property tax classification as a method of last resort. Additionally, the EDA requested an overview of other existing funding mechanisms to support necessary investment in aging multifamily housing stock. Staff is working with at least one (1) of the inquiring properties and has requested a more detailed pro-forma of planned physical improvements and a discussion of other funding opportunities. Once Staff has this information, the topic (with this example) will be scheduled for an EDA Work Session.

At the August EDA Meeting, the EDA requested a list of properties currently enrolled in this State of Minnesota Program. Said list is below.

Property	Address
Autumn Ridge Apartments	8516 63rd Ave N
Brook Gardens Apartments	550 69th Ave N
Brooks Landing Senior Apartments	5825 74th Ave N
Creekside Gables Senior Apartments	7601 Zane Ave N
Decatur Landing Apartments	9500 Decatur Drive N
Evergreen Apartments	7108 West Broadway Ave N
Huntington Place Apartments	5805 73rd Ave N
Park Haven Apartments	6917 76th Ave N
Tessman Ridge Apartments	7100 85th Ave N

C. DEVELOPMENT UPDATES

BioTech Innovation District

Staff continues to actively meet with the City' Consultant Team (Fairmount Properties and Buro Happold) to launch the process and is hosting bi-weekly Project Management Team Meetings. The Project Team will provide separate monthly updates moving forward.

The BioTech Innovation District is a 200-acre portion of the Northwest Area Plan located along Highway 610 on both sides of Highway 169. The EDA recently authorized a strategic planning exercise that extends beyond the Northwest Area Planning efforts and focuses on individual sites, users, and recruitment of BioTech Businesses. Among a number of EDA Goals, the BioTech Innovation District is intended to:

- Build the tax base to improve resources available for all areas of Brooklyn Park, not just the area North of 610

- Develop a market for restaurants, retail, and recreation by improving daytime population (businesses/places to work) and nighttime population (residential/places to live)
- Develop a workforce pipeline for Brooklyn Park Residents of all ages and demographics as well as deliver the workforce needed to support a BioTech Innovation District

Additionally, Staff has met with multiple Developer Prospects interested in future partnerships and opportunities for development in the BioTech Innovation District and broader Northwest Area Growth Plan.

Blue Line Extension Funding Discussions

As plans continue to develop for the future Blue Line Extensions, Staff has been working on defining City Cost Share obligations, especially for streetscape and other baseline enhancements. The EDA has been setting aside Fund Balance Dollars for this purpose (in addition to other City Funding Options). A more detailed discussion will be forwarded to the City Council/EDA in October.

Blue Line Extension Anti-Displacement Policies and Programs

City staff have continued to attend ACPP (Anti-Displacement Community Prosperity Program) meetings and meet with community organizations about partnering on program proposals.

The Request for Proposals (RFP) timeline has been postponed indefinitely by the ACPP Board. The next anti-displacement agenda item is anticipated in September 2025 where staff will seek authorization for the grant applications, funding, and community partners.

EDAM Development Tour – Rosemount, MN

The EDAM (Economic Development Association of Minnesota) Rosemount tour on Wednesday August 20th provided insight into several major economic development projects in the Twin Cities Metro. Including the Project of the Year Award-winning Meta Technology Campus—an \$800 million AI-optimized data center currently under construction by Mortenson. The tour showcased how Rosemount leveraged specific assets: "Shovel-Ready Site" designation, University of Minnesota land partnership through UMore Park, and MSP Airport proximity to land projects across multiple sectors. These included the Meta data center, Lifetime Fitness's \$48 million athletic facility operating under a 30-year lease structure, EGA Spectro Alloys' \$71 million aluminum recycling expansion, FedEx and Home Depot distribution centers, OMNI Winery, and Frana Companies' prefabrication plants.

Several other insights emerged from the tour:

- Confidential development timelines – Projects required extended private negotiations before public disclosure, with the Home Depot and Meta developments spanning multiple years.
- Infrastructure cost-sharing models – Anchor tenants aided in funding utility extensions that will subsequently serve future developments.
- Workforce focused amenities strategy – Communities are pairing quality of life amenities to aid in recruitment of major employers.

The tour illustrated how communities are structuring development agreements and managing the pipeline from initial inquiry through construction across different project types and investment scales. Notable for our context is Rosemount's land availability advantage and procedural

differences—the Meta facility spans 280 acres with relatively low-density development, which enables these large-footprint projects but presents different tax generation dynamics compared to higher-density development approaches. Their strategy reflects the trade-offs communities make between accommodating large-scale employers seeking substantial land parcels versus maximizing tax revenue per acre through more intensive land use patterns.

D. DEVELOPMENT INQUIRY UPDATES

The following are Pre-Application Concepts submitted to the EDA. To ensure that Staff Direction to Applicants is in line with EDA Policies, Direction, and Desires, Staff is reporting on key inquiries and responses. If the EDA desires to discuss any of these concepts that was otherwise directed by Staff, please let the EDA Executive Director request it be placed on a future agenda.

Project Name	Project Details	Staff Response
Regent Site MU Development Inquiry	Staff has been working with an inquiry on the EDA owned Regent site (PID 2811921130021) for 5-6 commercial lots & 50+ townhomes	Staff has initiated preliminary discussions with the developer and conducted technical analysis regarding street standards and zoning compliance. Staff is evaluating appropriate process pathways (streamlined LOI/MOU vs. full EDA application) based on whether the developer will require financial assistance. Coordination with Planning Division is ongoing to address technical zoning and access requirements before moving to formal application stage.
Welcome Ave MF Development Inquiry	Local developer submitted preliminary financials and a concept for a multifamily housing development at 7621 & 7601 Brooklyn Boulevard. Proposal includes two options: 4-story (73 units) or 5-story (86 units) LIHTC workforce housing. Site plans indicate potential for 161 total units across East/West buildings, though current financial analysis covers West building only.	Staff is conducting comprehensive financial analysis with Ehlers to evaluate deal structure, public investment requirements, and alignment with EDA development priorities. Key areas under review include total public subsidy needs, phasing strategy for East building, and appropriate risk allocation. Staff will present findings and recommendations to EDA upon completion of financial

		analysis and agreement on feasibility.
Village Creek Apartments	Mr. George has indicated he is still working on his development concept for the NW Brooklyn Blvd/Welcome Ave EDA owned parcel.	Staff has recently been contacted by Hennepin County regarding an award Mr. George has received. Staff have relayed to Mr. George that he would have to restart his process with the City should a development become feasible. The EDA also reserves the right to approve any advancement on one of their owned parcels.
Brooklyn Boulevard Mixed Use Proposal	Local Developer and Restaurant Operator is exploring a vertical mixed use building concentrated on the Welcome Sites. Proposal would include a restaurant, commercial kitchen, and office on Ground Level with multifamily residential on upper levels.	Prospect will develop a high-level concept plan for Staff Level Review. If determined to be feasible, additional information will be forwarded to the EDA. No action needed.
Housing Developer // Multiple Sites (Oxbow, Brooklyn Boulevard, Royalton on 85th)	A Local Developer is interested in a medium-to-high density residential development and is interested in a few EDA Sites. Appears most interested in Royalton Site on 85 th .	Requested Concept Plan for further review. No formal proposal for EDA to consider at this time.
Housing Developer // Multiple Sites	Developer primarily interested in Oxbow Site near Zane Avenue, north of 610.	Requested Concept Plan for further review. No formal proposal for EDA to consider at this time.

Oxbow/Noble RFQ

Staff is providing another update on the status of our April 2025 development partnerships.

- Bader Companies continues to refine a concept for their pursuit of a parcel at the Oxbow Commons location.
- Gramercy Companies and Kraus Anderson have been reached out to for final comment on their relinquishment of awardee status.

Should this outreach not result in renewed engagement, staff will evaluate next steps for available development sites.

E. WORKFORCE DEVELOPMENT UPDATES

BrookLynk 2025 Summer Internship Program Wrap-Up

The BrookLynk team successfully wrapped up its 2025 Summer Internship Program on August 22. Youth participants concluded their internships with a final workshop focused on planning for their futures, updating resumes with their new experience, and reflecting on their growth over the summer.

One story of growth from this year comes from Angelina Vang, who completed her second BrookLynk internship with the City of Brooklyn Park's Recreation and Parks Department. Her role centered on planning and leading pop-up art activities for young people at various city events.

Early in the summer, Angelina and her supervisor recognized that stepping into this leadership role would push her outside of her comfort zone. While she brought plenty of creativity and prior youth work experience, she initially struggled to take initiative in implementing her ideas. Together, she and her supervisor developed a supportive structure that allowed her to build confidence, share her ideas, and take on increasing responsibility.



Angelina Vang (right) Leading an Activity at the Gus Macker event.

As the summer progressed, Angelina flourished. She successfully organized art activities for large-scale community events such as Gus Macker and the Arts and Business Expo. She developed practical skills such as selecting the right art supplies, estimating quantities for large groups, and designing activities that engaged participants of all ages. Most importantly, Angelina grew as a communicator, leader, and creative thinker. Through her supervisor's mentorship and her own determination, Angelina embraced challenges with curiosity and resilience. BrookLynk

We are grateful for all of the employers and supervisors that make such stories of growth possible. To learn more, visit:

- <https://www.brooklynk.works/internships>.

For more information, contact Anthony Villagrana, BrookLynk Program Coordinator, at:

- Anthony.Villagrana@brooklynk.works

Intern Day 2025

On Wednesday, August 13, BrookLynk hosted Intern Day, bringing together all Brooklyn Park summer interns. The event provided interns with a behind-the-scenes look at city operations and career pathways in public service. Interns toured the Fire Department, Police Department, and Water Treatment Plant, and engaged directly with representatives from all seven city departments. They gained valuable insight into the wide range of services provided to the

community, learned about career opportunities in local government, and celebrated the impact of their own contributions as interns.

Looking Ahead

As BrookLynk transitions into the fall, the team is focused on planning programming for 2026, building out alumni network events to strengthen long-term connections, and preparing for the program's 10th anniversary celebration on Friday, November 21.

F. OTHER UPDATES

BrookLynk Program Manager Position

We are excited to announce that Lauren Melzer has been promoted to serve as the new BrookLynk Program Manager. Lauren brings over 10 years of experience developing, implementing, and evaluating educational and pre-professional programs for youth and young adults. She has been part of the BrookLynk team for nearly a year as a Program Specialist and previously served as the Director of Curriculum and Instruction with Breakthrough Twin Cities.

Business Development Coordinator Position

The Business Development Coordinator role officially closed on August 17 and generated strong interest, with over 40 applicants. Staff have begun the review process and launched the initial interviews this week. This position is critical to advancing Brooklyn Park's economic development strategy, with a focus on business retention, attraction, and small business support.

Economic Development Coordinator Position

The City of Brooklyn Park is finalizing the newly retitled Economic Development Coordinator to support the city's growing portfolio of impactful projects. Formerly the Development Project Coordinator, this expanded role will advance strategic goals by collaborating with internal teams to strengthen commercial corridors, attracting and retaining businesses, and enhancing community vitality.

Attachments:

- 7.1A 2025 RESTAURANT WEEK FLYER
- 7.1B BIOTECH INNOVATION DISTRICT UPDATE



Join us in celebrating seven years of culinary excellence during Brooklyn Park's Restaurant Week!

Mention "Restaurant Week" at any participating restaurant to receive their special promotion!

Scan the QR code to discover the participating restaurants and specials or visit www.brooklynpark.org/restaurantweek!



Check out our social media channels to see highlights from each restaurant and don't forget to tag us on Facebook or Instagram (@cityofbrooklynpark).

Be sure to use #BPRestaurantWeek!

FEATURING LOCAL RESTAURANTS



Questions? Contact Josephine Thao at Josephine.Thao@brooklynpark.org or 763-493-8145.

Si usted necesita esta información en español, llame 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 format or disability accommodations, email access@brooklynpark.org or call 763-424-8000.



Phase 2 EDA Update

September 15, 2025

Update Topics

- Project Progress
 - Completed Tasks
 - Upcoming Tasks
- Special Topics
 - Committee Structure
 - Phase 1 + Phase 2 Charette Outcomes

Project Progress

Milestones, Timeline, and Progress

Phase 2: Completed Tasks

- Steering Committee development
 - Steering Committee Engagement Packages – Completed
 - Industry
 - Higher Ed
 - Community
 - 1 x 1 meetings with Committee Members
- Phase 1 + 2 planning coordination
 - Signature Park Fit Test
 - Estimated Development Yields
- Met with Neka Creative
- Met with the architectural firm to discuss collaboration of Phase 2

Signature Park Test Fit

- Alignment between park planning and Innovation District planning.
- Programming, activities, and resources within the park should support the district.
- Ensure accessibility of park uses to the district and seamless physical/functional connections.
- Recreation & Park Advisory Commission will be part of the district's Technical Advisory Team.

Committee Structure

	Purpose	City	Industry	Academic	Community
Staff Support <i>ongoing communication</i>	Collaborate: Engage stakeholders as partners in shaping outcomes, co-developing solutions, and aligning goals.	<ul style="list-style-type: none"> • Tim Gladhill • Paul Mogush • Malcolm Hicks • Jolene Rotich 			
Steering Committee <i>monthly meetings</i>	Consult: Seek input and feedback to inform key planning and implementation milestones.	<ul style="list-style-type: none"> • EDA Rep Nichole Klonowski • PC Rep Liam Cavin 	<ul style="list-style-type: none"> • Takeda • Olympus • Medical Alley • Greater MSP • MN DEED 	<ul style="list-style-type: none"> • North Hennepin • Hennepin Tech • University of MN 	<ul style="list-style-type: none"> • Black Chamber • MetroNorth Chamber • Community Member Reps (Sam Ndely)
Technical Advisory Committee <i>periodic outreach and quarterly updates</i>	Inform: Share updates and decisions.	<ul style="list-style-type: none"> • CLIC Rep • Human Rights Commission Rep • BAC Budget Advisory Rep 	<ul style="list-style-type: none"> • BioMADE, Boston Scientific, Medtronic • Mayo / DMC • Developers (Mortensen Construction, United Properties, Ryan Companies, Scannell) • Cordia • Ehlers 	<ul style="list-style-type: none"> • Rasmussen 	<ul style="list-style-type: none"> • Acer • Small Business Center • Centre for Asian and Pacific Islanders (CAPI) • Non-profits, community groups, and small local businesses

Completed Steering Committee 1:1 Meetings

City	Liam Cavin	City Planning	9/12/25
Industry	Geof Hannigan	Medical Alley	07/31/25 & 9/10/25
Industry	Amanda Taylor	Greater MSP	8/18/25
Higher Ed	Dr. Rolando Garcia	North Hennepin	9/10/25
Higher Ed	Joy Bodin	Hennepin Tech	9/8/25
Higher Ed	Thomas Douville	University of Minnesota, Corporate Engagement Center	9/9/25
Technical Advisor	Ehlers		9/11/25

Phase 2: Upcoming Tasks

- Prepare for sector-based steering committee kickoff sessions:
 - Industry/ Higher Ed/ Community
 - Prepare Agenda/ Format/ Materials
- Meet with Neka Creative
 - Discuss scope of work
- Finalize on an architectural & design firm for Phase 2
- Upcoming events
 - MedTech 3.0 September 23rd
 - MNCAR Expo on November 5th

Thank you

City of Brooklyn Park Request for EDA Action

Agenda Item:	8.1	Meeting Date:	September 15, 2025
Agenda Section:	Closed Session	Prepared By:	Tim Gladhill, Executive Director
Resolution:	N/A	Presented By:	Tim Gladhill, Executive Director
Attachments:	N/A		
Item:	Close the Meeting Pursuant to Minnesota Statutes Section 13D.05 Subdivision 3(b) to Discuss Attorney Client Privileged Information Related to Threatened Litigation Pertaining to Duffy Development (Tessman Ridge Phase 2)		

Executive Director's Proposed Action:

MOTION _____, SECOND _____, TO CLOSE THE MEETING PURSUANT TO MINNESOTA STATUTES SECTION 13D.05 SUBDIVISION 3(b) TO DISCUSS ATTORNEY/CLIENT PRIVILEGED INFORMATION RELATED TO THREATENED LITIGATION PERTAINING TO DUFFY DEVELOPMENT (TESSMAN RIDGE PHASE 2).

Overview:

The EDA has received a letter from the attorney for Duffy Development threatening litigation relating to potential Phase 2 for Tessman Ridge.

Background:

The EDA attorney is recommending that this portion of the EDA meeting be closed so that he can discuss confidential information with the EDA that is protected by the attorney/client privilege.

Attachments: N/A