Monday, October 27, 2025 Brooklyn Park Council Chambers
*Immediately following the Special EDA Meeting* 5200 85th Avenue North

# REGULAR CITY COUNCIL MEETING – AGENDA #41

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 MEETING AGENDA AND APPROVAL OF CONSENT 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** Authorize the Acceptance of Donations/Gifts for 3rd Quarter 2025
  - **A.** RESOLUTION
- **4.2** Civil Attorney Contract Amendment
  - **A.** 2026 KENNEDY AND GRAVEN CONTRACT AMMENDMENT
- **4.3** Prosecuting Attorney Contract
  - **A.** 2026 COLICH CONTRACT
- **4.4** Approve Cooperative Agreement with Shingle Creek Watershed Management Commission and City of New Hope
  - **A.** RESOLUTION
  - **B.** COOPERATIVE AGREEMENT
- **4.5** Amend 2025-2029 CIP for CIP 3005 Northwest Area Watermain Extension
  - **A.** RESOLUTION
  - **B.** LOCATION MAP
  - **C.** CONSULTANT SERVICES PROPOSAL
- **4.6** Second Reading of an Ordinance Amending City Code Pertaining to the City's Rental Owner Educational Program and Conduct on Rental Property
  - **A.** ORDINANCE
  - **B.** SUMMARY ORDINANCE
- **4.7** Development Bond and Escrow Reductions/Releases
- **4.8** Approve a Low Potency THC License for 727 Inc. dba Freedom Brooklyn Park, Located at 7525 Brooklyn Boulevard, Brooklyn Park, MN 55443

A. THC LICENSES MAP

4.9 Approve a Low Potency THC License for Big Liquor Warehouse LLC dba Big Liquor Warehouse, Located at 8022 Brooklyn Boulevard, Brooklyn Park, MN 55445

A. THC LICENSES MAP

4.10 State Lobbying Contract

4.11 Approval of Minutes

A. CITY COUNCIL WORK SESSION MINUTES APRIL 7, 2025
B. SPECIAL CITY COUNCIL MEETING MINUTES APRIL 16, 2025
C. REGULAR CITY COUNCIL MEETING MINUTES JULY 14, 2025
D. SPECIAL CITY COUNCIL MEETING MINUTES JULY 21, 2025
E. REGULAR CITY COUNCIL MEETING MINUTES JULY 28, 2025
F. REGULAR CITY COUNCIL MEETING MINUTES AUGUST 25, 2025
G. SPECIAL CITY COUNCIL MEETING MINUTES SEPTEMBER 2, 2025
H. REGULAR CITY COUNCIL MEETING MINUTES SEPTEMBER 8, 2025

4.12 Joyful Way Church (DEV #25-115) – Site Plan and Conditional Use Permit Application for a Religious Institution at 6340 Zane Ave North

A. SITE PLAN REVIEW RESOLUTION
B. CONDITIONAL USE PERMIT RESOLUTION
C. LOCATION MAP
D. PLANNING COMMISSION MINUTES
E. APPLICATION MATERIALS

**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 Resolution Amending Fee Resolution #2024-175 Adopting a Schedule of Fees and Charges for Various Services, Licenses and Permits for the City of Brooklyn Park, Minnesota

A. RESOLUTION
B. STAFF MEMOS

7.2 Adopt Resolution for Proposed Special Assessments Final Determination for Certain Delinquent Utility Charges; Abatements Costs for Weed Cutting, Tree Removal, Nuisance Abatements, And Fire Inspection Fees; Administrative Penalty Citations; Various Costs Associated with Rental Housing Cases; and Administrative Fees

A. RESOLUTION
B. UTILITY BILLING DOCUMENTATION *(LIMITED DISTRIBUTION – Available for viewing at the City Clerk's office)*

7.3 International Association of Chiefs of Police After Action Review

A. RESOLUTION
B. IACP AGREEMENT *(TBA Monday)*
C. JOINT POWERS AGREEMENT *(TBA Monday)*

**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 Brooklyn Blvd Corridor Plan – Introduction

A. KICK OFF PRESENTATION
B. UPDATED SCHEDULE

**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:** | October 27, 2025 |
| **Agenda Section:** | Consent | **Originating Department:** | Finance |
| **Resolution:** | X | | |
| **Ordinance:** | N/A | **Prepared By:** | Molly Lopez, Assistant Finance Director |
| **Attachments:** | 1 | **Presented By:** | LaTonia Green, Finance Director |
| **Item:** | Authorize the Acceptance of Donations/Gifts for 3rd Quarter 2025 | | |

**City Manager's Proposed Action:**

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

**Overview:**

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

**Primary Issues/Alternatives to Consider:** N/A

**Budgetary/Fiscal Issues:** N/A

**Attachments:**

4.1A RESOLUTION

RESOLUTION #2025-

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

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

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

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

**2025 Donations - 3rd Quarter (July - September)**

| Quarter | Date | Name of Recipient Department | Name of Entity Making Donation | Description of Donation | Total $ Value |
|---|---|---|---|---|---|
| 3rd | 6/11/2025 | Police | Walmart Gift Card | Community Intervention | $ 200.00 |
| 3rd | 6/24/2025 | Police | Golden Needles | 16 Handmade Quilts | $ 480.00 |
| 3rd | 8/11/2025 | Police | Hennepin County Sheriff's Office | 4 Kid Bike Helmets | $ 80.00 |
| 3rd | 8/25/2025 | Police | Brooklyn Park Fire Foundation | Safety Camp | $ 600.00 |
| 3rd | 8/27/2025 | Recreation & Parks | Brooklyn Park Lions Club | New Freezer Purchase at CAC | $ 1,000.00 |
| 3rd | 9/17/2025 | Recreation & Parks | Brooklyn Park Lady Lions | Donation Toward a Memorial Park Bench | $ 1,300.00 |
| 3rd | 9/19/2025 | Police | FBI Minneapolis Citizen's Academy Alumni Assoc. | 14 Rescue Bags and 10 Care Kits | $ 850.00 |
| | | | | **Total** | **$ 4,510.00** |

# City of Brooklyn Park
# Request for Council Action

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| **Agenda Item:** | 4.2 | **Meeting Date:** | October 27, 2025 |
| **Agenda Section:** | Consent | **Originating Department:** | Administration Department |
| **Resolution:** | N/A | | |
| **Ordinance:** | N/A | **Prepared By:** | Zach Kramka, Assistant to the City Manager |
| **Attachments:** | 1 | **Presented By:** | Dr. Angel Smith, Assistant City Manager |
| **Item:** | Civil Attorney Contract Amendment | | |

**City Manager's Proposed Action:**

MOTION _____, SECOND _____, TO DIRECT STAFF TO EXECUTE A CONTRACT AMENDMENT WITH KENNEDY AND GRAVEN, CHARTERED TO PROVIDE CIVIL LEGAL SERVICES FOR THE PERIOD JANUARY 1, 2026 THROUGH DECEMBER 31, 2026.

**Overview:**

On August 11, 2025, the City Council heard a presentation regarding the City's approach to legal services. Staff were directed to analyze the organization's needs in this area and report back to Council with recommendations in spring of 2026. Staff were also directed to prepare interim extensions with current providers for calendar year 2026 to ensure consistent service delivery while evaluating any potential long-term strategy shifts.

The City has engaged in a long-standing partnership with Kennedy and Graven to provide legal services. The most recent agreement between both parties covered services from 2022 through 2025.

**Budgetary/Fiscal Issues:**

The proposed contract amendment includes an annual retainer fee of $117,000 in addition to hourly rates for non-retainer legal services. This represents an increase of $3,000 in the retainer and an increase of $5 an hour for hourly services compared to 2025. These costs have been incorporated into the 2026 City Manager's Proposed Budget.

**Attachments:**

4.2A 2026 KENNEDY AND GRAVEN CONTRACT AMENDMENT

**AMENDMENT TO CONTRACT FOR LEGAL SERVICES**

This Amendment to the Contract for Legal Services dated _____, 2025 is entered into by Kennedy and Graven, Chartered ("Law Firm") and the City of Brooklyn Park, a Minnesota municipal corporation ("City").

**Recitals**

A. The parties entered into a Contract for Legal Services ("Contract") dated December 13, 2021 for the term January 1, 2022 through December 31, 2025.

B. The parties desire to extend the Contract through December 31, 2026.

NOW, THEREFORE, the parties mutually agree as follows:

1. Sections 2.01, 2.02, and 203 of the Contract are amended to add the following sentences:

   2.01 The City agrees to pay the Law Firm an annual retainer fee of $117,000 payable in installments of $9,750 per month from January 1, 2026 through December 31, 2026.

   2.02 For non-retainer legal services rendered from January 1, 2026 through December 31, 2026 that are paid from the City's general fund, the City agrees to compensate the Law Firm at a maximum hourly rate of $195 for attorneys, $125 for paralegals, and $115 for law clerks.

   2.03 For non-retainer legal services rendered from January 1, 2026 through December 31, 2026 that are not paid for from the general fund or are passed through to third parties, the City agrees to compensate the Law Firm at a maximum hourly rate of $260 for attorneys, $130 for paralegals, and $120 for law clerks.

2. Section 4.01 of the Contract is amended to read as follows:

   4.01 Period of Performance. The services of the Law Firm shall commence on January 1, 2022, and terminate on December 31, ~~2025~~ 2026.

3. Except as otherwise stated in this Amendment, all provisions in the Contract remain in effect.

CITY OF BROOKLYN PARK

By: _____
Hollies Winston, Mayor

By: _____
Jay Stroebel, City Manager

KENNEDY & GRAVEN, CHARTERED

By: _____
James J. Thomson, President

# City of Brooklyn Park
# Request for Council Action

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| **Agenda Item:** | 4.3 | **Meeting Date:** | October 27, 2025 |
| **Agenda Section:** | Consent | **Originating Department:** | Administration Department |
| **Resolution:** | N/A | | |
| **Ordinance:** | N/A | **Prepared By:** | Zach Kramka, Assistant to the City Manager |
| **Attachments:** | 1 | **Presented By:** | Mark Bruley, Police Chief |
| **Item:** | Prosecuting Attorney Contract | | |

**City Manager's Proposed Action:**

MOTION _____, SECOND _____, TO DIRECT STAFF TO ENTER INTO A NEW AGREEMENT WITH COLICH & ASSOCIATES TO PROVIDE PROSECUTION LEGAL SERVICES FOR THE PERIOD JANUARY 1, 2026 THROUGH DECEMBER 31, 2026.

**Overview:**

On August 11, 2025, the City Council heard a presentation regarding the City's approach to legal services. Staff were directed to analyze the organization's needs in this area and report back to Council with recommendations in spring of 2026. Staff were also directed to prepare interim extensions with current providers for calendar year 2026 to ensure consistent service delivery while evaluating any potential long-term strategy shifts.

The City's most recent agreement with Colich and Associates was a three-year agreement to provide services from 2022 through 2025. No inflationary increases year over year were included as part of that agreement. Throughout the past three years, the proposed contractor has incurred a growing caseload on the City's behalf, and it is anticipated this trend will continue into 2026.

**Budgetary/Fiscal Issues:**

The proposed contract totals $422,000 for 2026 which represents an increase of $72,000 over 2025. This has been incorporated into the 2026 City Manager's Proposed Budget. No additional costs will be incurred.

**Attachments:**

4.3A 2026 COLICH CONTRACT

CONTRACT FOR PROSECUTION SERVICES WITH
COLICH & ASSOCIATES

THIS CONTRACT for Prosecution Services is entered into between the CITY OF BROOKLYN PARK, a Minnesota municipal corporation ("City') and Colich & Associates ("Colich") as of January 1, 2026.

**WITNESSETH:**

**WHEREAS,** the City is in need of certain legal advice and assistance of a diverse nature to carry out various prosecution legal counsel services and activities; and

WHEREAS, the City of Brooklyn Park desires to engage Colich to serve the City as Prosecutor to render certain technical advice and assistance in connection with such undertaking of the City.

**NOW THEREFORE,** the parties mutually agree as follows:

## 1. SCOPE OF SERVICES

1.01 Colich agrees to perform necessary legal services requested by the City in connection with the implementation of various prosecution activities carried out by the City. Colich shall perform and carry out in a satisfactory and proper manner, as determined by the City, in accordance with the terms of this contract, the following:

A) All courtroom appearances for the prosecution of petty, misdemeanor and gross misdemeanor charges for which the City has prosecution responsibility;

B) Draft all legal documents necessary for the prosecution efforts. Train and have available all necessary office and backup help as required;

C) Provide periodic written updates to the City regarding caseloads, legal trends, legislative concerns and the like;

D·) Provide training for the City departments regarding prosecution matters as needed; and

E) Confer with City on ordinance drafting and enforcement as it relates to prosecution.

The City Manager and Colich are authorized to consult on the application of these defined terms to any particular matter, but the final determination of their application is to be made by the City Manager.

## 2. COMPENSATION

2.01 The City agrees to pay Colich an annualized payment of $422,000.00payable in equal installments of $35,166.66 per month. Payment shall cover services defined in "Scope of Services." There are no additional firm cost items that would be billed under this contract Any change in the annual compensation will be negotiated pursuant to Article 6.02 of this contract.

## 3. METHOD OF PAYMENT

3.01 Colich shall provide the City with a quarterly report that describes the number and types of caseload prosecuted by Colich. This report shall include sufficient detail to determine the amount of time and resources devoted to City activities by Colich.

3.02 The City will compensate Colich for the actual and necessary expenses beyond the normal Scope of Services incurred by Colich on behalf of the City as approved in advance by the City Manager.

3.03 Billings by Colich to the City for services will be submitted as monthly invoices for one-twelfth (1/12) of the yearly consideration except as may otherwise be agreed upon by the parties.

3.04 The City shall make payment promptly after presentation of the invoice.

3.05 Colich will be responsible for providing all benefits to its partners, associates, employees and staff such as worker's compensation insurance, unemployment benefits, sick leave, malpractice insurance, severance benefits, vacation leave, office space, expenses of maintaining a law library, and general expenses involved in running an office.

## 4. LIABILITY AND INDEMNIFICATION

4.01 Colich is acting as an independent contractor. Any staff provided by Colich shall not be employees of the City. Nothing contained in this agreement shall render either party an agent of the other for any purpose, or either party liable for any debts, liabilities, or obligations of the other, whether now existing or incurred in the performance of this contract

4.02 Colich agrees to indemnify and keep indemnified and defend, hold and save City harmless from and against any and all actions or causes of action, claims, demands, loss, damage or expenses, including reasonable attorney's fees, which City shall or may at any time sustain, precipitate, or incur by reason of the conduct of Colich or its employees, agents or servants.

## 5. CONTRACT TERM

S.01 **Period of Performance.** The services of Colich shall commence on January 1, 2026, and terminate on December 31, 2026.

5.02 **Termination of Contract.** The City and Colich both shall have the right to terminate this contract at any time and for any reason by submitting written notice of termination to the other party at least thirty (30) calendar days prior to the specified effective date of the termination. In addition, the City shall have the right to terminate the contract on ten (10) calendar days' communicated written notice if Colich's performance is not timely or is substantially unsatisfactory or if Colich has violated any of the terms, conditions, or agreements contained in this contract. In either event, on the termination of this contract, all finished and unfinished documents and work papers prepared by Colich pursuant to this contract shall become the property of the City and Colich will be paid for services satisfactorily performed up to the date of the contract termination. Notwithstanding the above, Colich shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the contract by Colich. The City may withhold any payment to Colich for the purposes set forth until such time as the exact amount of damages due the City from Colich is determined.

## 6. CONTRACT PERFORMANCE AND MODIFICATION

6.01 **Assignment.** Colich shall perform with its own organization the total work provided for under this contract and shall not assign, subcontract, sublet or transfer any of the contract work provided for under this contract without receiving the express written consent of the City Manager.

6.02 **Amendments.** The terms of this contract may be changed or modified by mutual agreement of the City and Colich. Such amendments, changes, or modifications shall be effective only on the execution of written amendment(s) signed by the City and Colich.

## 7. MISCELLANEOUS PROVISIONS

7.01 City's Authorized **Agent.** The City's authorized agent for purposes of administration of this contract is City Manager, Jay Stroebel.

7.02 **Colich's Authorized Agent.** Colich's authorized agent for purposes of administration of this contract is Michael Colich. All legal work shall be performed by or under the supervision of Michael Colich.

7.03 **Conflict of lnterest.** Colich certifies that to the best of its knowledge, no City employee

or employee or officer of any agency interested in this contract has any pecuniary interest in the business of Colich or with this contract and that no person associated with Colich has any interest that would conflict in any manner or degree with the performance of this contract.

IN **WITNESS WHEREOF,** the City and Colich have caused this contract to be executed by their duly authorized representatives as of the day and year first above written.

**CITY OF BROOKLYN PARK, MN**
5200 85th Avenue North
Brooklyn Park, MN 55443

By: _____
Hollies Winston, Mayor

By: _____
Jay Stroebel, City Manager

**COLICH & ASSOCIATES**
420 Lumber Exchange Building
10 South Fifth Street

By: _____
Michael Colich

# City of Brooklyn Park
# Request for Council Action

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|---|---|---|---|
| **Agenda Item:** | 4.4 | **Meeting Date:** | October 27, 2025 |
| **Agenda Section:** | Consent | **Originating Department:** | Operations and Maintenance Engineering Services Division |
| **Resolution:** | X | | |
| **Ordinance:** | N/A | **Prepared By:** | Nate Musial, Engineering Technician |
| **Attachments:** | 2 | **Presented By:** | Mitch Robinson, Assistant City Engineer |
| **Item:** | Approve Cooperative Agreement with Shingle Creek Watershed Management Commission and City of New Hope | | |

**City Manager's Proposed Action:**

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-_____ TO APPROVE COOPERATIVE AGREEMENT WITH SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION AND THE CITY OF NEW HOPE FOR THE BASS CREEK STABILIZATION PROJECT

**Overview:**

The City of Brooklyn Park is entering into a Cooperative Agreement with the Shingle Creek Watershed Management Commission and the City of New Hope for the Bass Creek Stabilization Project, part of CIP Project 3713. This project will stabilize a 2,900-foot section of Bass Creek between Highway 169 and 63rd Avenue North to address erosion, improve streambank stability, and reduce phosphorus and sediment loading. Brooklyn Park will serve as the lead agency, managing project design, bidding, and construction, while New Hope will grant access to creek segments within its jurisdiction and coordinate as needed. Both cities will be responsible for maintaining the completed improvements within their boundaries.

The Watershed Commission has committed up to $371,175 in funding to reimburse Brooklyn Park for eligible construction and professional services. Any additional costs or administrative expenses will be covered by the cities or other sources. The agreement also includes provisions for indemnification, legal compliance, and long-term maintenance. Council approval of this agreement formalizes the city's leadership role in delivering the project and ensures access to external funding to support this important environmental improvement.

Staff recommends that the City Council approve the Cooperative Agreement between the Shingle Creek Watershed Management Commission and city of New Hope for the stabilization and maintenance of Bass Creek.

**Primary Issues/Alternatives to Consider:** N/A

**Budgetary/Fiscal Issues:**

The project is funded by the Shingle Creek Watershed Management Commission. Project costs will be paid by the City and reimbursed upon completion of the project. This project is expected to be constructed in the winter of 2026-2027.

**Attachments:**

4.4A RESOLUTION
4.4B COOPERATIVE AGREEMENT

RESOLUTION #2025-

RESOLUTION TO APPROVE COOPERATIVE AGREEMENT WITH SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION AND THE CITY OF NEW HOPE FOR THE BASS CREEK STABILIZATION PROJECT

WHEREAS, the Shingle Creek Watershed Management Commission ("Commission") is a joint powers watershed management organization established under Minnesota Statutes, and the Cities of Brooklyn Park and New Hope are member municipalities of said Commission; and

WHEREAS, on May 11, 2023, the Commission and the West Mississippi Watershed Management Commission jointly adopted the Shingle Creek and West Mississippi Fourth Generation Watershed Management Plan ("Plan"), which includes a capital improvement program (CIP) identifying priority water quality improvement projects; and

WHEREAS, the Bass Creek Stabilization Project ("Project"), located between Highway 169 and 63rd Avenue North, including portions within the City of Brooklyn Park and the City of New Hope, is identified in the CIP as a priority project to address erosion and reduce sediment and phosphorus loading; and

WHEREAS, on September 11, 2025, the Commission adopted a resolution ordering the Project, directing that it be constructed by the Cities of Brooklyn Park and New Hope, and approving funding for the Commission's share of the Project from a levy previously certified to Hennepin County under Minn. Stat. § 103B.251; and

WHEREAS, the Commission, the City of Brooklyn Park, and the City of New Hope have prepared a Cooperative Agreement setting forth their respective responsibilities for the design, construction, funding, and maintenance of the Project; and

WHEREAS, under the Cooperative Agreement, the City of Brooklyn Park will serve as the lead agency for the Project, including design, contract bidding, construction administration, and coordination with the Commission for reimbursement of eligible Project costs, up to a maximum of $371,175; and

WHEREAS, the City of Brooklyn Park agrees to manage the construction process and maintain appropriate records of expenditures, and to work with the City of New Hope to ensure successful completion of the Project on both cities' respective properties.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROOKLYN PARK, MINNESOTA:

1. The City Council hereby approves the Cooperative Agreement for the Bass Creek Stabilization Project between the Shingle Creek Watershed Management Commission, the City of Brooklyn Park, and the City of New Hope.
2. The Mayor and City Manager are hereby authorized and directed to execute the Cooperative Agreement on behalf of the City of Brooklyn Park.
3. City staff are authorized and directed to take all necessary actions to implement the terms of the Agreement, including the administration of project design, bidding, construction, and coordination with the Commission and the City of New Hope.

**COOPERATIVE AGREEMENT**
**FOR**
**BASS CREEK STABILIZATION PROJECT**

This Cooperative Agreement ("**Agreement**") is made as of this ____ day of October 2025 by and between the Shingle Creek Watershed Management Commission, a joint powers watershed management organization, ("**Commission**") and the City of Brooklyn Park ("**Brooklyn Park**") and the City of New Hope ("**New Hope**"), each are Minnesota municipal corporations, (collectively, the "**Cities**"). The Commission and the Cities may hereinafter be referred to individually as a "party" and collectively as the "parties."

## RECITALS

A. On May 11, 2023, the Commission and the West Mississippi Watershed Management Commission jointly adopted the Shingle Creek and West Mississippi Fourth Generation Watershed Management Plan ("**Plan**"), a watershed management plan within the meaning of Minn. Stat. § 103B.231.

B. The Plan includes a capital improvement program ("**CIP**") that lists several water quality project capital improvements.

C. The water quality projects identified in the CIP include the Bass Creek Stabilization Project ("**Project**"), which is more fully described in the attached document, Attachment One.

D. The Plan specifies that projects in the CIP will be partially or fully funded by a County tax levy under Minn. Stat. § 103B.251.

E. On September 11, 2025, the Commission adopted a resolution ordering the Project, directing that it be constructed by the Cities and that the Commission's share of the Project costs be funded from a levy previously certified to Hennepin County ("**County**") in accordance with Minn. Stat. § 103B.251.

F. The Cities are willing to construct the Project and to perform the duties in accordance with the terms and conditions of this Agreement.

## AGREEMENT

In consideration of the mutual covenants and agreements hereinafter set forth, and intending to be legally bound, the parties hereby agree as follows:

1. Project. The Project will consist of the work required to construct the stabilization improvements in the Cities as more fully described in Attachment One. The Project will be constructed on land owned by the Cities or within easement areas held by the Cities.

2. Design and Plans. The parties agree that Brooklyn Park will design the Project and prepare plans and specifications for construction of the Project (collectively, the "**Plans**"). Brooklyn Park will submit the proposed Plans to New Hope and obtain its consent before submitting them to the Commission's consulting engineer for review and approval. The 90% plans and specifications, and any changes to such plans and specifications, shall be submitted to the Commission for approval. Minor change orders that do not materially change either the effectiveness of the Project to meet its intended purposes or the environmental impacts of the Project may be approved by Brooklyn Park without requiring approvals by the Commission.

3. Contract Administration. Brooklyn Park will advertise for bids and award the contract for the Project in accordance with the requirements of law. Brooklyn Park will award the contract and supervise and administer the construction of the Project to ensure that it is completed in accordance with the Plans and the scope of the Project identified in Attachment One. Brooklyn Park will require the contractor to name the Commission as additional insured on all liability policies required by Brooklyn Park of the contractor and the Commission shall be given the same notification of cancellation or non-renewal as is given to Brooklyn Park under the contract. Brooklyn Park will require that the contractor defend, indemnify, protect and hold harmless the Commission and the Cities, their agents, officers, and employees, from all claims or actions arising from performance of the work of the Project conducted by the contractor. Brooklyn Park will supervise the work of the contractor. However, the Commission may observe and review the work of the Project until it is completed.

4. License Agreement. New Hope hereby grants Brooklyn Park a license to allow Brooklyn Park, its contractor, and any subcontractors working on the Project to enter and conduct work on the properties and rights-of-way owned or managed by New Hope as may be needed to construct the Project in accordance with the approved Plans. Furthermore, New Hope delegates to Brooklyn Park such authority as may be needed to construct the portion of the Project located within New Hope.

5. Contract Payments. Brooklyn Park will pay the contractor and all other expenses related to the construction of the Project and keep and maintain complete records of such costs incurred. The Cities are responsible for agreeing to the division, payment, and reimbursement of any Project costs to be paid by them outside of this Agreement.

6. Commission Reimbursement. Payments from the Commission to Brooklyn Park shall be on a reimbursement basis only, and then only for approved expenditures made to construct the Project. Reimbursement to Brooklyn Park will be made as soon as funds are available provided a request for payment has been received from Brooklyn Park providing such detailed information as may be requested by the Commission to substantiate costs and expenses. Payment requests may be submitted no more frequently than once each month.

7. Limits on Reimbursement. The total reimbursement paid by the Commission to Brooklyn Park for the Project will not exceed the cost of the creek stabilization and professional services contracts, estimated to be $371,175. This is the total amount of reimbursement from the

Commission, there are no additional amounts to be paid to New Hope for this Project. Reimbursement will not exceed the costs and expenses incurred by Brooklyn Park for the Project, less any amounts the Cities receive for the Project as grants from other sources. The Cities' administrative costs including, but not limited to, compensation and benefits for the Cities' staff, are not eligible for reimbursement under this Agreement. All costs of the Project incurred by the Cities in excess of such reimbursement, including all costs incurred in excess of estimated Project costs due to unforeseen conditions or any other cause, shall be borne by the Cities or secured by the Cities from other sources.

8. Ongoing Maintenance. The Cities will have ownership of the associated improvements and agree to, at their own cost, maintain them in good operating condition in perpetuity or until such time as they are replaced with like improvements.

9. Indemnification. The Cities will defend, indemnify, protect and hold harmless the Commission and its agents, officers, and employees, from any claims arising out of conducting the Project, including environmental claims. Nothing herein shall be deemed a waiver of the limitations of liability in Minnesota Statutes, chapter 466.

10. Audit. All books, records, documents, and accounting procedures related to the Project belonging to the Cities are subject to examination by the Commission and either the State Auditor or the Legislative Auditor for at least six years after completion of the Project.

11. Data Practices. The Cities shall retain and make available data related to the letting of contracts, construction of the Project, and all other data related to the Project in accordance with the Minnesota Government Data Practices Act.

12. Legal Compliance. The Cities are responsible for complying with all applicable federal, state, and local laws, rules, regulations, and ordinances and for securing all required permits related to the Project.

13. Term. This Agreement shall be in effect as of the date first written above and shall continue until the Project is fully constructed, all authorized reimbursement payments have been made, and all obligations under this Agreement have been completed. The indemnification, data practices, audit, and ongoing maintenance obligations set out herein shall survive the termination of this Agreement.

14. Entire Agreement. The above recitals and the attachments attached hereto are incorporated in and made part of this Agreement. This Agreement contains the entire understanding between the parties regarding this matter and no amendments or other modifications of its terms are valid unless reduced to writing and signed by both parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers on behalf of the parties as of the day and date first above written.

**SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION**

By:_____
Its Chair

And by:_____
Its Administrator

**CITY OF BROOKLYN PARK**

By: _____
Its Mayor

And by: _____
Its City Manager

**CITY OF NEW HOPE**

By: _____
Its Mayor

And by: _____
Its City Manager

**ATTACHMENT ONE**
**Bass Creek Stabilization Project**

**Overall Project Narrative:**
Bass Creek runs northeasterly from Bass Lake in Plymouth to its confluence with Eagle Creek in Brooklyn Park, which becomes the headwaters on Shingle Creek. The focus of this project is the middle portion of the creek, located between Highway 169 and 62nd Avenue North (Figure 1). The southern reach of the study area lies within the City of New Hope, while the northern reach, between 62nd Avenue North and 63rd Avenue North, is within the City of Brooklyn Park.

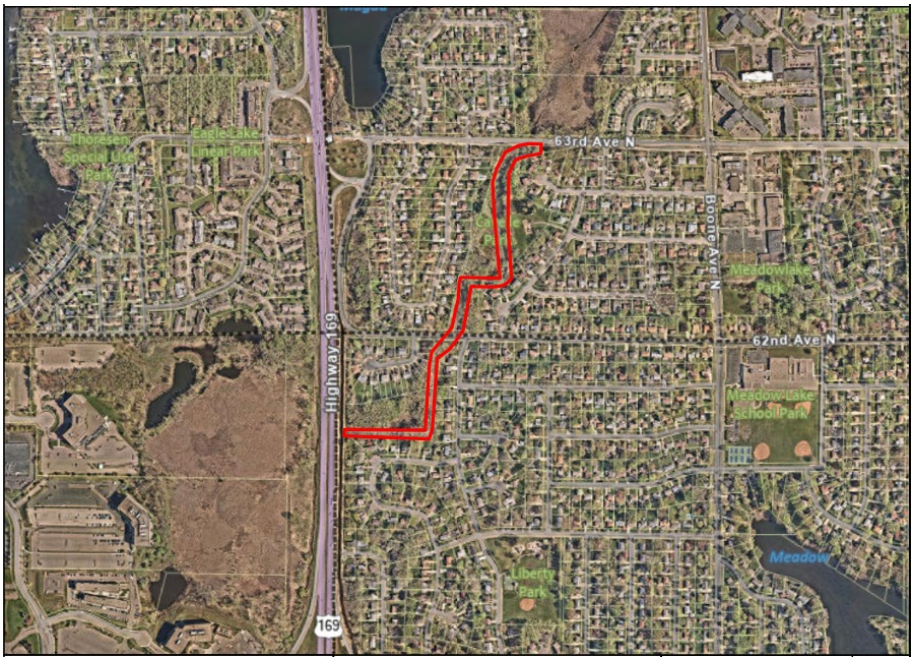



**Figure 1: Project Area**

The Bass Creek Stabilization Project will repair select areas of erosion within a 2,900-foot corridor using a combination of hard armoring along the lower banks where tree thinning is not feasible and tree removal where currently obstructing the channel. These measures aim to reduce the transport of sediment-bound phosphorus to downstream water bodies. Stantec assessed the channel conditions and identified appropriate stabilization strategies:

- Installation of riprap on eroding bank slopes
- Removal of loose, failing retaining wall blocks and stabilization of banks using riprap/boulder wall.
- Cutting and removal of large trees obstructing stream flow
- Removal of cattails within the stream near adjacent wetlands
- Maintenance of a vegetated buffer along the banks by reducing the extent of mowing

The narrow corridor, presence of failing retaining walls, and encroaching tree canopy limit stabilization options. Selective tree and cattail removal, hard armoring with riprap and reinstatement of vegetated buffers will be used to improve stability and ecological function.
The proposed stabilization design effectively reduces sediment and phosphorus loads while minimizing grading impacts near residential areas. A previous feasibility study estimated the project will reduce phosphorus loading by approximately 3.6 lb/yr.

# City of Brooklyn Park
# Request for Council Action

| | | | |
|---|---|---|---|
| **Agenda Item:** | 4.5 | **Meeting Date:** | October 27, 2025 |
| **Agenda Section:** | Consent | **Originating Department:** | Operations and Maintenance |
| **Resolution:** | X | | |
| **Ordinance:** | N/A | **Prepared By:** | Mitch Robinson, Assistant City Engineer |
| **Attachments:** | 3 | **Presented By:** | Mitch Robinson, Assistant City Engineer |
| **Item:** | Amend 2025-2029 CIP for CIP 3005 Northwest Area Watermain Extension | | |

**City Manager's Proposed Action:**

MOTION_____, SECOND_____, TO WAIVE THE READING AND ADOPT RESOLUTION #2025_____ TO AMEND THE 2025-2029 CIP AND THE 2025 BUDGET AND APPROVE CONSULTANT SERVICES AGREEMENT WITH BOLTON AND MENK FOR CIP 3005 NORTHWEST AREA WATERMAIN EXTENSION

**Overview:**

The City is underway with the implementation of the Northwest Growth Area Plan (NWGAP). At the September 15 City Council meeting, the preferred land use scenario was presented and approved. In order to support future development as well as construction of a water tower in the area in 2026 as well as extension of water mains west of TH 169, the extension of utilities is needed. The proposed project would extend utilities from Winnetka Ave just north of TH 610 to Xylon Ave at 101st Avenue. To ensure the installed utility alignment and profile aligns with the masterplan of the NWGAP and future roadways, a preliminary design of the roadway and utilities that overlap with the watermain extension will need to be prepared.

A proposal for design services was received from Bolton & Menk which includes a preliminary design of the roadway, the watermain, and review of future sanitary sewer and stormwater pipe needs. The proposed cost for services is $254,520, funded through the Water Utility, with an additional optional task of final design of the sanitary system at $51,832, which would be funded through the Sanitary Sewer Utility. A decision on the optional task will be made after the sanitary sewer extension feasibility study is complete.

Staff recommends the City Council amend the 2025-2029 CIP for CIP 3005 Northwest Area Watermain Extension and approve the consultant services agreement with Bolton & Menk in the amount of $254,520. Bolton & Menk is in the City's consultant services pool and is currently leading both the NWGAP and CIP 3714 Regional Stormwater Design.

**Primary Issues / Alternatives to Consider:**

N/A

**Budgetary / Fiscal Issues:**

The current 2025-2029 CIP does not include funding for this project for 2025. To meet the desire of design and construction in 2026, the city needs to amend the 2025-2029 CIP and the 2025 budget to include $150,000 for design in 2025. Funding in the amount of $254,520 will be allocated from the Water Utility Fund.

**Attachments:**

4.5A RESOLUTION
4.5B LOCATION MAP
4.5C CONSULTANT SERVICES PROPOSAL

RESOLUTION #2025 -

RESOLUTION TO AMEND THE 2025-2029 CIP AND THE 2025 BUDGET AND APPROVE CONSULTANT SERVICES AGREEMENT WITH BOLTON AND MENK FOR CIP 3005 NORTHWEST AREA WATERMAIN EXTENSION

WHEREAS, the City of Brooklyn Park is in the process of planning the Northwest Growth Area Plan ; and

WHEREAS, utility extension is needed to support future development and water tower construction in the Northwest Area; and

WHEREAS, the current 2025-2029 CIP does not identify a funding source for 2025 for CIP 3005 Northwest Area Watermain Extension; and

WHEREAS, Bolton and Menk has provided a consultant services agreement for the design of the project in the amount of $254,520.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to amend the 2025-2029 CIP and the 2025 Budget to provide $150,000 for design of said project in 2025 from the Water Utility Fund.

1. The City Council hereby approves to amend the 2025-2029 CIP and the 2025 Budget to provide $150,000 for design of said project in 2025 from the Water Utility Fund.
2. The City Council approves the Consultant Services Agreement with Bolton & Menk for CIP 3005 Northwest Area Watermain Extension
3. The City Manager is hereby authorized and directed to execute said agreement on behalf of the City of Brooklyn Park.

**Changes to the GENERAL LEDGER Budget**

**Financing Changes**

| Fund | Revenue Classification | Description | Current Budget | Changes | Amended Budget |
|---|---|---|---|---|---|
| 602 | Use of Fund Balance | CIP3005 | $ 5,212,135.00 | $ 150,000.00 | $ 5,362,135.00 |
| | | | $ - | $ - | $ - |
| | | | $ - | $ - | $ - |
| | | Total | $ 5,212,135.00 | $ 150,000.00 | $ 5,362,135.00 |

**Spending Changes**

| Fund | Expense Classification | Description | Current Budget | Changes | Amended Budget |
|---|---|---|---|---|---|
| 602 | Contractual Services | CIP3005 | $ 300,000.00 | $ 150,000.00 | $ 450,000.00 |
| | | | $ - | $ - | $ - |
| | | Total | $ 300,000.00 | $ 150,000.00 | $ 450,000.00 |


101st Ave N
101st Ave N
101st Ave N
Grace Fellowship
Preliminary watermain, storm, sanitary, and roadway design area
Final watermain design area
W Broadway
Oak Grove Pkwy
97th Ave N

BOLTON & MENK
Real People. Real Solutions.

111 Washington Avenue South
Suite 650
Minneapolis, MN 55401

Phone: (612) 416-0220
Bolton-Menk.com

October 17, 2025

Mr. Marcus Culver
Public Works Director
City of Brooklyn Park

RE: Proposal for Professional Engineering Services
NW Area Watermain Extension Project
City of Brooklyn Park, Minnesota

Dear Mr. Culver,

Thank you for allowing Bolton & Menk to provide you with this proposal for professional engineering services within the NW Growth Area in Brooklyn Park. This proposal is based on information provided by city staff and a review of site conditions. As a part of this proposal, we have described our project understanding, detailed our proposed scope of work, and provided our estimated fees.

## PROJECT UNDERSTANDING

The City of Brooklyn Park wants to extend an existing 24" watermain from 97th Ave N / Winnetka Ave N to the intersection of 101st Ave N and Xylon Ave N. Recent development in the area has created demand on the existing water system. Considering additional developments planned for next year, the city has requested to have the 24" watermain extension in service before July 1, 2026.

Bolton & Menk has been working with the city on the planning efforts for the NW Growth Area Plan where the proposed watermain extension is located. To ensure the installed watermain alignment and profile aligns with the masterplan of the NW Area and future roadways, a preliminary design of the roadway and utilities that overlaps with the watermain extension will need to be prepared. Figure 1 shows the assumed preliminary design and final design project areas.

During the NW Area planning efforts there have been reports of possible contaminants near the structures located at the end of 97th Avenue North. An environmental investigation will be completed to determine the extents of any contaminants or environmental concerns within the entire project area.

There is also a potential wetland located on the EDA owned parcel and within the likely watermain extension alignment. A desktop delineation is expected to be sufficient for the permitting of potential wetland impacts based on an assumed no-loss scenario.

Easement acquisition will be needed for the installation of watermain. Easement exhibits and descriptions will be prepared for 5 properties. It is understood that the city will be responsible for the actual acquisition process with the properties. The city is also responsible for securing access for Bolton & Menk, Inc. and partner consultant staff to complete data collection work.



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Topographic survey data is only needed along the watermain and roadway alignment, but full ROW and boundary mapping will be needed for the area surrounded by 101st Ave N, W Broadway, Hwy 610, and Hwy 169.

An Erosion Control Permit and Wetland Alteration Permit will be required from the West Mississippi Watershed Management Commission. It is anticipated that there will be no additional impervious surface created and stormwater flows and discharges will remain unchanged and the project is therefore exempt from storm water management requirements.

This proposal does not include services for construction inspection, administration or staking. The city is yet to determine if this work will be done in-house or by others.

## SCOPE OF WORK

In accordance with the City's request, Bolton & Menk proposes to complete the following scope in support of final design of NW Growth Area Watermain Extension.

### Task 1: Project Management

We will coordinate with city staff throughout the project, the following meetings are proposed:

- Project Kickoff Meeting with City Staff
- Four meetings with Brooklyn Park staff
- Two meetings with Met Council Staff
- One meeting with MnDOT staff
- One meeting with West Mississippi Watershed Management Commission

**Task 1 Deliverables:** Agendas, minutes

### Task 2: Data Collection

Topographic survey of project area is needed. This project boundary will be defined as a 100-foot wide area along the likely watermain and roadway alignment based on the current preferred scenario for the NW Growth Area plan. Additional topographic data will be collected north of the structures at the end of 97th Ave N, east of the apparent wetland on site, and around the 101st Ave N and Xerxes Ave intersection. The work will include collection of all surface data within the project boundary. An inventory of public utilities will be completed, and pipe inverts and sizes will be collected. A Gopher State One Call locate request will be completed in advance of the field work to identify private utilities.

We have engaged with Braun Intertec to provide geotechnical and environmental investigation support services for the project. Braun will take 13 standard penetration test (SPT) borings for the project spaced at approximate intervals of 500-feet throughout the project area. This data will be utilized to develop a geotechnical report. Braun will perform environmental investigation and reporting services in the form of a Phase I investigation and report. A Phase II is not expected to be needed.

Braun will obtain right-of-way permits with the city prior to beginning any fieldwork. It is assumed that the city will waive permit fees as this work is being completed for the city. It is also assumed that written permissions from property owners for proposed explorations outside of public right-of-way will be obtained by the city. Additional specifics for Braun Intertec's proposed services are in the proposal attached to this document.


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According to the National Wetlands Inventory mapper, there is an apparent wetland within the project area that is in line with the likely watermain and future roadway alignment. A routine Level 1 delineation (desktop) is appropriate when the exact boundary of a wetland is not critical, or the project's activities meet the No Loss criteria defined in the Wetland Conservation Act (WCA). The Level 1 review will consist of an examination of common offsite mapping resources to identify wetlands within the designated project boundary. Any on-site delineation work will be performed under a separate contract.

**Task 2 Deliverables:** Survey base file, Level 1 wetland delineation, Geotechnical report & borings, Environmental reports.

### Task 3: Preliminary Design – Roadway & Utility

Preliminary design will include the 30% plan production for watermain, sanitary sewer, storm sewer and roadway. The design will also extend to the W Broadway and Hwy 610 WB off-ramp.

The design will account for the current NW Growth Area planning efforts conceptual masterplan layouts. This information will be used to set the preliminary design for roadway alignments, profiles, and typical sections as well as storm sewer, sanitary sewer, and watermain. These efforts will ensure that the final design and construction of the watermain will align with the future roadway and adjacent utilities.

A portion of the preliminary roadway design falls within MnDOT ROW at the W Broadway Ave and Hwy 610 WB off-ramp intersection. Some informal coordination will be needed with MnDOT to ensure the roadway design will be approved in the future, but formal permits or approvals are not expected as part of this project.

The design will also account for future roadway, utility, and rail improvements proposed as part of the Blue Line Extension project scheduled for a construction start in 2027. 60% Blue Line Extension plans will be referenced unless 90% plans become available prior to February 2026.

It is anticipated that most of the watermain will be installed via open cut construction methods, but consideration will be made for potential trenchless install methods on certain segments of the watermain, particularly where roadway exists.

A study will be performed to determine feasibility of extending sanitary sewer with the watermain as part of this project. Preliminary design for the sanitary sewer will help determine alignment, depths, excavation limits, potential upsizing, connections, and other improvements needed to install sanitary sewer adjacent to the watermain alignment. Based on this analysis, the city will determine if final design for sanitary sewer will be added to the scope of this project.

**Task 3 Deliverables:** Sanitary sewer feasibility analysis report, 30% watermain, sanitary, storm, and roadway plans, cost estimate.



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### Task 4: Easement Exhibits

Bolton & Menk will prepare five easement exhibits and legal descriptions for each property that easement needs are anticipated for based on the watermain (and possibly sanitary sewer) alignments. Exact determination of these properties and the extents for each easement will be determined during preliminary design. Negotiations and the acquisition of these easements will be performed by the city.

**Task 4 Deliverables:** Five easement exhibits and descriptions.

### Task 5: Final Design - Watermain

Final design of the watermain will build off the alignment and depths that were determined during preliminary design. Plans will depict the method of install, pipe material, excavation limits, fitting locations, hydrants, valves and any other appurtenances.

Typical excavation areas will be restored to the existing grade, however, depending on the preliminary design for the roadway, there is a possibility that grade adjustments, fill placement, or pipe insulation will need to be placed in order to provide appropriate protection of the watermain from frost prior to the construction of the roadway. Coordination between Bolton & Menk and Braun Intertec during the development of the geotechnical report will ensure appropriate material and method of placement is specified to prevent erosion.

Our team will prepare construction plans and specifications meeting city standards. Submittals will include 60% (plans and estimate), 90% (plans, specifications, estimate), and 100% (plans, specifications, and estimate). Plans will include all necessary information needed to inform a contractor of the work needed to complete the improvements.

We will coordinate and submit all required permits for this project. We expect the following permits are required: NPDES Stormwater permit, West Mississippi Watershed Commission Erosion Control Permit and Wetland Alteration permit, and MDH Watermain Review permit.

Bolton & Menk will determine and prepare the appropriate permit application to account for any aquatic resource impacts proposed by the project. Preliminary review of the project design suggests the proposed activities will likely result in a No-Loss Application. This will include the MN Joint Application to the U.S. Army Corps of Engineers and Local Government Unit (LGU). These applications will include GIS based figures, permit narrative, and project plan set.

**Task 5 Deliverables:** Construction plans and specifications, Engineer’s Estimate, Permits

### Task 5A: Final Design – Sanitary Sewer

Depending on the findings of the sanitary sewer extension feasibility study, the city may consider adding final design for the sanitary sewer extension as part of the project. Final design for sanitary sewer would follow the same schedule and process as the watermain.

A sanitary sewer extension permit with MPCA and potentially a sanitary sewer connection permit with Met Council will be acquired.

**Task 5A Deliverables:** Construction plans and specifications, Engineer’s Estimate, Permits


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**Task 6: Bidding Assistance**
We will prepare bidding documents for online bidding by the city, and provide bidding assistance by answering contractor questions, prepare addendum as needed, bid tabulations, and provide award recommendation.

**Task 6 Deliverables:** Bidding documents, addendum, and award recommendation

## FIGURE

**Figure 1: Project Area**




## SCHEDULE

This task schedule identifies the major activities for this project.

| Task | Start | End |
|---|---|---|
| Project Management | November 2025 | April 2026 |
| Data Collection | November 2025 | February 2025 |
| Preliminary Design - Roadway & Utility | December 2025 | January 2026 |
| Easement Exhibits | February 2026 | February 2026 |
| Final Design | February 2026 | March 2026 |
| Bid Preparation & Permitting | March 2026 | April 2026 |


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## ESTIMATED FEES

Bolton & Menk proposes to complete the above scope of work on an hourly basis for a not-to-exceed fee of $254,520. The optional service for the final design of sanitary sewer is proposed at an additional $51,832. The fees for the individual tasks are estimates, a breakdown of the estimated fees is attached to this proposal.

If you find this proposal satisfactory, your signature below will constitute acceptance of the terms outlined in this document and in the current Master Agreement between the city of Brooklyn Park and Bolton & Menk, Inc. Upon approval, we will proceed with the services detailed in this proposal. Please contact us if you wish to discuss this proposal. We look forward to providing these professional engineering services to the City of Brooklyn Park and appreciate your continued consideration of Bolton & Menk, Inc.

Sincerely,

**BOLTON & MENK, INC.**

Zack Johnston, PE
Project Manager

Nate Stanley, P.E.
Sr. Project Manager

Accepted By: _____ Date: _____



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**Estimated Hours**

| Client: City of Brooklyn Park<br>Project: NW Growth Area Watermain Extension | | Bolton & Menk, Inc. | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Task No. | Work Task Description | Principal-In-Charge | Project Manager | Project Engineer | Design Engineer | Sanitary Sewer Engineer | Water Resources Engineer | Environmental Specialist | Traffic Engineer | Survey Manager | Licensed Surveyor | Survey Technician | Survey Crew | Administrative Assistant | Lump Sum Fee | Totals |
| **1.0** | **Project Management** | | | | | | | | | | | | | | | |
| 1.1 | Administration & Coordination | 8 | 60 | | | | | | | | | | | | | 68 |
| 1.2 | Project Kickoff Meeting | 2 | 2 | 2 | | | | | | | | | | | | 6 |
| 1.3 | City Meetings (5 Project Meetings) | 4 | 10 | 2 | | 2 | | | | | | | | | | 18 |
| 1.4 | Agency Coordination (2 Met Council, 1 MnDOT, 1 Watershed) | 4 | 16 | 4 | | 2 | 2 | 2 | 2 | | | | | | | 32 |
| | **Subtotal Hours - Task 1** | 18 | 88 | 8 | 0 | 4 | 2 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | $0 | **124** |
| **2.0** | **Data Collection** | | | | | | | | | | | | | | | |
| 2.1 | Planning & Management | | 12 | | | | | | | 6 | | | | | | 18 |
| 2.2 | Setting Controls | | | | | | | | | 2 | | 2 | 2 | | | 6 |
| 2.3 | GSOC Coordination | | | | | | | | | | | 2 | 4 | | | 6 |
| 2.4 | Topographic Data Collection | | | | | | | | | | | 6 | 28 | | | 34 |
| 2.5 | Cadastral lines layout and determination | | | | | | | | | 2 | 12 | 6 | 4 | | | 24 |
| 2.6 | Drone Data Collection | | | | | | | | | | | 2 | 2 | | | 4 |
| 2.7 | Geotechnical Borings and Report (BRAUN INTERTEC) | | 4 | 2 | | | | | | | | | | | $15,700 | 6 |
| 2.8 | Environmental Investigation & Report (BRAUN INTERTEC) | | 2 | 2 | | | | | | | | | | | $7,060 | 4 |
| 2.9 | Aquatic Resource Delineation | | 2 | | | | | 28 | | | | | | | | 30 |
| | **Subtotal Hours - Task 2** | 0 | 20 | 4 | 0 | 0 | 0 | 28 | 0 | 10 | 12 | 18 | 40 | 0 | $22,760 | **132** |
| **3.0** | **Preliminary Design - Roadway & Utility** | | | | | | | | | | | | | | | |
| 3.1 | Preliminary Layout - Watermain | | 20 | 40 | 40 | | | | | | | | | | | 100 |
| 3.2 | Preliminary Layout - Storm Sewer | | 8 | 12 | 12 | | 60 | | | | | | | | | 92 |
| 3.3 | Preliminary Layout - Roadway Design, Alignment, & Profile | | 24 | 80 | 60 | | | | 40 | | | | | | | 204 |
| 3.4 | Sanitary Sewer Feasibility Analysis | | 12 | 12 | 20 | 80 | | | | | | | | | | 124 |
| 3.5 | QA-QC | 4 | 20 | | | | | | | | | | | | | 24 |
| 3.6 | Determine Easement Limits | | 4 | 8 | 4 | 8 | | | | | | | | | | 24 |
| 3.7 | Aquatic Resource Permitting & Coordination | | 2 | | | | | 8 | | | | | | | | 10 |
| | **Subtotal Hours - Task 3** | 4 | 90 | 152 | 136 | 88 | 60 | 8 | 40 | 0 | 0 | 0 | 0 | 0 | $0 | **578** |
| **4.0** | **Easement Exhibits** | | | | | | | | | | | | | | | |
| 4.1 | Parcel Map and Parcel Sketches | 2 | 4 | | | | | | | 2 | 2 | 12 | | | | 22 |
| 4.1 | Easement Exhibits and Description | | | | | | | | | 2 | 6 | 10 | | | | 18 |
| 4.3 | Easement Staking | | | | | | | | | | | 4 | 10 | | | 14 |
| | **Subtotal Hours - Task 4** | 2 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 8 | 26 | 10 | 0 | $0 | **54** |
| **5.0** | **Final Design - Watermain** | | | | | | | | | | | | | | | |
| 5.1 | Final Design - Watermain (60%/90%/100% Submittals) | | 40 | 100 | 72 | | 12 | | | | | | | | | 224 |
| 5.2 | Prepare Specification (90%/100% Submittals) | | 24 | 12 | | | 4 | | | | | | | 12 | | 52 |
| 5.3 | Cost Estimate (60%/90%/100% Submittals) | | 8 | 20 | | | 2 | | | | | | | | | 30 |
| 5.4 | QAQC | 2 | 6 | | | | | | | | | | | | | 8 |
| 5.5 | Prepare and submit permits (Erosion Control, NPDES, MDH) | | 6 | 4 | | | 24 | | | | | | | | | 34 |
| | **Subtotal Hours - Task 5** | 2 | 84 | 136 | 72 | 0 | 42 | 0 | 0 | 0 | 0 | 0 | 0 | 12 | $0 | **348** |
| **5A.0** | **Final Design - Sanitary Sewer (Optional Service)** | | | | | | | | | | | | | | | |
| 5A.1 | Final Design Sanitary Sewer (60%/90%/100%) | | 24 | 40 | 40 | 100 | | | | | | | | | | 204 |
| 5A.2 | Prepare Specification (90%/100% Submittals) | | 8 | | | 16 | | | | | | | | 8 | | 32 |
| 5A.3 | Cost Estimate (60%/90%/100% Submittals) | | 4 | | | 20 | | | | | | | | | | 24 |
| 5A.4 | QAQC | 2 | 6 | | | | | | | | | | | | | 8 |
| 5A.5 | Coordination with Met Council | | 4 | | | 8 | | | | | | | | | | 12 |
| 5A.6 | Prepare and submit permits (Met Council, MPCA) | | 4 | | | 8 | | | | | | | | | | 12 |
| | **Subtotal Hours - Task 5A** | 2 | 50 | 40 | 40 | 152 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | $0 | **292** |
| **6.0** | **Bidding Assistance** | | | | | | | | | | | | | | | |
| 6.1 | Prepare Project Manual, Bid Project, Addendums | 4 | 24 | 8 | | 4 | 4 | | | | | | | 20 | | 64 |
| | **Subtotal Hours - Task 6** | 4 | 24 | 8 | 0 | 4 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 20 | $0 | **64** |

**Detailed Cost Estimate**

| Client: City of Brooklyn Park<br>Project: NW Growth Area Watermain Extension | | Bolton & Menk, Inc. | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Task No. | Work Task Description | Principal-In-Charge | Project Manager | Project Engineer | Design Engineer | Sanitary Sewer Engineer | Water Resources Engineer | Environmental Specialist | Traffic Engineer | Survey Manager | Licensed Surveyor | Survey Technician | Survey Crew | Administrative Assistant | Lump Sum Fee | Total Hours | Total Cost |
| 1.0 | Project Management | 18 | 88 | 8 | 0 | 4 | 2 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | $0 | 124 | $23,536 |
| 2.0 | Data Collection | 0 | 20 | 4 | 0 | 0 | 0 | 28 | 0 | 10 | 12 | 18 | 40 | 0 | $22,760 | 132 | $46,978 |
| 3.0 | Preliminary Design - Roadway & Utility | 4 | 90 | 152 | 136 | 88 | 60 | 8 | 40 | 0 | 0 | 0 | 0 | 0 | $0 | 578 | $103,780 |
| 4.0 | Easement Exhibits | 2 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 8 | 26 | 10 | 0 | $0 | 54 | $9,550 |
| 5.0 | Final Design - Watermain | 2 | 84 | 136 | 72 | 0 | 42 | 0 | 0 | 0 | 0 | 0 | 0 | 12 | $0 | 348 | $60,248 |
| 6.0 | Bidding Assistance | 4 | 24 | 8 | 0 | 4 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 20 | $0 | 64 | $10,428 |
| | | | | | | | | | | | | | | | | | |
| 5A.0 | Final Design - Sanitary Sewer (Optional Service) | 2 | 50 | 40 | 40 | 152 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | $0 | 292 | $51,832 |
| | **Total Hours** | 30 | 310 | 308 | 208 | 96 | 108 | 38 | 42 | 14 | 20 | 44 | 50 | 32 | | 1592 | |
| | **Average Hourly Rate** | $234 | $182 | $176 | $166 | $182 | $172 | $180 | $234 | $197 | $182 | $160 | $195 | $115 | | | |
| | **Subtotal** | $7,020 | $56,420 | $54,208 | $34,528 | $17,472 | $18,576 | $6,840 | $9,828 | $2,758 | $3,640 | $7,040 | $9,750 | $3,680 | $22,760 | | |
| | **Total Fee** | | | | | | | | | | | | | | | | **$254,520** |

October 16, 2025 Proposal QTB223461

Zack Johnston, PE
**Bolton & Menk, Inc.**
111 Washington Avenue South, Suite 650
Minneapolis, MN 55401

Re: Proposal for a Geotechnical Evaluation and Environmental Services
Brooklyn Park Northwest Development
Northwest of the TH 610 and West Broadway Avenue Intersection
Brooklyn Park, Minnesota

Dear Mr. Johnston:

Braun Intertec Corporation (Braun Intertec) submits this proposal to complete a geotechnical evaluation and provide environmental services for the Brooklyn Park Northwest Development Project at the referenced site.

## Project Information

Per our email correspondence and meeting with you on October 15, 2025, we understand the proposed project will include the extension of 24-inch watermain and possibly sanitary sewer and the reconstruction of impacted pavements in Brooklyn Park, Minnesota. The project is proposing to extend existing watermain from just north of 101st Avenue North and Xylon Avenue North south towards TH 610 and then east to the end of Winnetka Avenue 97th Avenue North. Consideration is also being given to the West Broadway Avenue and TH 610 WB off ramp intersection to ensure watermain aligns with the future roadway design and profile. Construction of a new roadway within the project area is also being considered. The figure below highlights the general project area.

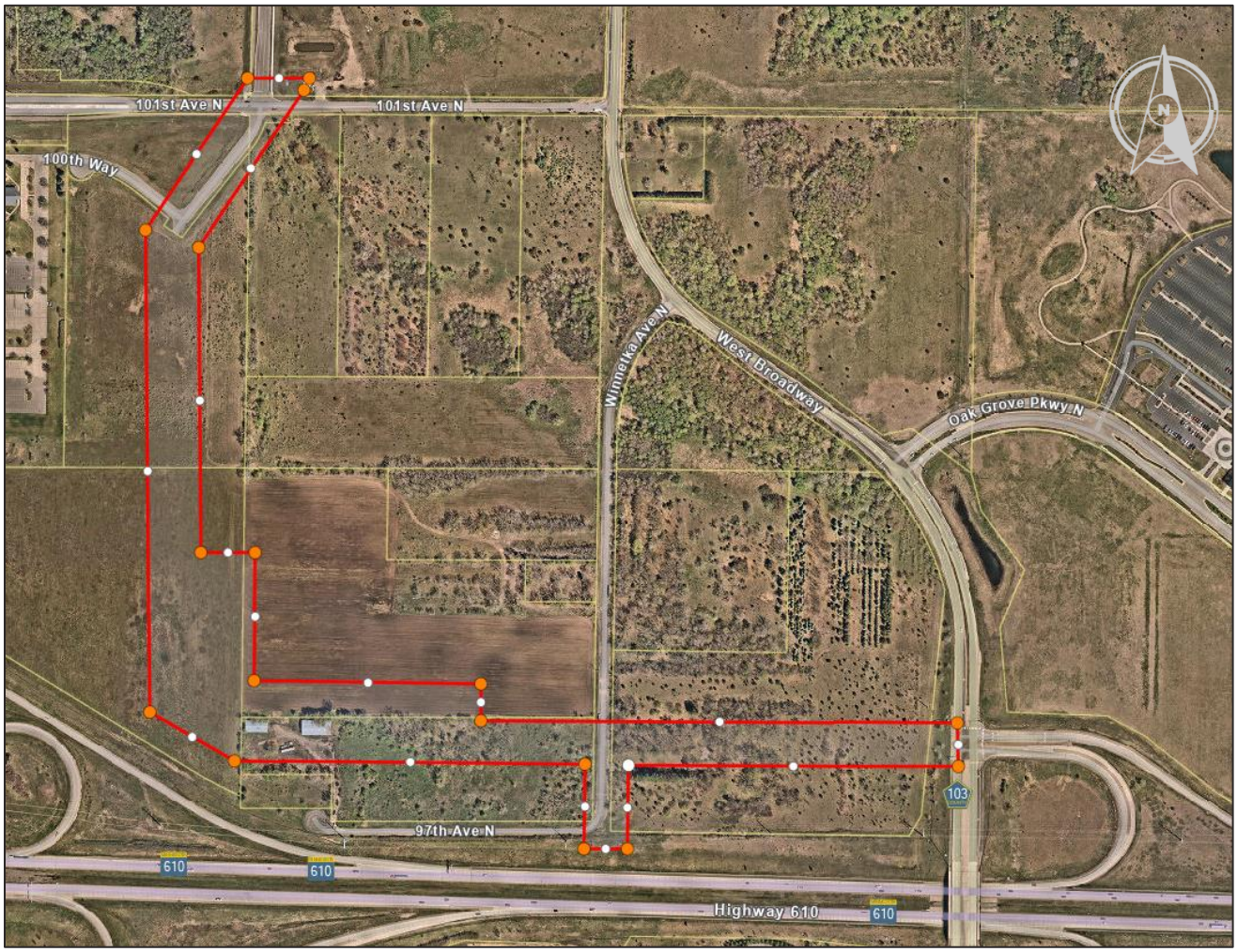



**Figure 1. Project Location**
Figure provided by Bolton & Menk, Inc.

## Scope of Services – Geotechnical

We propose the following tasks to help achieve the stated purpose. If we encounter unfavorable or unforeseen conditions during the completion of our tasks that lead us to recommend an expanded scope of services, we will contact you to discuss the conditions before resuming our services.

### Purpose

The purpose of our geotechnical evaluation will be to characterize subsurface geologic conditions at selected exploration locations, evaluate their impact on the project, and provide geotechnical recommendations for the design and construction of the utility improvements.

## Site Access

Based on aerial photographs, it appears that the site will require an all-terrain vehicle (ATV) drill rig. We assume there will be no cause for delays in accessing the exploration locations. We are not including tree clearing, debris or obstruction removal, grading of navigable paths, or snow plowing.

Depending on access requirements, ground conditions or potential utility conflicts, our field crew may alter the exploration locations from those proposed to facilitate accessibility.

Our drilling activities may also impact the vegetation and may rut the surface to access boring locations. Restoration of vegetation and turf is not part of our scope of services.

## Staking

We will stake prospective subsurface exploration locations, as selected by Braun Intertec, and obtain surface elevations at those locations using GPS (Global Positioning System) technology. In order to link the GPS data to an appropriate reference, we request that you provide CAD files indicating location/elevation references appropriate for this project.

## Utility Clearance

Prior to drilling, we will contact Gopher State One Call and arrange for notification of the appropriate utility vendors to mark and clear the exploration locations of public underground utilities. You, or your authorized representative, are responsible to notify us before we begin our work of the presence and location of any underground objects or private utilities that are not the responsibility of public agencies.

## Permits

We will obtain a right-of-way permit with the City of Brooklyn Park (City) prior to beginning our fieldwork. We assume the City will waive permit fees as we will be completing the work for the City.

Prior to commencing with field work, we assume others will obtain permits or written permission from property owners for proposed explorations located outside of the public right-of-way.

## Penetration Test Borings

We propose to drill 13 standard penetration test (SPT) borings for the project spaced at approximate intervals of 500 feet throughout the proposed project area. Table 1 provides a summary of the proposed boring locations and depths. Standard penetration tests will be performed at 2 1/2-foot vertical intervals to the depths 15 feet, and at 5-foot vertical intervals at greater depths.

**Table 1. Summary of Proposed Borings**

| Use | Quantity | Nominal Depth (ft) |
|---|---|---|
| Roadway | 3 | 10 |
| Watermain | 6 | 15 |
| Sanitary | 4 | 25 |
| **Total** | 13 | 220 |

The figure below shows an illustration of our proposed boring locations.

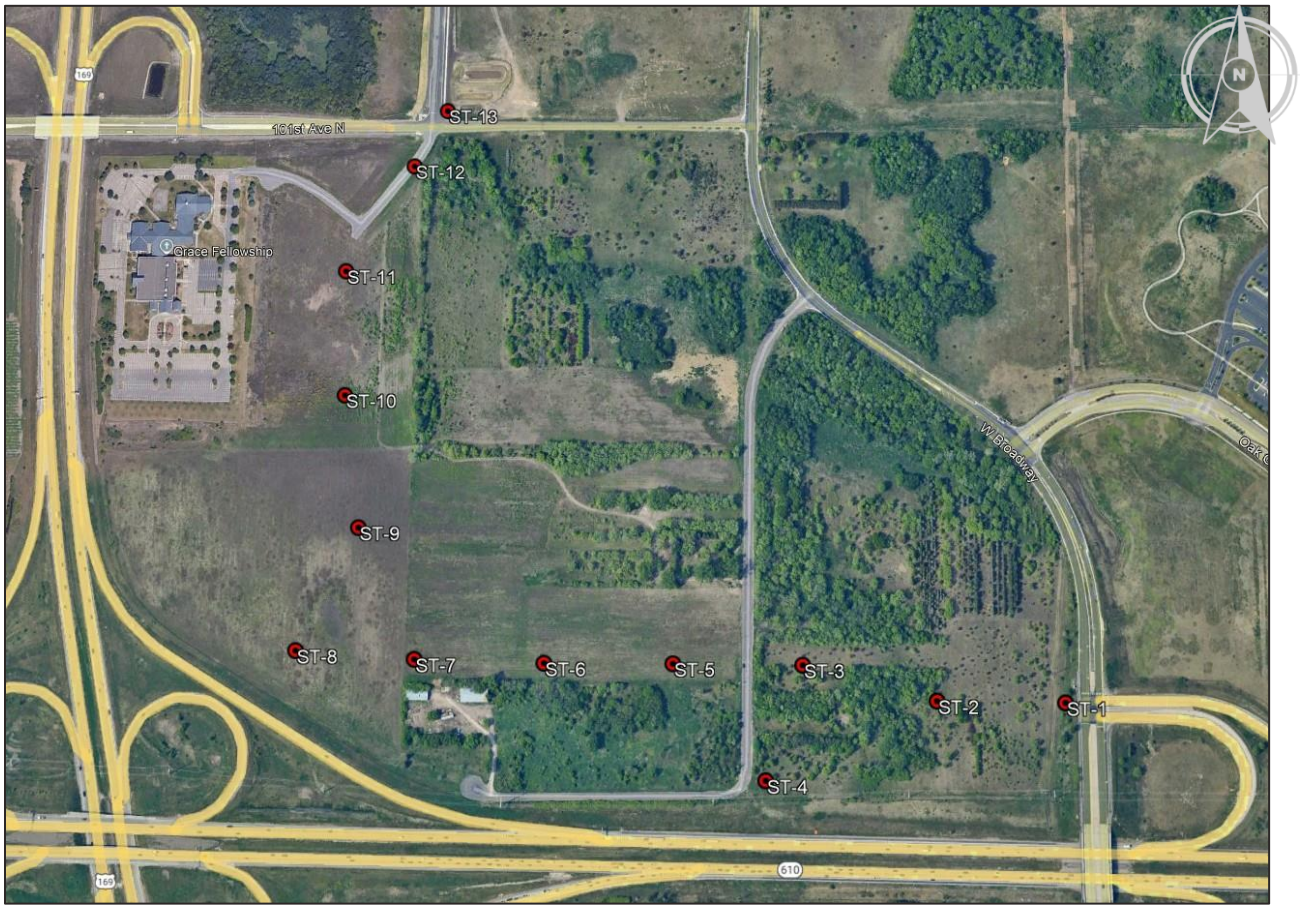



**Figure 2. Proposed Boring Locations**
Figure extracted from Google Earth.

If the intended boring depths do not extend through unsuitable material, we will extend the borings at least 5 feet into suitable material at greater depths. The additional information will help evaluate such issues as excavation depth, and consolidation settlement, among others. If we identify a need for deeper (or additional) borings, we will contact you prior to increasing our total estimated drilled footage and submit a Change Order summarizing the anticipated additional effort and the associated cost, for your review and authorization.

## Groundwater Measurements

If the borings encounter groundwater during or immediately after drilling of each boring, we will record the observed depth on the boring logs.

## MDH Notification and Sealing Record

We are planning for some of the borings to be 25 feet or deeper. Therefore, the Minnesota Statutes requires us to both (1) submit to the MDH by mail a “Sealing Notification Form”, and (2) submit a Sealing Record after our completion of the borings. The Sealing Notification Form requires a signature of the current property owner, or their agent, and we need to submit this to the MDH prior to our mobilization to the site. We are attaching a copy of the Sealing Notification Form at the end of this proposal for your signature. Our proposal includes the fees for the MDH Sealing Notification and the Sealing Record.

## Borehole Abandonment

We will backfill our exploration locations immediately after completing the drilling at each location. Minnesota Statutes require sealing temporary borings that are 15 feet or deeper. Based on our proposed subsurface characterization depths, we will seal 100 linear feet of borehole with grout.

Upon backfilling exploration locations, we will fill holes in pavements (if encountered) with a temporary patch.

Sealing boreholes with grout will prevent us from disposing of auger boring cuttings in the completed boreholes. Unless you direct us otherwise, we intend to thin-spread the cuttings around the boreholes. We can provide off-site disposal of the cuttings for an additional fee.

Over time, subsidence of borehole backfill may occur, requiring releveling of surface grades or replacing bituminous patches. We are not assuming responsibility for releveling or re-patching after we complete our fieldwork.

## Sample Review and Laboratory Testing

We will return recovered samples to our laboratory, where a geotechnical engineer will visually classify and log them. To help classify the materials encountered and estimate the engineering properties necessary to our analyses, we anticipate performing moisture content tests, mechanical analyses (through a #200 sieve only), and organic content tests. We will adjust the actual number and type of tests based on the results of our borings.

We will determine the actual laboratory testing for the project depending on the encountered subsurface conditions. If we identify a laboratory testing program that exceeds the budget included in this proposal but provides additional value to the project, we will request authorization for the additional fees through a Change Order.

## Engineering Analyses

We will use data obtained from the subsurface exploration and laboratory tests to evaluate the subsurface profile and groundwater conditions, and to perform engineering analyses related to utility and pavement design and performance.

## Geotechnical Evaluation Report

We will prepare a report including:

- A sketch showing the exploration locations.
- Logs of the soil borings describing the materials encountered and presenting the results of our groundwater measurements and laboratory tests.
- A summary of the subsurface profile and groundwater conditions.
- Discussion identifying the subsurface conditions that will impact design and construction.
- Discussion regarding the reuse of on-site materials during construction.
- Recommendations for preparing utility and pavement subgrades, and the selection, placement, and compaction of fill.
- Recommendations for pavement section design, including assumed R-value.

We will only submit an electronic copy of our report to you.

# Geotechnical Scope - Schedule

We anticipate performing our work according to the following schedule.

- Drill rig mobilization – within about 6 weeks following receipt of written authorization.
- Field exploration – 2 days on site to complete the work.
- Classification and laboratory testing – within 1 to 2 weeks after completion of field exploration.
- Preliminary results – within 2 weeks after completion of field exploration.
- Draft report submittal – within about 3 weeks of completion of field work.
- Final report submittal – within 5 days of receiving comments on the draft report.

If we cannot complete our proposed scope of services according to this schedule due to circumstances beyond our control, we may need to revise this proposal prior to completing the remaining tasks.

# Scope of Services – Environmental

## Modified Corridor Phase I Environmental Site Assessment (ESA)

The primary approach used to identify environmental risks will be the timely completion of a corridor assessment using protocols established by Minnesota Department of Transportation's (MnDOT) Office of Environmental Stewardship (OES). This approach will be completed using a modified version of the American Society of Testing and Materials (ASTM) methodology E 1527-21, Standard Practice for Environmental Site Assessment: Phase I Environmental Site Assessment Process. The approach is modified from ASTM standards as the Phase I ESA will be conducted at a roadway intersection, limited to a 500-foot buffer from the intersection, and does not meet all the requirements of ASTM Standard E1527-21 nor All Appropriate Inquiry (AAI). The approach is accepted by the Minnesota Pollution Control Agency (MPCA) for contaminant management planning and property evaluation when seeking liability assurances.

A single Phase I ESA report will be prepared for the Project. All properties in the 500-foot buffer will be reviewed and ranked as having a high, medium, or low potential for contamination based on criteria established by MnDOT OES. Rankings will be presented on summary tables, figures, and within the text of the report. Braun Intertec will prepare a Site Data Summary sheet for each site exhibiting a high or medium potential for contamination along the Project corridor and will document how and why the site is given this ranking/classification. These rankings will be based solely on the sites' potential for contamination and not on the sites' locations with respect to proposed construction limits. Site rankings may be adjusted based on evidence collected and professional judgment. The regulatory file review portion of the Site Data Summary sheets, if warranted, will consist of relevant figures and tables from reports within the regulatory file.

As described in the ASTM Standard for the Phase I ESA process, Braun Intertec's assessment will include review of a regulatory database report, historical documents, completion of interviews where warranted, and a site reconnaissance. Braun Intertec's research will include but not be limited to MPCA and Minnesota Department of Agriculture (MDA) files, fire insurance maps, city and county files, Minnesota Geological Survey (MGS) files and/or Minnesota Well Index (MWI) files, historical maps, and aerial photographs. Findings will be included in the Modified Phase I ESA report.

We will only submit an electronic copy of our report to you unless you request otherwise. At your request, we can also send the report to additional project team members.

# Fees

We will furnish the services described in this proposal on a time and materials basis for an estimated fee of **$22,760**. Table 2 provides a breakdown of the proposed fees for both the geotechnical evaluation and the environmental services.

**Table 2. Proposed Fee Breakdown**

| Service | Fee |
|---|---|
| **Geotechnical Evaluation** | |
| Site Layout – Staking – Utility Clearance | $ 1,512 |
| Drilling Services | $ 9,051 |
| Laboratory Testing | $ 1,640 |
| Coordination, Engineering Analysis, and Report | $ 3,497 |
| **Geotechnical Evaluation Scope Total** | **$ 15,700** |
| **Environmental Services** | |
| Phase I ESA Research and Site Reconnaissance | $ 1,302 |
| Expenses | $ 658 |
| Project Management & Reporting | $ 5,100 |
| **Environmental Services Scope Total** | **$ 7,060** |
| **Total** | **$ 22,760** |

Our work may extend over several invoicing periods. As such, we will submit partial progress invoices for work we perform during each invoicing period.

## General Remarks

We based the proposed fee on the scope of services described and the assumption that you will authorize our services within 30 days and that others will not delay us beyond our proposed schedule.

We will provide our services under the terms of the Master Subconsultant Agreement for Professional Services between Bolton & Menk, Inc. and Braun Intertec Corporation dated January 8, 2025.

We appreciate the opportunity to present this proposal to you. We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Jesse Hill-Male at 763.248.0148 (jhill-male@braunintertec.com) or Kevin Zalec at 952.995.2223 (kzalec@braunintertec.com) regarding the geotechnical scope, or Ted Feit at 952.995.2114 (tfeit@braunintertec.com) regarding the environmental scope.

Sincerely,

**Braun Intertec Corporation**

Jesse O. Hill-Male, EIT
Staff Engineer

Kevin S. Zalec, PE
Senior Manager, Senior Engineer

Ted Feit, PG
Associate Director, Senior Scientist

Attachments:
Project Proposal QTB223461
MDH Notification Form

The proposal is accepted, and Braun Intertec is authorized to proceed.

_____
Bolton & Menk, Inc. Project Number

_____
Authorizer's Signature

_____
Authorizer's Name (please print or type)

_____
Authorizer's Title

_____
Date

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# Project Proposal

## QTB223461

### Brooklyn Park Northwest Development

| Client: | Work Site Address: | Service Description: |
|---|---|---|
| Bolton & Menk, Inc.<br>Zack Johnston<br>Attn: Accounts Payable<br>1960 Premier Dr<br>Mankato, MN 56001<br>(952) 448-8838 | West of the TH 610 WB off ramp and West Broadway Intersection<br>Brooklyn Park, MN 55445 | Geotechnical Evaluation and Environmental Services |

| | Description | Quantity | Units | Unit Price | Extension |
|---|---|---|---|---|---|
| **Phase 1** | **Geotechnical Evaluation** | | | | |
| **Activity 1.1** | **Site Layout - Staking - Utility Clearance - CADD** | | | | **$1,512.00** |
| 205 | Site layout and utility clearance | 5.00 | Hour | 114.00 | $570.00 |
| 288 | Project Assistant | 2.00 | Hour | 100.00 | $200.00 |
| 5099 | Trimble R8 Rover (horizontal and vertical), per hour | 5.00 | Each | 80.00 | $400.00 |
| 371 | CADD/Graphics Operator | 2.00 | Hour | 142.00 | $284.00 |
| 1862 | UTIL Trip Charge | 1.00 | Each | 58.00 | $58.00 |
| **Activity 1.2** | **Drilling Services** | | | | **$9,051.00** |
| 9100 | Flotation Tire Drill Rig and Crew, per hour | 18.00 | Each | 465.00 | $8,370.00 |
| 1029 | Standby time, per hour | | Each | 420.00 | $.00 |
| 1073 | Sealing Records, each | 1.00 | Each | 125.00 | $125.00 |
| 9903 | Sealing Record Reporting | 1.00 | Each | 156.00 | $156.00 |
| 9730 | Grout with bentonite, materials per foot | 100.00 | Each | 4.00 | $400.00 |
| **Activity 1.3** | **Geotechnical Soil Tests** | | | | **$1,640.00** |
| 1166 | Loss by Washing Through #200 Sieve, per sample | 5.00 | Each | 98.00 | $490.00 |
| 1174 | Organic Content, per sample | 5.00 | Each | 98.00 | $490.00 |
| 1152 | Moisture content, per sample | 30.00 | Each | 22.00 | $660.00 |
| **Activity 1.4** | **Evaluation/Analysis/Reports** | | | | **$3,497.00** |
| 138 | Project Assistant | 4.00 | Hour | 98.00 | $392.00 |
| 126 | Project Engineer | 12.00 | Hour | 186.00 | $2,232.00 |
| 128 | Senior Engineer | 3.00 | Hour | 216.00 | $648.00 |
| 125 | Project Manager | 1.50 | Hour | 150.00 | $225.00 |
| | | | | **Phase 1 Total:** | **$15,700.00** |
| **Phase 2** | **Modified Phase I Environmental Site Assessment (ESA)** | | | | |
| **Activity 2.1** | **Phase I ESA Research and Site Reconnaissance** | | | | **$1,302.00** |
| 389 | Staff Consultant II | 8.00 | Hour | 124.00 | $992.00 |
| 393 | Project Consultant II | 2.00 | Hour | 155.00 | $310.00 |
| **Activity 2.2** | **Expenses** | | | | **$658.00** |
| 1868 | ENV Trip Charge | 1.00 | Each | 58.00 | $58.00 |
| SUB | Historical Documents (ERIS) | 1.00 | Each | 600.00 | $600.00 |
| **Activity 2.3** | **Project Management & Reporting** | | | | **$5,100.00** |
| 371 | GIS/CAD Specialist II | 4.00 | Hour | 142.00 | $568.00 |
| 138 | Project Assistant | 2.00 | Hour | 98.00 | $196.00 |
| 125 | Project Control Specialist | 2.00 | Hour | 150.00 | $300.00 |
| 389 | Staff Consultant II | 24.00 | Hour | 124.00 | $2,976.00 |

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# Project Proposal

## QTB223461

### Brooklyn Park Northwest Development

| | | | | | | |
|---|---|---|---|---|---|---|
| | 393 | **Project Consultant II** | 4.00 | Hour | 155.00 | $620.00 |
| | 396 | **Senior Consultant II** | 2.00 | Hour | 220.00 | $440.00 |
| | | | | | **Phase 2 Total:** | **$7,060.00** |

| | |
|---|---|
| **Proposal Total:** | **$22,760.00** |

# Minnesota Department of Health
# Well Sealing Notification Form

Please have the property owner, representative or agent complete the "Well Owner" section only of the Minnesota Department of Health (MDH) Well Sealing Notification form below and return it to Braun Intertec along with the signed proposal. We will complete the remainder of the form and submit it to the MDH.

NOTE: This form must be completed and returned to Braun Intertec prior to us scheduling the mobilization of our equipment and crews to the project site.

Project Name: Brooklyn Park Northwest Development
Site Address: NW of the TH 610 and West Broadway Avenue Intersection
Brooklyn Park, Minnesota

**WELL SEALING NOTIFICATION-WELL SEALING NOTIFICATION IS VALID FOR 18 MONTHS**
**Send notification form and payment (check, money order, or credit card information) to:**
**Minnesota Department of Health, Well Management Section, P.O. Box 64502, St. Paul, Minnesota 55164-0502.**
**Well Management Section Fax Number: (651) 201-4599.**

Minnesota Unique Well No. or W-series No. (Leave blank if not known) | **Minnesota Well and Boring Sealing No.** H

Card Type: ☐ Visa ☐ Mastercard ☐ Discover Exp. Date
Print Cardholder Name
Card Number | 3-Digit Security Code (Printed on back side of card.)
Authorized Signature

☐ Well Sealing Notification (269)
Check Well Type: ☐ Water-Supply Well ☐ Monitoring Well ☐ Other
Check Box If: ☐ Well is Multiple Cased ☐ Larger than 8-inch Inside Diameter

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **WELL LOCATION** | County | Township Name | Township No. | Range No. | Section No. | Fraction (sm. → lg.) ¼ ¼ ¼ | | |
| | Well Location Address | City | State | Zip Code | Est. Depth | Casing Diameter | | |
| **WELL OWNER** | Well Owner Name (Print) | Daytime Telephone Number ( ) | | | | | | |
| | Well Owner Street Address | City | State | Zip Code | | | | |
| | Well Owner Signature | Date | | | | | | |
| **WELL CONTRACTOR** | Well Contractor Company Name (Print) | Certified Rep. Signature | Date | Company License No. | | | | |

Failure to provide proper identification and fee prior to the beginning of well sealing is a violation of Minnesota Statutes, Chapter 1031, and may result in the assessment of an administrative penalty. Notification is not required to seal a boring.

# City of Brooklyn Park
# Request for Council Action

| | | | |
|---|---|---|---|
| **Agenda Item:** | 4.6 | **Meeting Date:** | October 27, 2025 |
| **Agenda Section:** | Consent | **Originating Department:** | Police Department |
| **Resolution:** | N/A | **Prepared By:** | Inspector Toni Weinbeck, Police<br>Stephanie Heiberger, Police |
| **Ordinance:** | SECOND READING | | |
| **Attachments:** | 1 | **Presented By:** | Chief Mark Bruley, Police |
| **Item:** | Second Reading of an Ordinance Amending City Code Pertaining to the City's Rental Owner Educational Program and Conduct on Rental Property | | |

**City Manager's Proposed Action:**

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT ON SECOND READING ORDINANCE 2025-_____ AMENDING SECTIONS 117.491 AND 117.49 OF THE BROOKLYN PARK CITY CODE PERTAINING TO THE CITY'S RENTAL OWNER EDUCATIONAL PROGRAM AND CONDUCT ON RENTAL PROPERTY.

**Overview:**

Ordinance language changes are required to sections 117.491 and 117.49 that reference the Minnesota Crime Free Multi-Housing Program because that program is no longer in existence. The proposed language provides for a similar education option without naming a specific program. There are also Minnesota Attorney General language changes around rental housing. These adjustments are reflected in these ordinances to mirror the Minnesota Attorney General.

**Primary Issues/Alternatives to Consider:**

- Approve the ordinance as presented
- Amend and approve the ordinance
- Make no changes to the ordinance

**Budgetary/Fiscal Issues:** N/A

**Attachments:**

4.6A ORDINANCE
4.6B SUMMARY ORDINANCE

ORDINANCE 2025-

AN ORDINANCE AMENDING SECTIONS 117.491 AND 117.49 OF THE BROOKLYN PARK CITY CODE PERTAINING TO THE CITY'S RENTAL OWNER EDUCATIONAL PROGRAM AND CONDUCT ON RENTAL PROPERTY.

~~Text with strikeout is proposed for deletion~~
Underlined text is proposed for insertion

The City of Brooklyn Park does ordain:

Section 1. Section 117.491 of the Brooklyn Park City Code is amended to read as follows:

**§ 117.491 ~~MINNESOTA CRIME FREE MULTI-HOUSING PROGRAM~~. SAFE RENTAL HOUSING**

(A) *Definitions*. The definitions in section 117.42 shall apply to this division, unless modified or supplemented below. For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

***DRUG-RELATED CRIMINAL ACTIVITY.*** The illegal manufacture sale, distribution, use, or possession with intent to manufacture, sell distribute, or use of a controlled substance or any substance represented to be drugs as defined in Section 102 of the Controlled Substance Act, as amended from time to time.

***PREMISES***. The entire lot or unplatted parcel of land upon which there is a rental dwelling, including, but not limited to, any common area, parking lot, curtilage, recreational area, open space, accessory structure, or other structure thereon.

***PROSTITUTION OR PROSTITUTION-RELATED ACTIVITY***. Any conduct that would violate Minn. Stats. §§ 609.321 to 609.324, as amended from time to time.

***STOLEN PROPERTY.*** Any property that was stolen or obtained by robbery in violation of Minn. Stats. § 609.53, as amended from time to time, including but not limited to, property which was located in an open-air delivery location for delivery to an identified individual or individuals.

***TENANT.*** Any adult persons granted temporary use of a rental dwelling pursuant to a lease with the owner or operator of the rental dwelling.

***UNLAWFUL USE OR POSSESSION OF A FIREARM.*** Any conduct that would violate Minn. Stats. §§ 609.66, subd. 1a, 609.67, or 624.713, as amended from time to time.

(B) The city has established a rental owner educational program. ~~program consistent with the Minnesota Crime Free Multi-housing Program.~~ This educational program includes, ~~will include,~~ but is not limited to information such as: applicant screening, rental agreements, identification of illegal activity, eviction process, the roles of working with the police, crime prevention, code enforcement and public health, licensing and inspections, and active property management. An owner whose only rental dwelling is a single-family dwelling homesteaded by a relative is exempted from the program. The following are requirements of the program:

(1) All owners or operators of a rental dwelling must attend and complete the rental owner education program ~~attend one of these regularly scheduled seminars~~ offered by the city's police department within one year of the issuance of a new rental license.

(2) Owners or operators possessing rental licenses issued prior to the enactment of this section will be required to attend the rental owner education program ~~Crime Free Housing Program~~ within one year of the renewal their rental license.

(3) The owner or operator of a rental dwelling ~~property~~ notified of a third instance of disorderly use under § 117.49 will be required to attend the next available Brooklyn Park rental owner education program ~~Crime Free Housing Program~~ to maintain their rental license.

(4) Program attendees will be required to pay a participation fee in an amount set forth by the Council. ~~determined to cover the direct cost of the program.~~

~~(B) An owner whose only rental dwelling is a single-family dwelling homesteaded by a relative is exempted from the program.~~

(C) *Lease addendum.* All tenant leases ~~signed following the enactment of this section~~, except for state-licensed residential facilities and subject to all preemptory state and federal laws, shall contain the following ~~Crime Free Housing Addendum~~ language:

(1) ~~Resident~~ Tenant, any members of the ~~resident's~~ tenant's household, ~~or~~ a guest or other person affiliated with ~~resident~~ tenant shall not engage in criminal activity, including but not limited to, drug-related criminal activity, prostitution or prostitution-related activity, the unlawful use or possession of a firearm, or stealing or allowing any property under the stolen property definition on ~~or near~~ the premises.

(2) ~~Resident~~ Tenant, any members of the ~~resident's~~ tenant's household., ~~or~~ a guest or other person affiliated with ~~resident~~ tenant shall not engage in any act intended to facilitate criminal activity, including drug-related criminal activity, prostitution or prostitution-related activity, the unlawful use or possession of a firearm, or stealing or allowing any property under the stolen property definition on ~~or near~~ the premises.

(3) ~~Resident~~ Tenant, any members of the tenant's household, a guest or other person affiliated with tenant ~~or members of the household~~ will not permit the dwelling unit to be used for, or to facilitate criminal activity, including drug-related criminal activity, prostitution or prostitution-related activity, the unlawful use or possession of a firearm, or stealing or allowing any property under the stolen property definition on the premises, regardless of whether the individual engaging in such activity is a member of the household, or a guest.

(4) ~~Resident~~ Tenant, any member of the ~~resident's~~ tenant's ~~household~~ household, a guest ~~or a guest~~, or other person affiliated with the ~~resident~~ tenant shall not engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of a controlled substance on the premises. ~~at any locations, whether on or near the premises or otherwise.~~

(5) Violation of the above provisions shall be a material and irreparable violation of the lease and good cause for immediate termination of tenancy.

~~(6) The term DRUG RELATED CRIMINAL ACTIVITY means the illegal manufacture sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance or any substance represented to be drugs (as defined in Section 102 of the Controlled Substance Act [21 U.S.C. 802]).~~

~~(7)~~

Non-exclusive remedies. The ~~Crime Free Housing Addendum~~ lease addendum language is in addition to all other terms of the lease and does not limit or replace any other provisions.

(D) Upon determination by the City Manager that a licensed premises or unit within a licensed premises was used in violation of the ~~Crime Free Housing~~ lease a~~A~~ddendum language, the City Manager shall notify the owner and property manager of the violation. The owner or property manager shall notify the tenant or tenants within ten days of the notice of violation of the ~~Crime Free Housing~~ a~~A~~ddendum language and proceed with the termination of the tenancy of all tenants occupying the unit. ~~The owner shall not enter into a new lease with the evicted tenant for a period of one year after the eviction.~~ If the owner or property manager fails to comply with this section, the City Manager may initiate an action to deny, revoke, suspend, or not renew the license following the same process as outlined in § 117.49(E)(2) - (5).

Section 2. Section 117.49 of the Brooklyn Park City Code is amended to read as follows:

**§ 117.49 CONDUCT ON RENTAL PROPERTY.**

(A) It is the responsibility of the owner/licensee to see that persons occupying a rental dwelling conduct themselves in such a manner as not to cause the premises to be disorderly. For purposes of this section, a rental dwelling is disorderly when any of the following types of conduct occur under any of the following provisions:

(1) §§ 92.05 and 92.06 of this code (animal noise and public nuisances).

(2) § 134.03 of this code (noisy parties).

(3) Chapter 135 of this code (unlawful possession, delivery or purchase) or violation of laws relating to the possession of controlled substances as defined in M.S. §§ 152.01 et seq.

(4) §§ 134.15 et seq. of this code (disorderly conduct) or laws relating to disorderly conduct as defined in M.S. § 609.72.

(5) §§ 112.030 through 112.069 of this code (unlawful sale of intoxicating liquor or 3.2 malt liquor) or laws relating to the sale of intoxicating liquor as defined in M.S. §§ 340A.701, 340A.702 or 340A.703.

(6) Laws relating to prostitution or acts relating to prostitution as defined in M.S. § 609.321, Subdivision 9 and 609.324, housing individuals engaged in prostitution.

(7) Chapter 136 of this code (weapons) or laws relating to unlawful use or possession of a firearm as defined in M.S. §§ 609.66 et seq., on the licensed premises.

(8) § 134.01 of this code (assaults) or laws relating to assault.

(9) Laws relating to contributing to the need for protection or services or delinquency of a minor as defined in M.S. § 260C, et seq.

(10) M.S. § 609.33, relating to owning, leasing, operating, managing, maintaining or conducting a disorderly house or inviting or attempting to invite others to visit or remain in a disorderly house.

(11) M.S. § 609.50 which prohibits interference with a police officer.

(12) M.S. § 609.713 which prohibits terroristic threats.

(13) M.S. § 609.715 which prohibits presence of unlawful assembly.

(14) M.S. § 609.71 which prohibits riot.

(15) M.S. §§ 609.226 and 347.56, relating to dangerous dogs.

(16) M.S. § 609.78 which prohibits interfering with "911" phone calls.

(17) M.S. §§ 609.75 through 609.76, which prohibits gambling.

(18) M.S. § 243.166 (Predatory Offender Registration).

(19) M.S. § 609.229 (Crime committed for benefit of a gang).

(20) M.S. § 609.26, subdivision 1(8) (causing or contributing to a child being a runaway).

(21) M.S. § 609.903 (Racketeering).

(22) M.S. § 609.53 (Stolen property or property obtained by robbery).

…

The City Council of Brooklyn Park has determined that pursuant to its City Code, Ordinance #2025-_____ be published in summary form.

SUMMARY OF ORDINANCE #2025-_____

AN ORDINANCE AMENDING SECTIONS 117.491 AND 117.49 OF THE BROOKLYN PARK CITY CODE PERTAINING TO THE CITY'S RENTAL OWNER EDUCATIONAL PROGRAM AND CONDUCT ON RENTAL PROPERTY.

Ordinance #2025-____ amends sections 117.491 and 117.49 pertaining to the city's rental owner educational program. The update removes language referencing the Minnesota Crime Free Multi-Housing Program because that specific program no longer exists. The update provides for a similar education option without naming a specific program. Additional language changes were made to align the ordinance language with the language put forth by the Minnesota Attorney General.

This summary of Ordinance #2025-____ has been approved by the City Council on October 27, 2025. A printed copy of the full text of the ordinance is available for public inspection in the office of the city clerk.

This Ordinance shall take effect thirty days after its publication.

Adopted by the City Council of the City of Brooklyn Park, Minnesota, this 27h day of October 2025.

# City of Brooklyn Park
# Request for Council Action

| | | | |
|---|---|---|---|
| **Agenda Item:** | 4.7 | **Meeting Date:** | October 27, 2025 |
| **Agenda Section:** | Consent | **Originating Department:** | Community Development |
| **Resolution:** | N/A | **Prepared By:** | Asma Jihad, Planning Program Assistant |
| **Ordinance:** | N/A | | |
| **Attachments:** | N/A | **Presented By:** | Paul Mogush, Planning Director |
| **Item:** | Development Bond and Escrow Reductions/Releases | | |

**City Manager's Proposed Action:**

MOTION_____, SECOND_____, TO FULLY RELEASE THE PERFORMANCE DEPOSIT ($153,800.00), AND TO PARTIALLY RELEASE THE DEVELOPER'S ESCROW ($44,102.50) FOR SATISFACTORY COMPLETION OF THE DEV23102 DECATUR NORTH AND SOUTH APARTMENTS.

MOTION_____, SECOND_____, TO FULLY RELEASE THE PERFORMANCE DEPOSIT ($12,800.00), AND TO FULLY RELEASE THE DEVELOPER'S ESCROW ($6,576.03) FOR SATISFACTORY COMPLETION OF THE DEV18105 FIREFLY CREDIT UNION.

MOTION_____, SECOND_____, TO FULLY RELEASE THE LETTER OF CREDIT (BOND #30171602 $1,407,800.00) FOR SATISFACTORY COMPLETION OF THE DEV22112 610 JUNCTION WEST.

MOTION_____, SECOND_____, TO FULLY RELEASE THE PERFORMANCE DEPOSIT ($7,200.00), AND TO FULLY RELEASE THE DEVELOPER'S ESCROW ($171.94) FOR SATISFACTORY COMPLETION OF THE DEV23120 JJ'S FISH & CHICKEN.

MOTION_____, SECOND_____, TO FULLY RELEASE THE DEVELOPER'S ESCROW ($24,337.20) FOR SATISFACTORY COMPLETION OF THE DEV21113 610 COMMERCE CENTER 5$^{TH}$.

**Overview:**

City Code requires performance bonds and developer's escrows be established as part of the development process. As projects progress, staff works with developers on the release of financial securities. For many large projects the City requires performance bonding as well as escrows be filed with the City. The performance bonds are established at the time of site plan review. City Staff feels it is appropriate to release either the full or a portion of the performance bonds and developer's escrows included in this release request at this time.

**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:** | 4.8 | **Meeting Date:** | October 27, 2025 |
| **Agenda Section:** | Consent | **Originating Department:** | Community Development |
| **Resolution:** | N/A | | |
| **Ordinance:** | N/A | **Prepared By:** | Megan Bookey, Program Assistant III |
| **Attachments:** | 1 | **Presented By:** | Keith Jullie, Rental and Business Licensing Manager |
| **Item:** | Approve a Low Potency THC License for 727 Inc. dba Freedom Brooklyn Park, Located at 7525 Brooklyn Boulevard, Brooklyn Park, MN 55443 | | |

**City Manager's Proposed Action:**

MOTION _____, SECOND _____, TO APPROVE A LOW POTENCY THC LICENSE FOR 727 INC. DBA FREEDOM BROOKLYN PARK, LOCATED AT 7525 BROOKLYN BOULEVARD, BROOKLYN PARK, MN 55443

**Overview:**

This is a new THC license for 727 Inc,. dba Freedom Brooklyn Park, located at 7525 Brooklyn Boulevard, Brooklyn Park, MN.

The State Office of Cannabis Management will be taking over licensing of THC (to be called Lower-Potency Hemp Edibles or LPHE in the future) and the city will require a retail registration for each business. In the meantime, Chapter 126: THC Businesses is still valid, and businesses can receive a city issued license upon request and passing of a background check.

The Police Department has completed their investigation of the owner. The Community Development Department approved the application on October 20, 2025. There are currently no known code violations at this property address and staff recommend approval of this license.

| **THC LICENSE LIST** | | | | | |
|---|---|---|---|---|---|
| | | | | | |
| **Business Name** | **Location** | **Council District** | **West** | **Central** | **East** |
| | | | | | |
| A&J Tobacco | 8058 Brooklyn Blvd | West | X | | |
| A1 Smokes and Vapes | 3015 85th Ave | East | | | X |
| **Big Liquor Warehouse** | **8022 Brooklyn Blvd** | **West** | **X** | | |
| Boone Tobacco | 6284 Boone Ave | West | X | | |
| Brooklyn Liquors | 6256 Boone Ave | West | X | | |
| Brooklyn Smokes | 8563 Edinburgh Ctr Dr | East | | | X |
| Fast N Fresh | 6321 Zane Ave | West | X | | |
| **Freedom Brooklyn Park** | **7525 Brooklyn Blvd** | **East** | | | **X** |
| Cellar's Wine & Spirits | 7944 Brooklyn Blvd | West | X | | |
| E-Cig Market | 8413 West Broadway | West | X | | |
| E-Vapor and Tobacco | 4658 85th Ave | Central | | X | |

| | | | | | |
|---|---|---|---|---|---|
| Go For It Gas | 7820 Lakeland Ave | West | X | | |
| Good Zen | 8509 Jefferson Ln | West | X | | |
| High Cloud | 8521 Zane Ave | Central | | X | |
| Ike's Wine & Spirits | 9682 Colorado Ln | West | X | | |
| Kwik Trip | 5801 96th Ave | Central | | X | |
| Kwik Trip | 9495 Noble Pkwy | Central | | X | |
| Love is an Ingredient | 6276A Boone Ave | West | X | | |
| Love is an Ingredient | 8505 Jefferson Ln | West | X | | |
| New Superette | 6290 Boone Ave | West | X | | |
| Pixie Liquor | 1512 Brookdale Dr | East | | | X |
| Puff Puff Smoke | 7642 Brooklyn Blvd | East | | | X |
| Rise Dispensary | 8016 Brooklyn Blvd | West | X | | |
| Speedy Market & Tobacco | 7401 Regent Ave | East | | | X |
| Tobacco for Less | 9334 Zane Ave | Central | | X | |
| Tobacco Plus | 1436 - 85th Ave | East | | | X |
| Up North Liquor | 9570 Noble Pkwy | Central | | X | |
| VIP Smoke Shop BP | 9530 Noble Ave | Central | | X | |
| Winner Gas | 1500 Brookdale Dr | East | | | X |
| | | | | | |
| | | **Totals** | **14** | **7** | **8** |

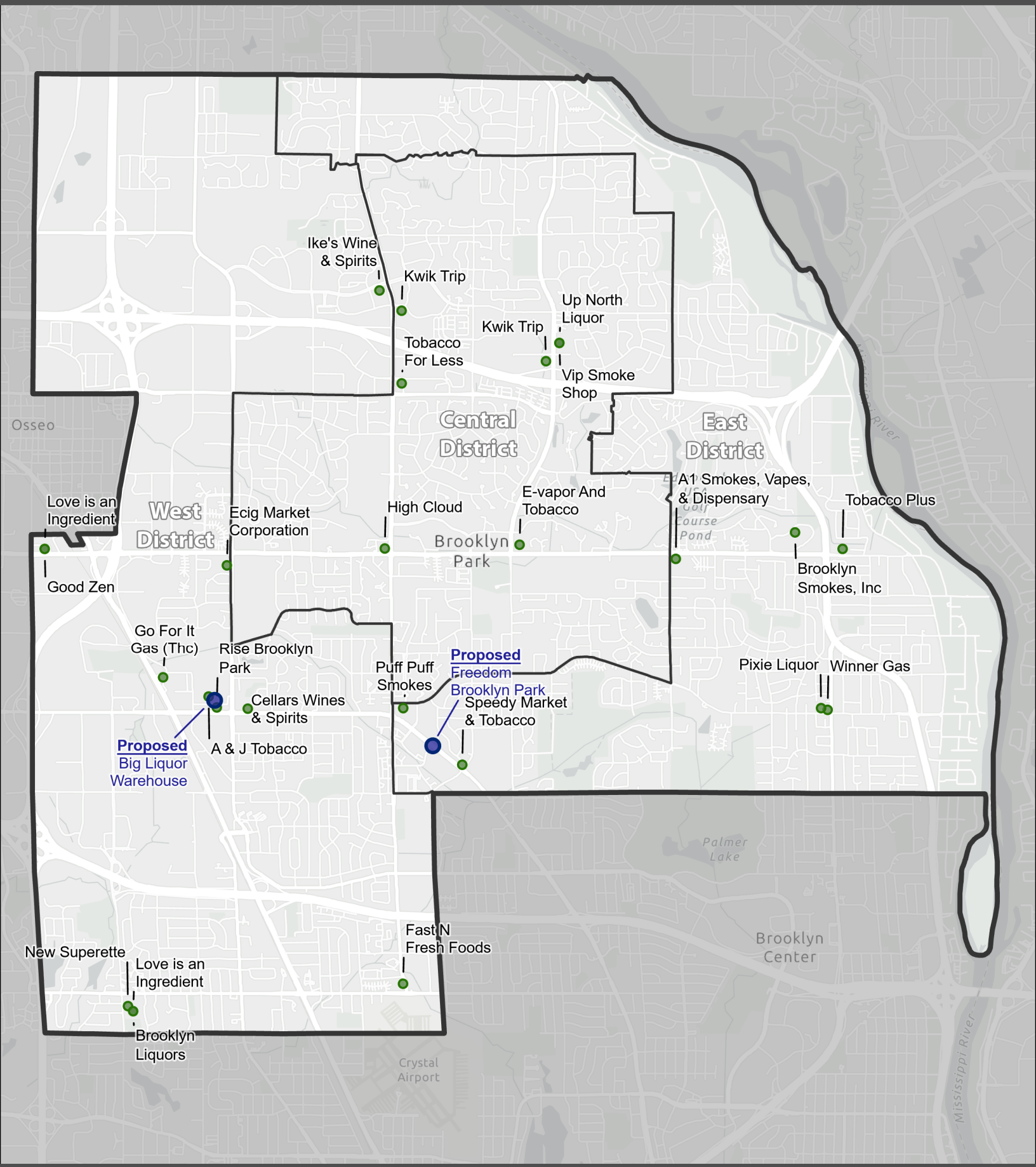
**Primary Issues/Alternatives to Consider:** N/A

**Budgetary/Fiscal Issues:** N/A

**Attachments:**

4.8A THC LICENSES MAP

# Brooklyn Park THC Licenses




This map is for general reference only. It is not for legal, engineering, or surveying use. Please contact the sources of the information if you desire more details. Map exported on 10/21/2025.

# City of Brooklyn Park
# Request for Council Action

| | | | |
|---|---|---|---|
| **Agenda Item:** | 4.9 | **Meeting Date:** | October 27, 2025 |
| **Agenda Section:** | Consent | **Originating Department:** | Community Development |
| **Resolution:** | N/A | | |
| **Ordinance:** | N/A | **Prepared By:** | Megan Bookey, Program Assistant III |
| **Attachments:** | 1 | **Presented By:** | Keith Jullie, Rental and Business Licensing Manager |
| **Item:** | Approve a Low Potency THC License for Big Liquor Warehouse LLC dba Big Liquor Warehouse, Located at 8022 Brooklyn Boulevard, Brooklyn Park, MN 55445 | | |

**City Manager's Proposed Action:**

MOTION _____, SECOND _____, TO APPROVE A LOW POTENCY THC LICENSE FOR BIG LIQUOR WAREHOUSE LLC DBA BIG LIQUOR WAREHOUSE, LOCATED AT 8022 BROOKLYN BOULEVARD, BROOKLYN PARK, MN 55445

**Overview:**

This is a new THC license for Big Liquor Warehouse LLC, dba Big Liquor Warehouse, located at 8022 Brooklyn Boulevard, Brooklyn Park, MN. Big Liquor Warehouse currently holds an off-sale liquor license.

The State Office of Cannabis Management will be taking over licensing of THC (to be called Lower-Potency Hemp Edibles or LPHE in the future) and the city will require a retail registration for each business. In the meantime, Chapter 126: THC Businesses is still valid, and businesses can receive a city issued license upon request and passing of a background check.

The Police Department has completed their investigation of the owner. The Community Development Department approved the application on October 20, 2025. There are currently no known code violations at this property address and staff recommend approval of this license.

| **THC LICENSE LIST** | | | | | |
|---|---|---|---|---|---|
| | | | | | |
| **Business Name** | **Location** | **Council District** | **West** | **Central** | **East** |
| | | | | | |
| A&J Tobacco | 8058 Brooklyn Blvd | West | X | | |
| A1 Smokes and Vapes | 3015 85th Ave | East | | | X |
| **Big Liquor Warehouse** | **8022 Brooklyn Blvd** | **West** | **X** | | |
| Boone Tobacco | 6284 Boone Ave | West | X | | |
| Brooklyn Liquors | 6256 Boone Ave | West | X | | |
| Brooklyn Smokes | 8563 Edinburgh Ctr Dr | East | | | X |
| Fast N Fresh | 6321 Zane Ave | West | X | | |
| **Freedom Stores** | **7525 Brooklyn Blvd** | **East** | | | **X** |
| Cellar's Wine & Spirits | 7944 Brooklyn Blvd | West | X | | |
| E-Cig Market | 8413 West Broadway | West | X | | |

| | | | | | |
|---|---|---|---|---|---|
| E-Vapor and Tobacco | 4658 85th Ave | Central | | X | |
| Go For It Gas | 7820 Lakeland Ave | West | X | | |
| Good Zen | 8509 Jefferson Ln | West | X | | |
| High Cloud | 8521 Zane Ave | Central | | X | |
| Ike's Wine & Spirits | 9682 Colorado Ln | West | X | | |
| Kwik Trip | 5801 96th Ave | Central | | X | |
| Kwik Trip | 9495 Noble Pkwy | Central | | X | |
| Love is an Ingredient | 6276A Boone Ave | West | X | | |
| Love is an Ingredient | 8505 Jefferson Ln | West | X | | |
| New Superette | 6290 Boone Ave | West | X | | |
| Pixie Liquor | 1512 Brookdale Dr | East | | | X |
| Puff Puff Smoke | 7642 Brooklyn Blvd | East | | | X |
| Rise Dispensary | 8016 Brooklyn Blvd | West | X | | |
| Speedy Market & Tobacco | 7401 Regent Ave | East | | | X |
| Tobacco for Less | 9334 Zane Ave | Central | | X | |
| Tobacco Plus | 1436 - 85th Ave | East | | | X |
| Up North Liquor | 9570 Noble Pkwy | Central | | X | |
| VIP Smoke Shop BP | 9530 Noble Ave | Central | | X | |
| Winner Gas | 1500 Brookdale Dr | East | | | X |
| | | | | | |
| | | **Totals** | **14** | **7** | **8** |

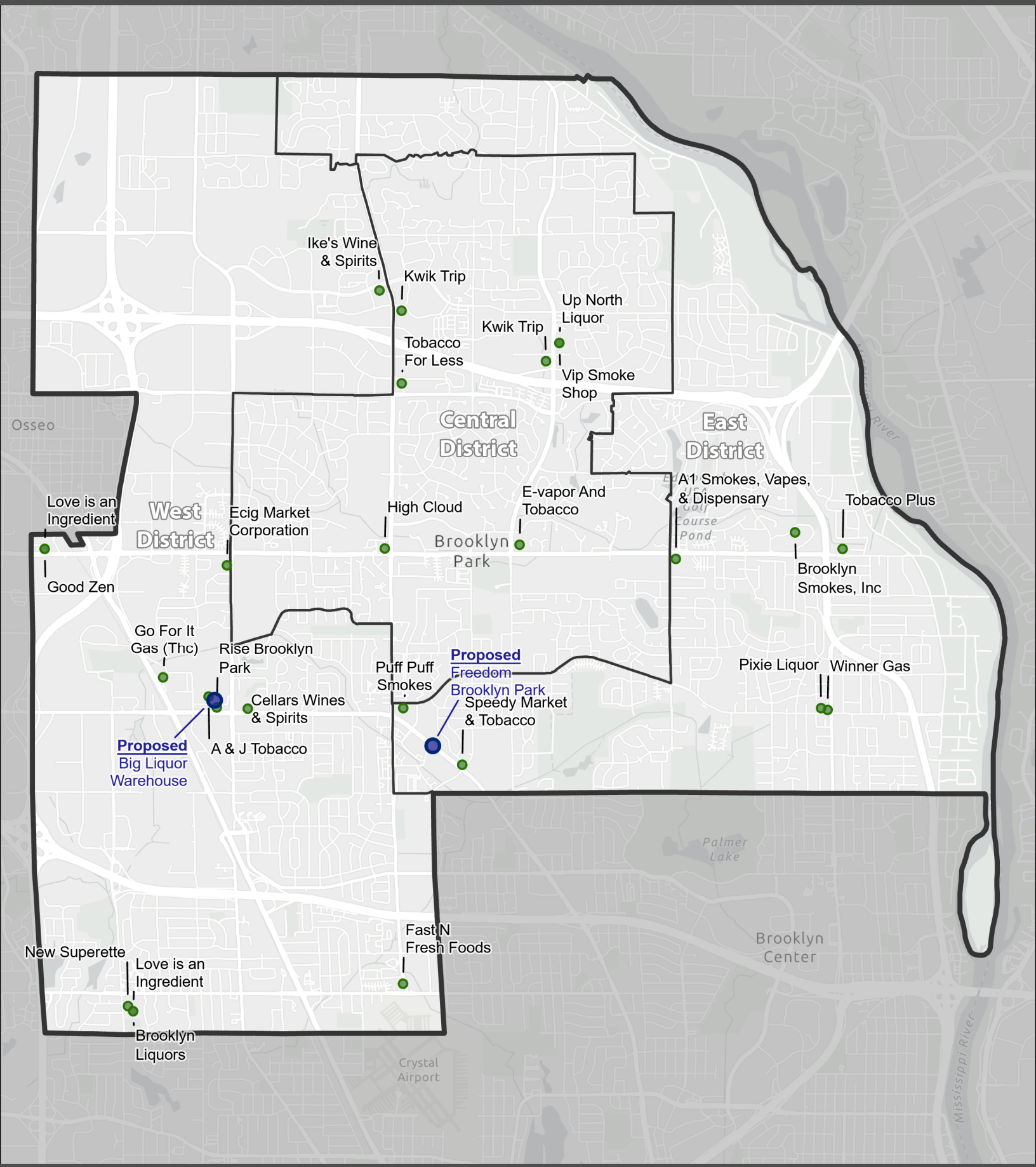
**Primary Issues/Alternatives to Consider:** N/A

**Budgetary/Fiscal Issues:** N/A

**Attachments:**

4.9A THC LICENSES MAP

# Brooklyn Park THC Licenses




This map is for general reference only. It is not for legal, engineering, or surveying use. Please contact the sources of the information if you desire more details. Map exported on 10/21/2025.

# City of Brooklyn Park
# Request for Council Action

| | | | |
|---|---|---|---|
| **Agenda Item:** | 4.10 | **Meeting Date:** | October 27, 2025 |
| **Agenda Section:** | Consent | **Originating Department:** | Administration Department |
| **Resolution:** | N/A | | |
| **Ordinance:** | N/A | **Prepared By:** | Zach Kramka, Assistant to the City Manager |
| **Attachments:** | N/A | **Presented By:** | Dr. Angel Smith, Assistant City Manager |
| **Item:** | State Lobbying Contract | | |

**City Manager's Proposed Action:**

MOTION _____, SECOND _____, TO APPROVE RECOMMENDATION OF MOMENTUM ADVOCACY TO PROVIDE STATE LOBBYING SERVICES AND DIRECT STAFF TO ENTER INTO AN AGREEMENT FOR THE PERIOD NOVEMBER 1, 2025 THROUGH OCTOBER 31, 2026.

**Overview:**

In recent years, the City of Brooklyn Park has become increasingly active in its state-level lobbying efforts. In addition to adopting a formal legislative platform to identify key priorities, the City has engaged with external lobbyists to assist in advocacy efforts while partnering with the City Council and staff.

At the conclusion of the 2025 legislative session, the City's agreement with its lobbyist ended, which offered an opportunity to develop a comprehensive Request for Proposals (RFP) document and advertise externally for these services. It is critical to begin preparations for the 2026 legislative session during the interim period.

The RFP was made available on the City's website as well as on the League of Minnesota Cities' marketplace during the month of September. Direct outreach to nearly a dozen firms was also completed to recruit responders to the RFP.

**Primary Issues/Alternatives to Consider:**

A review committee composed of the Mayor, three Council Members, and four City staff interviewed four responders to the RFP during the month of October. At the conclusion of this process, it is recommended that the City Council enter into an agreement with Momentum Advocacy.

Momentum impressed during the interview process due to their firm's approach to the work as well as their understanding of Brooklyn Park's unique needs. They also come highly regarded due to their work on behalf of peer cities in the region.

**Budgetary/Fiscal Issues:**

The proposed contract totals $4,500 per month, or $54,000 annually. This cost is shared between the City's general fund and EDA general fund.

**Attachments:** N/A

# City of Brooklyn Park
# Request for Council Action

| | | | |
|---|---|---|---|
| **Agenda Item:** | 4.11 | **Meeting Date:** | October 27, 2025 |
| **Agenda Section:** | Consent | **Originating Department:** | Administration |
| **Resolution:** | N/A | | |
| **Ordinance:** | N/A | **Prepared By:** | Devin Montero, City Clerk |
| **Attachments:** | 8 | **Presented By:** | Devin Montero |
| **Item:** | Approval of Minutes | | |

**City Manager's Proposed Action:**

MOTION _____, SECOND _____, TO APPROVE THE MINUTES OF THE BROOKLYN PARK CITY COUNCIL WORK SESSION OF APRIL 7, 2025, AS PRESENTED BY THE CITY CLERK.

MOTION _____, SECOND _____, TO APPROVE THE MINUTES OF THE BROOKLYN PARK CITY COUNCIL SPECIAL MEETING OF APRIL 16, 2025, AS PRESENTED BY THE CITY CLERK.

MOTION _____, SECOND _____, TO APPROVE THE MINUTES OF THE BROOKLYN PARK CITY COUNCIL MEETING OF JULY 14, 2025, AS PRESENTED BY THE CITY CLERK.

MOTION _____, SECOND _____, TO APPROVE THE MINUTES OF THE BROOKLYN PARK CITY COUNCIL SPECIAL MEETING OF JULY 21, 2025, AS PRESENTED BY THE CITY CLERK.

MOTION _____, SECOND _____, TO APPROVE THE MINUTES OF THE BROOKLYN PARK CITY COUNCIL MEETING OF JULY 28, 2025, AS PRESENTED BY THE CITY CLERK.

MOTION _____, SECOND _____, TO APPROVE THE MINUTES OF THE BROOKLYN PARK CITY COUNCIL MEETING OF AUGUST 25, 2025, AS PRESENTED BY THE CITY CLERK.

MOTION _____, SECOND _____, TO APPROVE THE MINUTES OF THE BROOKLYN PARK CITY COUNCIL SPECIAL MEETING OF SEPTMEBER 2, 2025, AS PRESENTED BY THE CITY CLERK.

MOTION _____, SECOND _____, TO APPROVE THE MINUTES OF THE BROOKLYN PARK CITY COUNCIL MEETING OF SEPTEMBER 8, 2025, AS PRESENTED BY THE CITY CLERK.

**Overview:** N/A
**Primary Issues/Alternatives to Consider:** N/A
**Budgetary/Fiscal Issues:** N/A

**Attachments:**

4.11A CITY COUNCIL WORK SESSION MINUTES APRIL 7, 2025
4.11B SPECIAL CITY COUNCIL MEETING MINUTES APRIL 16, 2025
4.11C REGULAR CITY COUNCIL MEETING MINUTES JULY 14, 2025
4.11D SPECIAL CITY COUNCIL MEETING MINUTES JULY 21, 2025
4.11E REGULAR CITY COUNCIL MEETING MINUTES JULY 28, 2025
4.11F REGULAR CITY COUNCIL MEETING MINUTES AUGUST 25, 2025
4.11G SPECIAL CITY COUNCIL MEETING MINUTES SEPTEMBER 2, 2025
4.11H REGULAR CITY COUNCIL MEETING MINUTES SEPTEMBER 8, 2025

REGULAR BROOKLYN PARK CITY COUNCIL WORK SESSION

Monday, April 7, 2025
6:00 p.m.

Brooklyn Park City Hall
Room A203
5200 85th Avenue North

CALL TO ORDER – Mayor Hollies Winston

PRESENT: Mayor Hollies Winston; Council Members Christian Eriksen, Maria Tran; Amanda Cheng Xiong, Nichole Klonowski; City Manager Jay Stroebel; Dr. Angel Smith, Assistant City Manager; Finance Director LaTonia Green; Operations and Maintenance Director Greg Hoag; Deputy Police Chief Shane DePaul; and City Clerk City Assessor Tracy Bauer-Anderson; Inspector Matt Rabe; City Engineer Marc Culver; Fire Chief Shawn Conway; City Attorney Jim, Thomson, City Clerk Devin Montero.

ABSENT: Council Member Tony McGarvey (excused)

**A. CALL TO ORDER**

**B. GENERAL INFORMATION-None.**

**C. DISCUSSION ITEMS/GENERAL ACTION ITEMS:**

**C.1 MnDOT Highway 252 / I-94 EIS Presentation – Phase 1B Analysis**

City Engineer Marc Culver briefed the Council on the MnDOT Highway 252 / I-94 EIS – Phase 1B Analysis. He introduced Amber Blanchard (MnDOT) and Brandi Popenhagen (HDR Engineering, Inc.) and they briefed on: Project Overview, Project Location, Hwy 252/1-94 EIS Process Overview, Why Are WE Evaluating Freeway Options-Removing Traffic Signals, Why Isn't the EIS Evaluating a Low Speed Four-lane Free on Hwy 252?, Why Isn't the EIS Evaluating a Six-lane expressway on Hwy 252?, Why Isn't the EIS Evaluating a Four-lane Low Speed Arterial on Hwy 252?, Hwy 252 Funding, Changes in Federal Executive Orders, MNDOT's Comments, Processing What This Means for the Project, Hwy 252 Over or Under Recommendation, Phase 1B Progress, Combinations, Access Combinations-What Did We Study? Access Combinations, 85th Ave Interchange, Brookdale Drive-Capacity and Safety Improvement Options, West River Road Preliminary Findings, Next Project Steps, and Draft EIS Schedule At-A-Glance.

Mayor Winston asked what the city's costs would be. He stated he didn't want it to get to the end and then the Council would get a sticker shock from the city's perspective.

Ms. Blanchard stated they didn't know yet at that point. She stated they needed to get into the design more and make some recommendations for Phase 1B where access would be going and what mainline was going to look like, and type lanes to figure out the impacts and designs would look like. She stated they would have to make capacity improvements to local roadways due to potential access locations and the costs would be borne by MINDOT because that was something they were causing.

City Engineer Culver stated it was still early but had heard numbers and given the MNDOT cost participation policy for those types of projects, gave an estimate of $10 million to $20 million. He stated they had the money in the CIP identified for the project in the out years.

Council Member Page asked about the areas that were affected like the school. At what point in the design did they decide if there was an extended speed bump where there were pedestrians walking, and the signs lit up and what phase did that come into their plan.

Ms. Blanchard stated they had been talking with the school district over the last several months and would continue. She stated the preferred alternative decision was still several months away and during that process, they would be able to fine tune what Brookdale Drive looked like. She stated if there were speed bumps or any other enhancements with the roundabout or any other options that maybe they could think of, they would put those in. She stated there was plenty of time to refine that design for Brookdale Drive.

Council Member Page asked who was looking at the traffic flow for the local businesses and who did the data and got back to the business owners. She gave an example of the Starbucks of getting the right-hand turn.

Ms. Popenhagen stated when they had meetings, the business owners would bring up how they operated their business. She stated the school said they were going to change the way parents did drop offs, and they would like that implemented to do some counts and see how that worked and affected the data.

Council Member Page asked how they informed the businesses.

Ms. Blanchard stated they had virtual meetings with the businesses and anticipated having several more in 2026. She stated they also did door knocking too and wanted more engagement from the businesses.

Council Member Page asked about 97th Avenue exit removed when they did the updates after the bridge. She asked if it was removed because of the increase in traffic.

Ms. Blanchard stated it came down to emergency services and if the emergency services were able to access everything in the city, there would not be an issue.

Council Member Tran asked how much time it took for the first phase.

Ms. Blanchard stated they were getting close to unveiling their recommended access combination in May. They were going to be at the PAC meeting in May. She invited some members of the PAC attending one-on-one meetings prior to the PAC meeting to give them an understanding of what they're going to unveil, Phase 1B access combination recommendation. She stated in June they would be doing open houses and talked to the public about it. She stated at the end of June it would be completed with Phase 1B and into Phase 2. She stated Phase 2 was the long phase because that was when they would be writing the draft EIS.

Council Member Tran asked how much time was for Phase 2.

Ms. Blanchard stated they were still talking about how they were going to unveil Phase 2. She stated it was supposed to be unveiled in the draft EIS document, what had to go through a major federal review, Federal Highway Administration and it would take some time and didn't know how long it would take. She stated on the analysis; they were hoping to have it at the end of the year. She stated it also depended on whether there needed more analysis or more engagement they needed to do.

Council Member Tran asked if there would be a weight limit for trucks on the highway.

Ms. Blanchard stated they would take into consideration all semitruck weights and had standard vehicles they used for the design.

Council Member Tran stated in the previous year, they saw community leaders connect people to the program.

Ms. Blanchard stated there were a lot of community needs that surround public health and equity and other things they were not studying as part of the environmental impact statement because they had transportation safety, transportation mobility and transportation walkability bike ability they had to study. She stated there were other things that were just as important they needed to study and being studied but not as part of the environmental impact statement as they were separate.

Council Member Xiong asked how many accidents occur annually on Highway 252. She stated she knew that number was higher than other averages of highways, and what the average number of accidents on the freeway would be. She stated the purpose of the project was to increase safety, but if they were to switch it to a freeway, could they expect an increase of accidents on that freeway considering there was going to be an influx of drivers coming through the city and down the freeway if it turned into a freeway.

Ms. Blanchard stated the average number of crashes each year on Highway 252 was above 400. They averaged one fatality a year at 252 and didn't have information on how that compared to other freeways.

Ms. Popenhagen stated when they looked at changing it to a freeway, they were predicting that it would decrease by 50% even though there would be more traffic on 252. She stated it still moved traffic safer than signals because they removed the cars and were not touching each other any longer because they were grade separated. She stated on I-94 had few crashes, even though it was a longer roadway and had more traffic. She stated freeways usually always outperform synchronized roadways.

Traffic Engineer Holstein stated that instead of the fatalities being one a year, it would be one every five years.

Ms. Blanchard stated it would be less because they removed those bad crashes where those right-angle crashes tended to be high injury or fatal crashes.

Mayor Winston stated they were told earlier that Highway 252 was one of the most dangerous highways in the state of Minnesota. He asked to provide context around that so they could understand what that danger looked like compared throughout greater Minnesota. He stated that was part of the reason for it and it wasn't just to increase the amount of traffic that could pass through.

Ms. Blanchard stated she had been on the project for a year and half and safety was her number one priority and was a safety project as far as she was concerned. She stated the one fatality per year average was unacceptable and that was the reason why they were out there and studying the corridor. She stated they would have to get more data if they wanted to look at similar locations across the state.

Traffic Engineer Holstein stated that data from 2016 to 2019 showed that 85th and 66th Ave were in the top 10 of all intersections in the state and thought Brookdale was far behind. He stated they were all in the top 12.

Council Member Xiong asked about the air quality if there were studies that measured the number of hospitalizations or diseases that impacted residents due to transit.

Ms. Blanchard stated there had been studies nationwide and in certain locations about how air quality and pollution from transportation affected citizens. She stated it was specific to those locations and like any study would be specific to 252. She stated they would be studying that and would have some data. She stated she would be interested in the idling and congestion there with the signals because of the stop and go traffic that produced a lot of emissions.

She stated when the stop and go traffic was eliminated, it was free flowing and would find out how much it eliminated the emissions. She stated with the increase of 252 would see how that balanced it out and what they ended up with. She stated that data was coming too.

Council Member Eriksen stated with the Blue Line, they learned that municipal consent wasn't a yes or no. Municipal consent was a yes or please listen to us. He asked if she could describe the boundaries of municipal consent in the context of highway 252-project given that three municipalities were varying greatly in how they saw the project.

Ms. Blanchard stated they needed to go out and get municipal consent from every city in a project that had either capacity improvements or right away access or access changes. She stated because they had all three, they would be coming at some point after the environmental phase was done to ask for municipal consent.

She stated It depended if they were part of the interstate rules or the turn highway rules. She stated the interstate rules, MNDOT could override a no vote by a city because it was interstate. She stated it was more nuanced through the Trunk Highway rules. She stated what she would like to do and how she managed projects was work with the Council's now and as they went through the process to let them know what the Council 's wish list were, what they were expecting from them as they went through the study and see if there were things they could get in that would make municipal consent more of a yes rather than a no. She stated there was an appeal process they would need to go through if it was a no vote, however, they did know, that their Commissioner and history usually did not like to go through that process if they could and in most cases delays the project.

Council Member Eriksen asked if the appeals process was for the state to appeal the municipal consent.

Ms. Blanchard stated that the process took five to six months to do because there was a independent moderator that came in and each side picked representatives to be on the moderation panel.

Council Member Eriksen stated he was excited about Highway 252 becoming a freeway. He stated he drove it to work every day and thought it was terrifying. He stated he knew the neighbors in the south were far less excited about that option and asked what would happen if Brookly Park and Brookly Center were at odds with the project.

Ms. Blachard stated that one of the things they had not done yet, and was coming in Phase 2, was determining what their project phasing would be. She stated if they picked a preferred alternative, and it was one of the build alternatives. MNDOT and their consulting team would work through what that construction staging could be like. She stated she was anticipating one big project but could be broken into separate projects in certain cities. She stated if Brooklyn Park granted them the municipal consent, they could go ahead and start constructing in Brooklyn Park and not in Brooklyn Center if they said no. She stated there was a lot more to come in there and don't know what that phasing looked like yet.

Council Member Eriksen stated that any disagreement could add a year or more to the time frame of the project.

Mayor Winston thanked the MNDOT and HDR Engineer representatives and stated Highway 252 was going to be important. He stated Brooklyn Center was very near and dear in terms of much of what Brooklyn Park did with public safety, youth programming and things of that nature. He stated they had tried to be supportive of their approach, knowing that they were dealing with some different things in Brooklyn Park. He stated as a city, he had decided that safety approach was going to be important. He stated that from MNDOT's perspective, maybe helping people to understand that safety perspective. Helping them understand and pointing out the top three highest interchanges across the entire state in between a long one was dangerous. Helping the public better understand what the real public safety outcomes the Council was dealing with. He stated there was also some counter messaging that was saying people just wanted to increase traffic and get from here to Champlin and the narrative out there that Brooklyn Park wanted to grow. He stated having partners and other people helping people understand there was a public safety piece that was going to be important and trying to work with Brooklyn Center to support it.

Council Member Tran asked if the public could still use the traffic while the construction was going on.

Ms. Blanchard stated once they got to a preferred alternative and understood the construction staging, they would be able to give more certainty around where they could access and where they couldn't get access.

### C.2 Charter Commission Presentation

Charter Commission Chair Dennis Secara acknowledged the Charter Commissioners in attendance; Barbara Bor, Paula Weakly, Shamara Freeman, Peggy Larkin, Sheldon Williams and LaDawn Severin.

Chair Secara and Vice Chair Bor briefed on: Charter Commission structure, Distinction between Home Rule Charter and Statutory Cities, Key Issues Addressed by the Commission, Other Issues Addressed, Charter Amendment Process, Recent Charter Amendment Proposals/Discussions-Section 4.03, Section 2.05 and section 4.03, History of Special Elections and Length of Vacancy, Section 2.06 prior to 2014 and Ordinance #2014-1167, Special Elections Versus Early Voting, 2021 Special Election-Mayor, 2023 Special Election-West District, and Factors Involved with Special Elections.

Mayor Winston stated the cost savings would be significant and knew it did not include the city clerk's salary which would be a substantial cost. He stated he was in favor of what they discussed last year and moving that forward. He stated having Council Member McGarvey on board had been wonderful and having full representation in the West District had been nice. He

stated it was important that the sooner they could get representation across the city for those various roles, thought the more important it was. He stated he was in favor of the suggestions they made in the past and thought it was good governance in terms of people having their voices represented.

Council Member Klonowski thanked the Charter Commission Chair Secara and Vice Chair Bor, and the entire commission. She stated the work they did was exciting, it was democracy in its most humble form and impacted the entire city. She stated it was enlightening to see the impact of the primaries and then the duration of the vacancies. She stated they felt it and didn't have Council Member McGarvey for nine months. She stated most of them were new and there was a big gap.

She thought the solution they proposed was potentially a great way to shorten it significantly and echoed the mayor. She hoped to see it come back before the Council to be discussed. She stated if there were any concerns to iron some of those out because it was a cost saving measure for the city, but it also made sense for better representation.

Council Member Xiong stated she agreed with the Mayor and Council Member Klonowski. She thought it offered a lot more transparency around their democracy process. She stated she agreed that the shorter they limit the amount of time on vacancies, would be more helpful.

Mayor Winston thanked the Commissioners for the work they did.

### C.3 Fire Station 2 Build Request Discussion

Fire Chief Conway briefed the Council on the Fire Station 2 build. He introduced Quin Hutson, Brook Jacobson and Matt Efteland, CNH and Ken Francis, Krause Anderson and they briefed on the Fire Station Project Costs Comparison, Campus Planning and Development and Guidance/Approval, He introduced Ken Francis who would brief the Council on the Budget Sheet.

Council Member Klonowski asked if it was a guaranteed maximum price and what they were looking at.

Mr. Francis stated in all designs, had to go through multiple milestones and right now it was a schematic design estimate. He stated they would do another estimate at drive design development and once the construction documents were done, they would do one more estimate before they went off for bid. He stated that was where they would set the guaranteed maximum price. He stated there were more estimate iterations that were coming, and it was not the last time they would be checking the budget against the current market conditions. He stated once they got all the designs done, it would go out for bid, and they would get competitive bids and at that time would get the real market price.

Chief Conway stated Mr. Hutson and Ms. Jacobson would brief the Council on the design processes and explain the design. He wanted to focus on what they decided on the fire station, what it needed to have, a training component, EOC capability for the city and needed to be centrally located while meeting some of the other health and wellness aspects, reduce their time to call processing and from the time firefighters were notified to the time they were at the fire trucks.

Mr. Hutson briefed the Council on the fire station design no reductions (Option A.1 = $44,599,605)

Ms. Jacobson stated there was a portion of the second floor over the center support that was for training. She stated the reason they were not showing the Council, that was what they were going to show between that option and the next was the value engineering between the two. She stated nothing would change on the second floor and would remain the same between both options.

Mr. Hutson briefed the Council on the fire station design with reductions (Option A.2 = $42,174,088).

Chief Conway briefed the Council on the operational impact of those options.

Council Member Eriksen asked when they looked at the ISO numbers, did they take facilities into consideration or just time.

Chief Conway stated there were full-time fire departments and part time on call fire departments. He stated they looked at training, apparatus, like frontline, reserve, water distribution systems, what the flow rate on a hydrant was, and how often it was inspected. He stated they looked at collaborative training with cooperations of mutual aid auto aid fire departments and community risk reduction and staffing. He stated those were the components that went into their ISO rating. He stated when they started it, they were at 3.83, one out of five and one being the best. He stated there was no ISO class one fire departments in the state. He stated they reduced it to 2.83 and were going to have one of the best in the state. He stated the largest gap was staffing.

He stated when they looked at the operational components, they had a response time requirement of five minutes and twenty seconds from the time they were notified and anything beyond that five minutes and twenty seconds for an engine started to decrease the time.

For the ladder, it was four minutes beyond the first arriving engine and would be nine minutes and twenty seconds. He stated the ladder left the station for the aircraft incident, got on scene in exactly ten minutes and they were still under that mark.

Council Member Eriksen stated that with looking at the reduction points, none of those directly impacted ISO ratings except the training facility.

Fire Chief Conway stated the training and location, second floor would affect it.

Council Member Page asked about the employee retention, if they were not building for the future, they would have a potential loss of people going to a better one somewhere else and if that was a correlation. She stated they could go somewhere that was brand new that had better facilities for training and safety and would affect the ISO score.

Chief Conway stated the first thing he looked for was health and wellness of the firefighters, which they had considerable issues with their sewer, diesel particulates, call processing times, and carpet where it shouldn’t be.

He stated on attracting the younger generations, with the Council ’s help and support, they had training, equipment and apparatus. The fire station was the next thing and even when they

looked at serving the community of 26.2 square miles, to get those call processing times down, that was the station location and quality of life. He stated those were the things that were shown to keep people in the career field longer instead of looking for better equipment, training, and housing facilities. He stated it was very important for recruitment and retention.

Council Member Klonowski asked about the different items for elimination, reduction or changes. She asked if the Council could get the numbers with some of those and what the true costs savings would be.

She asked about the FF&E allowances and costs, if it was for all the furniture, fixtures, and equipment for the facility including the bedrooms, conference rooms.

Mr. Hutson stated it included all of that.

Chief Conway stated they had nine items, and he could provide the numbers to the Council. He stated the change of the roof from the built up to the ballast was $162,000; to remove the northeast conference room was $296,400; to remove the main level dorm room was $248,800; to eliminate an apparatus bay was $475,000; to eliminate the fire pole was $50,000; to reduce the EOC Conference Room and space by 10 feet was $329,200; to remove the first stall in the command garage was $99,750; to eliminate the snow melt system was $105,000; to eliminate the floor of the training towers was $125,000; a grand total of $1.8 million.

Council Member Page asked if they were able to monetize additional training for other departments based on the plane crash to bring in more money to pay for the reduction so they wouldn't have to reduce. She asked if the resources were there and an option.

Chief Conway stated it was something they originally started thinking about when they were building components into the fire station. He stated if they reduced the floor, it wouldn't be feasible and not realistic. He stated the rooms they were looking at putting on the second floor, movable walls, smoke fills to reduce for zero visibility training while having some components of rescue. He stated they could do that but it was tough to say how much they could charge for that.

Council Member Page stated she only had experience with Firefighters for Healing and had sponsored rooms. She asked if there were corporate sponsorships they could do for those dorm rooms to pay for them. She stated Firefighters for Healing had apartment complexes within a luxury apartment complex downtown connected to a hospital. She stated families affected by fires and burns for the burn unit, stayed together while the family healed. She stated she was with Homes for Heroes an affiliate there and donated $100,000 for that room. She stated they got a plaque, gave them money and then once a year they would go and serve dinner and other things. She stated Target could have one and asked if that could be done for those dorms, or any of the rooms.

City Manager Stroebel stated he didn't think it precluded the city from getting donations for a project like that and would have to be mindful of the solicitation.

Finance Director Green stated donations were an option but needed to be mindful the city would not be going out and asking for money. She stated they could pose that question to the counsel to make sure of it.

City Manager Stroebel gave an example, the Thielen Foundation just gave $100,000 for the Zanewood project and the Council did have to formally accept the donation. He stated it was probably not the city asking for the donation but a third-party organization asking for that contribution.

Council Member Eriksen thought the people were going to be upset about the city spending money on something like it at $36 million and at $44 million but the reality was that when 2040 came along and added 15,000 people in the northwest and added more high density housing, thought the industry best practice of demand they added was another unit out of one of the stations and was not going to get any cheaper.

Mayor Winston thought they should have gone over the difference in costs first since they were going to bond for it. What it would look like from the taxpayer's perspective because he thought $3 million was high because there were some people on fixed incomes and what it would look like across the life of the city paying for it by the taxpayers. He stated if he started from that number that would simplify it and probably end up where Council Member Eriksen was talking about.

Finance Director Green stated that with the funding, there was so much uncertainty, and it didn't have the final numbers. She stated they were still working on their values and still going through that. She stated that looking at what was out there in 2024 for 2025, they were looking at $7.33 to about $10 per month depending on which plan they went with and was her best guestimate.

Mayor Winston asked if that was $7 to $8 difference or per person.

Finance Director Green stated it was for a median household. She stated it would be $7.33 per the median home, was her best guestimate.

Mayor Winston stated if they added another $34 million, that would not add $4.

Finance Director Green stated it would be between $7.33 and $10.

Mayor Winston stated when it came to the levy, they could not do what they had done the previous two years. He stated when it came to the fire station, if it was not a huge increase, when it came to paying it back, they didn't have to discuss the differences in pluses and minuses, because there was a lot they had to get through. He agreed with Council Member Eriksen and didn't know if he wanted to go through all the schematics when it was not a huge additional cost over that period of time to residents.

Council Member Klonowski stated if they took the additional costs but then they had multiple fire stations that needed to be renovated, had the senior center project and other projects, had the PFAS issue, if they had $120 million for multiple projects, they were looking at hundreds of dollars potentially for a resident. She thought it was a benefit for the Council to consider making sure the scope matched the need for thinking about the project in the future. She stated the Council had a responsibility to themselves and residents to make sure they were not saying $4 million wasn't a big deal because of $4 million for this and $10 million for that. She stated they had a lot of big capital projects that had been presented to the Council they had to pay for.

She stated it would be helpful to see the breakdown, because she thought the Council needed to address it carefully and knew they wanted to do other fire stations that were outdated, the senior center was bonded for and borrowing that money and using it for that and other things.

She asked about the art in the Burnsville fire station they toured and thought it would be beneficial. She stated the Council hadn't found a way besides some of the mural projects but bringing in the creative community to participate would like to talk about it. She stated it was impactful for the Council when they toured the station and saw the representation of community art, sculptures, art in conference room and hallways. She assumed there would be additional costs added.

Mr. Hudson stated it had been part of their discussions, something they could add and benefit to a project and help make sense of community. He stated there had been consideration of areas to be able to present things within the building and some of it might be history, which was important to the fire department.

Ms. Jacobson thought they were talking about two different things. In Burnsville's building some of the conference rooms had art displayed by the community and could be purchased. She stated that it was at minimal cost to the city. She stated the outdoor space with the sculpture, and everything was a cost to the city to create and do. She stated there were ways to have a less of a monetary impact but still promote art and place making in the community. She stated that was part of that conversation of what the difference was. She stated the community was paying for it and a great way to bring the community in.

Council Member Klonowski stated it was a great distinction and loved how that conference room was opened to the community to use too. She stated the Council had talked about that, on ways to get the community engaged safely but also getting to know the fire station and people there. She stated she would like to see it down the road, however they could incorporate that with reasonable costs.

Council Member Page stated part of attracting and making the residents happy because of the voices she heard was more homeownership and less apartments. She stated the world just saw the best fire department in the world. She stated she was sitting in Fort Meyers, and the plane crash was on the national news and everyone in the restaurant was watching it. She stated there were fire departments there from Fort Meyers Beach, Philadelphia, and New York City and everyone was talking about how amazing it was and how those two houses should never have been standing and they were explaining it to everyone. She gave kudos to Fire Chief Conway and the Fire Department.

She stated having state-of-the-art facilities, not only for the employees that worked there, but for the new folks or the downsizers, if it was 55 and whatever it was, those homeownership goals, thought they went hand in hand and needed services for that. She thought it lowered the cost to the current residents as they added owner occupied tax paying properties. She stated it was attractive for people who were going to live in the city and for people who were already here who didn't want to pay because, when adding those items, it was a lot of money. She stated she would support homeownership in their plans and needed it.

Fire Chief Conway stated whether it was the conference room or art, they had been deliberate in that to include BP 2025 initiatives about beautiful spaces. He stated it had all been incorporated in the design piece they had been discussing while facing eastward to the CAC. He showed the parking area on the design, when looking at how the site would be used in the years to come. He stated there was a component making it inviting but safe, whether it was traffic counts, who was accessing it, how they were doing it, how they could set up the site for success knowing they had a senior center, PICA and then the CAC, with future expansion, it

was a good time and why they were talking about it, it went from $39 million to the numbers they were discussing tonight.

He introduced Brad Tullberg, Recreation and Parks Director, and he briefed on the CAC improvements, Campus Planning and Development; Gym Addition option, Gym Addition-full buildout, CAC funding; and Senior Center

Mayor Winston stated he knew they had to address those other fire stations and asked about the timing on those, if they invested heavily in the central fire station asked how much of the need did it hit. He stated on the other data posted, there was the Community Activity Center they were considering and those other fire stations and in making the decision, wanted to understand how central it would be to all of that.

Chief Conway stated if they had the ability to rebuild the fire station every two years, if they were to build it outright, they would build a fifth station to meet all the times, respond responsibility, account for calls for the foreseeable future and with appropriate staffing.

He stated the first model without reductions would have to house two fire stations, and depending on how frequently, if they were going to build one every two years, they were looking at the next 6 to 10 years or beyond, depending on what they were able to build. He stated there would be two fire stations operating out of the central fire station for the next 6 to 10 years. He stated that was why the size was what it was and that was part of their planning, and they addressed that right up front with the needs assessment. He stated to also include, as the community grew, spoke on the increase in staffing or requirements for the fire department.

Council Member Tran stated between Option A.1 and Option A.2, was $2.5 million and the benefit was to add that to both options it was saving time.

Fire Chief Conway presented the Fire Station Design – With Reductions slide. He stated the benefits were planning, training, and community center. He stated they were trying not to have competing spaces with city hall and would be open to city staff. He stated like Burnsville; it would be open to the community but having more than 50 to 75 people to be able to occupy that space and that would be an increase of capability. He stated occasionally staff were asking for meeting spaces, they would be able to use those spaces. He stated for city operations, that was an enhancement. He stated they talked at length about not just the police department having rooms too, but for the overnight staff, if it was not safe to drive home or whatever their shifts looked like, they would be able to have those rooms. He stated that it was deliberate up front when they were talking about adding a bay for O&M to be able to work on larger frame vehicles, because they did not have the space to do that. He stated they would still have vehicles there but could adjust if they needed that.

He presented the training tower and stated it was an internal loss of capability that affected their training score. He stated if they were to open it up, they would get credit for multi-agency training for their ISO and it would bring a component that no one outside of Minneapolis had on this side of town.

Council Member Tran asked if they chose the option for parking, would it be added later and would it add $2.5 million.

Fire Chief Conway stated they would do the parking at the same time as the fire station. He stated there was another consideration where the materials would go and where the

construction site would be storing it. He stated it could be across the street but nowhere else in the vicinity to be able to do it. He stated if they were going to relocate the skate park, at some point, they would have to talk about storing materials and heavy equipment across the street. He stated it would get damaged while the construction was happening. He stated when they recovered that area of the parking lot, they looked at what was cost effective, and how they could take something that could be a financial burden and turn it into a positive, knowing the future planning of the CAC.

Council Member Tran stated they would have to add $2.5 million for Option A.2.

Chief Conway stated it would be $2.3 million as shown on the Campus Planning and Development Expenses slide.

Council Member Klonowski asked if they had a rough idea of what the costs would be for the senior center.

Recreation and Parks Director Tullberg stated they just started with the conceptions and every year that went by, the $2 million got them less. He stated like the Zanewood project they had been with the value engineering lens, making sure they had found their project goals within a reasonable budget.

Council Member Klonowski asked if some of the reductions were from their lens or coming from the design lens.

Mr. Hutson stated those were combinations, and as a team had more items but when they sifted through those to assign costs and then went through it together made sure they were reasonable suggestions to bring forward, although there were compromises to those suggestions.

Council Member Klonowski stated from a lot of trade publications she had been reading; construction costs were not looking to improve. She stated some of the estimates, some materials were going to have a 40% increase if not more. She stated when talking about the numbers presented today, six months from now, didn’t know what it would look like, and her instinct was to tighten the belt now because it would look different. She asked the city manager what his thoughts were on the reductions, eliminations, changes and what were reasonable and what shouldn’t change.

City Manager Stroeble referred to Slide Option A.2. Fire Station Design With Reductions. He stated there was value for the Council to the point that was made about a reminder of all the potential capital projects that were coming down the road. He stated the biggest unknown was the PFAS issue because they were at a point where they had to plan for something that was going to take five years, six years to put in service. He stated that no one with good confidence could tell them whether those PFAS numbers were going down, the water supply would be fine or those PFAS numbers would go up and stay in the middle. He stated there could be an $80 million uncertainty they had to make in the future.

He stated some of the things he would consider removed were: there were small conference room spaces, there in addition to the EOC. He stated he would keep the EOC in a big size. He stated he would reduce the conference room located at the bottom right, would reduce the dorms in the bottom left, because there were dorms in the police station, and the staff could use overnight even once they were a double station.

He stated part of the conversation was keeping the fire, and employees separate from other staff if needed, if they were going to be upstairs would be woken up multiple times at night, etc. He stated that the seventh bay thought down the road that was something the city could add and would want to build the surface area to add that down the road.

He stated the Fire Chief had options of six bays versus seven bays on how those would be filled. He stated after the station was done being doubled, thought they were fine for future expansion. He stated he would not go fewer than six bays. He stated he would keep the training tower because training was essential, especially when there were tall buildings in the community and likely to add more. He thought preserving as much of the EOC as possible. He pointed out the small garage and stated there was not a lot of savings to it. He thought getting rid of the conference room in the bottom right, the dorms in the bay, would be the three things. He stated if the Council wanted to trim a little bit but not impact some of the critical things he would add back in a slide pole because of response times and was $60,000 or $80,000.

Mayor Winston stated that on the cost part, the Council owned that piece, but they were getting operational with some of the decisions in terms of what they kept and what they took away. He stated that from a staff perspective, the employees and city manager would have to deal with it and help create the overall environment

He asked that once the Council was tasked with it, what the timeline was they needed to make the decision. He stated the other piece was the other items coming down the pipeline and the timing for them. He stated even if they talked about some of the infrastructure in the northwest corridor they were asking for bonding money from the state. He asked if they didn't get it, how did it all play together and maybe helped the Council decide where they could shave and not shave. He stated it would be nice to see it against the backdrop of those other projects, including PFAS they had to balance. He stated with the Council looking at the bigger picture they could say where they were comfortable at.

He stated it was going to be very difficult for the Council to go through each item that was coming through the pipeline because it was operational versus high level and a 50,000 foot view they were accustomed to looking at.

Fire Chief Conway stated it had gone from $5.60 to $5.90 million just in the past couple of months they had been discussing it. He stated they were doing their due diligence to plan for the site, but were getting behind and the costs would increase the more they delayed it. He stated they were hoping to get guidance tonight and next Monday put forth the approval for what was decided so they could move forward with the project.

Mayor Winston thought the way the city manager laid it out in terms of looking at the value added from the total city staff perspective, helped them hit the ISO specifications. He stated if that was brought forward that would be easier for the Council to track and understand and it did remove some of the costs.

Council Member Eriksen stated that after looking out for ten or 15 years into the northwest development area, the Fire Chief mentioned the best practice need for a fifth station. He asked how they would plan for it plus the operations and maintenance were going to need more facilities and infrastructure, the police department was going to need more infrastructure because that was a big piece of land with a lot of potential population there.

Operations and Maintenance Director Hoag stated they already needed space and were getting by. He stated some of the future space needs weren't day to day operational but protecting some of the equipment in the off seasons. He stated, depending on how the fire station plan laid out, suggested that some of the existing fire stations could do that rather than building another building on their site or even updating what they had. He stated right now they were in a tin building that was technically scheduled to be replaced seven years ago. He stated they could live out the tin building, but the firefighters couldn't continue to live in the area there. He stated within the next two or three months, they were going to be coming to the Council about $80 million for PFAS to meet the guidelines. He stated it would be an O&M looking garage building because it was just a filter chamber and was going across Edinburgh Parkway from the new fire station. He stated that making the outside filter building look nice would also increase the costs.

Council  Member Eriksen stated with four fire stations eventually five, water infrastructure, if the police department needed anything for the northwest area, if people wanted to go with a swimming pool, and $500 to $600 a year in additional bonding costs for all of those needs that were coming down and most of them weren't optional with the exception of the swimming pool. They were things they needed.

City Manager Strobel stated he would hope the PFAS issue would be state or federal dollars, but there would be a lot of suburbs that were in the same situation with PFAS. He stated he didn't know how the communities in the state could afford it. He also heard the federal government was likely to roll back the EPA standards they just put in place.

Mayor Winston stated the Council had to have a larger discussion on all the items coming down the pipeline.

City Manager Stroebel stated on April 17, they had the senior staff priority setting session where they talked about priorities. He stated part of that evening he could bring back the big-ticket items that the Council had seen a few months ago, with their best up to date numbers as they looked out over the next five to ten years because they did include the other facilities, the Fire Chief referenced.

Council Member Klonowski asked if they could get the impact to taxpayers, not just the costs but what it looked like if it was bonded out.

Finance Director Green stated she could only give a good estimate as she didn't have the final numbers. She stated on $7.33 to $10, that 40 to 50, if the Council thought about what they needed for the CAC, that was another $1.50 to $2 and could do something like that. She stated within those five years there was a five-year difference between them because there would be some overlap because they were extending those out 20 to 25 years because of how much they cost.

Council Member Page stated it would be beneficial for new Council Members to have a small grid that explained where those funding sources were coming from, what they meant, and how that worked because the other Council Members had a better understanding of it. She stated it would help when they were in a situation like it, where they were going big picture, and looking at things, like what the operating expenses would be because they had a more efficient building, and value there. She stated with those conversations, where they learned the difference between deferred maintenance building versus brand new energy efficient and if they talked about it. She asked if they looked at their budgets where they had in some departments that over time, money where they could replace that with two full-time staff and reduce costs there.

She asked when they were doing the budget, if that was what the city did on the needs. She asked if they were looking at opportunities to save money to make money to fund those projects.

Finance Director Green stated the place they had been in for so long had it almost been impossible to do some of that. She stated that all the costs of personnel had been increasing for some time and before 2018 had to make some reductions, then from 2018 to 2020 and got into COVID. She stated there had been a lot of uncertainty and had been making reductions but had been trying to get the staff back to the level where they thought it should be. She stated now with the uncertainty that was happening again would start going in other directions. She stated with technology costs increasing and having that technology meant eliminating a position and that was not always the case.

She stated because they had made those reductions for multiple years, they had already used that savings and now they were trying to get back to where they thought they needed to be at as it related to staff. She stated that five to six years down the road they might be able to do what she was saying but right now had been in survival mode.

She stated prior to 2017, they made some choices they were paying for now. She stated on the internal service funds they had to make sure those funds were healthy if they wanted to get good audit grades. She stated they didn't have a good funding source to replace a fire apparatus. She stated they had a lot of challenges they had been dealing with where they couldn't do justice to the work they should be able to do because all the human capital was going toward trying to fill all those challenges they had been placed with.

Council Member Page stated she didn't know what the price was for not having efficient emergency services until they found out it mattered when it mattered and didn't want to see that happen. She asked if they dissected it as they went along.

Finance Director Green stated they had one challenge after the next challenge, and it was the reality since 2017. She stated they went from 2017 to being fortunate to get the bond referendum for the parks but were still making reductions in other areas, even in 2020 for 2021 that was when they had a huge reduction to the budget, and it was taking one step forward and then taking five steps backwards. She stated they kept getting into a place where they tried to course correct, and that was the phase they had been in for eight years. She stated a lot of those things couldn't be fixed overnight like the benefit fund, a $2 million cash deficit, that couldn't be fixed and that adding another $1.50 tax to a taxpayer and trying to gauge it. She stated they had so many things they didn't have a plan for.

Council Member Page stated that was useful information and didn't know what those things were and an overview of what that was to learn from that would be helpful.

Finance Director Green stated as part of the discussion she planned to have with her and city manager, they could bring those things forward.

Council Member Page suggested something simple as to where those funding sources were and how they could have an impact individually.

Finance Director Green stated part of the issue in the past was that they didn't use bonding and tried to do everything on a pay as you go basis. She stated they didn't have the bonding they could spread out the costs over time. She stated now, everything sort of hit at once, needing a

fire station, needing a fire truck, needing a CAC that hit over a short window of time. She stated they didn't have a break whereas if they had been doing it with bonding over time, it would have balanced itself out. She stated now they had been hit with $250 million worth of projects and might be more than that now.

Council Member Page asked if that was typical of the city of that age, just for the deficit it had been in and was not one thing.

Finance Director Green stated they had a lot of deferred maintenance and since her and city manager Stroebel were at the city, they had been trying to course correct some of the decisions made. She stated it was not wrong because there was more than one way to get to an end result, and that end result was just not planning out in today's money. She stated if they needed money for project A, they would borrow from Project B to fund Project A and never reestablished how they were going to fund Project B. She stated Project B was just out there and not getting the maintenance, and not getting what was needed to be able to pay for project B.

She stated then there were the internal service funds, they were healthy funds and then they needed fire trucks. She stated they borrowed from the internal service funds to purchase the fire truck. She stated that if they had to purchase a fire truck today, and not having a replacement mechanism over time to buy to replace the fire truck, that was added on to their costs as well, because they were not spreading that out over the twenty years that the fire truck was going to last and all hitting at one time.

Council Member Page asked if they ever did a special sales tax to defray any of those costs.

Finance Director Green stated it was not something they could automatically do. She stated the Budget Advisory Commission was looking into it and the city had never had a sales tax.

Mayor Winston thought that was part of the issue they had been dealing with and before they put a sales tax in place it would be largely regressive to drive a lot of tax. He thought they had a workable approach for it and there were two parts, what was outgoing and what was incoming. He stated that's why he thought the biotech had, because they did have to have both, they had to have the increased tax base and had to have the ability to have a sales tax. He stated that if he was taxing people now, he was just taxing the residents more and they were going to get angry at that.

He thought it was balancing the two, spreading toward the biotech and then all the housing and other things that came with it. He thought characterizing it in the strategic way the city manager did and as mentioned by Council Member Eriksen on the ISO question. He stated it was going to be key in terms of what should be brought back to the Council at the next meeting and longer term, have a meeting about the priority setting meeting about what was coming in front of the Council, how they began to balance those items long term was going to be important. He stated that on the benefits fund if they needed to get on it and things like that, to have a discussion and look at it and come up with the longer-term solution and approach to it in terms of the next steps.

At 9:00 p.m. Mayor Winston called for a recess.

At 9:05 p.m. Mayor Winston reconvened the meeting.

### C.4 Assessing Valuation Process Overview

City Assessor Tracy Bauer-Anderson briefed the Council on the Valuation Process. She briefed on the Assessing Division, Purpose of the Local Board of Appeal and Equalization, Board Should Take Charge of the Meeting, Can and Cannot Do, Reconvened Meeting, County Board of Appeal, Tax Court, Assessors Report, Sales in the City, and Residential Value History.

Council Member Page asked if the dates and times she mentioned were in the Council 's calendar.

City Assessor Bauer-Anderson stated the Local Board of Appeal and Equalization meeting was next week at 6 p.m. and the regular meeting would follow. She stated the same would be for the April 28 Reconvened meeting.

### C.5 Discuss Level 3 Sex Offenders and Residency

Inspector Matt Rabe and Deputy Police Chief Shane DePaul briefed the Council on the Level 3 sex offenders and residency ordinance. They briefed on: What is a Predatory Offender, Who Is Notified, Level 3 Offender by City, Potential Residency Restrictions, How To Measure, Potential Exceptions, and Legal Concerns.

Mayor Winston asked what the maximum distance they could put because if that was a disproportionate amount, it was probably a reasonable constraint within the law. He thought the Council needed to adopt an ordinance. He stated the state looked at Brooklyn Park as a default for all those different issues so they could address it and should be inclined to address it.

Council Member Klonowski asked if the city had 20 people and didn't pursue an ordinance that said they had 5 years to find another place to live, if it was within a certain distance, why wouldn't they leave. She stated the number would never go below 20 or 15.

Inspector Rabe stated that 50% of the city's level 3 offenders were in the congregate care facilities right now. He thought there was a tie in between when they were released from prison and were sent to the congregate facilities. He stated the real question was whether all the other cities that an had an ordinance would they be able to repeat it.

Police Chief DePaul stated the population level of the level three offenders was very transient and did move around. He stated the list he looked at today, from doing it over the past 10 years, recognized one name.

Council Member Klonowski asked if the city had an ordinance, it could bring down the number over a few years than they would be comfortable with.

Mayor Winston stated he had a question about how far it was because it said 1,000 feet or 1,500 feet. He asked if they could do 2,000 feet or 3,000 feet or was there a reasonable constraint and what the constraints and challenges were to the city if they put an ordinance in place.

City Attorney Thomson stated there had been two legal types of challenges, on those types of ordinances, even though there were probably over a hundred cities that had them now. He stated one was in 2018; city of Dayton adopted an ordinance and the unfortunate city that got sued by three offenders who wanted to move into the city and were prevented by the resident

restrictions. He stated the state district court held that the city's ordinance was invalid in its entirety. He stated the judge concluded that state law preempted cities from regulating in that area. He stated there were certain topics on which cities could not regulate because they had been superseded by state law.

He stated the building code was a primary example of that. He stated cities could not regulate areas the building code regulated because it was preempted by state laws. He stated the judge relied on that legal theory that state law on that issue preempted or stopped cities from regulating it in its entirety. He stated it was a trial court decision, it wasn't appealed and was not binding other than then the city in that case was involved.

He stated there was a second type of lawsuit which was in federal court and involved the city of Apple Valley. In that lawsuit, the court concluded the resident restriction was a violation of the offender's constitutional rights to live in communities. He stated the facts of the case were not good for the city because the way they adopted the ordinance didn't allow almost any place in the city for the offenders to reside.

He stated he couldn't recall whether that restriction only applied to level 3 offenders or applied to more. He stated the city settled and ended up paying $70,000 in damages and attorney's fees in the case. He stated that since it was settled, it had never been appealed.

He stated there were court decisions out there that had not gone the city's way on that issue and a lot of cities had ordinances including Brooklyn Center and there was a risk to the city adopting an ordinance.

He stated if the Council wanted to move forward with that issue, they would want to make sure that whatever restriction was placed allowed some reasonable area in the city for those offenders to reside.

He stated the study that was referred to tonight was probably not a neutral study but, in the study, most overwhelming enough of sexual predators their victims were somehow related or connected to the offender, a stepchild or family member and not related to proximity to minors. He stated he had been recently involved in that issue with another city and the sexual predator offender there, the victim in that case was not a relative and not related in any way to the offender. He stated it was not universally true the victims were somehow connected with the offender.

He stated if the city was to adopt something, the question was whether there was a relationship between residency restrictions and the number of sexual offenders that happened to reside in the city. He stated Bloomington was an example, that did not have one of those types of ordinances and apparently did not have many of those sexual offenders. He stated it might relate to the ability of those residents, the type of income, and type of households. He stated it could have a different relationship than just, whether the city had a residential regulation in place.

He stated his recommendation if the Council decided to move forward with additional information on it that they make sure whatever restrictions adopted would not preclude a potential offender from living in the city.

Council Member Eriksen asked if the level 3 sex offenders appeared anywhere on their heat map of crimes.

Inspector Rabe stated he had not overlaid the two but knew where the level 3 offenders lived, and they were spread out sporadically throughout the city. He stated their heat map was the Zane corridor and they didn't live in the Zane corridor.

Council Member Eriksen asked if they were searchable to residents to see where they lived.

Inspector Rabe stated anyone could search on the state website and could see what block they lived in. He stated it would also have what type of crime they committed.

Deputy Police Chief DePaul stated Minnesota did not give geography information and in other states they could pull up a city and see everyone there. He stated, in Minnesota, it would give the list of the 19 residing in the city and had to look up individually where they were.

Council Member Eriksen asked when they were notified that one of those offenders was arriving in the city, if they had a notification mechanism for people besides the residents. He stated he worked with a lot of church leaders, and it was a common struggle if one of them showed up in their congregation on Sunday morning. He asked if they could notify new organizations about their presence.

Inspector Rabe stated they didn't specifically focus on organizations. They focused on the area, sent out flyers and had information on who the person was, a picture of them, and the type of crime they were convicted of. He stated sometimes community members in that area would ask for a community meeting to talk about it with the police. He stated they didn't hand it out to all organizations throughout the city but that was something they could consider.

Deputy Police Chief DePaul stated the notification meetings were done by the state and would send out personnel to the meetings to share the information.

Council Member Eriksen stated if it was possible to build that into the ordinance and thought it would be valuable to build a list of organizations that were vulnerable to the situation if it was legal to do so.

He stated before they made any further decisions, asked if GIS Manager Nerge could put together a map of 1,000 feet, 1,500 feet, 2,000 feet and then the schools, schools and parks, and schools, churches and parks, so they could visualize what those different mixes and scenarios meant to the Council.

Inspector Rabe stated he had just spoken to GIS Manager Nerge about that topic and the question and wouldn't be a problem. He recommended that they come back to the Council with a series of maps on what it would look like at 500 feet, 800 feet, 1,000 feet, 1,500 feet and 2,000 feet. What percentage of housing stock would allow for a level 3 predatory offender to live there at each distance.

Council Member Tran asked if sexual offenders included pedophiles.

Inspector Rabe stated if they were convicted of pedophilia or having sex with a minor, it would include that. He stated that was assuming they were released from prison and the assessment team decided they were at a high level reoffending offense.

Council Member Tran asked how long they were supervised and when the supervisor would meet with them after their release.

Inspector Rabe stated most people would stay on for as long as they were required to register. He stated registration was required for a period as short as ten years to as long as lifetime based on several factors. He stated a level 3 sex offender was most likely going to be registering for life. He stated it depended on the conditions of release and maybe on probation, parole or maybe on supervised release for a certain number of months. He stated the local jurisdiction was required to check on all the predatory offenders once a year. He stated the police officer would go out and knock on the door and ask if their information was current, take a picture of them and submit it to the state.

Council Member Tran asked if they notified them before the police officer arrived because sometimes, they were not home or working somewhere else.

Inspector Rabe stated sometimes they found out they were not there anymore or not home and would check back on them later. He stated sometimes the address was old and was in violation because they hadn't updated their registration.

Council Member Tran stated they were going to let the authorities know wherever they had been and didn't mean they violated it. She asked if they let Maple Grove know if they moved to their city.

Inspector Rabe stated if they moved and gave the example of moving from Brooklyn Park to Maple Grove, they would have to let Maple Grove know right away they had moved to Maple Grove. He stated they typically didn't know that until they did their once-a-year check and found out that person's information was not up to date and reported it to the state and then considered to be in violation.

Council Member Tran asked if they were located by their ID or driver's license.

Inspector Rabe stated there was no easy way to locate a person. He stated there were a number of predatory offenders that had unknown addresses. He stated many of them were listed in the state database and made clear their address was unknown.

Council Member Tran asked how they protected the public.

Deputy Police Chief DePaul stated the sex offender would get a warrant issued for being noncompliant and it was a crime. He stated if they had not registered and moved, it became a crime, and a warrant was issued for their arrest. He stated they could be level 3 offenders and not have a permanent address and live in a shelter in Minneapolis. He stated they would check in with their probation or parole officer and do it that way if they didn't have a permanent address.

Council Member Tran sked if they had a program to help people in the community because sometimes, they wanted them to have a good relationship with people to become better and find a job and find help, otherwise they would have to provide them with shelter if they didn't' have a job. She asked if the stated had that kind of program or did the local government have to provide that to them.

Inspector Rabe stated that type of program would be considered outside the scope of the city, providing housing and jobs to predatory offenders.

Mayor Winston asked if she was driving toward a particular resolution or were they trying to figure out how the program worked for level 3 sex offenders across the state. He asked if she was trying to do research or trying to drive toward an ordinance on that.

Council Member Tran stated it was for the local government.

Mayor Winston asked if she wanted to know all about level 3 sex offenders at the local level. He stated he didn't know they could over all that in tonight's meeting.

Council Member Tran stated if they lived in the city, they could be supervised and could control them, help them go to church or build them into the community and they might get better.

Council Member Page stated there was liability there and didn't think any of the Council had the degree or the education to do that. She stated if Council Member Tran went to the website, she would see all the information about what their offense was, if they completed their sentence and who they were personally responsible to report to. She stated she didn't think it was a state or local level issue. She stated she had been going through all of the ones that were registered and there was a bunch that were not registered but gave all the facts about them. She stated it gave the supervising agent name, supervising agent comments, when they were released and gave the offense statutes, everything they were doing and what they had reported. She stated that was what the Department of Corrections had.

Council Member Tran stated the law didn't allow the Council to get them out of the city. She stated they could make an ordinance to limit to be close to the schools to protect the children and public but had to give them a place to live. She stated it was human rights and if they knew where this lived, they could make a program like the community and see what they needed and watch them closely at the same time.

Council Member Page asked if the Council could have a discussion about it because she would argue her responsibility was for the law abiding citizens of the city and their safety. She stated the offenders were not her responsibility.

Mayor Winston stated he would like to keep the discussion on track. He stated they were talking about level 3 sex offenders, and which had been left out in the discussion, those were determined to be people who were the highest risk to reoffend. He stated there was a responsibility to the residents to maintain a certain level of safety at the state level and county level. He stated if they were trying to rehabilitate, that was more of a county level issue as they had the resources and the budget to do that where other cities did not. He stated if that was Council Member Tran's concern, to petition the County. He didn't think she was going to find a lot of people that were going to support her on it but should petition the county. He stated there might be some programs to rehabilitate the people that were most likely to reoffend. He stated the city gave notice to the residents and did not give notice to the residents that the Council was going to talk about rehabilitating sex offenders. He stated what was given notice to the residents was that the Council was going to talk about level 3 offenders and their particular residency within the city of Brooklyn Park and they were overrepresented within the city. He stated what was before the Council was to consider an ordinance that would help protect the residents but also help Brooklyn Park to not be the default for sex offenders. He stated the city should not be the default for all of the things the state struggled with.

He stated the Council should reset and focus before they started making motions and going in a certain direction to narrow it down and focus on if they wanted to have an ordinance. He stated

if they wanted to have an ordinance, what would that ordinance look like and what he heard was the Council was in favor of an ordinance. He stated the Council wanted to make sure it was reasonable enough that they didn't keep people from entirely moving to the city because it seemed to be challengeable in court. He stated they wanted to make sure that it was reasonable enough that people were not inclined to move to Brooklyn Park and people were not sending level 3 sex offenders to Brooklyn Park.

Council Member Tran stated she agreed with the mayor and wanted to protect the public but stated the sex offenders were also human and had human rights.

Council Member Eriksen called a point of order. He stated that it wasn't on the agenda tonight.

Mayor Winston stated it was not on the agenda, and they were not legislating whether they were human beings or not.

Council Member Tran stated the Council could not deny their human rights.

Mayor Winston stated the Council could take a vote to limit speech and could limit it to a minute or two per Council Member. He asked Council Member Tran if he would like him to do that because she was continuing to argue.

Council Member Tran stated the mayor continued to abuse the powers and was her time to speak on the question and asked why he jumped in and cut her off.

Mayor Winston stated Council Member Tran was not focusing on the item and he was tasked with facilitating the meeting and she had a legitimate understanding of how it worked and who was elected to what positions. He stated it was his job to facilitate the meeting.

Council Member Tran stated it was her time.to ask questions to the officer.

Mayor Winston stated his job was to facilitate and thought Council Member Tran forgot that role.

Council Member Tran stated he jumped in and cut her off and not facilitating.

Mayor Winston stated that it was part of facilitating because she was going in a direction that was not honoring the agenda.

Council Member Page respectfully stated that Council Member Tran had cut her off.

Council Member Tran stated it was her time to speak, and the Council Members jumped in and cut her off.

Mayor Winston stated they could take a recess.

Council Member Page stated that Council Member Tran interrupted her when she asked if they could have a discussion and Council Member Tran said yes.

Council Member Tran stated the Council Members jumped in and cut her off and was asking questions to the officer.

Council Member Page stated there was a process and procedure, and they were not following it now. She stated the mayor was in charge and they reported to the mayor. She stated the mayor was in charge of the conversation.

Council Member Tran stated the mayor facilitated that.

Mayor Winstons stated that Council Member Tran might want to look up the word facilitate to see what it meant before they had to go into a brief recess. He stated Council Member Tran couldn't control how she was responding to it. He suggested a motion to limit Council Members to two minutes.

Council Member Tran stated again, abuse of powers and bullying.

MOTION MAYOR WINSTON, SECOND COUNCIL MEMBER KLONOWSKI TO LIMIT COUNCIL MEMBERS TO TWO MINUTES. THE MOTION PASSED. (5 TO 1) COUNCIL MEMBER TRAN VOTED NO.

Mayor Winston stated they would limit it to two minutes. If Council Member Tran would like to finish, she had two minutes and then moved on to the next Council Members. He stated he would put the timer on and would go from there and would be on Facebook tomorrow but at least they would be able to run the meeting.

Council Member Tran stated she wanted to say that the prisoners were also human. She stated besides protecting the public, that was why the law didn't allow them to get them out of the city. She stated they could limit them near schools, children, churches and nursing homes, but could not deny them the right to find a place to live.

Council Member Page called for a point of order. She stated that was not a question but a statement.

Council Member Tran stated for Council Member Page to mind her own business.

Mayor Winston stated he would let Council Member Tran finish and she had a minute and 27 seconds.

Council Member Tran stated she violated her rights.

Police Chief DePaul stated that was not a duty imposed upon the local jurisdiction or Police Department. He stated it was run by the State or County and had programs. He stated their job that got pushed down to them from the state was simply yearly, compliant checks on all individuals. They would go to their house, saw that they lived there where they registered and made sure they were compliant they were living there and other things. He stated that took a minute if they were home and if they were not there, they would come back several times to make sure or do a follow up investigation. He stated if they were not there, they couldn't prove that they lived there and had reason to believe they didn't, they would submit a case to the county attorney for noncompliant, predatory offender. He stated that was their job and only duty imposed upon the local jurisdiction.

Council Member Tran stated in the time frame, the limitation of the local government, they could do something more because they sometimes moved and didn't know where they were. She stated that in the future they could make a program for them to watch them closer but at the

same time give them a chance to be better in the community and helping them. She stated it was a suggestion to the Council Members.

Inspector Rabe stated rehabilitating predatory offenders was typically outside of the scope of the local jurisdiction of a municipality and local police department and not something they had a program currently developed to do.

Council Member Klonowski stated the fact that people that were at a high risk of reoffending were out in the community was a problem but was not the local level to solve. She stated they had discussed and thought there were ordinances currently in place in Brooklyn Park that limited certain behavior from 1,500 feet of a park to the school. She asked if it was smoking and if there were others and something to do with the cannabis use. She asked what else they were limiting.

Inspector Rabe stated it was around drug sales, liquor stores and tobacco licenses.

Council Member Klonowski asked if they were typically 1,500 feet.

Inspector Rabe stated he was thinking criminal, but it was drug sales specifically illegal drug sales and were limitations. He stated as far as licensing was concerned, it was around alcohol, tobacco and now THC and working with GIS Manager Nerge on putting those maps together.

Council Member Klonowski stated there were people up in arms about THC being everywhere and must keep them 50,000 feet from kids and also agreed drugs shouldn't be around kids. She stated it made a strong case to put in an ordinance that said 1,500 feet or 2,000 from those places where children were. She stated there was conversation about a map and there should be an ordinance as there were way too many level 3 sex offenders in the city. She asked about the apartment buildings, because of the nature of apartment buildings, going to have so many children. She asked how they could get the number down; it would help but how did they protect the children living in those apartment buildings.

She stated it was what Council Member Eriksen said about the notification going to churches, day care centers, all those places, Zanewood Center where they had kids going there where a predator could not come in and volunteer. She asked how they protected the kids throughout the city and assumed they were high level rapists that were also attacking people.

Inspector Rabe stated one of the things to address whether to enact an ordinance that focused on that and a potential wider notification system and was something they could look at. He stated what they were already doing every single year was checking on the predatory offenders. He stated the list was developed for law enforcement and if they had someone reoffend, they had that list of people in the area that were potential suspects. He stated they were more proactive about going out and talking to them and checking on them and making sure they knew where they were. He thought those were components that went into trying to protect the public.

Council Member Klonowski stated she supported the increased notification system and the distance to where children were more vulnerable.

Council Member Xiong asked about the lawsuit against one of the ordinances. She asked if it was just Dayton and Apple Valley or if there was another city.

Inspector Rabe stated those were the two and as the city attorney mentioned, they weren't binding and were some risks associated with the ordinance. He stated Bloomington didn't have an ordinance and they only had one level 3 sex offender. He thought it could be associated with congregate care facilities.

Council Member Xiong asked if they were going off Plymouth's ordinance, related to the parks, schools, childcare, churches and everything or will they be based on their own standards.

Inspector Rabe stated the Council got to choose what they wanted. He stated he would show a draft ordinance. He stated they have all those things or could add something else. He stated they could look at all those things, would bring it back, a map and consult with counsel on it.

Council Member Xiong stated she had looked at Plymouth's ordinance earlier and liked that one. She stated they could start off with the maps and was also thinking of the number of parks in the city. She stated if it came to a drastic limitation where they barely had any space, then they could start reducing it and didn't want to get sued too.

Council Member Klonowski asked about the lawsuit. She thought it was worth getting sued over and challenging it. She stated the city had attorneys on retainers and thought the duty was to do the most they could to protect children and if that meant going to the courts and being challenged, bring it on.

Council Member Page stated she thought there was a consensus and an agreement the Council wanted more information on that. She stated they should also include a future discussion on the congregate care and what they could do about it. She stated in tonight's ordinance to have more information including vulnerable adults which was what they were going to find in those congregate care homes. She also supported what was said about transient because it did show there was only one since 2017 and the rest were 2024, 2025, 2022 and had been recent which was also the increase of the congregate home and all adding up.

She stated she would like to have more information on what the ordinance would look like and would like to hear about the parks, schools and others. She stated 1,500 feet would not eliminate living spaces in the city. She stated she would like to see that information when the Council got together again and voted on the ordinance.

City Attorney Thomson stated he wanted to follow on Council Member Eriksen's point on the notification. He stated the notification requirement was set by state law and it graduated from level one. He stated state law said, they should notify or may notify and as it went up to level 2, it said, you must notify everybody you would notify in level 1 and there were notification requirements in state law and applied to all cities regardless of whether they had a residency issue or requirement or not. He stated that it was a separate issue than the residency requirement. He stated he had been aware of another lawsuit in Wisconsin on challenges to it and hadn't tracked down the court decision that set aside some city ordinance. He thought there was room to adopt a regulation that would pass muster and just needed to look at more details on it.

Council Member Eriksen asked if the notification requirement was a minimum or maximum and could they go beyond it.

City Attorney Thomson stated the statute said there was both a must and may. In some situations, it said the city must notify and others said it may notify, and it focused on two phrases

in the statute, individuals the offender was likely to encounter who may fit the profile of what the offender's victim was. He stated the second phrase was individuals who were likely to be victimized by the type of individuals the offender was involved with. He stated "likely to encounter" dealt with a spatial thing, location and "likely to be victimized" dealt with a victim could be someone who wouldn't live anywhere near where the offender would reside and was not a spatial thing. He stated likely to encounter, usually included someone who lived nearby. He stated there was "must" and "may" in the statute and he would follow up to make sure the Council got all that information.

City Manager Strobel stated he understood about the distant requirements from parks, schools and others and asked if there were any ordinances where there were distance requirements between sex offenders themselves.

Inspector Rabe stated he saw one and was reading through it and he could look into that more and bring it back to the Council as a potential option. He thought they would have to exempt those that were currently in the city as they were spread out through the city.

City Manager Stroebel asked if they felt it was justified and was there anything from a law enforcement perspective.

Inspector Rabe stated he thought they were going to see a map that was going to show the percentage of housing stock that would allow a level 3 sex offender to live there if they enacted an ordinance at 800, 1,000 or 1,500 feet. He stated essentially, they would be looking at pockets. If they enacted an ordinance that said they couldn't be such a distance from another level 3 sex offender, would show a sex offender had that pocket tied up and that level sex offender had this pocket tied up. He stated that was what he predicted the map would look like and the impact of having that specific part of the ordinance would be limiting.

City Manager Stroebel stated they could also end up where there was a pocket where 10 were all living within a small geographic area too which put that geographic area at a greater risk.

Mayor Winston stated by the nature of them being level 3 sex offenders and they didn't say level 1, there was some leaning to the legal language in terms of those who were most likely to reoffend. He stated that looking at the full suite of options whether it was 1,500 feet, schools, churches, parks, etc. and not having them live too close together, thought that was important.

He stated rather than having it brought to the Council at a regular Council meeting, thought they should have it at a work session. He thought most of the residents were going to be focused on the approach most of the Council had advocated tonight and didn't want a situation where people were thinking the Council was saying it was a lightweight issue.

He stated from that work session, once they had tightened it up, they could bring it to the Council meeting and have the concepts the Council would be dealing with or what they would be looking at. He stated as far as the legal challenge; there were two trials that happened and that was something the city was willing to take on.

He stated it was an opportunity for the Council to say as a city, the city was not the default when it came to the things they didn't want to deal with, whether it was congregate care facilities concentrated in two cities and affordable housing were the main issues they had taken on. He thought they needed to send a strong message the city was not the default and that it was a statewide issue.  He stated it was not a Brooklyn Park, Brooklyn Center or northwest suburbs

issue and it was something for everyone across the state. He thought the Council was taking the right approach.

He thanked Deputy Chief Dupaul and Inspector Rabe for bringing it to the Council.

COUNCIL MEMBER REPORTS AND ANNOUNCEMENTS

Council Member Klonowski stated the newer Council Members asked good questions and appreciated it. She stated everyone had unique strengths, the new Council Members brought amazing questions, and thoughtfulness and to keep doing it and don't stop asking their questions.

At 10:19pm Council Member Tran began to leave the room.

Council Member Page stated it was not okay to leave out of respect.

Council Member Tran stated Council Member Page disrespected her.

Mayor Winston stated he wanted to closeout the meeting. If Council Member Tran wanted to send a message to the residents that she was leaving early, send that message.

Council Member Tran stated not to violate her rights.

Mayor Winston stated if Council Member Tran wanted to leave, to leave or sit down. He stated he also appreciated the questions, and tonight was not a common thing as it was six months ago. He thanked the new council members for taking on the job and understanding what they were walking into and being involved in as well.

CITY MANAGER REPORTS AND ANNUNCEMENTS

City Manager Stroebel stated Mayor Winston was giving the State of the City address tomorrow night at Edinburgh USA with appetizers at 5:30 p.m. and the presentation at 6:00 p.m.

He stated on Wednesday; there was the Employees State of the City at 9:30 a.m. at Edinburgh USA and invited the Council Members.

**D. ADJOURNMENT**

ADJOURNMENT – With consensus of the Council, Mayor Winston adjourned the meeting at 10:21 p.m.

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HOLLIES WINSTON, MAYOR

_____
DEVIN MONTERO, CITY CLERK

# SPECIAL BROOKLYN PARK CITY COUNCIL MEETING

Wednesday, April 16, 2025
5:52 p.m.

Edinburgh USA Clubhouse
Conference Room
8700 Edinbrook Crossing

CALL TO ORDER – Mayor Hollies Winston

PRESENT: Mayor Hollies Winston; Council Members Christian Eriksen, Maria Tran, Shelle Page, Nichole Klonowski, Amanda Cheng Xiong, and Tony McGarvey; City Manager Jay Stroebel; and Facilitators Assistant to the City Manager Zach Kramka and Community Experience and Engagement Manager Cindy Devonish.

ABSENT: None.

Also Present: Assistant City Manager Dr. Angel Smith, Police Chief Mark Bruley, Fire Chief Shawn Conway, Finance Director LaTonia Green, Operations and Maintenance Director Greg Hoag, Community Development Director Tim Gladhill, Recreations and Parks Director Brad Tullberg, Communications Manager Risikat Adesaogun; Racial Equity Diversity and Inclusion Manager Marcellus Davis, HR Director Sarah Kriewall; IT Manager Keith Ehrlichman, City Clerk Devin Montero.

At 5:36 p.m. City Manager Stroebel welcomed everyone and provided the meeting purpose and goals and shared SMT reflections/highlights from the SMT retreat – Strategic projects sheets and Department Director Priorities.

At 5:59 p.m. Facilitators Kramka and Devonish shared the agenda for the facilitated workshop, meeting agreements, and format of the workshop.

Facilitator Kramka started off with an ice breaker question.

At 6:07p.m. Facilitators Kramka and Devonish asked the council “What are some key city accomplishments from 2024 they were proud of? The responses were captured on a flipchart.

**2024 Accomplishments**:

| | | |
|---|---|---|
| Formed BioTech Innovation District* | Successful election | Northwest area vision |
| Improving our image | Steady leadership | Council and staff working together |
| Theilen Foundation grant for Zanewood expansion | Zanewood expansion groundbreaking* | Money for housing programs |
| Support for youth | Workforce development for youth | Public safety |
| Prevailing wage ordinance | Surviving difficult times | Enduring ice rink vs court debate and finding path forward |

At 6:15 p.m. Facilitators Kramka and Devonish stated they would start on an environmental scan exercise and asked the council to share their thoughts on **Strengths, Opportunity Areas, Challenges and Results.**

At 6:26 p.m. the council paired up in groups and discussed the environmental scan categories.

At 6:36 p.m. the Facilitators Kramka and Devonish reconvened the meeting with all the groups and discussed the **Strengths, Opportunity Areas, Challenges and Results** and the responses were placed on the flipchart.

**STRENGTHS:**

| | | |
|---|---|---|
| Collaboration | Fiduciary responsibility | Traction (alignment of goals + leadership) |
| Innovation | Embrace diversity** | Vision for the future |
| Strong community | Vacant land for development* | Flexibility |
| Edinburgh USA Golf Course | Mobilizing neighbors for political action | Public image/public relations* |

**OPPORTUNITY AREAS:**

| | | |
|---|---|---|
| Engaging community | Build upon low crime to improve image | Redevelopment* |
| Generational wealth building* | Inclusive & engaged community | Mobilizing neighbors for political action |
| Public image/public relations* | Local government aid formula | Race conversations |
| Development** | Integrating art | Sit-down restaurants |
| Employee recruitment & retention | Public safety* | Activating business community |

**CHALLENGES:**

| | | |
|---|---|---|
| Aging housing stock | Retail vacancies | Litter |
| Negative image* | County and state ignore us | Public education on the issues that matter |
| Historical lack of investment | Limited resources** | News controls narrative |
| Missing high-end retail and dining | Racial divide | Communication with all residents |
| Civic engagement* | | |

At 6:44 p.m. Mayor Winston recessed the meeting for dinner.

At 7:15 p.m. Mayor Winston reconvened the meeting and the Facilitators continued with the Results discussion.

**RESULTS:**

| | | |
|---|---|---|
| BioTech success | Lower crime | Eliminate racial inequity |
| Safe, healthy, hopeful future for youth | Fund big ticket projects* | Programming for youth and aging adults |
| Good press* | Make tough decisions with long-lasting impact | Develop EDA land |
| Secure outside resources from State | Positive image | Promote inclusive activities and diversity* |
| Economic parity | Safety and trust* | |

At 7:25 p.m. Facilitator Kramka asked the council the following question:

***When thinking about the community's needs in each goal area, which projects/initiatives can make the biggest impact for the city?***

City Council's responses to the question:

Inclusive & Engaged Community:
- Neighborhood strategies (citywide garage sale, new connect, neighborhood activity fund, HOA workshop, etc.)
- Enhanced storytelling and education showcasing residents, business owners, and others via new delivery methods***
- Festival of nations (cultural food event, part of Tater Daze - or not, regionally attractive)*

Safe Community:
- Congregate care advocacy*
- Reimagining public safety***
- Community connections/communications cultural specialist

Equitable Outcomes:
- Northwest Regional Athletic Facility expansion*
- Equip City's workforce to help achieve race equity
- Racial Equity Diversity Inclusion strategic plan implementation
- Anti-displacement strategies
- State disparity study/centralized procurement
- Workforce development strategies

Beautiful Places:
- Green space/commercial integration
- Water quality**
- Beautify southern BP and Brooklyn Boulevard corridor*
- Sustainability plan

Thriving Economy:
- Young adult transitions – BrookLynk 2.0 (18-24)
- Northwest area planning*
- BioTech*
- Brooklyn Blvd reinvestment planning
- Business recruitment and retention

Innovative & Responsive Government
- Legislative advocacy**
- Continuous improvement initiative
- Implement Jewel of the North
- Grow our own programs (O&M, PD, CD)
- Annual recognition for volunteers, customers, and employees

At 7:52 p.m. Facilitators Kramka and Devonish called for a recess to move to the next room for the next exercise.

At 7:55 p.m. Facilitator Kramka reconvened the meeting. He stated the next exercise was on the Council/SMT prioritization discussion.

- Goal conversations – getting input from Council on priorities.
- Council Members visit each goal station/staff facilitated conversations

At 7:56 p.m. Facilitators conducted a Goal Prioritization with the staff and council. Designated

staff were assigned to the 6 goals and asked council members questions visiting each goal station and wrote answers on a flipchart on the council's priority.

*1. Which projects/initiatives do you want to affirm/show support for? Star on the inventory)*

*2. Which projects/initiatives do you have questions?*

*3. What current or potential projects/initiatives would be impactful that you don't see on the list?*

*4. When thinking about the community's needs in this goal area, with which projects/initiatives or subgoals can we have the biggest impact? .*

At 8:51 p.m. staff reported on each goal and their conversations with the council and their priority items written on the flip chart.

| |
|---|
| Goal 1: **Inclusive & Engaged Community** – Brooklyn Park is a thriving community, defined by a positive identity and image. |
| Goal 2: **Safe Community** – Comprehensive and transparent public safety services create a sense of safety throughout the community. |
| Goal 3: **Equitable Outcomes** – The City maintains a focus on equity to remove barriers, address opportunity gaps, and build more just systems. |
| Goal 4: **Beautiful Places** – Unique amenities, art, and quality infrastructure make Brooklyn Park a community of choice. |
| Goal 5: **Thriving Economy** – Brooklyn Park is home to an inclusive economy where people and businesses can prosper. |
| Goal 6**: Innovative & Responsive Government** – The City continuously seeks creative solutions to drive effective service delivery. |

At 9:02 p.m. staff and council members placed dots on items written on the flip charts as a final prioritization.

| PROJECT/INITIATIVE | TOTAL VOTES | STAFF/COUNCIL BREAKDOWN |
|---|---|---|
| Congregate care advocacy | 11 | Council – 3; Staff – 8 |
| Reimagining public safety | 10 | Council – 4; Staff – 6 |
| BioTech | 8 | Council – 3; Staff – 5 |
| Enhanced storytelling and education | 7 | Council – 4; Staff – 3 |
| Legislative advocacy | 6 | Council – 2; Staff – 4 |
| Brooklyn Blvd reinvestment planning | 6 | Council – 1; Staff – 5 |
| Festival of nations | 5 | Council – 4; Staff – 1 |
| Northwest Regional Athletic Facility expansion | 5 | Council – 2; Staff – 3 |
| Neighborhood strategies | 2 | Council – 1; Staff – 1 |
| Sustainability plans | 2 | Council – 1; Staff – 1 |
| REDI strategic plan implementation | 2 | Council – 0; Staff – 2 |
| Business recruitment and retention | 1 | Council – 1; Staff – 0 |
| Continuous improvement initiative | 1 | Council – 1; Staff – 0 |

| | | |
|---|---|---|
| Annual recognition for volunteers, etc. | 1 | Council – 1; Staff – 0 |

At 9:02 p.m. Facilitator Kramka briefed on the placement of the dots.

At 9:04 p.m. Mayor Winston and City Manager did a wrap up and thanked everyone for their participation and engagement in the retreat activities.

City Manager Stroebel stated there would be a discussion held on the proposed Central Fire Station options in the Tartan room.

At 9:07 p.m. Fire Chief Conway briefed the council on the options and costs for the proposed Central Fire Station.

ADJOURNMENT - With consensus of the Council, Mayor Winston adjourned the meeting at 9:45 p.m.

_____
HOLLIES WINSTON, MAYOR

_____
DEVIN MONTERO, CITY CLERK

# REGULAR BROOKLYN PARK CITY COUNCIL MEETING

Monday, July 14, 2025
6:00 p.m.

Brooklyn Park Council Chambers
5200 85th Avenue North

CALL TO ORDER - Mayor Hollies Winston

PRESENT Mayor Hollies Winston; Council Members Christian Eriksen, Amanda Cheng Xiong, Nicole Klonowski, Shelle Page, Tony McGarvey and Maria Tran; City Manager Jay Stroebel; City Attorney Jim Thomson; Community Development Director Tim Gladhill; Finance Director LaTonia Green; Acting Operations and Maintenance Director Greg Hoag; Recreation and Parks Director Brad Tullberg; Police Chief Mark Bruley and City Clerk Devin Montero.

ABSENT: None.

Mayor Winston opened the meeting with the Pledge of Allegiance.

2A RESPONSE TO PRIOR PUBLIC COMMENT

City Manager Stroebel stated…

2B PUBLIC COMMENT

1. Shartina Shields, 3641 Brookdale Drive. She stated she was a concerned resident and voice for her neighbors about the Parkwood Terrace Homeowners Association community. She stated their community was struggling and proud to call Brooklyn Park their home; they worked hard and cared about their families and wanted to contribute positively to the city. She stated they were facing serious challenges that threaten their safety, wellbeing, and values of their homes. She stated their ACT Management Company continued to collect payments for residents but in return they did not see the basic services and maintenance they were promised and expected. She stated many of them have experienced water damage to their homes that went unaddressed, deteriorating conditions, including failing decks, roofs and siding, that put their families at risk. She stated the neglect of basic needs such as snow removal which was either delayed or nonexistent during the winter months. She stated the impact on residents, those issues were not just inconveniences, they were hazards. She stated their homes were becoming unsafe, and were left to shoulder the burden or mismanagement, and many residents could not afford to pay for repairs that should be handled by the management company. She stated they felt unheard, overlooked, and alone in their struggle. She stated their request tonight was for help and believed in the power of community and responsibility of the city leaders to ensure that all residents were treated fairly and with dignity. She stated they respectfully asked the Council's help in the following ways: Investigate the practices of ACT Management company and hold them accountable for their responsibilities to their community; Supporting them and finding solutions that would restore safety, dignity and pride to Parkwood Terrace; Help amplify their voices, so they were no longer ignored and dismissed. She stated they loved Brooklyn Park, and they wanted to continue building their lives in the city and they were not asking for special treatment just for the basic respect and support that every resident deserved. She stated they looked forward working with the Council and staff to resolve those issues and making Parkwood Terrace a safe place and welcoming place for all.

2. Collette Guyott Hempel, 9277 Trinity Gardens. Read a letter she sent to the state legislators in order to honor Mr. and Mrs. Hortman and Mr. and Mrs. Hoffman. She stated she asked for a garden, pavilion and plaques at the gyms would be the city's part.
3. Cindy Hill, 9000 Telford Crossing. She stated today they were not just mourning; they were standing in a gap to protect a legacy. She stated Speaker Hortman didn't just hold a seat; she held a standard. A standard for leadership, progress, community first thinking and was a force for progress. She stated her commitment to justice, education, public safety, equality, shaped policies that moved the community forward. She stated the legacy didn't end with her passing. It lived on in the work she championed and the people she inspired. She stated whoever filled the seat must be ready to continue her mission but bring new ideas and perspectives. She stated they couldn't afford to go backwards, not with the students, the seniors, small businesses and not in the community and not with their future. She stated they needed someone who knew the city, not by name but by the neighborhood. Someone who had been present not just in pictures, but in policies and people's lives. She asked to ask themselves about that person, what had they already done for the city, their track record, were they solution forced; Did they amplify working instead of tearing it down. She stated they needed policies that continued what they were doing in the city. She stated they needed someone who was ready to serve, who understood the climate. She stated the city deserved leadership that listened, showed up, and executed. She asked to be loud about what they wanted and be clear about what they needed. She stated it was about their future. She stated Speaker Hortman was her friend and the city's before she went on to the state. She stated she wanted to honor her with an honor signed salute. She stated that when Speaker Hortman laid at the state Capitol, her group put up the 200 signs because she wanted people that came in and out of the community that day that everyone was feeling the same thing and it was a way to uplift them and let everyone know what they were feeling.
4. Godfrey Ferrari, 3807 Globe Flower Circle. He stated he supported the mayor's and other Council members traveling to Africa for several reasons. He stated the mayor or the Council visiting Africa was not new. He stated they had mayors from larger cities, Los Angeles, and Atlanta visited Africa. He stated there were benefits for doing it; Leaders visiting Africa helped bridge gaps between the continent and its diasporas. People like him that came to the country over 40 years ago and served and put their lives at risk for the country as veterans; Collaboration and shared goals like education, public health, business and youth empowerment happened when leaders visited where there were large communities or to the communities where they were from. He stated if he came to their house today, he would know more about them than what they knew about him because going to their house made him understand more. He stated he wanted the mayor, Council members or city manager that could go and try to see what it looked like in Africa. He stated he supported the mayor visiting African and any of the Council members and city manager to go to Africa because it would bring development back to the community.
5. Marvin Rohlf, 3000 74th Ave N. He stated he wanted to complain about the Franchise Fees they paid to the city at $168 a year between gas and electricity. He stated he still paid an additional $6 a month for the underground line going to his house. He thought it was outrageous, and the city should think about nickel and diming the residents to death so they could afford to live in the city. He stated the mayor was talking about going on a trip to get some artwork or whatever it was. He stated for $30,000 thought they could find plenty of artwork in the metropolitan area without having to go out of the country to get it. He stated with the franchise fee, didn't know what was charged to the 100-unit apartment buildings but they should have paid the city $16,800 a year for franchise fees

compared to what the individual person paid. He stated he talked to a few people about the franchise fees and couldn't get an answer about any of it.

6. Chuck Aoktikpi**,** 7100 104th Ave N. stated when he heard the mayor and City Manager were going to Africa, to see the sister cities he was excited. He stated he mentioned it to his community about the mayor and city manager going and they said it was great because looking at the city and the way it was set up, would notice it was diverse. He stated there was no way mentioning five cities in the United States, being diverse city without calling the city of Brooklyn Park. He stated he had 10 volunteers that were going to attend tonight and told them it was not a meeting where they could stage a protest. He stated he was attending to making it clear to the Council they appreciated the fact the mayor was considering a risk and willing to go and saluted the mayor's courage to take the bold step. He didn't think the mayor had been to Africa, but the visit would help open his perspective. He stated his understanding about the sister cities representatives; they had visited the city last year. He stated once the city was in a sister city arrangement there was the fact and need for them to go see the other sister city and get a clear understanding of where they were coming from so the Council could bridge the gap. He stated the visit should be applauded and encouraged so they could confer the mayor had been to Africa. He stated the benefit the city would derive from it; called the cultural exchange. He stated taking part in the visit would be good communications between the governments of the sister cities and Brooklyn Park; the kids could benefit from that visit; and brought home relationships and help mentor the kids in the city so they could grow. He stated when they came back on the trip, they would have a bigger perspective and be ready to move the city forward.
7. Aruworay Memne, 10332 Major Drive. He stated the last time he attended the Council meeting was a presentation on Udu, which was a sister city to Brooklyn Park. He stated there were questions asked at that time: What were the benefits and Why was the city going into a sister city relationship. He stated a Council member asked how that benefited the small businesses in the city. He stated with the mayor's visit to Africa, there were so many opportunities within the small business community in the city that they would see in business relationships that would be developed just on one visit. He stated they were hungry for it and the opportunities were there and needed to go beyond just having the conversations about sister cities and get into the economic aspect of it. He stated they had to bridge the gaps and had to be made with a relationship between the sister cities from Africa and the city.
8. Ashley Riddle, 9012 Irving Ave N. She asked the Council for consideration for a Humane pet store ordinance. She stated the ordinance prohibited stores from selling puppies and kittens from commercial breeders who despite having USDA licensure were often horrible places. Instead, stores would partner with local shelters and rescues and host adoption days. To her knowledge there were no current stores in the city that were selling puppies and kittens and would be easy legislation to pass. She stated it would be a preventative measure to protect animals as well as protect consumers. She stated she emailed everyone an example of the Roseville ordinance language and would like to see Brooklyn Park join several neighboring cities and pass the human pet store ordinance.

3A. MOTION KLONOWSKI, SECOND MCGARVE TO APPROVE THE AGENDA AS SUBMITTED BY THE CITY CLERK WITH REMOVAL OF ITEM 4.4 AND ADDING ITEM 4.9. MOTION PASSED UNANIMOUSLY.

3B PUBLIC PRESENTATIONS/PROCLAMATIONS/RECEIPT OF GENERAL COMMUNICATIONS

3B.1 Introduction of New Employees

Janis Lajon, Human Resources, introduced Mahmoud Ahmed as a new employee to the Administration Department.

Police Chief Bruley introduced Kaden Sandberg as a new employee to the Police Department.

3B.2 Proclamation Proclaiming July 26, 2025, as Liberian Independence Day

Mayor Winston read a proclamation Proclaiming July 26, 2025, as Liberian Independence Day" in the city of Brooklyn Park.

3B.3 CCX Update from Shannon Slatton

CCX Media Executive Director Shannon Slatton and Dave Kieser provided an update on what's driving the financial instability, impact and financial situation and remedies.

3B.4 Presentation on Minneapolis Northwest Tourism

Director Gladhill introduced Leslie Wright, President/CEO of Minneapolis Northwest, and gave an update on the strategic priorities of the organization.

3B.5 Legislative Session Debrief and Discussion

Melissa Reed, Collective Efforts and Ian March, gave a presentation on the legislative session.

4.0 MOTION ERIKSEN, SECOND KLONOWSKI TO APPROVE THE FOLLOWING ADMINISTRATIVE CONSENT ITEM:

4.1 TO APPROVE A TEMPORARY ON-SALE LIQUOR LICENSE FOR THE CHURCH OF ST VINCENT DE PAUL FOR THEIR HARVEST FESTIVAL TO BE HELD SEPTEMBER 20-21, 2025, AT 9100 93RD AVENUE NORTH

4.2 TO APPROVE A TEMPORARY ON-SALE LIQUOR LICENSE FOR BROOKLYN PARK LIONS FOR THEIR JAZZ IN JULY EVENT TO BE HELD JULY 19, 2025, AT THE BROOKLYN PARK COMMUNITY ACTIVITY CENTER, 5600 85TH AVENUE NORTH

4.3 TO WAIVE THE READING AND ADOPT ON SECOND READING ORDINANCE #2025-1315 AMENDING THE BROOKLYN PARK CITY CODE BY ADDING CHAPTER 137 PERTAINING TO RESIDENCY RESTRICTIONS FOR PREDATORY OFFENDERS.

4.3 TO APPROVE THE SUMMARY OF ORDINANCE #2025-1315 DETERMINING THAT IT CLEARLY INFORMS THE PUBLIC OF THE INTENT AND EFFECT OF THE ORDINANCE.

4.4 TO WAIVE THE READING AND ADOPT RESOLUTION #2025-112 TO APPROVE AN ADDITIONAL PROFESSIONAL SERVICE AGREEMENT WITH CNH ARCHITECTS, IN AN AMOUNT OF $966,410.00 TO EXPAND DESIGN SERVICES AND CONSTRUCTION SUPPORT FOR THE FIRE STATION #2 REPLACEMENT PROJECT TO ALSO INCLUDE PARKING LOT IMPROVEMENTS AT THE CAC.

4.5 TO WAIVE THE READING AND ADOPT RESOLUTION #2025-113 APPROVING COOPERATIVE CONSTRUCTION AGREEMENT FOR PHASE I OF 109th AVE RECONSTRUCTION PROJECT

4.6 TO WAIVE THE READING AND ADOPT RESOLUTION #2025-114 APPROVING JOINT POWERS AGREEMENT BETWEEN CITIES OF CHAMPLIN AND BROOKLYN PARK FOR MAINTENANCE OF 109th AVE

4.7 TO WAIVE THE READING AND ADOPT RESOLUTION #2025-115 APPROVING PROPOSAL FROM BOLTON & MENK, INC. FOR PROFESSIONAL SERVICES FOR NORTHWEST AREA REGIONAL STORMWATER DESIGN

4.8 TO WAIVE THE READING AND ADOPT ON FIRST READING AN ORDINANCE AUTHORIZING THE CONVEYANCE OF CITY-OWNED PROPERTY LOCATED AT PID 1611921220094 TO ADAM SCHIESL FOR $2,000.00.

4.9 TO WAIVE THE READING AND ADOPT RESOLUTION #2025-116 APPROVING A POLLING PLACE CHANGE FOR PRECINCT EAST-8 IN THE CITY OF BROOKLYN PARK FOR THE AUGUST 12, AND SEPTEMBER 16, HOUSE DISTRICT 34B SPECIAL ELECTIONS.

4.0 MOTION PASSED UNANIMOUSLY

5. PUBLIC HEARINGS-None.

6. LAND USE ACTIONS-None.

7. GENERAL ACTION ITEMS.

7.1 Appointments to the Brooklyn Park Development Corporation Board

7.1 MOTION WINSTON, SECOND KLONOWSKI TO APPOINT JEFFREY HABLE TO THE BROOKLYN PARK DEVELOPMENT CORPORATION AS THE FINANCIAL REPRESENTATIVE FOR A TWO-YEAR TERM, EFFECTIVE IMMEDIATELY THROUGH JUNE 30, 2027. MOTION PASSED UNANIMOUSLY.

7.1 MOTION WINSTON, SECOND KLONOWSKI TO APPOINT EDNA MCKENZIE TO THE BROOKLYN PARK DEVELOPMENT CORPORATION AS THE SMALL BUSINESS REPRESENTATIVE FOR A TWO-YEAR TERM, EFFECTIVE IMMEDIATELY THROUGH JUNE 30, 2027. MOTION PASSED UNANIMOUSLY.

7.2 Request by Mayor Winston to Travel to Brooklyn Park Sister Cities in Liberia and Nigeria August 12-25, 2025.

City Manager Stroebel briefed the Council on the request by the mayor to travel to Brooklyn Park Sister Cities in Liberia and Nigeria August 12-25, 2025. He briefed on objectives for a sister city relationship, Background of Brooklyn Par Sister Cities, Sister City Visit Opportunity, Potential schedule, Potential Costs-High Range, Additional Costs Considerations and Previous Visits to Sister Cities.

Mayor Winston stated his wife and him were taking a trip to Nigeria, on the history and to

reconnect. He stated he brought it up to the city manager in terms of reaching out to embassies and something they should do, and it grew from there and doing other pieces. He thought there were some misnomers that it was 100 percent being paid for by the city and the tickets had already been purchased to Nigeria by the family and other costs coming out of pocket. He stated the city had several cities coming to Brooklyn Park numerous times and thought it was important to move in good faith to reach out to them to let them know Brooklyn Park was entrusted as well. He stated it didn't start out that way but grew in terms of building good faith with some of the sister cities building along those cultural lines. He stated they had been talking to DEED and the Department of Agriculture about Brooklyn Park being the leader on the trip. He stated there were some real opportunities to bring those back to the city for the residents to build businesses off and successes. He stated they were trying to make those connections, and DEED had encouraging words around that especially with the demographics of the city.

Council Member McGarvey stated he received several emails on it as did the Council with some good questions. He asked why the timeline was compressed to make the decision.

City Manager Stroebel stated part of the compression timeline was the fact the mayor purchased the tickets, and they knew the beginning and the end dates. He stated if those time frames were moved out 2 to 3 months ago or a decision had been made 2 or 3 months ago to do it, but the decision was finalized at the end of June. He stated they didn't have certainty that the trip was going to happen until later in June.

Council Member McGarvey stated it was ultimately based around the personal trip and that was going to be added on to do.

Mayor Winston stated when he was talking to the Nigerian delegation about it, that they were doing the tri, he also reached out to the city manager and to consider this and that and grew into that where they were today. He stated the state was not funding it and when talking about precedent, which people were forgetting that former mayor Lunde, a lot of those expenses came of pocket with that trip and then the city assumed some of it. He stated that was the same mindset, on what he would be paying for and maybe the city could assist with the same things the same way they did with the former mayor.

Council Member McGarvey stated the information presented, that Nigeria was one of the largest economies in Africa. He asked what that economy was based on and what deliverables were expected from the trip.

City Manager Stroebel stated Nigeria had a very diverse and robust economy based on raw materials, oil, industry and had some modern large cities. He stated in attendance tonight, had representatives from Nigeria or had close connections to Nigeria that could speak to it. He stated in his research, it was one of the largest economies in Africa with a population of 300 million people. In talking with representatives from DEED and Department of Agriculture, they too saw opportunities for further expansion of economic development between Minnesota, Nigeria, and Liberia.

Council Member McGarvey asked what value they got from the city manager going on the trip.

City Manager Stroebel stated he didn't have to go as it was an invitation extended to him relative to the visit to Nigeria. He stated during his time at the city, he had been part of hosting a number of Liberian delegations and always thought one day if the opportunity to visit Liberia would be a great privilege. He stated with those trips he saw in Japan and heard it from the folks at DEED

the trade office. He stated that typically on those international trips there would be someone to support the mayor or the governor traveling with larger entourage but having a staff person to support the mayor in that type could be a benefit to the mayor. He stated it would also help not only the onsite relationship building but follow up on whatever the expectations were once they returned to Brooklyn Park. He stated the opportunity was not only about during the trip days but also how they could further the opportunities for the community, businesses and relationships among the sister cities.

Mayor Winston stated if he was going to have those different meetings, it would be helpful to have the city manager there. He stated when they did meetings in the city and conducted meetings in the city, thought having someone to give him input in terms how the city worked, how they were going not follow up, how they were going to operationalize those things, and making sure when they were done, they had more than one person understand it and keep them honest in terms of the discussions was important. He stated especially when dealing with international opportunities. He stated they were asking for agricultural products, people in the city who could help with figuring out different staffing models, and how they could work with the colleges. He stated there were different industries, whether agricultural or other industries they were trying to stand up and could be about clean water. He stated it was moving those to another level and having the expertise what he was hearing.

Council Member Eriksen stated his comments were about the sister city programming and the $30,000 budgeted for it. He stated if they were going to interrupt the mayors already planned with a visit he was already near, then they should pay the expenses related to it. He stated he was not sure about expanding the trip, but if they did it should have a clear deliverable on the sister city relationships. He stated several people had juxtaposed sister city spending and youth and suggested the deliverable be combining them. He asked if they could develop a robust youth exchange program with the sister cities. He thought the $30,000 annual fund would go a long way toward building a strong representation of kids, either going there or coming to the city. He stated he realized it was complex, state department travel advisories, the current environment in Washington where kids were less likely to get visas and complicated. He stated they would have to lean on the federal legislators to help the city. He thought there were a lot of existing organizations in the city that had relationships in those places, that might help the city with such an effort. He stated the Organization of Liberians in Minnesota, Ebo Fest, the Lutheran Churches in Minneapolis had relationship with Lutheran Churches in Nigeria, went back a long way and might want to participate in some way. He asked if they could identify young people in the city, whether it was through coaches or teachers, who identify those kids as leaders in their own community, as good diplomats for the city could they send a diverse group of Brooklyn Park kids to meet their peers in sister cities. He also asked if they could support bringing kids to the city to do the same thing, host family exchanges. He stated that it would be worthwhile use of the $30,000.

Mayor Winston clarified the trip wasn’t $30,000. He stated he had talked to some of the delegations, Nigerian and Liberian, that it could be a component of sending kids over and that would be expensive, and people would have to come together on it. He stated, with Zoom and other technologies and going over there and establishing a regular program. He stated they had R&D who came from Nigerian health youth understand what it looked like and understood what it took to get into that entertainment space and had already done some of it. He stated there was a component they could do that was inexpensive with Zoom and other things and could work that piece out.

He stated one of the deliverables made sense if it was youth. He stated when they went to Japan,

people asked where the deliverables were and one of the things that came out of Japan, and didn't happen right away, Takeda was going to do a large expansion and built some relationships with other Japanese companies and institutions that helped bring businesses. He stated it was part of that and didn't get a two-to-three-month turnaround necessarily from that. He stated those were times they had to begin to implement it overtime with relationships.

Council Member Tran stated she saw Somalia Garowe and never signed it.

City Manager Stroebel stated it was a city in Somalia, and began the process, of forming a sister city relationship. The initial stages of that were approved by the Council in September 2019. He stated Garowe did not finish the process to formalize that relationship on their side.

Council Member Tran asked about no longer active and if that meant expired. She asked for how many years, and terms.

City Manager Stroebel stated he didn't know a lot about the Maitland, Australia, sister city relationship. He stated they could try to find out about it.

Council Member Tran stated the active relationships were Nigeria, Gambia, and asked when they expired and if the city had a contract with them.

City manager Stroebel stated there was not an end date to those relationships, when they were initiated. He stated if they were active, local engagements, and engagements from the sister cities, it continued as long as there was a commitment on behalf of the city and the other cities.

Councill Member Tran asked how long it was considered as inactive, 3 months, 6 months without contact.

City Manager Stroebel stated he would have to go back and look at the original process that was established by the Council to identify what that time frame was.

Council Member Tran read a statement. She stated as a member of the Council had some thoughts to use the public funds for the proposed travel by Mayor Winston and the city manager, to the sister cities of Liberia, Nigeria and Gambia. She stated while she acknowledged the symbolic and cultural value of maintaining sister city relationship, the proposed trip raised several serious concerns regarding fiscal responsibility, equity and accountability to the residents of the city: 1) was the lack of direct measurable benefit to residents. The proposed travel lacked a clearly articulated strategy or outcome that would deliver measurable benefit to the people of the city. In the absence of specific goals, partnership or deliverables such as educational exchange programs, or development initiative, the trip appeared largely ceremonial. City funds must be prioritized for this that directly served the residents including public safety, affordable housing, youth services, infrastructure repair, and community development. She stated the trip did not meet that standard. #2) Excessive and unjustified costs. The estimated cost for the trip was over $10,000 including air fare, hotel, per diem, allowance and $4,500 did reflect good stewardship of taxpayer dollars. Given the city manager full-time administrative responsibility, there was no compelling operational need for either Mayor or city manager to travel together. #3) Violation of spirit of travel policy. The city travel policy established $2500 guideline for their out of state travel by elected officials to ensure the expenditure remained within reason. She asked why the trip got categorized international or special circumstances grossly exceeded that limit and risked setting an unsustainable precedent. #4) Timing and public perception. In the current climate of economic uncertainty and increasing demand for local services, residents expect that public official exercise

restraint and lead by example. This trip, especially in the absence of transparency and community engagement, may be perceived as self-serving or disconnected from the challenges the residents face daily. #5) Alternative solution available. Should the mayor and city manager believe strongly in the value of this engagement, they are encouraged to seek external funding or grant opportunities, collaborating with nonprofits or cultural foundations personally covers a greater portion of the costs. Postpone the trip until a more strategic purpose is developed and publicly reviewed. Conclusion, that use of public resources for the sister city travel was neither justified nor responsible at this time. I want to make a motion to table and urge my Council colleagues that we want to see this trip but maybe another time.

7.2 MOTION TRAN TO TABLE ITEM 7.2.

Council Member McGarvey called for a point of order. He stated there was a motion on the floor that had not been seconded.

Mayor Winston stated the motion was not seconded.

Council Member McGarvey stated the motion died for a lack of a second.

7.2 THE MOTION FAILED DUE TO THE LACK OF A SECOND.

Council Member Klonowski thanked the residents who sent emails and to the individual who spoke in favor of the trip. She felt the trip was great and was good to build relationships with the sister cities, but she believed in doing it in a thoughtful and planned way. She recognized the mayor was already planning to travel there and was willing to interrupt his vacation with this family to bring value to the city. She thought to plan it and spend the money on the trip should be done in a thoughtful way that brought in those grassroot community members who wanted those sister cities. She stated they should invite them back and have the conversations with Council because they never discussed the trip. She stated the city manager mentioned the trip was budgeted specifically for a trip in mind and if that was important or the Council wanted to do it, should have shown up on an agenda. She stated it should have been a work session discussed and planned. She stated that she recognized the mayor's flexibility he was willing to take, it was not in the best interest of the city to do something like that. She stated typically they spent time as a group planning, hearing each other, and doing the things the right way and asking the community to come in too. She thought for something as important as the trip they should be planning it properly.

She also thought there should be other people brought into the conversation to go on a trip like that, broader than just two representatives. She felt they should have been building the relationships over Zoom, and should be engaging with those people, those communities, those leaders, more regularly. She stated it was something they hadn't done to formalize the plan for what it meant to be Brooklyn Park as a sister city to them and should do it with meaning and intent.

She thought it was important to have as many of the Council including the city manager following some of the tragedy that happened in the community. She stated as a Council hadn't sat down to discuss and work through what had happened in the community and something they asked for, to have a meeting with the Council in a broader delegation to discuss what went wrong, what went right, how to recognize the staff involved, and those things as a Council and as a city manager take priority right now in this time than the trip. She stated if there was broad Council support to enhance the mayor's trip, she didn't think it was a gross amount of money and was reasonable. She didn't think the planning, the process was reasonable and not done in a democratic way but

in a democracy, they voted. The Council voted to send the mayor and she was not in support of sending the city manager, even though he was an important piece of it and needed to do things more thoughtfully. She stated she believed that they should be starting off with planning and how they got youth connected, the youth in the city and there, and started building long term relationships and bridges between the sister cities and Brooklyn Park. She stated if DEED supported it, would like to see DEED cut a check. They had money too and the city didn't have to shoulder the costs on everything if other people felt it was meaningful. She stated support did not mean giving literature, it meant giving the city money and would be great to see them support it financially.

Mayor Winston stated he was going to make a motion to table it to next week because he thought there was some work that needed to be done around some of the deliverables. He stated the rush came from him initially planning a vacation with the family to go back home in some regards and that idea coming out of it. He stated there was some work to limit what they could do in terms of scope. He stated he didn't want to go over there and not visit Liberia because they had visited the city a number of times. He thought a motion to table it to next week made sense to work through it, if they couldn't he still had his ticket and going. See if they could put in work to talk about those deliverables. He stated he wanted to think beyond deliverables just being youth programming or this or that; but people use youth for a certain reason and want to enter them in everything but didn't need to be inserted in everything that occurred. He stated sometimes youth needed to grow up in a family that knew who they were and prosperity there. He stated there needed to be some understanding just like Japan, they were not always going to come back with a deal. The deals sometime came on the back end, where they said they were going to be dealing with a Brooklyn Park company, that Brooklyn Park company, this business or that business to build those relationships. He stated he agreed on the DEED component. He stated in the African community, they had been dealing with it for quite some time, and it preceded him. The Nigerian delegations, Liberian delegation, Gambian delegation, Ghana, Sierra Leone, they had brought up to the state and many other people, they would like to have an official trade mission back to Africa. He stated even some of those in the audience that criticized the trip said there was nothing over there, but there was a lot over there. He stated that community often gets put into the perspective of it had to be a cultural exchange, not a business exchange. He stated it was not that people had tried it before but there were some prejudices out there in terms of what people think can occur in Africa and what people think can be built in Africa.

He stated he made a motion to push it back to consideration at next week's meeting.

Council Member McGarvey called for a point of order. He thought the motion should be a postponement for next week would be better than two people didn't have to take it off the table.

City Attorney Thomson stated when he tabled it to a certain date, that it was actually a motion to postpone it until that date and would be the proper motion and would need to be seconded and voted on.

Council Member Klonowski called for a point of order. She asked if they voted on the motion, was Council Member Page still able to speak.

City Attorney Thomson stated it was not a motion to table; it was a motion to postpone; Council members could speak on the motion.

7.2 MOTION MAYOR WINSTON, SECOND MCGARVEY TO POSTPONE TO NEXT WEEK FOR MORE INFORMATION.

Council Member Page stated she was not understanding, there was a person involved and that person was directing the meeting and directing the conversations. She stated travel and going was important. She stated the concern she had, everyone said things that she agreed with. The transparency, the need to rush, it was all strange. She stated she never heard anything about it until they got the agenda and communicated to her that it was a family vacation, and it was a good idea. She stated she loved cutting costs, the mayor was paying for his own ticket, however, perception was important. She stated there were emails to DEED, as well from Community Development staff Malcom Hicks, about it was a delegation trip and not about a vacation. The minute they started to question those things; she thought it was fair for all the emails to start coming in. She stated she was prepared to vote, she stated she was a procedure person. Not enough time, it was not though out or planned. She stated it looked like from July 1 to present; city staff had been working very hard to get that done when they had so many other things they should be doing. She stated she didn't want to discount anyone's purpose, work, and thought it was an important thing to do. She stated the way it was handled, was hurrying up and let's go and didn't think that was the way to go. She stated she looked at the policy and only talking about out of state and not out of country, it was $2500, and they were not dealing with that. She stated the time frame was different from what they talked about and not exactly what they were dealing with. She stated she didn't think anything in her mind this week or next week was going to sway her decision and at the end of the day it didn't matter because she had the residents come in and tell the Council it was something they were not supporting. She stated as a Council member, she wants to do her job and wanted to support the residents that had reached out and look at the information that she agreed. More planning needed to be done but did support the cultural exchanges. She didn't' if was art pieces from someone who didn't live in the city and that was another conversation and another time. She stated she supported the effort but didn't support it right now.

Council Member Xiong stated as they were putting it on the table to postpone it, if within the next meeting could they expect to see a more narrowed itinerary.

Mayor Winston stated the lodging would be more narrowed and some of the deliverables Council Member Eriksen was referring to as well. He stated there was a motion on the table made by him and seconded by Council Member McGarvey, to postpone until next week with more information.

7.2 THE MOTION PASSED. (6 TO 1) PAGE VOTED NO.

Mayor Winston stated there was work to be done in terms of narrowing down getting a better hold of the costs, as well as the itinerary.

He stated Council members had asked if they could move Items 8.1 and 8.2 to two weeks, July 28 because tonight's meeting went long.

MOTION KLONOWSKI, SECOND WINSTON TO TABLE ITEMS 8.1 AND 8.2 TO TWO WEEKS, JULY 28, 2025. THE MOTION PASSED UNANMOUSLY.

8. DISCUSSION ITEMS

9A COUNCIL MEMBER REPORTS AND ANNOUNCEMENTS

Council Member McGarvey stated he had noticed a proliferation in southwest of the city of yard signs advertising businesses. He stated he noticed three junk removal companies, two painting companies, buildings for rent, military recruitment, two pest control companies, tree care and

landscaping. Now hiring signs, moving companies, and a power washing company. He stated last Tuesday night his neighborhood was inundated with lawn service and snow removal signs for a lawn service and snow removal company. He stated every other yard, had signs placed in it and went to 11 of those houses and no one had given any permission to put those signs in their yard. He stated he wanted to encourage residents, if the sign shows up in their yard in the morning or in the public right away, between the sidewalk and the road, that was not allowed and was against city ordinance. He stated the political candidates couldn't put them there and if they were legitimate businesses they could advertise legitimately. He stated it was disrespectful to just put their sign in someone's yard. He stated if they saw a sign in the yard, advised them to throw it away.

He stated the veteran's wheelchair Olympics was this week, in Minnesota and the bowling, was at the Bowlero. He stated he had been announcing it was July 17, he stated that was when the whole event started citywide. The bowling was on Saturday and Sunday and he would be volunteering for both of those days.

Council Member Klonowski thanked staff and the community who showed up for the Central District cleanup and the arts activity at the Business Park. She stated it was well thought out, it turned out a couple of amazing Brooklyn Park staff had a great idea and wanted to do something for the community with arts and entertainment for kids, and get people out, and took initiative and started working on it. She encouraged everyone to look for those dates, bring the kids and others out there. She thanked Manager Cindy Devonish for the Central District cleanup. She was out there and helped clean the entire time, engaged with the community and working to establish longer relationships to help keep Central Park clean.

Council Member Tran stated a lot of homeowners in Brooklyn Park were abused of their homeowner rights. She stated at the time she was running for Council, found out a lot of people put out signs, not just political but all kinds of signs, on people's yards and never asked their permission and said the city did that. She stated that was why she encouraged the residents to practice their rights.

9B CITY MANAGER REPORTS AND ANNOUNCEMENTS

City Manager Stroebel stated there was going to be a special election for District 34B for Representative Hortman's seat. He stated it was going to move fast and potentially would be a potential primary on August 12 and then a General on September 16.

He stated there were three town hall meetings coming up next week and half. The first one was in the Council chambers on Thursday, starting at 5:30 p.m. and the mayor, Council members Klonowski and Page would be present. The West District meeting was next Tuesday, at 6pm at Hennepin Technical College Auditorium and next Wednesday, East District Townhall meeting, 5:30 p.m. at Edinburgh USA

At 9:38 p.m. Mayor Winston called for a recess.

City Attorney Thomson departed at 9:38 p.m.

At 9:45 p.m. Mayor Winston reconvened the meeting.

10. WORK SESSION

10.1 Discussion of Brooklyn Park Alternatives to Pets Under Police Security (PUPS)

Chief Bruley and Inspector Toni Weinbeck briefed the Council on options for maintaining animal control services in the city.

Chief Bruley gave a recap about the conversations about the PUPS facility and joint powers agreement with the Maple Grove Police Department and other cities. He stated the city of Champlin had withdrawn and were getting out, were no longer part of the JPA, and the city would be taking on 44% of that liability. He stated they extended their deadline by one month and was July 25. He stated they got a call from Maple Grove on what the city was going to do, either going back into the consortium or building the city's own facility. He stated if the city built its own facility, it could include Brooklyn Center to help offset the costs and would be a one-year JPA where they would renew each year.

Inspector Weinbeck briefed on the options, costs and pros and cons for the Council to consider. Adding to the new central fire station southern portion $5.8 to $6.9 million, safety concerns with public walking through the facility and trucks returning or moving within facility; two options for the North Precinct; southern end, public entrance available; easier access; reconfiguration of utilities needed, $5.2 to $6.3 million;  and north end of the facility, reconfigure access point into secure area; adding parking, secured parking areas, $4.9 to $5.9 million.

City Manager Stroebel asked if the cost estimates included the additional parking.

Inspector Weinbeck stated everything included the parking costs. She stated they also looked at Village Creek, and the estimated costs were $5.2 to $6 million based on what was needed at that location with the additional 2,000 square feet.

She stated another option that was proposed was the operations and maintenance facility southeast corner; the current pole shed could be demolished and rebuilt and adding on the PUPS facility, reconfigure fencing for a public access point, estimated costs, $5.6 to $6.8 million and did not include the building for O&M.

Council Member Xiong stated last time they met, Chief Bruley mentioned that he preferred the North Precinct over Village Creek and asked if that remained true.

Chief Bruley stated either police building was the most convenient where they already had staff where people already came to try and claim their dogs. He stated people had to pay for their dog at the police department and then drove over to Maple Grove to get their dog. He stated from a customer service standpoint, with people coming to the police department to get their dog was the functional perspective that made sense in one of their buildings. He stated he had to pick between the two, thought, the north building made more sense as they had more resources there.

Council Member Xiong stated she would go for the north building too.

Council Member Eriksen asked about the pros and cons of the north building.

Chief Bruley stated parking was an issue and would be correcting that problem.

Council Member Xiong stated of the dimensions given, that it was one of the cheaper options.

Inspector Weinbeck stated Option 2 was the cheapest of all the options. She stated it was $4.9 to $5.9 million range on option two and at the north end of the building. She stated Option 1 was $5.1 to $6.3 million and that was at the south of the building closer to 85th.

Council Member Xiong asked if Option 1 was better than Option 2.

Inspector Weinbeck stated they were similar other than the customer flow. She stated it was a little easier in Option 1 because, if they were going to the front counter and taking care of all the fees and getting the release, they were just rounding a corner with a vehicle to get the dog. She stated the only thing was they didn't have to worry about driving out of the lot, driving around the building, going to the north end to get to that public access point.

Council Member Eriksen asked to see the site plans.

Inspector Weinbeck presented Option 1 and Option 2.

Council Member Page asked what the cost per year was where they were now and what was the cost per year for the proposal to run at the North Precinct.

Chief Bruley stated they were paying $90,000 a year plus $7,000; almost $100,000 operational costs and going up to $188,000 a year plus the $7,000; about $200,000 in operational costs. He stated they had never operated on their own and were temporary housing dogs. He stated there were some logistics to figure out what they did with the dogs when they didn't get claimed. He stated they had to build relationships with MARS and others, to get those dogs adopted and figure that out.

He stated the timing was never better because they used to have a limited number or cadets and he went to the Council about two years ago to increase the cadets to seven and allowing them to go to 17 if needed and had not gotten to 17. He stated they did that because the cadet program had been successful in providing police officers to the city. He stated they would keep that 17 and go to that number and use them to run through their cadets. He stated it would alleviate their feeder system of police officers because they continued to feed them from their cadet program into their police officer positions. He stated the only thing they had to figure out was someone had to own the facility. He stated they would have one cadet position, and their main job was to run the facility, and another cadet could shuttle dogs, feed dogs, clean kennels and other things like that. He stated his vision was somebody had to own that part of the facility to make sure the rules were followed, people got things done when they are supposed to, and accountability. He stated the other thing was they were going to recoup money form Brooklyn Center as they wanted out from Maple Grove. He stated the proposed facility was a better model for them to use Brooklyn Park, especially being closer to their community to go to Brooklyn Park to get their dogs versus going to Maple Grove.

Council Member Page asked if they would have more capacity for more cities.

Inspector Weinbeck stated they would have to see how the facility worked but would have potential for that and would probably be some of the smaller cities. She stated they had reached out to Champlin, but they had already arranged something with the city of Anoka.

She stated the model she was thinking about was to have two full-time employees, cadet basis, that would run the facility, or maybe part-time or two based on what the need was. She stated they were going to see costs balanced too related to the amount of time the cadets spent

driving, mileage, wear and tear on vehicles, all the things going to Maple Grove, and the amount of time spent there versus being able to stay in the city, responding to the city and would be cutting that down She stated there would be some revenue generated they didn't' see in Maple Grove.

Chief Bruley stated they would be a model more than an animal control model. He stated they got into the position where they had cats and dogs and weren't being followed up on as often, especially the dangerous dogs were getting followed up on in certain days and checked on, which was part of what they should be doing. If a dog was labeled dangerous, there should be accountability, getting the paperwork and every year turning in their rabies shots, all the things that were listed. He stated they hadn't because they had cadets doing the work periodically.

He stated the facility would change the model and would better serve the community where they had more robust animal control services, like both assigned cadets or animal control officers.

Council Member McGarvey asked where the training center was on the plans.

Inspector Weinbeck stated they couldn't see it on the map but showed the main entrance, and someone going in to pay their fees, got the releases and driving up and around to pick up their animal and that was the difference.

City Manager Stroebel stated Director Tullberg came up with a good point and referred to Option 1, related to the visitor parking. Across Lions Way, across from where the trees were, and if they envisioned and added gymnasium space at the CAC, there was going to be a lot of extra parking there. He stated a potential cost saver could be the space for parking right across that street.

Director Tullberg stated there would be a sea of parking, overflow parking, when they did training sessions, where the play ground was.

City manager Stroebel stated it was potentially a cost saver, and staff parking would be needed, but parking to the west would be accommodated by the future parking, assuming they were able to get the gymnasium there.

Council Member Klonowski asked of those two scenarios, what made sense for the functionality of the space in relation to the current operations of the station. She stated they should try to do what made sense for their station as it existed currently. She didn't think they should do something with the Operations and Maintenance facility because they were asking for more space too.

Director Hoag stated his only concern was there were a lot of unknowns with the utilities on the west side that was underground, fiber, gas and electric.

Inspector Weinbeck stated that was why some of the expense was lower for that option because it didn't have much and the architect recognized it and was not a huge concern.

Council Member Klonowski asked what the cost difference was between Option 1 and Option 2.

Inspector Weinbeck stated Option 1 was $5.2 to $6.3 million and Option 2 was $4.9 to $5.9 million.

Council Member Klonowski asked if there were costs to be incurred with Maple Grove wanting to rebuild. She asked if they created a new facility, did the city have to help pay for it if the city stayed. She stated there was operating costs and what they paid currently to them wasn't crazy but it was the funding Maple Grove's facility that was the big rub.

Chief Bruley stated, plus the city would be giving them $3.2 million to rebuild their building.

Council Member Klonowski stated they could spend the money in the city.

Chief Bruley stated Maple Grove for whatever reason, if the relationship eroded, they could say Brooklyn Park was out too. He stated they had given them $3.2 million and back in the city trying to build another building and it was a risk.

Council Member Klonowski stated she was in favor of those two options and some work to be done first to make sure with Option 1 the utilities were not being interfered with, and the police station made more sense.

Inspector Weinbeck stated the architect was made aware of the utilities and that was part of her figuring.

Mayor Winston asked the Council Members if there was a consensus on options 1 or 2.

Council Member Eriksen stated the North Station, and the operational decisions should be the police department. The other Council members agreed.

Chief Bruley stated he appreciated it because he would like to think through it more as a team of what did the separation of those two builds, from two parking lots in the back. He stated the flow to the customers was better at the front and he would be mindful that it was easier to pay in the city, walk out the door and the dog was there. He stated he would like to spend some time thinking through which option did the functionality make the most sense. He thought Option 1 made the most sense, especially if they didn't have to build that parking lot, parking spaces at they learned, were $5,000 per spot and added up fast.

Mayor Winston asked if they could find out what Brooklyn Center paid currently and bring that to the presentation so the Council would know some of the revenue that would come in.

Chief Bruley stated he would be able to give what they paid now and what they expected to pay with the new rates. He suggested they charged them per animal.

Mayor Winston stated it seemed there was a consensus by the Council they would work with what the police thought made the most sense; and would get information about Brooklyn Center's usage and what they currently paid.

City Manager Strobel stated they got a not from Katrina, about scheduling one-on-one meetings with him for mid-year check-ins. He stated Katrina put on everyone's calendar a while ago, they made breakfast for staff, where the managers made breakfast, and that was coming up on July 22 from 6:30 a.m. to 9 a.m. He stated for the staff that didn't' work those shifts, they would also accommodate them with a barbeque and that it was tomorrow night from 5:30 p.m. to 7:30 p.m. and invited the Council members. He stated it was in the police garage but due to the heat, moving it to the training room at the police station.

ADJOURNMENT - With consensus of the Council, Mayor Winston adjourned the meeting at 10:19 p.m.

_____
HOLLIES WINSTON, MAYOR

_____
DEVIN MONTERO, CITY CLERK

# BROOKLYN PARK SPECIAL CITY COUNCIL MEETING

Monday, July 21, 2025
8:13 p.m.

Brooklyn Park Council Chambers
5200 85th Avenue North

CALL TO ORDER - Mayor Hollies Winston

PRESENT Mayor Hollies Winston; Council Members Amanda Xiong, Shelle Page, Maria Tran, Christian Eriksen, Tony McGarvey and Nicole Klonowski; City Manager Jay Stroebel; City Attorney Joes Sathey; Community Development Director Tim Gladhill; Police Chief Mark Bruley and City Clerk Devin Montero.

ABSENT: None.

3. GENERAL ACTION ITEMS

3.1 Animal Control Facility Final Decision

Police Chief Mark Bruley briefed the council on the Animal Control Facility. He briefed on the current animal control facility; North Precinct Option 1; cost projections of Option #1; and next steps.

3.1 MOTION KLONOWSKI, SECOND XIONG TO WAIVE THE READING AND ADOPT RESOLUTION #2025-116 TO APPROVE THE EXPANSION OF THE BROOKLYN PARK POLICE DEPARTMENT NORTH PRECINCT TO ACCOMMODATE AN ANIMAL CONTROL FACILITY AND WITHDRAW FROM THE JOINT POWERS AGREEMENT WITH THE CITY OF MAPLE GROVE FOR PETS UNDER POLICE SECURITY. MOTION PASSED UNANIMOUSLY.

3.2 Request by Mayor Winston to Travel to Brooklyn Park Sister Cities in Liberia and Nigeria August 17-25, 2025.

City Manager Jay Stroebel briefed the council on the request by Mayor Winston to travel to Brooklyn Park Sister Cities in Liberia and Nigeria. He briefed on Objectives for a sister city relationship; background on Brooklyn Park Sister Cities; Sister City Visit Opportunity; potential schedule for Nigeria only; Potential costs; additional cost considerations; update, value, previous visit to Sister Cities.

Council Member Klonowski stated the council had a lot of emails and people speaking on both sides and thought it was great to have an engaged community on people coming out to share opinions and thoughts. She stated she didn't like the position they found themselves in and had they had proper planning and communication from the start, could have alleviated a lot of it. She stated most of the council were supportive of engaging in the sister city relationships and found it to be impactful and meaningful. She stated it had been troubling to see the accusations against neighbors and neighbors against the mayor. She stated there had been some horrible rhetoric around it and was heart breaking and the city deserved better than that and better than that as a city.

She stated she had a great opportunity to work with the mayor and council. She stated a lot of the things that had been said about the mayor were nasty and didn't question anyone's intention in how it went down. She thought it was an unfortunate set of circumstances and missing

communication and a terrible tragedy that happened right in the middle of it.

She stated when they did the international visits and focused on delegations, the council did owe it to the community and communities they were visiting, to do it properly and with intention and good planning and everyone could agree on it. She stated with the proposal in the staff report to limit the visits to Nigeria, thought that was the right choice. She stated that it could be done properly in the shortened time frame to make sure they were meaningful trips and the mayor was safe in his travels, and knew the council was concerned about his safety traveling.

She stated if that was what the council voted to do that, they also put on their agenda meaningful planning for 2026 and what that looked like so they could do it the right way with community leaders that were in the city to make sure they were doing it the right way and was engaging for both parties. She stated doing it with intention was always important.

She stated that was the proposal she would make to the council that they approve the trip to Nigeria with the costs outlined understanding there would be some potential changes based on the agenda and she also asked the city provide the council an agenda when it was finalized so they knew what the mayor was doing and where he was going to represent the city.

3.2 MOTION KLONOWSKI TO APPROVE THE TRAVEL LIMITED TO NIGERIA AS OUTLINED IN COUNCIL PACKET ITEM 3.2 PRESENTED TODAY.

Council Member Tran wanted to speak before the motion.

City Attorney Sathe stated once there was a second to the motion there would still be an opportunity for debate amongst the council members.

Council Member Xiong seconded the motion.

3.2 MOTION KLONOWSKI, SECOND XIONG TO APPROVE THE TRAVEL LIMITED TO NIGERIA AS OUTLINED IN COUNCIL PACKET ITEM 3.2 PRESENTED TODAY.

Council Member Tran asked if the city manager was invited, was he going to go on the trip.

City Manager Stroebel stated that under the proposal the support was specific to the mayor, and his plan was not to go as part of the request.

Council Member Tran stated it was not good timing because the government had a deficit at all levels, had a lot of disasters and people lost homes and the insurance went up on the houses 10 times and had to prepare for the worst. She stated the budget was very tight and recently had a legislator killed because she voted on the tight budget. She stated it was not that she didn’t support it, she believed she wanted to support it by using personal funds and not using the public funds. She called on residents to see if they could donate something for the mayor to bring to Africa, if they could and knew not everyone could do it. She appreciated it because the Third World countries had a terrible life and if they could help them they should. She stated she did not support the trip because she had to think about the city residents first and prioritize them. She supported using personal funds but not the public funds.

Council Member Page stated that things being said online was not how they should govern. She thought it was awful of the things that were said about the mayor. She thought the trips were necessary, they had been far too long and had to have more conversations about them. She

stated when the council was voting last week, it wasn't about going, it was about did they approve the trip, how much it was going to cost, what the policy was, what was going to happen and now they hurried and did not have the information. She stated that last week they had a blank check. She supported everything but the council did not have new information today than what they had had last week. She stated the sister cities deserved proper planning, a larger budget and thought the mayor should spend more time there and the time frame could have been solved. She stated she knew the council had talked about it and some of them didn't talk to her at all and would have supported all of it, but they had different ways of going about it. She stated she talked to everyone except two people, and all agreed how important it was. She stated she believed in the character of the mayor, his vision and believed in what he wanted to do for the city. She stated the vote last week was for travel and expenses.

She stated as council they were strongest when they led open communications and used the trip as an example. She stated there was no open communication, there was confusion, however, for the most part, she felt there was mutual respect. She stated they shared responsibility for the people of the city to give clear explanations as to what they were doing, and those values were guiding their work and building trust for the council. She stated the minute someone said the mayor was shady, she was offended. She stated he was not shady, but when the council didn't have the full picture, no matter who they were, they started to question everything. She stated that was the problem they had today, and it was not that anyone did anything wrong, they just tried to do too much at once. She did not believe it was about race and loved the trip idea, loved everything about it except for the planning for the partnership and the process.

She stated she recognized the value of building those relationships, but the relationships started there, a simple email or phone call would have solved a lot of those problems. She stated in social media that there were people who were keyboard warriors, and to not let them bring the council down. She stated it was their city, their narrative and the problem with the city was that they were looking at each other and saying, "You think this way because of the way you look and you think this way because of the way you look," and that was not fair. She stated every single person in the chambers took time out of their life and the most valuable thing they would have was their time and in attendance to talk about a serious issue and for that thanked everyone no matter what they believed. She thought it was essential for the council to ask questions, offer input, to walk along the mayor and not behind him. She stated she wanted a phone call, wanted an email, wanted a brief conversation, wanted a smile, and wanted kindness when she walked in the door. She stated none of them wanted to feel excluded and that was happening. She stated people didn't feel heard and was changing that in the city and that was what they were doing tonight, saying, "we hear you." She stated she didn't know anyone who didn't value the trip but thought they all valued information and transparency.

She stated the mayor had incredible ideas, had passion, and had vision. She stated the trip was inspiring to her and her family but there was a way to communicate it, and they were not there, and because of that, was why people were questioning it. She stated the council had a $30,000 budget and were talking about what it should be used for and it was exactly what it should be used for, but needed to plan, prepare and have the most amazing bridging experience they possibly could. She stated it should be done more often, not wait, not have all those conversations and all those feelings when they all wanted the same thing. She stated it was something they could, should and continuously revisit. She thought with the right groundwork and engagement, she would support that effort on a yearly basis or every other year but right now she had to listen to the residents, and she could not vote for an open check. She needed details, process, and respected the process of the council.

Council Member McGarvey stated all that came because of the compressed timeline along the original proposed trip, and they were in the middle of dealing with a catastrophe of a national level, which sucked all the oxygen out of the room and led them to that point. He stated he would have liked to have more time to consider those types of things and was not disagreeing with everyone's statement so far. He believed the consideration of limiting the travel to a place that the mayor was already going made a lot of sense. He knew people were excited for the mayor to connect with people and governments of the sister cities, especially when many residents came from near there. He stated it was an acceptable compromise and would vote for it.

Council Member Eriksen stated some emails he received used atrocious language to speak about their neighbors, and some emails came from people who had a personal vendetta against the mayor and said terrible things about him as a person. He stated some emails were based on lack of information and were partly the council's fault. He stated their job was to deliver the information and they needed to own it. He appreciated the council working together to come up with a compromised plan and was sure some people were still going to be mad about it. He thought it was common practice in the world for people to add a business visit onto a vacation or add a vacation onto a business visit. He stated that was not a moral failure, it was an efficiency of something already happening and he would also be voting in favor of it tonight.

Mayor Winston stated after they took the trip to Japan, it was a success and one of the businesses in the city was going to expand. He stated a lot of that had to do with the business relationship with them and knew Malcom Hicks, Community Development, had been instrumental building the relationship with the Japanese organizations and businesses to see what they could do in the city. He stated after that trip, talked about what could they do because the city had a large African heritage population and had a number of sister cities that were important to the city. He stated they shopped it around to the state and the state said, to make it a cultural mission and thought looking at some of the folks of African heritage, got all mixed up. He stated folks in the most recent diaspora, they were business folks and yes, wanted cultural exchange, but in some ways was disrespectful to tell people that all they saw Africa about was a cultural exchange.

He stated there was a business portion to it that said, they were not getting the support the city needed from other places and decided they would take a trip over there. He stated people said he would need to bring his wife for his first trip over there if they were going to start those conversations. He stated from there It grew into further efficiencies when he notified the city manager that they were going to be visiting those places.

He wanted to make it clear they were paying for their tickets, and no dollars were going toward his wife, even though, people kept bringing up that he was going to be reimbursed for his tickets. He stated he hadn't asked for that and his wife had the right to attend some of the trips with him. He wanted to make it clear to LIB, that he would be going to Liberia and made that clear when he got elected, and that would come out of pocket and would also visit the sister city because that was important to him.

He thanked most of the council members for seeing what was going on, and understanding the nuances of what was happening in the community. He stated people might have a personal vendetta with him and that was fine, but when saying they were an ally of African heritage or African American communities, but then coordinating with people who were using ugly language about African heritage people, were going down a path of no return and there was nothing he could do about it because they had now slipped into an agreement with people who were

criticizing the art work on the Black Lives Mattered mural at the library, talking about Africa and saying it was in the sixth century and had some ugly things to say about the people that he descended from, a group of people that represented 30% to 35% of the city. He stated there was many people of not just African descent but specifically west African descent. He stated when saying ugly things thinking they were getting at him about those particular people, they were going after a group of people whose history was much older than the history of America. He stated his history did not begin with slavery, there was a history for him that began well before slavery, and he was a continuation of that. He stated for some communities it was much of a healing moment as well, which is why we initially undertook the trip, and it became something else.

He stated he appreciated most of the council understanding the nuances about the trip. He did not appreciate folks attacking his motives on it when he went to the chambers and made decisions, as he was making decisions on behalf of the city and building something that worked for everyone. He stated people might not agree but might disagree, but that was the assumption that everyone made when the council was doing something on behalf of the entire community and doing the best they could. He stated when people besmirched his reputation and wanted to make up lies about this or that, that did not build the world that people said they were trying to build.

He stated that people coming up with bold face lies, when their words went forth, even as weak as some people felt, it produced fruit. He stated when they bold face lied, about a family or council or anyone, that brought back rotten fruit and did not allow the community to come together and heal and do the things they needed to do. He stated it didn't mean that it was necessary to lie about his character or what he was doing for the council or what the council was seeking to do. He stated when hearing the council speak, he had a lot of respect because they came from a place of wisdom that often he didn't possess and that was why there were seven. He wanted to give credit to the council for understanding that and going forward they would have a more robust process as they talked about those trips. He stated he also wanted to say to many on the council members that one of his concerns was that he didn't want to be treated differently than a former mayor.

He stated he didn't respond well when people treated him differently and didn't care if they said it was because of this or that. He stated he talked to the former mayor about his previous trip and they were using much of the same process and got treated differently, there was a word for that. He stated he didn't approve of being treated differently from other people and didn't respond well to that and didn't think the community responded well to that anymore. He stated they were not their ancestors, not because their ancestors were weak but because their ancestors were strong enough to give them the ability to make different decisions and to respond differently than those who came before. He stated they were a progression of those who came before so it was an important trip to bring those things together.

Mayor Winston stated there was a motion on the floor, the motion was made by Council Member Klonowski and seconded by Council Member Xiong. He stated he would be recusing himself from voting on the motion.

3.2 THE MOTION PASSED. (4 TO 2) COUNCIL MEMBERS PAGE AND TRAN VOTED NO; MAYOR WINSTON RECUSED HIMSELF.

Police Chief Bruley stated he wanted to make a point of clarification. He stated he heard Council Member Tran when she was speaking, that Melissa Hortman, was killed because Lance Bolter's

motive was to address her voting for tightening of the budget. He stated the Brooklyn Park Police Department was in a joint investigation that was ongoing with the Federal Bureau of Investigation and the Minnesota Bureau of Criminal Apprehension. There was no evidence that had been released. That was the opinions of Maria Tran and not of the investigation that was ongoing. He stated that was not information should be considered by the public or people watching to be true.

ADJOURNMENT - With consensus of the Council, Mayor Winston adjourned the meeting at 9:19 p.m.

_____
HOLLIES WINSTON, MAYOR

_____
DEVIN MONTERO, CITY CLERK

# REGULAR BROOKLYN PARK CITY COUNCIL MEETING

Monday, July 28, 2025
6:00 p.m.

Brooklyn Park Council Chambers
5200 85th Avenue North

CALL TO ORDER – Mayor Pro Tem Christian Eriksen

PRESENT: Council Members Christian Eriksen, Amanda Cheng Xiong, Shelle Page, Tony McGarvey, City Manager Jay Stroebel; City Attorney Jim Thomson; Community Development Director Tim Gladhill; Finance Director LaTonia Green; Acting Operations and Maintenance Director Greg Hoag; Recreation and Parks Director Brad Tullberg; Police Chief Mark Bruley and Deputy City Clerk Jennifer Gooden.

ABSENT: Council Members Nichole Klonowski, Maria Tran (excused) and Mayor Winston (excused).

Mayor Pro Tem Eriksen opened the meeting with the Pledge of Allegiance.

2A RESPONSE TO PRIOR PUBLIC COMMENT

City Manager Stroebel stated there were several public comments from the July 14, 2025, council meeting. He reported that the Community Development Department followed up with the resident from 3641 Brookdale Drive North regarding her concerns with her Homeowners Association and Management company and the support that the city can offer to her to resolve her concerns.

Mr. Stroebel reported that comments were provided from two residents regarding support and honoring the Hoffman and Hortman families. He reported that three members of the public gave their support for the sister cities trip. He reported that one member voiced their concerns with the franchise fees. He stated that one member of the community encouraged the adoption of a humane pet policy should the council decide to research it.

2B PUBLIC COMMENT

Joshua Uloth, 8457 Sumter Circle North, thanked the staff for the events that have been held over the past few months. He encouraged that more events like the park clean up, and town hall meetings should become annual events.

3A. MOTION ERIKSEN, SECOND PAGE TO APPROVE THE AGENDA AS SUBMITTED BY THE CITY CLERK WITH REMOVAL OF ITEM 10.1 AND PULL ITEMS 4.5 AND 4.6 FOR DISCUSSION. MOTION PASSED UNANIMOUSLY.

3B PUBLIC PRESENTATIONS/PROCLAMATIONS/RECEIPT OF GENERAL COMMUNICATIONS

3B.1 Receive the 2024 Audited Annual Comprehensive Financial Report and Auditor’s Reports

Ryan Engelstad, Manager/CPA, BerganKDV, provided the 2024 Annual Comprehensive Financial Report for the year ended December 31, 2024. He provided an overview of the various funds and the budgeted amounts compared to the actual amounts for the year.

Mr. Engelstad reported that the report continues to conform to the requirements for the Certificate of Achievement for Excellence in Financial Reporting of the Government Finance Officers Association of the United States and Canada and has been submitted it for their review.

There were no questions or comments from the council.

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

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

Mayor Pro Tem Eriksen read a proclamation Proclaiming August 5, 2025, as National Night Out in the City of Brooklyn Park.

4.0 MOTION XIONG, SECOND MCGARVEY TO APPROVE THE FOLLOWING ADMINISTRATIVE CONSENT ITEM:

4.1 MOTION XIONG, SECOND MCGARVEY, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-117 AUTHORIZING STAFF TO ACCEPT GIFTS OF REAL AND PERSONAL PROPERTY PURSUANT TO MINNESOTA STATUES, SECTION 465.03.

4.2 MOTION XIONG, SECOND MCGARVEY, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-118 TO ACCEPT AN EQUITY-FOCUSED WATER EFFICIENCY GRANT FROM THE METROPOLITAN COUNCIL.

4.3 MOTION XIONG, SECOND MCGARVEY, TO WAIVE THE READING AND ADOPT ON SECOND READING ORDINANCE #2025-1316 AUTHORIZING THE CONVEYANCE OF CITY-OWNED PROPERTY LOCATED AT PID 1611921220094 TO ADAM SCHIESL FOR $2,000.00.

4.4 MOTION XIONG, SECOND MCGARVEY, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-119 TO APPROVE AN ADDITIONAL PROFESSIONAL SERVICE AGREEMENT WITH CNH ARCHITECTS, IN AN AMOUNT OF $839,925 TO EXPAND DESIGN SERVICES AND CONSTRUCTION SUPPORT FOR THE FIRE STATION #2 REPLACEMENT PROJECT TO ALSO INCLUDE PARKING LOT IMPROVEMENTS AT THE CAC IN AN AMOUNT OF $109,170.00 FOR A TOTAL OF $949,095.00.

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

This item was pulled for further discussion.

4.6 Authorize Budget Amendment and Purchase of Autonomous Mower for Edinburgh USA.

This item was pulled for further discussion.

4.7 MOTION XIONG, SECOND MCGARVEY, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-120 TO AGREE TO SERVE AS A HOST SITE FOR A MINNESOTA GREENCORPS MEMBER.

4.8 MOTION XIONG, SECOND MCGARVEY, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-121 TO APPROVE AN AGREEMENT FOR THE WATER TREATMENT PLANT SCADA UPGRADE PROJECT TO INCONTROL INC.

4.9 MOTION XIONG, SECOND MCGARVEY, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-122 APPOINTING ELECTION JUDGES FOR THE AUGUST 12, 2025, HOUSE DISTRICT 34B SPECIAL PRIMARY ELECTION.

4.10 MOTION XIONG, SECOND MCGARVEY, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-123 ESTABLISHING AN ABSENTEE BALLOT BOARD, APPOINTING ABSENTEE BALLOT BOARD JUDGES FOR AUGUST 12 HOUSE DISTRICT 34B SPECIAL PRIMARY AND SEPTEMBER 16,2025 SPECIAL ELECTION AND APPOINT ALL MEMBERS APPOINTED AS THE HENNEPIN COUNTY ABSENTEE BALLOT BOARD TO ACT AS THE BROOKLYN PARK ABSENTEE BALLOT BOARD FOR THE AUGUST 12 AND SEPTEMBER 16, 2025 SPECIAL ELECTIONS.

4.0 MOTION PASSED UNANIMOUSLY.

4.5 MOTION ERIKSEN, SECOND MCGARVEY, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-124 CONFIRMING ZONING COMPLIANCE RELATED TO THE PARTICIPATION OF THE HENNEPIN COUNTY HOUSING AND REDEVELOPMENT AUTHORITY (HCHRA) FOR AN AFFORDABLE HOUSING DEVELOPMENT AT 5800 69$^{TH}$ AVENUE NORTH, BROOKLYN PARK, MN.

Tim Gladhill, Community Development Director, reported that the resolution is to request the Council Members to consider confirmation of the zoning compliance related to the participation of Hennepin County Housing and Redevelopment Authority in the development of Sandgrass Pointe Affordable Housing Multifamily development in Brooklyn Park. He stated that the city is not endorsing the project or funding the project. He explained that the project needs to be approved to approve the zoning for the project to take place.

Council Member Page inquired as to why the city would need to approve the zoning and when the project was approved.

Mr. Gladhill stated that staff and council approved the site plan in August 2024 as a consent item. He stated that there are no funding requests with this resolution.

Council Member Eriksen stated that he remembers the project and the city council confirming with the county that it complies with city code.

Council McGarvey stated that the funding is coming from the county and no city funds.

City Attorney Thomson stated that voting before city council was consent at that time because there was no reason for denial. He stated that the property is in compliance, and the city is approving the accuracy. He reported that the resolution is required for the county

to approve financing. The council is certifying that the project meets development needs that were presented last year.

Mr. Gladhill stated that if the resolution does not pass, the city is not obligated, and Hennepin County would need to reapply.

Council Member Page stated that she is concerned with another housing development and concerned with the feedback from residents who state they do not want any more housing developments.

4.5 THE MOTION PASSED UNAMINOUSLY.

4.6 MOTION ERIKSEN, SECOND MCGARVEY, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-125 TO AUTHORIZE AMENDMENT TO THE 2025 BUDGET AND PURCHASE OF AN AUTONOMOUS MOWER FOR EDINBURGH USA IN THE AMOUNT OF $34,157.25 FROM MTI DISTRIBUTING.

Council McGarvey inquired if the purchase of the mower would eliminate any positions now or in the future.

Mr. Tullberg stated that the purchase would allow a shift in staff and resources in mowing the golf course would be easier. He stated no positions would be eliminated.

4.6 THE MOTION PASSED UNAMINOUSLY.

5. PUBLIC HEARINGS-None.

6. LAND USE ACTIONS-None.

7. GENERAL ACTION ITEMS-None.

8. DISUCSSION ITEMS

8.1 CAC Improvements Discussion

Brad Tullberg, Recreation and Parks Director, provided an update on the Community Activity Center Improvements. She stated that the City of Brooklyn Park submitted a request for 2025 State of Minnesota bonding funds to add a multi-court gymnasium, entrance and corridor improvements and an outdoor event space at the CAC. He stated that the 2025 legislative session wrapped up without funding for the project. He stated that staff have identified options for funding the project and are seeking input from the City Council on which options to pursue.

Mr. Tullberg reported that the 2023 Minnesota Legislature allocated five million dollars in bonding funds for the creation of gym space, and the allocated funding must be spent by December 31, 2028. He reported that the CAC Improvements Task Force was created in 2025. He stated that staff submitted a bonding request during the 2025 Legislative session for an additional $9.5M of support to help fund the project. The total project cost is currently estimated to be $23.5M.

Mr. Tullberg stated that there are possible options to seek funding for the projects. He stated

that the city could request $9.5M or more during the 2026 Legislative Session. He said this option would reduce funding needed from the city, but this option could take up to a year, and time would be lost in potential planning.

Mr. Tullberg stated that the option of exploring a private/public partnership is an option. He explained the construction costs would be shared but a partnership may not be the best model with common practices.

Mr. Tullberg suggested that a voter referendum be added to the ballot in the 2026 elections. He said that Brooklyn Park residents would have a voice in choices made however, planning and construction would be placed on hold since election is not until November.

Mr. Tullberg reported that other financing options could be explored outside of partnerships and state bonding could be used to fund the project. This option would be to create a revenue stream not based on property tax.

Mr. Tullberg presented the final option of scaling back the project which would reduce overall costs, however there is only five million dollars available at this time therefore, the multipurpose gymnasium would be cut from the project.

Council Member McGarvey stated that he has concerns about the partnership option. He stated that option could create fees for community use, and he would favor going to the state level for bonding of the project.

Mayor Pro Tem Eriksen asked if the city were to bond how it would affect the city.

Mr. Strobel stated that locally bonded projects would weaken the state's position with their consideration seeing if local entities had originally stepped up.

Mayor Pro Tem Eriksen inquired on the status of the five million dollars from HUD.

Mr. Gladhill reported that the status of the five million dollars is that a portion was approved in grants and the necessary paperwork is being processed.

Mr. Tullberg reported that the city is working with HUD to get through the process to have authorization and ability to access the funds. He explained that there are many platforms or levels that need to be completed before the funds are available and ready to use.

Mr. Stroebel reported that the Zanewood expansion project proposal will reshuffle funds from 2018 Park Bond. He stated that it will be up to the city council's preference how funds from bond will go back to original concepts or how best to use them on the current projects.

Mayor Pro Tem inquired about the land purchase for Blue Line Maintenance Facility to be constructed near the Zanewood property.

Mr. Tullberg reported that the city owned property funds for the light rail maintenance facility will be shifted to be allocated for a picnic area.

Council member Page reported that she does not want to lose the money and understands the time frame to complete. She stated that she feels the importance of having a facility for everyone in the community can use. She inquired if athletic associations such traveling sports or

sports organizations can contribute to be able to use the facility.
Mr. Tullberg stated unfortunately the organizations, and the school districts cannot afford to contribute or are using their funds for their own buildings. He stated that private entities and the Smith Arenas are interested but the public is interested in what can be done within their own domain.

Council member Xiong reported that she prefers to submit the funding request to the legislature session. She feels because the 2018 bonding bill promise is long overdue for completion and there is the timeline for the five million dollars to be used. She stated that the new request should not fall onto residents again. She inquired if there was a breakdown of the construction costs or what the pricing breaks down to

Mr. Tullberg reported that cost estimates are broken down for entrances, the corridors, gym and the outdoor event space. He stated that the cost estimates that he currently has do not take into consideration current inflation and new numbers could be attained.

Council member Page inquired as to how many times a request has been made to the legislature and if it is common funding is not to be approved.

Mr. Tullberg reported that this request would be the third request. He reported that requests were made in the 2024 and 2025 legislative sessions. He stated that often times, it is helpful that the request has been made several times.

Mayor Pro Tem Eriksen inquired as to what the bonding cost would be for $17 million bond and include the $220,000 revenue.

Mr. Tullberg reported that he does not have an estimated cost at this time but could get the numbers.

Mayor Pro Tem Eriksen inquired if bonding, could the amount be distributed go to residents to add to the levy or offset with revenue from the facility.

Mr. Stroebel reported that there are different paths for the processing of the bond. He stated that it could be done through a referendum, or it can be done by the council issuing bonds which do not require community involvement.

Mr. Tullberg thanked the council for their direction and stated that the city will continue to look at options to keep the burden off the residents.

8.2 Hortman Memorial Requests Discussion

Brad Tullberg, Recreation & Parks Director, reported that staff has received several requests from community members about the ways to honor Speaker Emerita Melissa Hortman and Mark Hortman. He reported that staff is seeking guidance from the City Council about the level of involvement they would like to see from city staff and the process of considering community requests.

Mr. Tullberg reported that residents have suggested that the Brooklyn Park Central Park Football field be renamed to honor the Hortman’s, create a memorial tree program, renaming of Edinbrook Park, a plaque at Edinburgh Clubhouse or the naming of the gyms at the Community Activity Center in their honor.

He stated that approval from the Hortman family will be required, and their wishes will be considered. He provided the council with the cost of a memorial bench and the cost of trees. He also provided the Facility Naming Policy and Memorial and Donation Guidelines to the council.

Council Member Page stated that the family needs to be involved and wants to make sure all opportunities are explored with other resources who might be involved in the memorial.

Council Member McGarvey inquired about the timeline that everyone is working with. He stated that he is in favor of renaming the Community Activity Center since it is the most visible place in the city.
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Mr. Tullberg stated that it is priority and hopes to be in touch with the family very soon.

Mayor Pro Tem Eriksen stated that he is in favor of renaming the Community Activity Center if that becomes an option. He stated that he wanted to make sure the family is involved.

8.3 Resident Survey

Zach Kramka, Assistant to the City Manager, provided a presentation on the 2025 Resident Survey. He reported that every two years, the city hired an external research firm to perform a statistically valid survey of Brooklyn Park residents. He stated that the questions in the survey mainly cover resident perceptions of City services and amenities. He stated that the survey will be taking place in September, with results shared later in the fall.

Mr. Kramka reported that 800 random residents will be selected and there will be 135 questions using a phone call method. He provided samples from 2023 of the questions asked to residents.

Council Member McGarvey inquired about how the question of animal control was an important question to ask.

City Manager Stroebel stated that with a discussion with staff it was determined to be an important question.

Mayor Pro Tem Eriksen suggested that the question be broadened regarding waste storage and the importance of containers and enforcement.

Council Member Page suggested questions regarding community pride be asked during the survey.

Mr. Kramka reported that the results of the survey will be compared with other cities, and the results will be reported to the city council in the fall of 2025.

9A COUNCIL MEMBER REPORTS AND ANNOUNCEMENTS

Council Member McGarvey thanked staff for the coordination of the town hall meetings. He stated that the Liberian Independence parade was well attended and a great event. He thanked the support of the community that they have shown over the years to Ed and Elisa Wagner of Wagner’s Drive In. He stated that they have been serving the community for over 50 years.

Council Member Xiong thanked staff and directors for the town hall meetings that have been held. She thanked the residents for attending the meetings. She provided information on activities, especially volleyball games with the youth, that take place at River Park.

Council Member Page thanked everyone for their support for the Liberian events that occurred with the City of Brooklyn Center. She stated that she'd like staff to be proactive with upcoming dates of events such as clean ups, town halls and other public events.

Mayor Pro Tem Eriksen thanked residents for attending the town hall meeting and expressed how impressed he was with the Liberian festivities this past weekend.

9B CITY MANAGER REPORTS AND ANNOUNCEMENTS

City Manager Stroebel thanked the city council and residents for attending the town hall meetings and reminded everyone of National Night Out.

ADJOURNMENT - With consensus of the Council, Mayor Pro Tem Eriksen adjourned the meeting at 8:05 p.m.

_____
CHRISTIAN ERIKSEN, MAYOR PRO TEM

_____
JENNIFER GOODEN, DEPUTY CITY CLERK

# REGULAR BROOKLYN PARK CITY COUNCIL MEETING

Monday, August 25, 2025
6:05 p.m.

Brooklyn Park Council Chambers
5200 85th Avenue North

CALL TO ORDER - Mayor Pro Tem Christian Eriksen

PRESENT Mayor Pro Tem Christian Eriksen; Council Members, Amanda Cheng Xiong, Nicole Klonowski, Shelle Page, Tony McGarvey and Maria Tran (entered at 6;08pm); City Manager Jay Stroebel; City Attorney Jim Thomson; Community Development Director Tim Gladhill; Finance Director LaTonia Green; Operations and Maintenance Director Marc Culver; Recreation and Parks Director Brad Tullberg; Malcom Hicks; Jason Newby; Greg Hoag; Paul Mogush; Police Chief Mark Bruley and City Clerk Devin Montero.

ABSENT: Mayor Hollies Winston (excused)

Mayor Pro Tem Eriksen read a statement relating to council members participating via interactive technology.

PARTICIPATING VIA INTERACTIVE TECHNOLOGY: Council Member Maria Tran.

Mayor Pro Tem Eriksen opened the meeting with the Pledge of Allegiance.

2A RESPONSE TO PRIOR PUBLIC COMMENT

City Manager Stroebel stated one comment was provided via email at the last council meeting, relating to communication education, youth enrichment offerings from Osseo Area schools in terms of other communities getting offerings that Brooklyn Park was not receiving. The community member was raising concerns on that and encouraging the council to help support engaging Osseo Area schools and addressing that issue.

2B PUBLIC COMMENT – None.

At 6:09 p.m. Council Member Tran was absent.

3A. MOTION KLONOWSKI, SECOND MCGARVEY TO APPROVE THE AGENDA AS SUBMITTED BY THE CITY CLERK WITH ITEM 4.8 PULLED FROM THTE CONSENT AGENDA FOR SEPARATE DISCUSSION.

Mayor Pro Tem Eriksen called for a roll call vote.

3A. THE MOTION PASSED UNANIMOUSLY ON A ROLL CALL VOTE AS FOLLOWS: YES-XIONG, KLONOWSKI, PAGE, MCGARVEY, ERIKSEN NO-NONE.

3B PUBLIC PRESENTATIONS/PROCLAMATIONS/RECEIPT OF GENERAL COMMUNICATIONS.

3B.1 Acknowledge the Acceptance of a Donation from the Brooklyn Park Rotary Club for BrookLynk and Rec on the Go.

Jay Stroebel, City Manager, briefed the council on the donation from the Brooklyn Park Rotary Club for Brooklynk and Rec on the Go.

Mr. Woflen and representatives from the Rotary Club addressed the council and presented a check for $4,000 for Brooklynk and Rec on the Go. He stated they could see how they had grown from a summer time program to a year long program and could see the new construction at Zanewood and what they will affect the programs and happy to be part of it. He stated the Beerfest money is something to help them with supplies, helping to expose to the public, the Rotary Club, Brooklynk and Rec on the Go. He stated the Rotary Club will have its 8th Annual Beerfest on October 4, 2025 at Edinburgh USA.

At 6:11 p.m. Council Member Tran is not visible on the monitors.

Mayor Pro Tem Eriksen asked Council Member Tran if she was present at the meeting.

Council Member Tran stated she was present but was having problems and the camera was not working and trying to fix the issue.

Mayor Pro Tem Eriksen asked the city attorney if that was acceptable.

City Attorney Thomson stated Council Member Tran was free to listen to the meeting, but she had to be visually present and until she was able to be visible on camera should wouldn't be allowed to participate in the discussion and voting.

4.0 MOTION ERIKSEN, SECOND KLONOWSKI TO APPROVE THE FOLLOWING ADMINISTRATIVE CONSENT ITEMS: (Item 4.8 was removed for separate consideration)

4.1 TO WAIVE THE READING AND ADOPT RESOLUTION #2025-129 TO AWARD THE BID FOR THE PHASE II 2025 TRAIL OVERLAY PROJECT TO DIVERSIFIED PAVING AND TO AUTHORIZE THE MAYOR AND CITY MANAGER TO EXECUTE THE CONTRACT.

4.2 TO WAIVE THE READING AND ADOPT RESOLUTION #2025-130 APPROVING A SITE PLAN REVIEW FOR A PARKING LOT MODIFICATION AT 8801 WEST RIVER ROAD.

4.3 TO WAIVE THE READING AND ADOPT ON FIRST READING AN ORDINANCE AMENDING SECTIONS 152.901(F) AND 152.1008 OF THE BROOKLYN PARK CITY CODE PERTAINING TO PARKING OF COMMERCIAL VEHICLES.

4.4 TO APPROVE THE MINUTES OF THE BROOKLYN PARK CITY COUNCIL WORK SESSION OF FEBRUARY 3, 2025, AS PRESENTED BY THE CITY CLERK.

4.4 TO APPROVE THE MINUTES OF THE BROOKLYN PARK CITY COUNCIL MEETING OF JUNE 23, 2025, AS PRESENTED BY THE CITY CLERK.

4.4 TO APPROVE THE MINUTES OF THE BROOKLYN PARK CITY COUNCIL MEETING OF AUGUST 11, 2025, AS PRESENTED BY THE CITY CLERK.

4.5 TO WAIVE THE READING AND ADOPT RESOLUTION #2025-131 TO APPROVE A PRELIMINARY PLAT FOR "BCS DEVELOPMENT" AT 7916 BROOKLYN BLVD.

4.5 TO WAIVE THE READING AND ADOPT RESOLUTION #2025-132 TO APPROVE A FINAL PLAT FOR “BCS DEVELOPMENT” AT 7916 BROOKLYN BLVD.

4.5 TO A WAIVE THE READING AND ADOPT RESOLUTION #2025-133 TO ADOPT FINDINGS OF FACT FOR THE APPROVAL OF A VARIANCE REQUEST FOR A STAGING AREA VISIBLE FROM BROOKLYN BLVD, KENTUCKY AVE N, AND KENTUCKY CIRCLE N AT 7916 BROOKLYN BLVD, A DEVIATION WHERE A STAGING AREAS IS LOCATED BETWEEN THE PRINCIPAL BUILDING AND THE PUBLIC RIGHTS-OF-WAY, SUBJECT TO THE CONDITIONS IN THE RESOLUTION.

4.5 TO WAIVE THE READING AND ADOPT RESOLUTION #2025-134 TO APPROVE A SITE PLAN REVIEW FOR THE CONSTRUCTION OF A BUILDING ADDITION AT 7916 BROOKLYN BLVD SUBJECT TO CONDITIONS IN THE RESOLUTION.

4.6 TO WAIVE THE READING AND ADOPT RESOLUTION 2025-135 APPROVING SPECIAL LEGISLATION RELATED TO BROOKLYN PARK TAX INCREMENT FINANCING AUTHORITY.

4.7 TO SET THE PUBLIC TRUTH-IN-TAXATION MEETING AS MONDAY, DECEMBER 1, 2025, AT 6:00 P.M.

4.9 TO WAIVE THE READING AND ADOPT RESOLUTION #2025-136 TO AUTHORIZE STAFF TO EXTEND THE CONTRACT WITH THE LEAGUE OF MINNESOTA CITIES INSURANCE TRUST FOR UP TO 120 DAYS.

Mayor Pro Tem Eriksen called for a roll call vote.

4.0. THE MOTION PASSED UNANIMOUSLY ON A ROLL CALL VOTE AS FOLLOWS: YES-KLONOWSKI, PAGE, MCGARVEY, XIONG, ERIKSEN; NO-NONE.

4.8 Approve Resolution Approving Subgrantee Agreement with Aeon for $4M Federal Grant for use at Zanewood Teen Center.

Community Development Director Gladhill briefed the council on the subgrantee agreement with Aeon for $4M Federal grant for use at Zanewood Teen Center.

At 6:18 p.m. Council Member Tran entered the meeting via interactive technology.

Council Member Klonowski thanked the city and particularly City Manager Stroebel for working really hard behind the scenes to organize it. She wanted to make sure the residents were aware that while the city had forgiven the loan in order for the purchase agreement to take place, the city worked diligently to make sure it didn’t have a financial loss. She stated the money was now being used to help the youth programming in the Zanewood Center. She thanked staff on behalf of the council to making sure the city came out on top in the endeavor.

Mayor Pro Tem Eriksen stated he echoed the same comments to city staff to make sure it came through fruition and was a long road getting to that point and thanked them for all of their work.

Council McGarvey stated he also echoed those comments and thanked all of the staff. He stated from October 17 last year it was something that had to happen right now; and nothing the council could do. He stated staff truly made lemonade out of lemons.

4.8 MOTION KLONOWSKI, SECOND ERIKSEN TO WAIVE THE READING AND ADOPT RESOLUTION 2025-137 APPROVING SUBGRANTEE AGREEMENT WITH AEON FOR $4M FEDERAL GRANT FOR USE AT ZANEWOOD TEEN CENTER.

Mayor Pro Tem Eriksen called for a roll call vote.

4.8. THE MOTION PASSED UNANIMOUSLY ON A ROLL CALL VOTE AS FOLLOWS: YES-PAGE, MCGARVEY, TRAN, XIONG, KLONOWSKI, ERIKSEN; NO-NONE.

5. PUBLIC HEARINGS

5.1 Public Hearing for Approving a Capital Improvement Plan and Providing Preliminary Approval for the Issuance of Bonds for the Years 2025 through 2029.

Finance Director LaTonia Green briefed the council on the Capital Improvement Plan and Providing Preliminary Approval for the Issuance of Bonds for the Years 2025 through 2029.

Mayor Pro Tem Eriksen opened the public hearing to consider the Capital Improvement Plan and providing preliminary approval for the issuance of bonds for the years 2025 through 2029.

The following individuals addressed the council – None.

5.1 MOTION KLONOWSKI, SECOND PAGE TO WAIVE THE READING AND ADOPT RESOLUTION #2025-138 APPROVING A CAPITAL IMPROVEMENT PLAN AND PROVIDING PRELIMINARY APPROVAL FOR THE ISSUANCE OF BONDS THEREUNDER FOR THE YEARS 2025 THROUGH 2029.

Mayor Pro Tem Eriksen called for a roll call vote.

5.1 THE MOTION PASSED UNANIMOUSLY ON A ROLL CALL VOTE AS FOLLOWS: YES-MCGARVEY, TRAN, XIONG, KLONOWSKI, PAGE, ERIKSEN; NO-NONE.

6. LAND USE ACTIONS-None.

7. GENERAL ACTION ITEMS.

7.1 Approve On Street Parking Modifications Along 74th Avenue and Unity Avenue Between Zane Avenue and Brooklyn Boulevard.

Operations and Maintenance Department Director Culver briefed the council on the On Street Parking Modifications Along 74th Avenue and Unity Avenue Between Zane Avenue and Brooklyn Boulevard.

Council Member Page asked what projects were broadcast to the public through social media and email. She noticed the project was sent out through social media and email but had been other ones that had not. She asked what fit that criteria to be broadcast and some of the residents were wondering why this project was and others were not.

Director Culver stated normally they would do both by mailing as well as social media blast. He stated in this case; it was something they were discussing and had not come to a final resolution on how they were going to do the striping and the parking. He stated by the time they did that

the project was getting close to conclusion and needed to do something quicker and why they did the social media blast and electronic notification on the no parking.

Council Member McGarvey asked if they determined where the stripes would go and what they would be and involve the architect to come up with striping schemes.

Director Culver stated they had a Traffic Engineer, Jeff Holstein, and had a consultant working on the project. He stated the consultant had more experience in implementing bike lanes and particularly with the transition between the bike lanes along the parking and areas without the parking. Traffic Engineer Holstein worked with them to come up with the final striping plan.

Council Member McGarvey asked if the project was done by RFP or went out for bid to do the striping.

Director Culver stated they did have a striping plan for the project and there was a slight change order to the current contract to implement the stripling plan.

Council Member Xiong agreed with all of the areas that were highlighted and in terms of the no parking, a couple of weeks ago they did a clean up at Village Creek Park, everywhere it was highlighted saw where all of the busy streets were and saw the construction was underway. She stated the Village Creek Park alone got a lot of foot traffic and thought the curve was exactly where the crosswalks were, and having no parking was spot on. She thanked staff for keeping an eye on it.

Director Culver stated that looking ahead they envisioned making some changes to Unity and adding a sidewalk to the east side of Unity as the area east of it developed. He stated they were EDA owned parcels and as it occurred were already talking to Planning about looking ahead on how the vision might change. He stated they had other ideas to do some additional traffic calming in the area and enhance the bike ped. He stated it didn't make sense to make investments in those things until they knew more about what was going to happen on the east side.

7.1 MOTION KLONOWSKI, SECOND MCGARVEY TO WAIVE THE READING AND ADOPT RESOLUTION #2025-139 APPROVING NO PARKING PROHIBITION ALONG THE NORTH SIDE OF 74TH AVENUE / UNITY AVENUE FROM 50 FEET WEST OF UNITY LANE TO 50 FEET EAST OF VILLAGE CREEK PARKWAY AND ALONG THE SOUTH SIDE OF 74TH AVENUE / UNITY AVENUE FROM 50 FEET WEST OF UNITY LANE TO BROOKLYN BOULEVARD.

7.1 MOTION KLONOWSKI, SECOND MCGARVEY, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-140 RESCINDING RESOLUTION #1975-177.

Mayor Pro Tem stated there were two motions both made by Council Member Klonowski and seconded by Council Member McGarvey.

Mayor Pro Tem Eriksen called for a roll call vote.

7.1 THE MOTION PASSED UNANIMOUSLY ON A ROLL CALL VOTE AS FOLLOWS: YES-TRAN, XIONG, KLONOWSKI, PAGE, MCGARVEY, ERIKSEN; NO-NONE.

8. DISUCSSION ITEMS – None.

9A COUNCIL MEMBER REPORTS AND ANNOUNCEMENTS

Council Member Page stated she was happy to see Senator John Hoffman speaking today. She stated he looked great and excited for hm and his family and his health. He had his sense of humor and great to see and hoped everyone got a chance to see him be his usual self.

She stated hats off to all of the departments in that did the Back to School Bash at the Community Activity Center. She stated it was amazing; the kids were excited; and Council Member McGarvey was there and happy to be part of it.

She stated she had a nice time at the small business center at its 2nd year anniversary and was nice as well. She stated she recognized the city was in overtime with everything they did and thanked them for all of their work.

9B CITY MANAGER REPORTS AND ANNOUNCEMENTS

City Manager Stroebel stated next Monday was Labor Day and the work session was Tuesday evening.

He stated over the weekend he hit the 10 year anniversary with the city of Brooklyn Park and a lot of reflection. He thanked the council, staff and community on what was accomplished in the last 10 years.

ADJOURNMENT - With consensus of the Council, Mayor Winston adjourned the meeting at 6:42 p.m.

_____
CHRISTIAN ERIKSEN, MAYOR PRO TEM

_____
DEVIN MONTERO, CITY CLERK

# BROOKLYN PARK SPECIAL CITY COUNCIL MEETING

Tuesday, September 2, 2025
6:00 p.m.
.

Brooklyn Park City Hall
Room A203
5200 85th Avenue North

CALL TO ORDER - Mayor Hollies Winston

PRESENT Mayor Hollies Winston; Council Members Amanda Xiong, Shelle Page, Maria Tran, Christian Eriksen, Tony McGarvey and Nicole Klonowski; City Manager Jay Stroebel; City Attorney Joe Sathy; Tim Gladhill; Police Chief Mark Bruley and City Clerk Devin Montero.

ABSENT: None.

Mayor Winston read a statement relating to council members participating via interactive technology.

PARTICIPATING VIA INTERACTIVE TECHNOLOGY: Council Member Maria Tran.

2. GENERAL ACTION ITEMS

2.1 Authorize City Manager Jay Stroebel and/or Finance Director LaTonia Green to Enter Into an Agreement for the Worker's Compensation and Liability Insurance with LMCIT

Employment Attorney Mike Freske briefed the council on the Agreement for the Worker's Compensation and Liability Insurance with LMCIT.

2.1 MOTION KLONOWSKI, SECOND MCGARVEY TO WAIVE THE READING AND ADOPT RESOLUTION #2025-141 TO AUTHORIZE STAFF TO ENTER INTO A CONTRACT WITH THE LEAGUE OF MINNESOTA CITIES INSURANCE TRUST.

Mayor Winston called for a roll call vote.

2.1 THE MOTION PASSED UNANIMOUSLY ON A ROLL CALL VOTE AS FOLLOWS: YES-ERIKSEN, XIONG, KLONOWSKI, PAGE, MCGARVEY, TRAN, AND WINSTON; NO-NONE.

ADJOURNMENT - With consensus of the Council, Mayor Winston adjourned the meeting at 6:07 p.m.

_____
HOLLIES WINSTON, MAYOR

_____
DEVIN MONTERO, CITY CLERK

# REGULAR BROOKLYN PARK CITY COUNCIL MEETING

Monday, September 8, 2025
6:00 p.m.

Brooklyn Park Council Chambers
5200 85th Avenue North

CALL TO ORDER - Mayor Hollies Winston

PRESENT Mayor Hollies Winston; Council Members Christian Eriksen, Amanda Cheng Xiong,, Nicole Klonowski, Shelle Page, Tony McGarvey and Maria Tran; City Manager Jay Stroebel; City Attorney Jim Thomson; Community Development Director Tim Gladhill; Finance Director LaTonia Green; Acting Operations and Maintenance Director Greg Hoag; Recreation and Parks Director Brad Tullberg; Police Chief Mark Bruley and City Clerk Devin Montero.

ABSENT: Council Members Nicole Klonowski (excused), Tony McGarvey (excused) and Maria Tran (excused).

Mayor Winston opened the meeting with the Pledge of Allegiance.

2A RESPONSE TO PRIOR PUBLIC COMMENT

City Manager Stroebel stated there was a letter from a resident, Collette Guyotte Hempel providing some encouragement and suggestions to the council regarding the city budget as it was tied towards potential basketball courts at the community center. Some encouragement around affordable housing in addition to creating additional opportunities for youth within the Osseo School District and some final comments on 4D apartments

2B PUBLIC COMMENT – None.

Mayor Winston stated he would like to have Items 6.1 and 10.1 pulled because a council member was leaving early and would not have a full quorum to discuss those events. He stated for those items he would like to have as much of the council as possible.

3A. MOTION ERIKSEN, SECOND XIONG TO APPROVE THE AGENDA AS SUBMITTED BY THE CITY CLERK WITH REMOVAL OF ITEMS 6.1 AND 10.1. MOTION PASSED UNANIMOUSLY.

3B PUBLIC PRESENTATIONS/PROCLAMATIONS/RECEIPT OF GENERAL COMMUNICATIONS

3B.1 Introduction of New Employees

Assistant Finance Director Lopez introduced Wyatt Ulrich as a new employee to the Finance Department.

Recreation and Parks Director Tullberg introduced Katie Sipraseuth as a new employee to the Recreation and Parks Department.

3B.2 Mayor’s Proclamation of September 15 – October 15, 2025, as “Latin American Heritage Month”.

Mayor Winston read the proclamation proclaiming September 15 – October 15, 2025, to be “Latin American Heritage Month” in the city of Brooklyn Park.

3B.3 Mayor’s Proclamation of September 17 – September 23, 2025, as “Constitution Week”.

Mayor Winston read the proclamation proclaiming September 17 – September 23, 2025, as “Constitution Week” in the city of Brooklyn Park.

3B.4 Presentation of the 2025 Grand and First Place Winners of the Summer Blossom Awards Program.

Josephine Thao, Project Facilitator, briefed the council on the 2025 Grand and First Place winners of the Summer Blossom Awards Program.

4.0 MOTION PAGE, SECOND ERIKSEN TO APPROVE THE FOLLOWING ADMINISTRATIVE CONSENT ITEM:

4.1 TO WAIVE THE READING AND ADOPT RESOLUTION #2025-142 ORDERING PREPARATION OF PROPOSED ASSESSMENTS AND SETTING A PUBLIC HEARING ON THE PROPOSED ASSESSMENTS FOR OCTOBER 13, 2025.

4.2 TO WAIVE THE READING AND ADOPT ON SECOND READING ORDINANCE #2025-1317 AMENDING SECTIONS 152.901(F) AND 152.1008 OF THE BROOKLYN PARK CITY CODE PERTAINING TO PARKING OF COMMERCIAL VEHICLES.

4.3 TO WAIVE THE READING AND ADOPT RESOLUTION #2025-143 ACCEPTING THE WORK AND AUTHORIZING FINAL PAYMENT IN THE AMOUNT OF $12,633.15 FOR A TOTAL CONTRACT AMOUNT OF $1,263,315.10 TO PARK CONSTRUCTION COMPANY OF SPRING LAKE PARK, MINNESOTA FOR ZANE AVE TRAIL PROJECT, CIP 2006.

4.4 TO WAIVE THE READING AND ADOPT RESOLUTION #2025-144 APPOINTING ELECTION JUDGES FOR THESEPTEMBER 16, 2025, HOUSE DISTRICT 34B SPECIAL PRIMARY ELECTION.

4.5 TO WAIVE THE READING AND ADOPT RESOLUTION #2025-145 TO ACCEPT A $4000 DONATION FROM THE BROOKLYN PARK ROTARY CLUB FOR REC ON THE GO AND BROOKLYNK.

4.6 TO WAIVE THE READING AND ADOPT RESOLUTION #2025-146 TO ACCEPT A MINNESOTA DEPARTMENT OF NATURAL RESOURCES OUTDOOR RECREATION GRANT FOR HISTORIC EIDEM FARM AND AUTHORIZE THE RECREATION AND PARKS DIRECTOR TO ENTER INTO THE GRANT AGREEMENT.

4.7 TO WAIVE THE READING AND ADOPT RESOLUTION #2025-147 TO AUTHORIZE KRAUS ANDERSON TO PROCEED WITH PRELIMINARY WORK NOT EXCEEDING ONE MILLION DOLLARS RELATING TO THE FIRE STATION #2 REPLACEMENT PROJECT

4.8 TO WAIVE THE READING AND ADOPT RESOLUTION #2025-148 TO AUTHORIZE BLEACHER PURCHASE FOR ZANEWOOD RECREATION CENTER FROM H&B

SPECIALIZED PRODUCTS IN THE AMOUNT OF $62,281.

4.9 TO APPROVE A LOW POTENCY THC LICENSE FOR BROOKLYN SMOKES, INC. DBA BROOKLYN SMOKES, LOCATED AT 8563 EDINBURGH CENTRE DR N, BROOKLYN PARK, MN 55444.

4.10 APPROVE A TEMPORARY ON-SALE LIQUOR LICENSE FOR HEAVY ROTATION BREWING COMPANY FOR THE HAPPY HOUR EVENT ON OCTOBER 10, 2025, FROM 4:00 P.M. TO 8:00 P.M. AT MISSISSIPPI GATEWAY PARK, 10360 WEST RIVER ROAD

THE MOTION PASSED UNANIMOUSLY.

5. PUBLIC HEARINGS-None.

6. LAND USE ACTIONS – None.

7. GENERAL ACTION ITEMS.

7.1 Appointment of Additional City Council Liaison to the Leads on Legislative Affairs Committee.

City Manager Stroebel briefed the council on the appointment of additional City Council Liaison to the Leads on Legislative Affairs Committee.

7.1 MOTION XIONG, SECOND ERIKSEN TO CONFIRM COUNCIL LIAISON APPOINTMENT OF TONY MCGARVEY AS AN ADDITIONAL LIAISON TO THE CITY COUNCIL LEADS ON LEGISLATIVE AFFAIRS COMMITTEE. MOTION PASSED UNANIMOUSLY.

8. DISCUSSION ITEMS – None.

9A COUNCIL MEMBER REPORTS AND ANNOUNCEMENTS

Council Member Xiong stated on Saturday was Latinofest at the Community Center from 11 a.m. to 2 p.m. She stated there would be performances, balloons, and face painting. She stated Michelle had been doing a lot to put the event together and looked forward for the community to be out there.

Mayor Winston stated the Mississippi Gateway Regional Park opened in Brooklyn Park and the council knew it was going to be nice but was really nice. He stated what they were doing with biotech and workforce and market rate luxury housing, when visiting that park realize that met how they saw themselves in the city. He stated there was a wonderful treetop pad with a beautiful view looking down over trees and the nature center was gorgeous and the park had many amenities. He stated he appreciated everyone involved

9B CITY MANAGER REPORTS AND ANNOUNCEMENTS

City Manager Stroebel stated the Mississippi Gateway Region Park was at least 10 years in the making. He stated that Former Mayor Lunde and Commissioner Lunde highlighted it was an initial campaign literature in 2006 and almost 20 years in the making. He stated it was 10 years of planning, trying to figure out the dollars at the federal, state and county levels and local and regional level to make the park come about after 10 years of intense planning.

He stated IT sent a couple of notes related to security training and changing passwords and one of the deadlines was tomorrow for the password piece.

He stated last week they had a meeting with some individuals from Target Corporation, from their government affairs and from their philanthropic arm as well as their facility arm. He stated Mayor Winston and Council Member Klonowski, Director Gladhill, Director Tullberg and himself represented the city and followed up on a letter the council had previously sent to Target regarding concerns on Target's stance around DEI. He stated that concern was reiterated by Mayor Winston and from Council Member Klonowski. He stated that him, Director Gladhill and Director Tullberg focused on opportunities for potential philanthropic connection, most specifically investing in the Brooklynk program and youth recreation opportunities and public safety initiatives. He stated they were continuing that dialogue with Target who was a significant player in the city and want to continue to take the partnership to the next level.

He stated Met Council was having one of their meetings in Champlin in a week and a half. He stated they would be holding a Committee of the Whole meeting at Mississippi Crossings on September 17 at 4:30 to 6:30 p.m.

ADJOURNMENT - With consensus of the Council, Mayor Winston adjourned the meeting at 6:49 p.m.

_____
HOLLIES WINSTON, MAYOR

_____
DEVIN MONTERO, CITY CLERK

# City of Brooklyn Park
# Request for Council Action

| | | | |
|---|---|---|---|
| **Agenda Item:** | 4.12 | **Meeting Date:** | October 27, 2025 |
| **Agenda Section:** | Public Hearing | **Originating Department:** | Community Development |
| **Resolution:** | XX | | |
| **Ordinance:** | N/A | **Prepared By:** | Cara Donovan, Senior Planner |
| **Attachments:** | 5 | **Presented By:** | Paul Mogush, Planning Director |
| **Item:** | Joyful Way Church (DEV #25-115) – Site Plan and Conditional Use Permit Application for a Religious Institution at 6340 Zane Ave North | | |

**City Manager's Proposed Action:**

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2025_____ TO APPROVE A CONDITIONAL USE PERMIT FOR THE OPERATION OF A RELIGIOUS INSTITUTION LOCATED AT 6340 ZANE AVE N.

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2025_____ TO APPROVE A SITE PLAN REVIEW FOR THE CONSTRUCTION OF A RELIGIOUS INSTITUION AT 6340 ZANE AVE N.

**Overview:**

**Planning Commission:**

Planning Commission heard this request at the September 10, 2025 Regular Meeting, at which a public hearing was held. No members of the public were present to speak on this item. The Planning Commission voted unanimously in favor of recommendation of these applications (9-0).

**Summary:**

Joyful Way Church has submitted a site plan and conditional use permit (CUP) application to use 6340 Zane Ave North as a religious institution.

**Current Conditions:**

| Planning and Zoning Information | | |
|---|---|---|
| | **Current** | **Proposed** |
| Land Use Plan | Business Park | No Change |
| Current Zoning | Business Park (BP) | No Change |
| Site Area | 3.31 acres | |
| Neighborhood | Future Neighborhood 4 | |
| Conforms to | Land Use Plan – Yes<br>Zoning Code – Yes<br>Subdivision Ordinance – Yes | |
| Public Notice | Legal notice was published in the Sun Post,<br>146 notices were mailed to properties within 500 feet,<br>A Neighborhood email was sent to the Lakeland Park neighborhood. | |
| 60-Day | September 30, 2025 | |

| | |
|---|---|
| 120-Day | November 29, 2025 |

**Previous Approvals:**

6340 Zane Ave North is one parcel located in the Cooper's Industrial Park, established in 1969. A conditional use permit allowing the operation of a religious institution has not been previously granted for this property.

**Land Use/Zoning and Overlay:**

The property is located in the City's Business Park (hereafter BP) District. The zoning code defines the BP district as

> "areas in which to locate businesses that enhance the city's tax base, have few customers coming to the site, but may have a large employee base, involve manufacturing, warehousing, office uses, and other accessory retail and service uses offered on site to service the primary use or their employees. The properties and buildings in this district must be designed to promote a campus-like setting that exhibits a landscape theme and high-quality exterior building materials" (§152.604(A)).

The zoning code defines religious institutions as: "a building or campus in which worship, ceremonies, rituals, and education pertaining to a particular system of beliefs are held" (§152.105). Religious institutions as a principal use in nonresidential districts are allowed conditionally via a CUP.

Zoning designations of the adjacent properties include Business Park to the north, east, and south of the property. Properties zoned Neighborhood Retail Business District (B2) and Multiple family (R-5) District border the property to the west, across Zane Ave N.

**Conditional Use Permit:**

Pursuant to §152.305 of the zoning code, Planning Commission and City Council shall consider the following factors when making its determination on a conditional use permit application:

- **Consistency with the Comprehensive Plan.**

  The 2040 Comprehensive Plan land use designation of this property is Business Park (BP). The Plan defines BP as:

  > Largely single-use areas that have a consistent architectural style with a mix of employment-oriented use types. These uses may include office, mixed light industrial, limited retail, research and development, and uses of similar impact. With an increased focus on job creation, warehousing and distribution centers will be permitted if approved by the City as a part of a master plan. The scale of development in these areas is commensurate with their proximity to highways and major transportation corridors. Appropriate connections to transit should be included in Business Park developments (2040 Comprehensive Plan, 3-21-22).

  This proposed use is described in the Comprehensive Plan as a "place of worship." This property and proposed use satisfies the medium to large scale and medium to high intensity used for Institutional Districts in the 2040 Descriptions.

- **Traffic generation, volume, and safety associated with the use and driveway location on adjacent roads, sidewalks, and trail connections.**

  Joyful Way Church proposes use of an existing curb cut on the south side of the property and adding a new driveway and curb cut on the north side of the property. Both driveways are proposed on Zane Ave N.

The institution would be open daily, except Saturday. Weekday office hours will be 9 AM – 4 PM. Family night will be Wednesday 6 – 8 PM. Sunday worships services and education classes will take place 8:30 AM – 12 :30 PM. The narrative provided by the applicant indicates an average of four or more individuals per vehicle and anticipate needing 60 parking stalls at full capacity.

The City Transportation Engineer has reviewed the typical schedule provided and does not have any concerns with the proposal. Staff also note that traffic will happen outside of peak traffic hours in the BP District. Staff do not have concerns about traffic that will be generated at this location.

- **The characteristics of the parking area of the use, including the number and design of parking spaces, landscaping, traffic circulation, drainage, and lighting.**

  Table 152.1019.2 outlines the minimum parking spaces for nonresidential uses. Religious institutions are included in the assembly, banquet, convention halls or convention centers use which requires 1 parking space for each 2.5 seats based on the design capacity in the main assembly area. It also requires 0.05 bicycle parking spaces per person.

  The applicant has elected to reduce the parking stalls on site due to the proximity of a bus stop on Zane Ave N as allowed by §152.1019(D)(4)(b).

  The applicant proposes 85 parking stalls, 4 of which will be for handicap use, and 12 bicycle parking spaces.

  The parking demands are adequately met.

- **The provision of adequate public infrastructure to the site where the use is proposed.**

  The applicant proposes extending water and sewer to the site. Staff do not have concerns with public infrastructure capacity related to this application.

- **The ability to screen and buffer incompatible off-site impacts of the proposed use on adjacent property and the surrounding neighborhood.**

  The proposed building and parking lot will not be visible from the east due to existing vegetation that will remain.

  The parking lot will be screened from the public-right-of way in compliance with §152.1020(J)(5)(b).

  The applicant proposes existing trees south and north of the proposed building to remain which will provide screening from adjacent properties.

- **The degree that the site or building associated with the proposed use meets or exceed the architectural design standards for the district in which it is located.**

  The proposed building will be required to meet architectural requirements in §152.1005.

- **Compliance with any other applicable section of this chapter or the city code.**

  In addition to the zoning code requirements referenced in this report, religious institutions are also a specific principal use listed in §152.903, the section that sets the regulations for nonresidential performance standards. The performance standards religious institutions are to comply with include:

  (1) Architectural materials allowed for religious institutions shall follow the regulations for nonresidential districts (see § 152.1005).

(2) Residential districts. Places of worship may only be located on sites located directly at the intersections of two collector streets or along an arterial street as designated in the Comprehensive Plan.
(3) An office for a religious institution is considered an office use provided no worship services, events, or the like are conducted on site.
(4) Places of worship with additional uses operating concurrently with a worship service must be figured into parking requirements.
(5) Places of worship may conduct worship and educational programs as permitted accessory uses in public schools in all zoning districts outside of normal school instructional hours. Formal site plan review as described in § 152.303 is not required.

Planning Staff have reviewed the plan against these requirements, and they determined that the requirements are either met or are not applicable.

The Applicant will also need to meet the standards of the City's Building Code and Fire Code.

The required findings of §152.305 have been met and the Planning Staff recommends approvals of the CUP requests.

**Conditions of Approval for the Operation of a Religious Institution at 6340 Zane Ave North:**

1. All requirements of the International Building Code (IBC) must be satisfied before the space may be occupied, including obtaining a building permit, paying all necessary fees, completing work, and obtaining a Certificate of Occupancy.

2. Signage must comply with all requirements of City Code Chapter 150: Signs.

3. The property must remain compliant with Title VII: Traffic Code of the City's Code

4. The property must remain compliant with Title IX: General Regulations of the City's Code.

5. The property must remain compliant with Title XI: Business Regulations of the City's Code.

6. The property must remain compliant with the Minnesota State Fire Code.

7. The resolution must be recorded with the Hennepin County Recorder's office.

8. If the holder of the conditional use permit fails to comply with the terms and conditions of this resolution, the city may impose penalties or discipline for noncompliance, which may include revocation of the permit in accordance with § 152.035(H)(1) of the Municipal Code.

**Site Plan Review:**

Site plans must be reviewed against the evaluation criteria required by the Code (§ 152.303).

**Vehicular Access and Circulation:**

Two access points are proposed on Zane Ave N. Stop signs are proposed at the driveway exits to City streets (§ 152.1020(G)).

A vehicle circulation plan was provided by the applicant indicating emergency vehicles will be able to circulate the site. The Fire Department has approved the proposed driveway grades.

**Building and Site Design Standards:**

The proposed building meets the setback requirements in the Business Park district (Table 152.608.2).

The minimum height for a principal building on any property must be no less than 15 feet in height as measured from the highest adjacent grade to the top of the roof (§152.608(B)(3)). The proposed building is 32 feet.

The applicant meets building meets requirements in §152.1005(C)(4). The proposed building exterior will be primarily horizontal lap siding with a masonry wainscotting and an asphalt shingled hip roof. The plan set proposes Class 1 architecture materials exceeding 65% of the facades facing the public rights-of-way.

This proposal meets building and site design standards (§152.1005).

**Impervious Surface:**

The impervious surface must not exceed 85% (Table 152.608.1). The site plan proposes impervious surface coverage of 1.27 acres (38.4%).

**Grading and Drainage:**

There are proposed changes to grading on the site. The proposed stormwater management strategy includes directing the majority of the site's runoff to a new infiltration on the east side of the property.

The proposed on-site drainage is being reviewed by Engineering staff and the Shingle Creek Watershed District given the proximity of the site to Twin Creek and the presence of the FEMA 100-year floodplain on the site. Approval of the grading and drainage plan is required prior to building permitting.

Approval of the site plan by Shingle Creek Watershed District is required before the building permit may be issued.

**Off-Street Parking:**

1 parking stall is required for every 2.5 seats for this assembly use (Table 152.1019.2). The proposed sanctuary will seat 240 individuals, requiring 96 parking stalls. Due to the proximity of public transit the proposed parking stall count has been reduced to 84 stalls (§152.1019(D)(4)(b)). The project is proposing 84 parking stalls 20-feet in length on the north and west sides of the building. This includes 4 ADA parking stalls. The proposed vehicle parking meets the minimum requirements (Figure 152.1019.2).

The plan set indicates the proposed bicycle parking can accommodate 12 bicycles.

The parking lot landscaping for the proposed site plan meets requirements in §152.1020. Ten percent of the impervious, interior parking area must be landscape islands, rain gardens or other green space (§152.1020(J)(2)). The maximum number of stalls between islands is 22 stalls. This applicant is compliant with this requirement as listed in Table 152.1020.2. Screening for parking areas must be a minimum of 3 feet in height (152.1020(J)(5)(b)). The proposed vegetation meets this screening requirement.

**Pedestrian Connections:**

There is an existing 10-foot trail on Zane Ave N along the west side of the property.

The applicant proposes providing a direct walkway between the building entrance and the public trail (152.1022(D)(3)(b)).

The applicant must ensure the trail crossing the driveways is clearly marked and proposes 12-foot white epoxy parallel stripes at both driveways (152.1022(D)(3)(e)).

The proposed sidewalk improvements meet pedestrian circulation requirements as prescribed in § 152.1022.

**Landscaping:**

The proposed landscaping meets landscaping requirements as prescribed in § 152.1013.

Canopy cover requirements state one large or two medium trees per 360 feet of required parking lot area green space are required. This proposal meets this requirement.

Foundation Landscape requirements state at least 40% of the perimeter must be sodded or landscaped with approved ground cover with low level plantings in an area of no less than six feet in width. This plan provides plantings meeting this requirement.

Open areas must not be occupied by building or hardscape. These areas are required to be planted with trees, shrubs, flowers, native species or similar plantings as well as sodded or mulched where appropriate. This project is required to provide 15% of open space. The applicant meets this requirement.

Plant diversity requires no more than 25% of any trees be planted from the same family, and no more than 15% of the same species. This proposal meets this requirement.

**Architectural Standards:**

The applicant provided a code analysis indicating how the building meets requirements in §152.1005(C)(4). The proposed building exterior will be primarily masonry brick, windows, and horizontal smart siding.

The southwest façade is made up of 69% Class I materials and the northwest façade is made up of 77% Class I materials, exceeding the 65% Class I requirement of § 152.1005.

**Utilities**:

Water service will be provided from Zane Ave N. Sanitary sewer will be connected to an existing line on the southern property boundary.

One fire hydrant is proposed.

**Lighting:**

The proposed lighting does not meet lighting requirements as prescribed in § 152.1014.

The applicant must submit a new lighting plan that meets requirements in Table 152.1014.1.

**Screening:**

The proposed screening meets screening requirements as prescribed in § 152.1024.

The site plan proposes adequate landscape screening for the parking areas from the public rights-of-way (§152.1020)(J)).

The applicant proposes adequate screening for the waste enclosure (§152.1024).

No rooftop equipment is proposed for this project.

**Floodplain:**

The eastern portion of the property is considered the General Floodplain (§152.801). Floodway District standards apply to this application unless the floodway boundary is delineated by the applicant (§152.801(B)(b)). Parking lots are a permitted use in the floodway (§152.801(D)(3)(a)(4)).

**Staff Recommendation:**

Staff recommend approval of the conditional use permit and site plan as presented, subject to the provisions in the draft resolutions.

**Budgetary/Fiscal Issues:** N/A

**Alternatives to consider:**

1. Approve the site plan and conditional use permit as presented.
2. Approve the site plan and conditional use permit with modifications.
3. Deny the site plan and conditional use permit requests based on certain findings.

**Attachments:**

4.12A SITE PLAN REVIEW RESOLUTION
4.12B CONDITIONAL USE PERMIT RESOLUTION
4.12C LOCATION MAP
4.12D PLANNING COMMISSION MINUTES
4.12E APPLICATION MATERIALS

RESOLUTION #2025-

RESOLUTION APPROVING A SITE PLAN REVIEW FOR THE CONSTRUCTION OF A RELIGIOUS INSTITUION AT 6340 ZANE AVE N

Planning Commission File # 25-115

WHEREAS, Kwasi Twumasi, of Joyful Way Assembly of God Church, has made an application for a Conditional Use Permit under the provisions of Chapter 152 of the Code of Ordinances on property legally described as:

See EXHIBIT A

WHEREAS, the zoning of the property is Business Park; and

WHEREAS, the effect of the proposed use upon the health, safety, and welfare of surrounding lands, existing and anticipated traffic conditions, and its effect on the neighborhood have been considered; and

WHEREAS, the matter has been referred to the Planning Commission public hearing who have given their advice and recommendation to the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park that the Site Plan Review is hereby approved at 6340 Zane Ave N as legally described in the attached EXHIBIT A, because of the following conditions:

## 1.00 DRAWINGS

1.01 Site, utility, landscaping, and grading plans for this development on file in the City Clerk's office dated October 6, 2025 are approved, subject to the conditions listed below.

1.02 Building elevations for the religious institution dated October 16, 2025 are approved to proceed to building permit, subject to the conditions listed below.

## 2.00 BONDS, ESCROWS AND DIRECT PAYMENTS

2.01 A Development Contract and bonding shall be required as a development bond or letter of credit in the amount of **$367,600.00**, a cash bond in the amount of **$19,300.00** and a developer's escrow in the amount of **$11,600.00** as required by Chapter 152. The developer's escrow must be posted with the City to cover engineering, legal and administrative costs incurred by the City. If this account becomes deficient, it shall be the developer's responsibility to deposit additional funds. This must be done before final bonding obligations are complete.

## 3.00 REQUIRED DOCUMENTS

3.01 All utility construction, drainage, grading and development plans must be approved by the City Engineer prior to receiving a building permit.

3.02 Stormwater management must be approved by Shingle Creek Watershed Management Organization, including a standard stormwater maintenance agreement, prior to receiving a building permit.

3.03 Applicable approvals from the Federal Aviation Administration prior to receiving a building permit.

## 4.00 GENERAL CONDITIONS

4.01 It shall be the developer's responsibility to keep active and up to date the developer's contract and financial surety (Letter of Credit, bonds, etc.). These documents must remain active until the developer has been released from any further obligation by City Council motion received in writing from the Engineering Department.

4.02 Before final bonding obligations are released, a certificate signed by a registered engineer must be provided. This certificate will state that all final lot and building grades are in conformance to drainage development plan(s) approved by the City Engineer.

4.03 No burying of construction debris shall be permitted on the site.

4.04 Dust control and erosion measures must be in place to prevent for dust and erosion including, but not limited to, daily watering, silt fences, and seeding. The City Engineer may impose measures to reduce dust and run-off.

4.05 Adequate dumpsters must be on site during construction. When full, they must be emptied immediately or replaced with an empty dumpster.

4.06 Signs must conform to the requirements of Chapter 150. The sign plans will be approved by staff to verify code compliance at time of building permit.

4.07 A copy of this resolution shall be recorded with the Hennepin County Recorder prior to issuance of a building permit.

## 5.00 CONDITIONS

5.00 Prior to issuance of a Certificate of Occupancy, the Applicant must install stop signs at all driveway exits to City streets in accordance with §152.1020(G) of the zoning code, to the satisfaction of the City Engineer.

5.01 Prior to issuance of a building permit, the project must receive approvals from Shingle Creek Watershed Management Commission.

5.02 Prior to issuance of a building permit, the Applicant must submit a Lighting Plan that meets the requirements of §152.1014.

EXHIBIT A

Lots 9 and 10, Block 1, Cooper’s Industrial Park.

(Torrens Property, Certificate of Title No. 1158661, which also covers other land)

RESOLUTION #2025-__

RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR THE OPERATION OF A RELIGIOUS INSTITUTION LOCATED AT 6340 ZANE AVE N

Planning Commission File # 25-115

WHEREAS, Kwasi Twumasi, of Joyful Way Assembly of God Church, has made an application for a Conditional Use Permit under the provisions of Chapter 152 of the Code of Ordinances on property legally described as:

See EXHIBIT A

WHEREAS, the zoning of the property is Business Park in which religious institutions are conditional uses; and

WHEREAS, the effect of the proposed use upon the health, safety, and welfare of surrounding lands, existing and anticipated traffic conditions, and its effect on the neighborhood have been considered; and

WHEREAS, the matter has been referred to the Planning Commission public hearing who have given their advice and recommendation to the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park that a Conditional Use Permit is hereby granted for the operation of a religious institution at 6340 Zane Ave N as legally described in the attached EXHIBIT A, subject to the following conditions:

1. All requirements of the International Building Code (IBC) must be satisfied before the space may be occupied, including obtaining a building permit, paying all necessary fees, completing work, and obtaining a Certificate of Occupancy.

2. Signage must comply with all requirements of City Code Chapter 150: Signs.

3. The property must remain compliant with Title VII: Traffic Code of the City's Code

4. The property must remain compliant with Title IX: General Regulations of the City's Code.

5. The property must remain compliant with Title XI: Business Regulations of the City's Code.

6. The property must remain compliant with the Minnesota State Fire Code.

7. This resolution must be recorded with the Hennepin County Recorder's office.

8. If the holder of the conditional use permit fails to comply with the terms and conditions of this resolution, the city may impose penalties or discipline for noncompliance, which may include revocation of the permit in accordance with § 152.035(H)(1) of the Municipal Code.

This resolution expires one year from the date of approval unless all conditions are met. This resolution must be recorded with the Hennepin County Recorder's office within one year of the date of approval. The approvals can be revoked if not in compliance with the conditions stated above.

EXHIBIT A

Lots 9 and 10, Block 1, Cooper’s Industrial Park.

(Torrens Property, Certificate of Title No. 1158661, which also covers other land)




**Conditional Use Permit and Site Plan**
**Case #25-115 – Joyful Way Church**
Area of Request (August 2024 Air Photo)
6340 Zane Ave N

Brooklyn Park



**UNAPPROVED MINUTES**

**MINUTES OF THE BROOKLYN PARK PLANNING COMMISSION**
**Regular Meeting – SEPTEMBER 10, 2025**

**PUBLIC HEARING**

**5.2 Planning Case #25-115 – Joyful Way Church – Conditional Use Permit, Site Plan, and Variance**

Senior Planner Donovan introduced the application for a Conditional Use Permit (CUP), Site Plan, and Variance request for Joyful Way Church. She provided information on the property location, zoning, CUP considerations, proposed Site Plan details, building elevations, and floor plan. She provided additional details on the requested variance related to the grade of the driveways and related findings of staff. Staff recommends approval of the CUP, Site Plan, and variances as presented.

Scott Tankanoff, property owner and owner of the property to the north, stated that he purchased this land to ensure that whatever is developed on this site would be a complementary use to their properties. He stated that the development proposals he has received thus far have not been complementary to their medical manufacturing uses. He stated that he is supportive of the church as they are focused on being good neighbors and members of the community. He commented that this is a fragile neighborhood and they feel good about the proposal, which includes shared parking opportunities between the uses as their peak times differ.

Commission Chair Cavin opened the public hearing.

Seeing no one approach the podium, Commission Chair Cavin closed the public hearing.

Commission Chair Cavin referenced the slope on the north side and asked if engineering would have a recommendation for the edge.

Senior Planner Donovan replied that the engineers require that the existing trail be flat, so the grade will be eight percent up to the trail, and then it will be flat. She noted that there will be a minimal amount of drainage on the driveways.

Commission Chair Cavin asked if the site would operate seven days per week.

Kwasi Twumasi, Pastor of Joyful Ways, commented that they would primarily worship on Sundays and then on Wednesday evenings. He stated that they would offer prayer service on Fridays and would also host choir practice. He also introduced the other members of his team present to assist with answering any questions of the Commission.

Commission Chair Cavin asked if this is built to suit or whether the applicant would be leasing the land.

Mr. Tankanoff replied that the church is purchasing the land and would then build and own the building.

Commissioner Wako asked if there would be any other programming for the building other than worship services. He also asked for more information on parking.

Senior Planner Donovan replied that the staff report includes the applicant submittal and a list of uses within the building, which is focused on weekends and evenings. She stated that a reduced number of parking on-site was supported because of the location near the bus stop and shared parking agreement with the property to the north. She stated that there is no on-street parking allowed on Zane or 63rd.

Commissioner Wako asked if there would be fencing.

Senior Planner Donovan replied that no fencing is proposed.

Mr. Tankanoff replied that the entire site is already fenced for the protection of the land.

Mr. Twumasi replied that they would be keeping that fence.

MOTION BORER, SECOND TURNER TO RECOMMEND APPROVAL OF A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR THE OPERATION OF A RELIGIOUS INSTITUTION LOCATED AT 6340 ZANE AVENUE N.

*MOTION CARRIED UNANIMOUSLY.*

MOTION BORER, SECOND TURNER TO RECOMMEND APPROVAL OF A SITE PLAN REVIEW FOR THE CONSTRUCTION OF A RELIGIOUS INSTITUTION AT 6340 ZANE AVENUE N, SUBJECT TO CONDITIONS IN THE DRAFT RESOLUTION.

*MOTION CARRIED UNANIMOUSLY.*

MOTION BORER, SECOND TURNER TO ADOPT FINDINGS OF FACT FOR THE APPROVAL OF A VARIANCE REQUEST FOR RELIEF FROM CITY CODE SECTION 152.1020(F) TO INCREASE THE MAXIMUM GRADE OF THE PROPOSED DRIVEWAYS FROM 4% TO 5% AND 8.07% FOR A VARIANCE OF 1% AND 4.07% RESPECTIVELY AT 6340 ZANE AVENUE N.

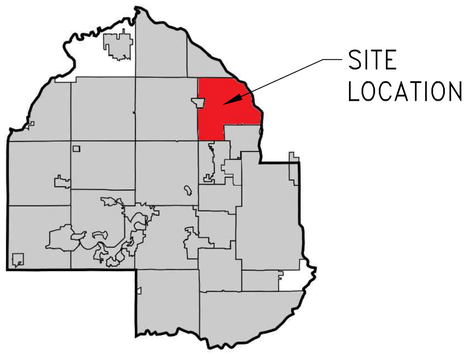
*MOTION CARRIED UNANIMOUSLY.*

Planning Director Mogush stated the public hearing item is scheduled to be reviewed at the City Council meeting on September 22, 2025.

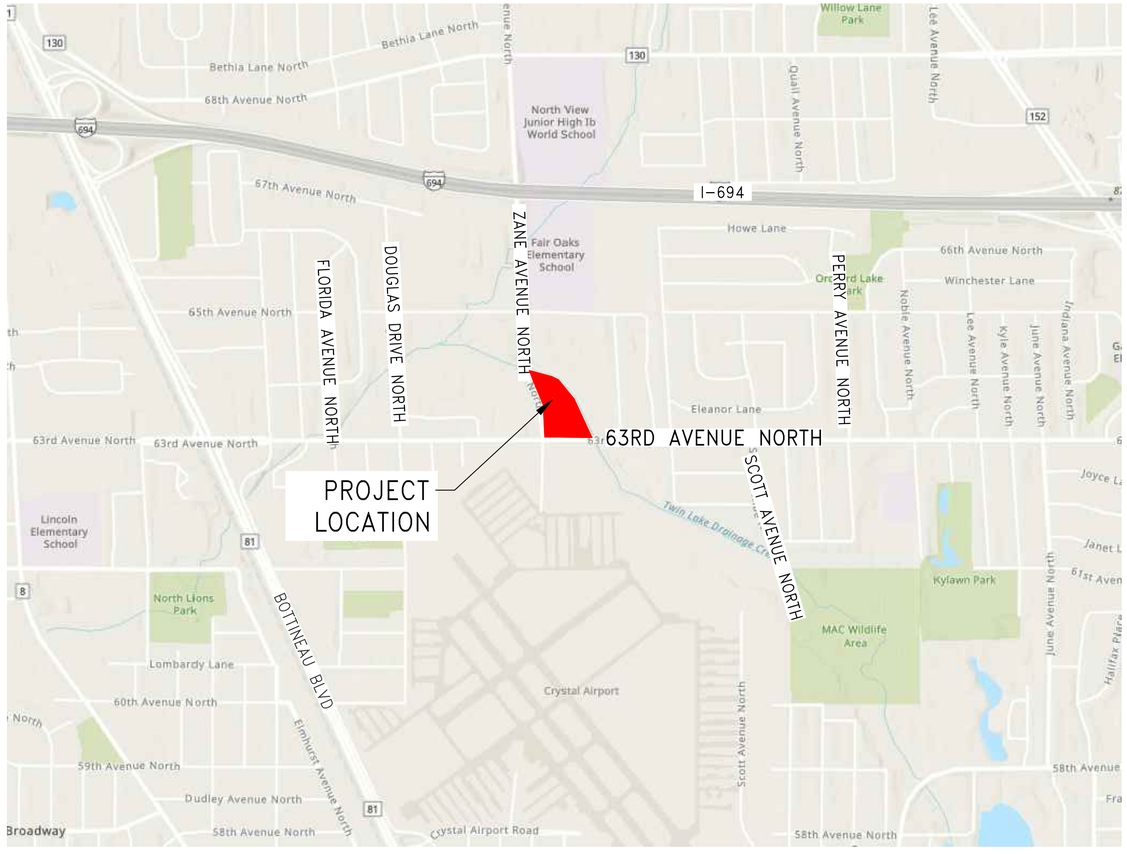
# SITE DEVELOPMENT PLANS
## FOR
# JOYFUL WAY AG CHURCH
## 6340 ZANE AVE N
## BROOKLYN PARK, MINNESOTA




HENNEPIN COUNTY, MINNESOTA




CITY OF BROOKLYN PARK, HENNEPIN COUNTY




## SHEET INDEX
THIS PLAN CONTAINS 11 SHEETS


| SHEET NO. | DESCRIPTION |
|---|---|
| C1 | TITLE SHEET |
| C2–C3 | DETAILS |
| C4 | EXISTING CONDITIONS & REMOVALS |
| C5 | SITE PLAN |
| C6 | GRADING & DRAINAGE PLAN |
| C7 | UTILITY PLAN |
| C8 | STORMWATER POLLUTION PREVENTION PLAN |
| C9 | STORMWATER POLLUTION PREVENTION PLAN NOTES |
| C10 | FIRE TRUCK TURNING EXHIBIT |
| C11 | FLOOD STORAGE SUMMARY |


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THE SUBSURFACE UTILITY INFORMATION DEPICTED IN THESE PLANS ARE SHOWN ACCORDING TO CI/ASCE 38-02, "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA," LEVEL D STANDARDS.

**LEGEND**

IMPAIRED WATERS WITHIN ONE (1) MILE OF SITE

0 750 1500
SCALE IN FEET

| BENCHMARK (NAVD88): | TOP OF TOP NUT OF FIRE HYDRANT ON THE EAST SIDE OF ZANE AVENUE NORTH, NORTH OF THE SOUTHWEST PROPERTY CORNER ELEVATION = 868.06 |
|---|---|

DESIGNED BY: JAP
DRAWN BY: ABL
CHECKED BY: GRP

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JEFFREY A. PRASCH, P.E.
DATE: 08.27.25 LIC. NO.: 52706

| | REVISIONS |
|---|---|
| 07.25.25 | CLIENT COMMENTS |
| 07.31.25 | CLIENT COMMENTS |
| 08.27.25 | CLIENT COMMENTS |
| 09.24.25 | WATERSHED AND CITY COMMENTS |
| 10.06.25 | SOIL BORINGS |

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7601 73RD AVENUE N, BROOKLYN PARK, MN 55428
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www.Demarcinc.com

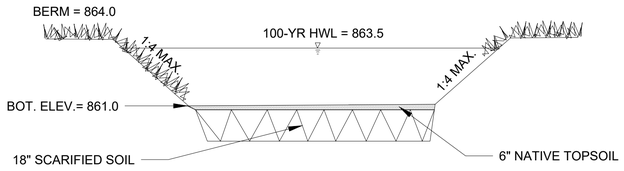
THE DENNIS BATTY & ASSOCIATES GROUP
22770 IMPERIAL AVENUE N
FOREST LAKE, MINNESOTA 55025

JOYFUL WAY AG CHURCH
6340 ZANE AVE N
BROOKLYN PARK, MINNESOTA

TITLE SHEET

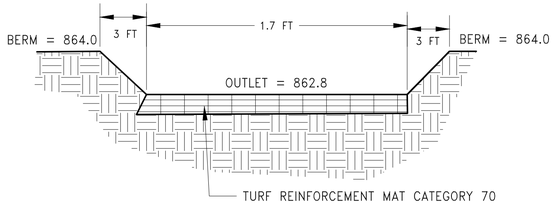
PROJECT: 90936
SHEET NO. C1 OF C11

f:\survey\coopers industrial park henn co\9-10-1\9-10-1\02 engineering - 90936\01 CAD\05 Sheet Files\01 Title Sheet.dwg

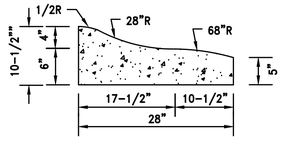



NOTES:
1. EXCAVATION OF INFILTRATION AREAS SHALL BE COMPLETED USING A BACKHOE WITH A TOOTHED BUCKET. WHERE POSSIBLE, EXCAVATION SHALL BE DONE FROM THE SIDES AND OUTSIDE THE FOOTPRINT OF THE INFILTRATION AREA TO AVOID SOIL COMPACTION.
2. CONTRACTOR SHALL NOT COMPACT THE SUBGRADE BENEATH THE INFILTRATION SYSTEM.
3. SURFACE INFILTRATION SYSTEMS SHALL NOT BE EXCAVATED TO FINAL GRADE UNTIL THE CONTRIBUTING DRAINAGE AREA HAS BEEN CONSTRUCTED AND FULLY STABILIZED.

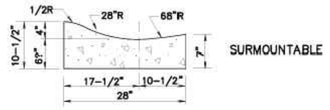
1/C2 INFILTRATION BASIN
NOT TO SCALE




2/C2 OUTLET DETAIL
NOT TO SCALE

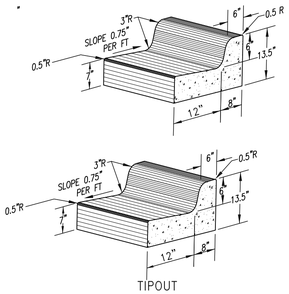



SURMOUNTABLE TIPOUT

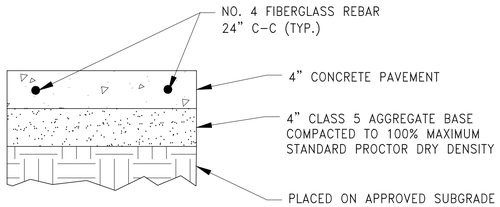



SURMOUNTABLE

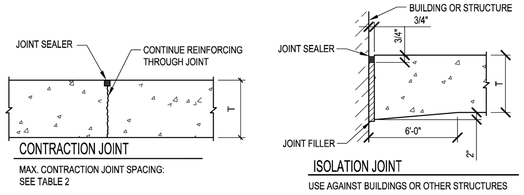
3/C2 SURMOUNTABLE CURB AND GUTTER
NOT TO SCALE



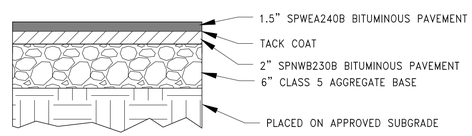

4/C2 B612 CURB AND GUTTER
NOT TO SCALE



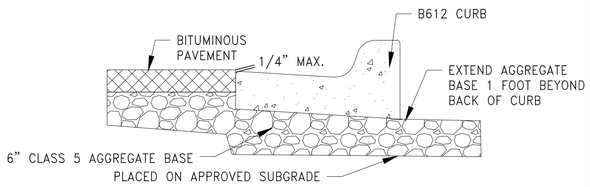

5/C2 CONCRETE SIDEWALK
NOT TO SCALE



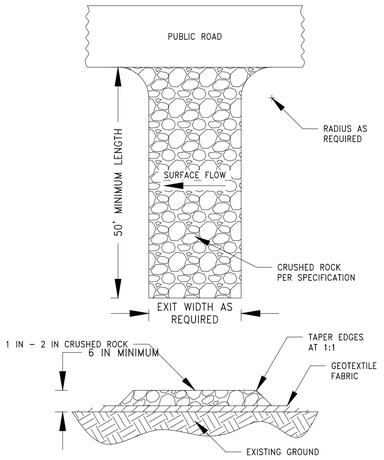

6/C2 CONCRETE SIDEWALK JOINT DETAILS
NOT TO SCALE



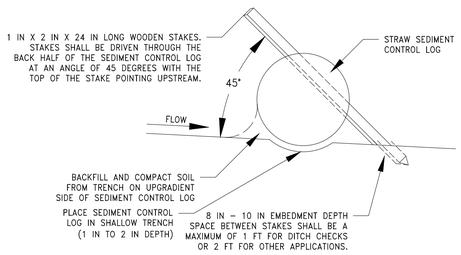

7/C2 BITUMINOUS PAVEMENT
NOT TO SCALE



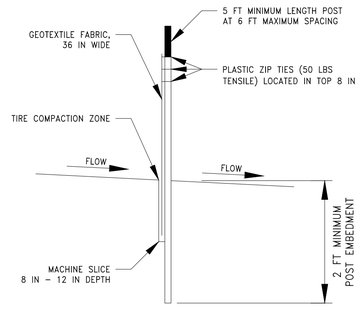

8/C2 BITUMINOUS PAVEMENT
NOT TO SCALE



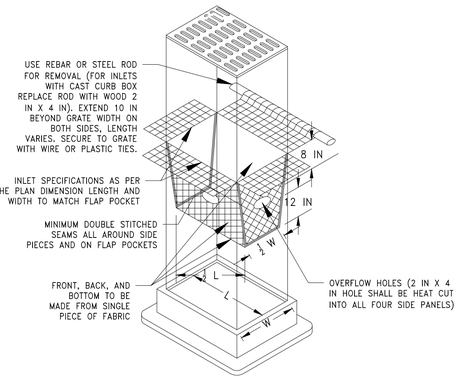

9/C2 ROCK CONSTRUCTION EXIT
NOT TO SCALE




10/C2 BIOROLLS
NOT TO SCALE




11/C2 SILT FENCE (MACHINE SLICED)
NOT TO SCALE




12/C2 INLET PROTECTION
NOT TO SCALE

GENERAL CONSTRUCTION AND SOILS NOTES:

1. CONSTRUCTION SHALL COMPLY WITH ALL APPLICABLE GOVERNING CODES, LAWS AND ORDINANCES.
2. THE CONTRACTOR SHALL BE SOLELY AND COMPLETELY RESPONSIBLE FOR FOLLOWING ALL APPLICABLE OSHA STANDARDS.
3. IF UTILITY RELOCATION IS NECESSARY, THE CONTRACTOR SHALL COORDINATE CONSTRUCTION ACTIVITIES WITH THE APPROPRIATE UTILITY COMPANIES.
4. MATERIAL UNSUITABLE FOR CONSTRUCTION ( E.G. TOPSOIL, SILTS, ORGANIC MATERIALS, PEATS, DEBRIS, ETC.) ENCOUNTERED DURING EXCAVATION WITHIN THE PARKING LOT AND BUILDING PAD AREAS SHALL BE REMOVED AND PROPERLY DISCARDED.
7. GRADING SHALL BE CONSTRUCTED WITH SUITABLE MATERIAL AND IN LOOSE LIFTS NO THICKER THAN TWELVE (12) INCHES. COMPACTION WITHIN THE PARKING LOT AND BUILDING PADS SHALL BE COMPACTED TO 100% OF THE MAXIMUM STANDARD PROCTOR DENSITY.
8. TOPSOIL SHALL BE SALVAGED AND STOCKPILED FOR USE AS TOPSOIL IN GREEN SPACES DISTURBED DUE TO CONSTRUCTION.
9. THE CONTRACTOR IS RESPONSIBLE FOR DISPOSING OF BITUMINOUS AND CONCRETE MATERIALS DISTURBED BY CONSTRUCTION IN ACCORDANCE WITH MNDOT SPEC 2104.3.
10. ANY EXCESS MATERIAL SHALL BE DISPOSED OF OFF-SITE IN A MANNER ACCEPTABLE TO THE OWNER AND ALL GOVERNING REGULATIONS.
11. CONTRACTOR SHALL VERIFY ALL EXISTING UTILITIES AND CALL GOPHER STATE ONE CALL 48 HOURS PRIOR TO CONSTRUCTION WORK. EXISTING UTILITIES SHOWN ON THESE PLANS ARE ONLY APPROXIMATE AND MAY NOT BE RELIED UPON AS EXACT OR COMPLETE.
12. ALL SEEDING OR PLANTING SHALL BE COMPLETED PRIOR TO REMOVAL OF ANY EROSION AND SEDIMENT CONTROL MEASURES. IF CONSTRUCTION IS COMPLETED AFTER THE END OF THE GROWING SEASON, EROSION AND SEDIMENT CONTROL MEASURES SHALL BE LEFT IN PLACE AND ALL DISTURBED AREAS SHALL BE MULCHED FOR PROTECTION OVER THE WINTER SEASON.

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DRAWN BY: ABL
CHECKED BY: GRP

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JEFFREY A. PRASCH, P.E.
DATE: 07.01.25 LIC. NO.: 52706

| REVISIONS | |
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| 09.24.25 | WATERSHED AND CITY COMMENTS |
| 10.06.25 | SOIL BORINGS |

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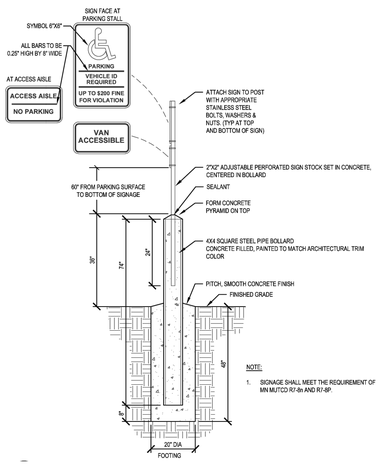
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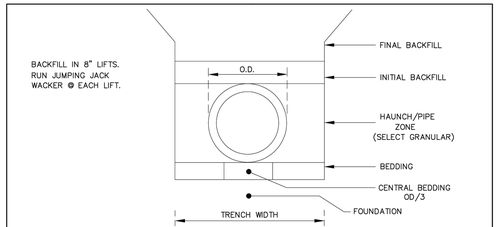
DETAILS

PROJECT: 90936
SHEET NO. C2 OF C11

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1 / C3 ADA SIGN DETAIL
NOT TO SCALE



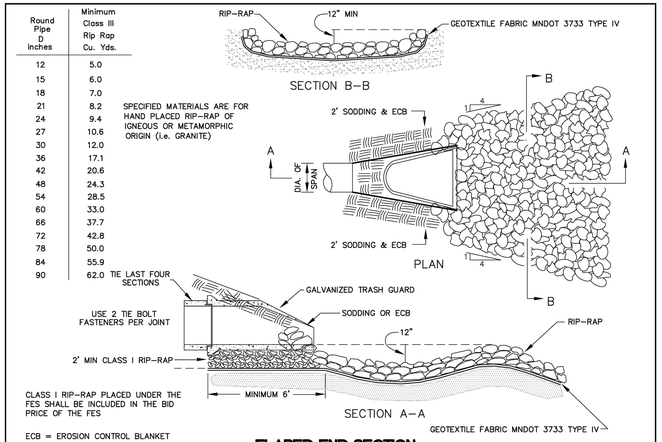

1. MINIMUM TRENCH WIDTH: MINIMUM TRENCH WIDTH SHALL BE 1.5*OD + 12" OR A MINIMUM OF 16" PLUS THE OUTSIDE DIAMETER, WHATEVER IS GREATER.
2. FOUNDATION: AREAS OF UNSTABLE TRENCH BOTTOM SHALL BE EXCAVATED TO A DEPTH DETERMINED BY THE ENGINEER AND REPLACED WITH SUITABLE FOUNDATION MATERIAL TO MEET THE REQUIREMENTS OF NOTE 6 BELOW.
3. BEDDING: BEDDING THICKNESS SHALL BE MINIMUM OF 4" FOR PIPE DIAMETERS THROUGH 24 INCHES. BEDDING THICKNESS SHALL BE 6" FOR DIAMETERS LARGER THAN 24 INCHES. THE CENTRAL BEDDING SHALL BE EQUAL TO ONE-THIRD THE PIPE OUTSIDE DIAMETER AND SHOULD BE LOOSELY PLACED WHILE THE REMAINDER SHALL MEET THE REQUIREMENTS OF NOTE 6 BELOW.
4. HAUNCHING: THIS MATERIAL IS PLACED ON TOP OF THE BEDDING ELEVATION TO THE TOP OF PIPE. THE HAUNCH/PIPE ZONE MATERIAL SHALL MEET THE REQUIREMENTS OF NOTE 6 BELOW.
5. INITIAL BACKFILL: INITIAL BACKFILL IS FROM THE TOP OF THE HAUNCH/PIPE ZONE ELEVATION TO 6 TO 12 INCHES ABOVE THE TOP OF THE PIPE. FOR NON-TRAFFIC AREAS, INITIAL BACKFILL MAY BE ANY WELL GRADED MATERIAL PLACED TO PROTECT THE PIPE FROM FINAL BACKFILL OPERATIONS. FOR TRAFFIC AREAS, INITIAL BACKFILL MATERIAL SHALL MEET THE REQUIREMENTS OF NOTE 6 BELOW UNLESS ROADWAY EMBANKMENT REQUIREMENTS SUPERCEDE.
6. FOUNDATION, BEDDING, HAUNCHING AND INITIAL BACKFILL: MATERIAL SHALL MEET MNDOT 3149.2D GRANULAR BACKFILL MODIFIED TO 100% PASSING THE 1" SIEVE OR MATERIAL MEETING ASTM D2321 CLASS I OR II, AS APPROVED BY THE ENGINEER. COMPACTION EFFORTS SHALL BE IN UNIFORM LIFTS OF 8" OR LESS. COMPACTION LEVELS OF 95% STANDARD PROCTOR DENSITY AND MOISTURE CONTENTS IN THE RANGE OF -3% TO +3% TO WITHIN OPTIMUM.
7. FINAL BACKFILL: FOR TRAFFIC APPLICATIONS. FINAL BACKFILL MATERIAL AND COMPACTION EFFORTS SHALL BE CONSISTANT WITH THE ENGINEER'S PARAMETERS FOR THE SUB GRADE OF THE PAVEMENT CROSS-SECTION. FOR NON-TRAFFIC APPLICATIONS FINAL BACKFILL MAY BE ANY MATERIAL.
8. ADDITIONAL REQUIREMENTS: ANY ADDITIONAL CONSIDERATIONS AS REQUIRED BY THE ENGINEER AND THE STRUCTURAL DESIGN OF THE SYSTEM SHALL GOVERN OVER THE MINIMUMS SET FORTH HERE AND SHALL BE INCLUDED IN THE BID PRICE OF THE PIPE.

**HDPE STORM SEWER**
**DETAIL DRAWING S-16**
**CITY OF BROOKLYN PARK**

NOT TO SCALE
1-2018

| Round Pipe D inches | Minimum Class III Rip Rap Cu. Yds. |
|---|---|
| 12 | 5.0 |
| 15 | 6.0 |
| 18 | 7.0 |
| 21 | 8.2 |
| 24 | 9.4 |
| 27 | 10.6 |
| 30 | 12.0 |
| 36 | 17.1 |
| 42 | 20.6 |
| 48 | 24.3 |
| 54 | 28.5 |
| 60 | 33.0 |
| 66 | 37.7 |
| 72 | 42.8 |
| 78 | 50.0 |
| 84 | 55.9 |
| 90 | 62.0 |

TIE LAST FOUR SECTIONS



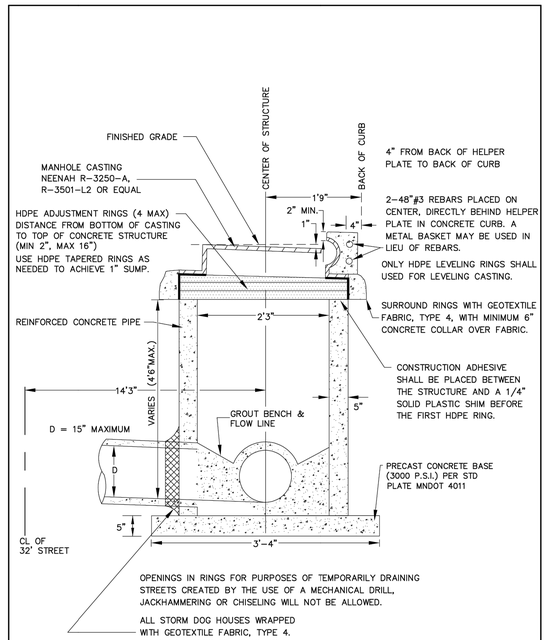

CLASS I RIP-RAP PLACED UNDER THE FES SHALL BE INCLUDED IN THE BID PRICE OF THE FES

ECB = EROSION CONTROL BLANKET

NOTE: RIP-RAP MUST EXTEND TO THE BOTTOM OF THE POND, CREEK OR DITCH

**FLARED END SECTION**
**DETAIL DRAWING S-14**
**CITY OF BROOKLYN PARK**

NOT TO SCALE
12-2018

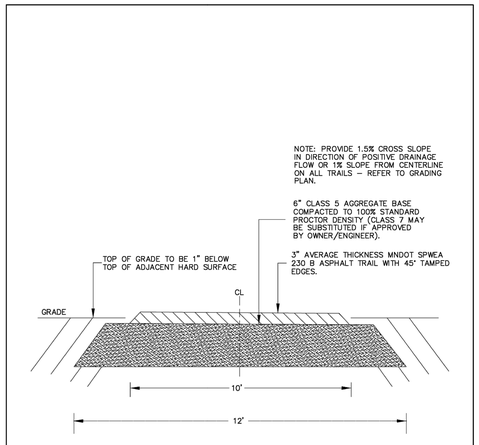



OPENINGS IN RINGS FOR PURPOSES OF TEMPORARILY DRAINING STREETS CREATED BY THE USE OF A MECHANICAL DRILL, JACKHAMMERING OR CHISELING WILL NOT BE ALLOWED.

ALL STORM DOG HOUSES WRAPPED WITH GEOTEXTILE FABRIC, TYPE 4, OVERLAP FABRIC 12" ONTO ITSELF.

NOT TO SCALE
12-2024

**SHALLOW CATCH BASIN**
**DETAIL DRAWING S-11**
**CITY OF BROOKLYN PARK**



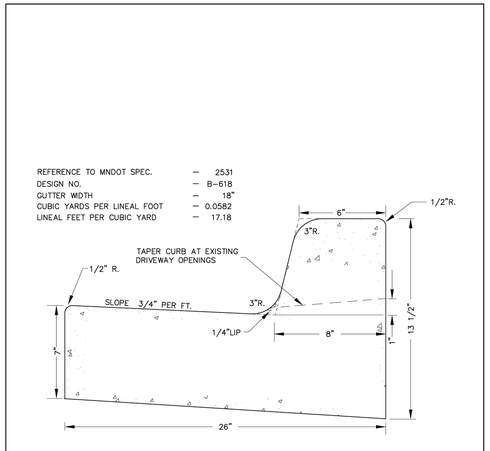

NOT TO SCALE
1-2024

6" AGGREGATE BASE

CUBIC YARD PER LINEAL FOOT - 0.213
LINEAL FEET PER CUBIC YARD - 4.69

**BITUMINOUS TRAIL**
**DETAIL DRAWING ST-20**
**CITY OF BROOKLYN PARK**

5 / C3 BITUMINOUS TRAIL
NOT TO SCALE




NOT TO SCALE
4-96

**B-618 CONCRETE CURB AND GUTTER**
**DETAIL DRAWING ST-2**
**CITY OF BROOKLYN PARK**

6 / C3 B-618 CONCRETE CURB AND GUTTER
NOT TO SCALE

| | |
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DETAILS

PROJECT: 90936
SHEET NO. C3 OF C11

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REMOVE 208 SF BITUMINOUS PAVEMENT (TYP.)

REMOVE 458 SF CONCRETE SIDEWALK (TYP.)

SAWCUT 96 LF BITUMINOUS PAVEMENT AND CURB

PATCH 145 SF BITUMINOUS TRAIL

SALVAGE HYDRANT

SAWCUT 88 LF BITUMINOUS PAVEMENT AND CURB

REMOVE 478 SF CONCRETE SIDEWALK (TYP.)

REMOVE 247 SF BITUMINOUS PAVEMENT (TYP.)

PATCH 274 SF BITUMINOUS TRAIL

CLEAR AND GRUB TREES (TYP.)

64TH AVE N.

ZANE AVENUE NORTH

COOPER'S INDUSTRIAL PARK

LOT 11

LOT 10

LOT 9

LOT 8

LOT 7

LOT 6

LOT 5

LOT 4

BLOCK 1

PARK

OWNER: 6420 ZANE LLC

OWNER: FITWELL LIMITED PARTNERSHIP

OWNER: CASPIAN TIGERS LLC

OWNER: ABDUSALAM HASSEN

OWNER: 6429 ZANE LLC

"NO BUILDINGS OBSERVED"

APPROXIMATE LIMITS OF OTHER AREAS OF FLOOD HAZARD PER FEMA FLOOD MAP

APPROXIMATE LIMITS OF ZONE A SPECIAL FLOOD HAZARD AREA PER FEMA FLOOD MAP

APPROXIMATE LIMITS OF ZONE X SPECIAL FLOOD HAZARD AREA PER FEMA FLOOD MAP

DRAINAGE AND UTILITY EASEMENT PER DOC. NO. 8902567 AND THE PLAT OF COOPER'S INDUSTRIAL PARK

UTILITY & DRAINAGE EASEMENT PER DOC. NO. 1598409

SIDEWALK & UTILITY EASEMENT PER DOC. NO. 1598410

STREET & UTILITY EASEMENT PER DOC. NO. 1598411

SIDEWALK & UTILITY EASEMENT PER DOC. NO. 1755847, 1755848 & 1755849

DRAINAGE AND UTILITY EASEMENT PER THE PLAT OF COOPER'S INDUSTRIAL PARK

6 FT CHAIN LINK FENCE

CORNER FALLS IN CREEK

BM #2 ELEV=866.28

BM #3 ELEV=866.18

## LEGEND

- EXISTING CONTOUR
- EXISTING BUILDING
- EXISTING CURB & GUTTER
- EXISTING STORM SEWER
- EXISTING SANITARY SEWER
- EXISTING WATERMAIN
- EXISTING CONCRETE PAVEMENT
- EXISTING CONCRETE PAVEMENT
- EXISTING FENCE
- EXISTING SIGN
- EXISTING HYDRANT
- EXISTING STORM MANHOLE
- EXISTING SANITARY MANHOLE
- EXISTING FES
- EXISTING CATCH BASIN
- REMOVE TREE (VERIFY WITH TREE PRESERVATION PLAN)
- REMOVE CONCRETE PAVEMENT
- REMOVE BITUMINOUS PAVEMENT
- SAWCUT PAVEMENT

0 40 80
SCALE IN FEET

| | | | |
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| DRAWN BY: | ABL | | |
| CHECKED BY: | GRP | JEFFREY A. PRASCH, P.E. | |
| | | DATE: 08.27.25 LIC. NO.: 52706 | |

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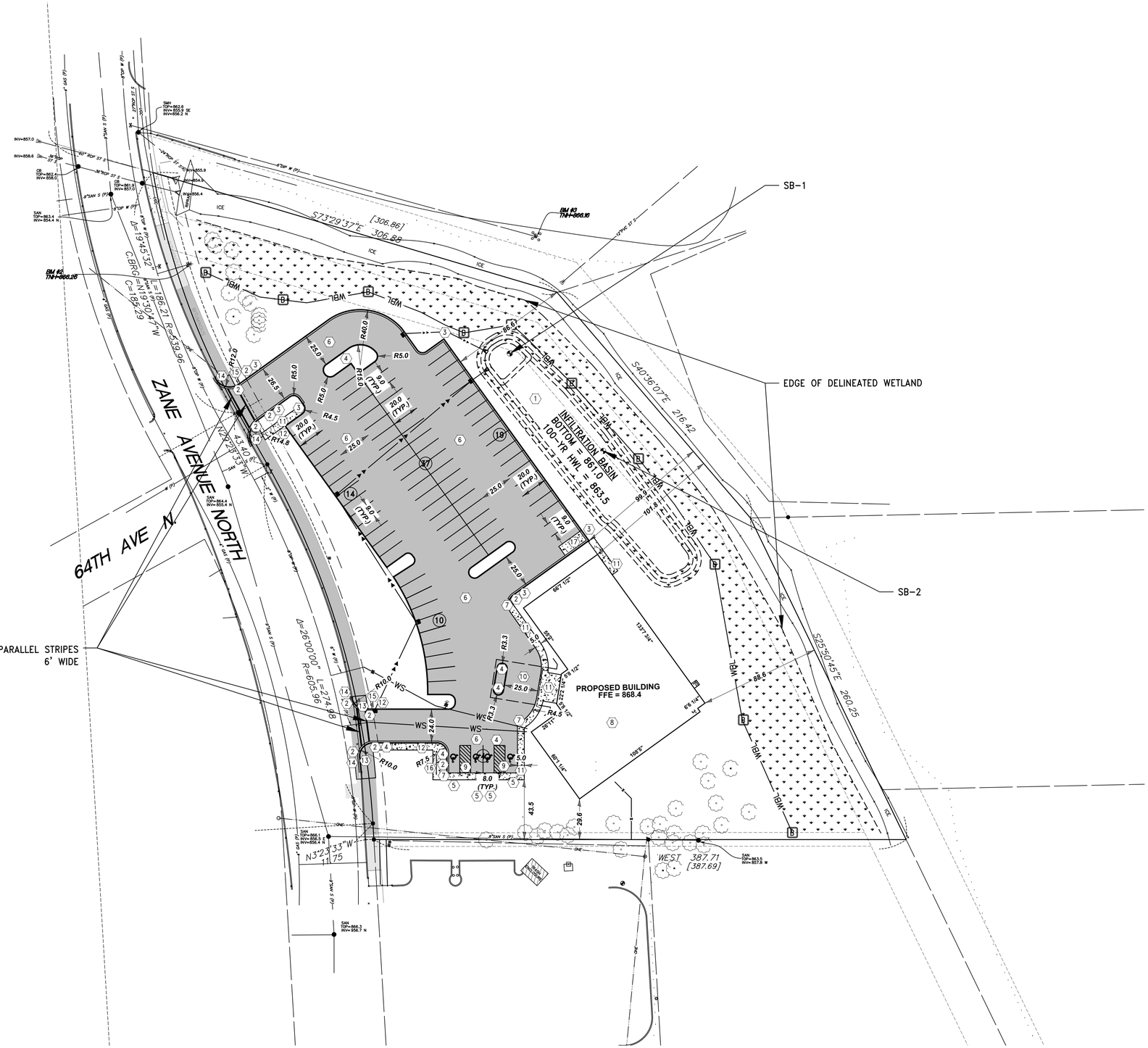
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EXISTING CONDITIONS & REMOVALS

PROJECT: 90936
SHEET NO. C4 OF C11

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REFERENCE NOTES:

1. INFILTRATION BASIN PER 1/C2 AND 2/C2
2. CURB TRANSITION
3. B612 CURB & GUTTER PER 4/C2
4. B612 TIPOUT CURB & GUTTER PER 4/C2
5. HANDICAP SIGN PER 1/C3
6. BITUMINOUS PAVEMENT PER 7/C2 AND 8/C2
7. 0" HEIGHT CURB
8. PROPOSED BUILDING (VERIFY WITH ARCHITECTURAL PLANS)
9. 8 FT WIDE PAINTED ACCESS AISLE 45° 4 INCH WHITE CROSS HATCHING
10. BUILDING CANOPY (SEE ARCHITECTURAL PLANS)
11. CONCRETE SIDEWALK
12. SURMOUNTABLE CURB & GUTTER PER 3/C2
13. BITUMINOUS TRAIL PER 5/C3
14. B618 CURB & GUTTER PER 6/C3
15. PROPOSED STOP SIGN
16. PROPOSED BICYCLE PARKING
17. PROPOSED TRASH ENCLOSURE

**SITE DATA:**

LOT AREA = 3.31 ACRES
DISTURBED AREA = 2.40 ACRES
EXISTING IMPERVIOUS AREA = 0.08 ACRES
EXISTING PERVIOUS AREA = 3.23 ACRES
PROPOSED IMPERVIOUS AREA = 1.27 ACRES
PROPOSED PERVIOUS AREA = 2.04 ACRES
BUILDING COVERAGE = 0.28 ACRES = 8.54%
EXISTING PARKING STALLS = 00 (INCLUDES 0 HANDICAP)
PROPOSED PARKING STALLS = 84 (INCLUDES 4 HANDICAP)

**LEGEND**

- EXISTING BUILDING
- EXISTING CURB & GUTTER
- PROPOSED CURB & GUTTER
- PROPOSED TIPOUT CURB & GUTTER
- EXISTING STORM SEWER
- PROPOSED STORM SEWER
- EXISTING CONCRETE
- PROPOSED CONCRETE
- EXISTING BITUMINOUS PAVEMENT
- PROPOSED BITUMINOUS PAVEMENT
- EXISTING FENCE
- PROPOSED FENCE
- EXISTING SIGN
- PROPOSED PARKING STRIPE
- (10) NUMBER OF PARKING STALLS
- [B] PROPOSED WETLAND BUFFER SIGN
- SOIL BORINGS

0 40 80
SCALE IN FEET

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SITE PLAN

PROJECT: 90936

SHEET NO.
C5 OF C11

PROPOSED WET DITCH MNDOT SEED MIX

SB-1

SB-2

EDGE OF DELINEATED WETLAND

PROPOSED EMERGENCY OVERFLOW PER 2/C2

PROPOSED WETLAND BUFFER LINE

PROPOSED WET DITCH MNDOT SEED MIX

PROPOSED BUILDING FFE = 868.4

SEE NORTH ENTRANCE GRADING DETAIL 1/C6

SEE SOUTH ENTRANCE GRADING DETAIL 2/C6

SEE ADA GRADING DETAIL 3/C6

ZANE AVENUE NORTH

BITUMINOUS

CONCRETE CURB

INFILTRATION BASIN
BOTTOM = 861.0
100-YR HWL = 863.5

1 / C6 NORTH ENTRANCE DETAIL
1" = 10'

2 / C6 SOUTH ENTRANCE DETAIL
1" = 10'

3 / C6 ADA GRADING DETAIL
1" = 20'

6 FT CHAIN LINK FENCE

**LEGEND**

- EXISTING CONTOUR
- PROPOSED CONTOUR
- EXISTING CURB & GUTTER
- PROPOSED CURB & GUTTER
- PROPOSED TIPOUT CURB & GUTTER
- EXISTING STORM SEWER
- PROPOSED STORM SEWER
- EXISTING WATERMAIN
- EXISTING FENCE
- PROPOSED FENCE
- PROPOSED BITUMINOUS CURB
- PROPOSED GRADING LIMITS
- PROPOSED SLOPE
- PROPOSED HIGH POINT
- PROPOSED MATCH POINT
- PROPOSED LOW POINT
- PROPOSED TOP OF SLAB
- PROPOSED GUTTER LINE OR FINISHED GROUND ELEVATION
- PROPOSED WET DITCH MNDOT SEED MIX
- PROPOSED WETLAND BUFFER
- EDGE OF DELINEATED WETLAND
- PROPOSED WETLAND BUFFER SIGN
- PROPOSED EMERGENCY OVERFLOW
- PROPOSED EMERGENCY OVERFLOW

SCALE 0 30 60 FEET

## WETLAND BUFFER ANALYSIS

| WETLAND LENGTH | REQUIRED WETLAND BUFFER AREA | ACTUAL WETLAND BUFFER AREA | AVERAGE WETLAND BUFFER WIDTH |
|---|---|---|---|
| 732 LF | 21,960 SQFT | 21,990 SQFT | 30 LF |

| | |
|---|---|
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| DRAWN BY: | ABL |
| CHECKED BY: | GRP |

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GRADING & DRAINAGE PLAN

PROJECT: 90936
SHEET NO. C6 OF C11

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CB-105
48" DIA (R-4342)
RIM = 865.00
INV(W,SE) = 862.43

31 LF 12" HDPE @ 0.4%

32 LF 12" HDPE @ 0.4%

CB-103
2'X3' (R-3067)
RIM = 864.80
INV(E) = 862.55

CB-102
2'x3' (R-3067)
RIM = 865.96
INV(E) = 862.35
INV(N) = 862.75
INV(W) = 862.55

FES-101
INV = 862.30

FES-100
INV = 862.30

14 LF 18" HDPE @ 0.3%

131 LF 15" HDPE @ 0.35%

CB-101
2'X3' (R-3067)
RIM = 866.48
INV(E) = 863.01
INV(S) = 863.21

110 LF 12" HDPE @ 0.45%

CB-100
2'X3' (R-3067)
RIM = 867.00
INV(N,S) = 863.71

133 LF 6" C900
WATER SERVICE (1)

115 LF 2" HDPE
WATER SERVICE (1)

INV = 859.14

70 LF 12" HDPE @ 0.4%

47 LF 6" SCH 40 PVC @2.0%

CONNECT TO EXISTING
SANITARY SEWER
INV = 857.56 (FIELD VERIFY)

CB-104
2'X3' (R-3067)
RIM = 866.33
INV(N) = 863.99

ZANE AVENUE NORTH

64TH AVE N.

INFILTRATION BASIN
BOTTOM = 861.0
100-YR HWL = 863.5

PROPOSED BUILDING
FFE = 868.4

REFERENCE NOTES:
(1) WATERMAIN AND WATER SERVICE SHALL MAINTAIN A MINIMUM OF 7.5 FEET OF COVER

## LEGEND

- EXISTING STORM SEWER
- EXISTING WATERMAIN
- EXISTING SANITARY SEWER
- PROPOSED STORM SEWER
- PROPOSED SANITARY SERVICE
- EXISTING HYDRANT
- EXISTING STORM MANHOLE
- EXISTING CATCH BASIN
- PROPOSED CATCH BASIN
- EXISTING SANITARY MANHOLE
- EXISTING FES
- PROPOSED FES
- PROPOSED VALVE

0 40 80
SCALE IN FEET

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| | | | |
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| | | 08.27.25 | CITY COMMENTS |
| | | 09.24.25 | WATERSHED AND CITY COMMENTS |
| | | 10.06.25 | SOIL BORINGS |

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LAND SURVEYING & ENGINEERING
7601 73RD AVENUE N, BROOKLYN PARK, MN 55428
PHONE: 763.560.3093 FAX: 763.560.3522
www.Demarcinc.com

THE DENNIS BATTY & ASSOCIATES GROUP
22770 IMPERIAL AVENUE N
FOREST LAKE, MINNESOTA 55025
651-464-3756

JOYFUL WAY AG CHURCH
6340 ZANE AVE N
BROOKLYN PARK, MINNESOTA

UTILITY PLAN

PROJECT: 90936
SHEET NO.
C7 OF C11

PROPOSED INLET CONTROL (TYP.)
PER 12/C2

PROPOSED RIPRAP CL III

PROPOSED SILT FENCE AND/OR BIOROLLS (TYP.)
PER 10/C2 AND 11/C2

PROPOSED ROCK STABILIZING EXIT
PER 9/C2

PROPOSED BUILDING
FFE = 868.4

INFILTRATION BASIN
BOTTOM = 861.0
100-YR HWL = 863.5

ZANE AVENUE NORTH

64TH AVE N.

6 FT CHAIN LINK FENCE

BITUMINOUS

CONCRETE CURB

ICE

FEMA

S73°29'37"E [306.86] 306.88

S40°36'07"E 216.42

S25°50'45"E 260.25

N79°23'33"W 4.40

N3°23'33"W 11.75

WEST 387.71 [387.69]

Δ=19°45'32" L=186.21 R=539.96 C.BRG=N19°30'47"W C=185.29

Δ=26°00'00" L=274.98 R=605.96

FENCE CORNER IS 0.1' SO. OF PROPERTY LINE

BM #2
TNH=866.26

BM #3
TNH=866.16

## LEGEND

- GRADING LIMITS
- EXISTING STORM SEWER
- PROPOSED STORM SEWER
- PROPOSED SILT FENCE OR BIOROLLS
- PROPOSED ROCK STABILIZING EXIT
- PROPOSED INLET CONTROL
- DRAINAGE ARROW
- EXISTING CATCH BASIN
- PROPOSED CATCH BASIN
- PROPOSED RIPRAP CL III

0 40 80
SCALE IN FEET

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| | |
|---|---|
| DESIGNED BY: | JAP |
| DRAWN BY: | ABL |
| CHECKED BY: | GRP |

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JEFFREY A. PRASCH, P.E.

DATE: 07.31.25 LIC. NO.: 52706

| REVISIONS | |
|---|---|
| 07.25.25 | CLIENT COMMENTS |
| 07.31.25 | CLIENT COMMENTS |
| 09.24.25 | WATERSHED AND CITY COMMENTS |
| 10.06.25 | SOIL BORINGS |

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7601 73RD AVENUE N, BROOKLYN PARK, MN 55428
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THE DENNIS BATTY & ASSOCIATES GROUP
22770 IMPERIAL AVENUE N
FOREST LAKE, MINNESOTA 55025
651-464-3756

JOYFUL WAY AG CHURCH
6340 ZANE AVE N
BROOKLYN PARK, MINNESOTA

# STORMWATER POLLUTION PREVENTION PLAN

PROJECT: 90936

SHEET NO.
C8 OF C11

PROJECT INFORMATION:

DISTURBED AREA: 2.40 ACRES
EROSION CONTROL SUPERVISOR CONTACT: TBD
IMPAIRED WATERS WITHIN ONE (1) MILE THAT SITE DRAINS TO: NONE

A BUILDING AND PARKING LOT ARE PROPOSED AT 6340 ZANE AVENUE NORTH IN BROOKLYN PARK MINNESOTA. THE CURRENT SITE IS 3.31 ACRES AND VACANT. THE SITE IS BOUND BY ZANE AVENUE NORTH ON THE WEST AND PRIVATE PROPERTY TO THE EAST, NORTH, AND SOUTH. THE SITE HAS A CREEK FLOWING ALONG THE SIDE THE EAST PROPERTY LINE ON THE PROPERTY. MAJORITY OF THE SITE FLOWS TO THIS CREEK WHICH RUNS NORTH ALONG THE EAST PROPERTY LINE DRAINING OFF THE PROPERTY IN THE NORTHWEST CORNER OF THE SITE. THE REST OF THE PROPERTY DRAINS TO ZANE AVENUE NORTH. THE EXISTING DRAINAGE CONDITIONS ARE SHOWN IN FIGURE 1.

THE PROPOSED IMPROVEMENTS INCLUDE A BUILDING AND PARKING LOT. THE IMPROVEMENTS WILL EXTEND OVER MOST OF THE SITE. THERE WILL BE AN INFILTRATION BASIN PROPOSED TO CONTROL THE RUNOFF RATES FROM THE IMPERVIOUS AREAS. THE INFILTRATION BASIN WILL OVERFLOW INTO THE CREEK TOWARDS THE EAST PROPERTY LINE THAT WILL DRAIN TOWARDS THE NORTHWEST CORNER OF THE SITE. STORM SEWER IS PROPOSED IN THE PARKING LOT TO COLLECT RUNOFF AND DRAIN TOWARDS THE INFILTRATION BASIN. FIGURE 2 SHOWS THE PROPOSED DRAINAGE CONDITIONS.

KNOWLEDGEABLE PERSON/CHAIN OF RESPONSIBILITY

THE CONTRACTOR SHALL IDENTIFY A PERSON KNOWLEDGEABLE AND EXPERIENCED IN THE APPLICATION OF EROSION PREVENTION AND SEDIMENT CONTROL BMPS WHO WILL OVERSEE THE IMPLEMENTATION OF THE SWPPP, INCLUDING: INSTALLATION, INSPECTION AND MAINTENANCE OF THE EROSION PREVENTION AND SEDIMENT CONTROL BMPS. THE GENERAL CONTRACTOR SHALL ATTACH CONTACT INFORMATION TO THE SWPPP PRIOR TO THE START OF ANY CONSTRUCTION ACTIVITY.

THE CONTRACTOR SHALL ESTABLISH A CHAIN OF RESPONSIBILITY FOR ALL CONTRACTORS AND SUB-CONTRACTORS ON SITE TO ENSURE THE SWPPP IS BEING PROPERLY IMPLEMENTED AND MAINTAINED. THE CONTRACTOR SHALL PROVIDE THE CHAIN OF RESPONSIBILITY TO THE OWNER AND ATTACH TO THE SWPPP PRIOR TO ANY CONSTRUCTION ACTIVITY.

STORMWATER POLLUTION PREVENTION PLAN NOTES:

1. PRIOR TO ANY CONSTRUCTION ACTIVITIES, THE CONTRACTOR SHALL ACQUIRE THE NECESSARY MPCA NPDES CONSTRUCTION STORM WATER PERMIT.
2. ALL EROSION AND SEDIMENT CONTROL BMP'S SHALL BE INSTALLED PRIOR TO STARTING ANY CONSTRUCTION ACTIVITIES. BMP'S SHALL BE MAINTAINED UNTIL ALL DISTURBED AREAS HAVE BEEN PERMANENTLY STABILIZED.
3. THE CONTRACTOR IS RESPONSIBLE FOR ALL EROSION PREVENTION AND SEDIMENT CONTROL MEASURES FOR THE PROJECT.
4. EROSION PREVENTION AND SEDIMENT CONTROL MEASURES SHOWN ON THE PLANS ARE THE ABSOLUTE MINIMUM REQUIREMENTS. THE CONTRACTOR SHALL IMPLEMENT ADDITIONAL MEASURES AS NECESSARY TO PROPERLY MANAGE THE PROJECT AREA.
5. THE CONTRACTOR SHALL KEEP THE SWPPP, INCLUDING ALL AMENDMENTS AND INSPECTION AND MAINTENANCE RECORDS ON SITE DURING CONSTRUCTION.
6. THE CONTRACTOR SHALL DOCUMENT AMENDMENTS TO THE SWPPP AS A RESULT OF INSPECTION(S) WITHIN 7 DAYS.
7. THE CONTRACTOR SHALL FILE A NOTICE OF TERMINATION WITHIN THIRTY (30) DAYS OF ACHIEVING PERMANENT STABILIZATION.
8. THE CONTRACTOR SHALL SCHEDULE THEIR OPERATION TO MINIMIZE THE AMOUNT OF DISTURBED AREA AT ANY GIVEN TIME.
9. THE INFILTRATION AREAS SHALL BE PROTECTED AND HAVE RIGOROUS EROSION AND SEDIMENT CONTROLS IF GRADED WITHIN 3 FEET OF THE FINAL GRADES. THE CONTROLS SHALL KEEP RUNOFF COMPLETELY AWAY FROM THE INFILTRATION AREAS UNTIL FINAL STABILIZATION IS COMPLETE.
10. STABILIZE AREAS THAT ARE WITHIN 200 FEET OF AND DRAIN TO PUBLIC WATER WITHIN 24 HOURS DURING FISH SPAWNING TIMES.
11. WATER SHALL BE USED, IF NECESSARY, FOR DUST CONTROL.
12. ALL EROSION CONTROL SHALL CONFORM TO THE MNDOT EROSION CONTROL HANDBOOK.
13. INLET PROTECTION SHALL BE INSTALLED AT ANY INLET THAT MAY RECEIVE RUNOFF FROM THE DISTURBED AREAS OF THE PROJECT. IF A SPECIFIC SAFETY CONCERN HAS BEEN IDENTIFIED, WRITTEN AUTHORIZATION MUST BE RECEIVED BY THE CITY ENGINEER IN ORDER TO REMOVE THAT PARTICULAR INLET CONTROL.
14. ALL EXPOSED SOILS, INCLUDING STOCKPILES, SHALL BE TEMPORARILY STABILIZED PER MNDOT SPECIFICATION 2575 WITHIN 7 DAYS AFTER CONSTRUCTION ACTIVITY HAS TEMPORARILY CEASED. STABILIZATION OF ALL EXPOSED AREAS MUST BE INITIATED IMMEDIATELY.
15. STOCKPILES SHALL NOT BE PLACED ON ROADS, DRIVEWAYS, SURFACE WATERS OR SWALES. EFFECTIVE SEDIMENT CONTROL SHALL BE INSTALLED IMMEDIATELY AROUND ALL SOIL STOCKPILES.
16. REMOVE ALL SOILS AND SEDIMENT TRACKED OR OTHERWISE DEPOSITED ONTO PUBLIC ROADS OR PRIVATE DRIVEWAYS ON A DAILY BASIS OR AS NEEDED.
17. THE NORMAL WETTED PERIMETER WITHIN 200 LINEAL FEET OF ANY PROJECT DISCHARGE LOCATION SHALL BE STABILIZED WITHIN 24 HOURS OF CONNECTING TO THE DISCHARGE LOCATION.
18. IF DEWATERING IS NECESSARY, THE CONTRACTOR IS RESPONSIBLE FOR ADHERING TO ALL DEWATERING AND SURFACE DRAINAGE REGULATIONS. THE APPROPRIATE PERMITS SHALL BE ACQUIRED PRIOR TO COMMENCING DEWATERING ACTIVITIES.
19. TURBID AND SEDIMENT-LADEN WATERS SHALL BE DIRECTED TO A TEMPORARY SEDIMENT POND PRIOR TO DISCHARGING. A VISUAL CHECK SHALL BE CONDUCTED PRIOR TO DISCHARGING TREATED WATER FROM THE SEDIMENT POND TO ENSURE NUISANCE CONDITIONS WILL NOT RESULT FROM THE DISCHARGE.
20. ALL EROSION AND SEDIMENT CONTROL DEVICES SHALL BE REMOVED FROM THE SITE WITHIN THIRTY (30) DAYS AFTER PERMANENT STABILIZATION HAS BEEN ACHIEVED.
21. THE CORRECTIVE ACTION MUST BE COMPLETED BY THE NEXT BUSINESS DAY AFTER DISCOVERY WHEN PERIMETER CONTROL DEVICES BECOME NONFUNCTIONAL OR THE SEDIMENT REACHES ONE-HALF (1/2) THE HEIGHT OF THE DEVICE.
22. PERMITEE MUST MINIMIZE SOIL COMPACTION. METHODS OF MINIMIZING SOIL COMPACTION INCLUDE THE USE OF TRACKED EQUIPMENT AND STAYING OFF AREAS TO BE LEFT UNCOMPACTED. AREAS OF COMPACTED SOIL WILL BE REMOVED OR LOOSENED VIA TILLING TO A DEPTH OF NO LESS THAN 18 INCHES.
23. SECTIONS 5.11-5.16, 5.18, & 5.22 OF THE 2018 CONSTRUCTION STORMWATER GENERAL PERMIT DO NOT APPLY.

TRAINING DOCUMENTATION:

**SWPPP DESIGNER:** JEFF PRASCH (DEMARC LAND SURVEYING & ENGINEERING) - "DESIGN OF CONSTRUCTION SWPPP" TRAINING EXPIRES MAY 31, 2026.

THE CONTRACTOR (OPERATOR) SHALL ADD TO THE SWPPP TRAINING RECORDS FOR THE FOLLOWING PERSONNEL:
- INDIVIDUALS OVERSEEING THE IMPLEMENTATION OF, REVISING, AND AMENDING THE SWPPP
- INDIVIDUALS PERFORMING INSPECTIONS
- INDIVIDUALS PERFORMING OR SUPERVISING THE INSTALLATION, MAINTENANCE AND REPAIR OF BMPS

EXPECTED SEQUENCE OF CONSTRUCTION

1. INSTALL ROCK STABILIZING EXIT(S), PERIMETER CONTROL, INLET CONTROL AND STABILIZE DOWN GRADIENT BOUNDARIES.
2. REMOVE PAVEMENT AREAS TO BE RECONSTRUCTED.
3. RELOCATE PRIVATE UTILITIES.
4. COMPLETE SITE GRADING.
5. APPLY EARLY APPLICATION OF BASE COURSE ON PARKING SECTION.
6. INSTALL CURB AND GUTTER, AND PAVING.
7. COMPLETE FINAL GRADING AND PERMANENT STABILIZATION.
8. CONSTRUCT BUILDING EXPANSION.
9. REMOVE EROSION AND SEDIMENT CONTROL BMPs AFTER PERMANENT STABILIZATION IS ACHIEVED.

TEMPORARY SEDIMENT BASINS

1. THE CONTRACTOR SHALL INSTALL SEDIMENT BASIN(S) REQUIRED BY THE NPDES CONSTRUCTION PERMIT IF FIVE (5) OR MORE DISTURBED ACRES DISCHARGE TO A COMMON LOCATION.
2. TEMPORARY SEDIMENT BASIN OUTLETS SHALL BE CONSTRUCTED TO PREVENT SHORT-CIRCUITING AND PREVENT THE DISCHARGE OF FLOATING DEBRIS.
3. BASINS MUST HAVE THE ABILITY TO ALLOW COMPLETE DRAWDOWN, INCLUDE A STABILIZED EMERGENCY OVERFLOW, WITHDRAW WATER FROM THE SURFACE, AND PROVIDE ENERGY DISSIPATION AT THE OUTLET.
4. TEMPORARY SEDIMENT BASINS SHALL BE PROVIDED WITH ENERGY DISSIPATION AT ANY BASIN OUTLET TO PREVENT SOIL EROSION.
5. SEDIMENT BASINS MUST BE SITUATED OUTSIDE OF SURFACE WATERS AND ANY BUFFER ZONES, AND MUST BE DESIGNED TO AVOID THE DRAINING WATER FROM WETLANDS.
6. BASINS SHALL BE SIZED ACCORDING TO THE CONSTRUCTION STORMWATER GENERAL PERMIT REQUIREMENTS. CALCULATIONS SHALL BE PROVIDED WITH THE SWPPP.
7. SEDIMENT BASINS SHALL NOT BE PLACED IN FUTURE INFILTRATION AREAS.
8. SEDIMENT BASINS SHALL BE DRAINED AND SEDIMENT REMOVED WHEN IT REACHES ½ THE STORAGE VOLUME WITHIN 72 HOURS.

INSPECTIONS AND MAINTENANCE

1. ALL INSPECTIONS, MAINTENANCE, REPAIRS, REPLACEMENTS AND REMOVAL OF BMPS SHALL BE CONSIDERED INCIDENTAL TO THE BMP BID ITEMS.
2. THE CONTRACTOR SHALL COMPLETE SITE INSPECTIONS, AND BMP MAINTENANCE TO ENSURE COMPLIANCE WITH THE PERMIT REQUIREMENTS.
3. THE CONTRACTOR SHALL PROVIDE A TRAINED PERSON TO INSPECT THE ENTIRE CONSTRUCTION SITE AT LEAST ONCE EVERY SEVEN (7) DAYS DURING ACTIVE CONSTRUCTION AND WITHIN 24 HOURS AFTER A RAINFALL EVENT GREATER THAN 0.5 INCHES IN 24 HOURS. ALL INSPECTIONS MUST BE RECORDED IN WRITING WITHIN 24 HOURS OF CONDUCTING THE INSPECTIONS AND THE RECORDS MUST BE RETAINED WITH THE SWPPP. IF ANY DISCHARGE FROM THE SITE IS OBSERVED THE DISCHARGE MUST BE DESCRIBED AND PHOTOGRAPHED.
4. TEMPORARY AND PERMANENT SEDIMENT BASINS SHALL BE DRAINED AND THE SEDIMENT REMOVED WHEN THE DEPTH OF SEDIMENT COLLECTED IN THE BASIN REACHES ½ THE STORAGE VOLUME. DRAINAGE AND REMOVAL MUST BE COMPLETED WITHIN 72 HOURS OF DISCOVERY.
5. IF SEDIMENT ESCAPES THE CONSTRUCTION SITE, OFF-SITE ACCUMULATIONS OF SEDIMENT MUST BE REMOVED IN A MANOR AND AT A FREQUENCY SUFFICIENT TO MINIMIZE OFF-SITE IMPACTS.

POLLUTION PREVENTION MANAGEMENT MEASURES

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL POLLUTION PREVENTION MANAGEMENT MEASURES.
2. ALL POLLUTION PREVENTION MEASURES ARE CONSIDERED INCIDENTAL TO THE BMP BID ITEMS, UNLESS OTHERWISE NOTED.
3. THE CONTRACTOR IS RESPONSIBLE FOR INFORMING ALL VISITORS AND/OR PERSONNEL ON-SITE OF THE POLLUTION PREVENTION MANAGEMENT MEASURES. POLLUTION PREVENTION MANAGEMENT MEASURES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:
   A. SOLID WASTE SUCH AS COLLECTED SEDIMENT, ASPHALT AND CONCRETE MILLINGS, CEMENT PRODUCT WASTE, FLOATING DEBRIS, PAPER, PLASTIC, CONSTRUCTION DEBRIS AND OTHER WASTES MUST BE DISPOSED OF PROPERLY OFF SITE.
   B. HAZARDOUS WASTES SUCH AS OILS, GASOLINE, PAINT, CEMENT BASED PRODUCTS, ETC. SHALL BE PROPERLY STORED WITH SECONDARY CONTAINMENT TO PREVENT SPILLS, LEAKS OR OTHER DISCHARGES. IF STORED ON THE PROJECT SITE, THEY SHALL BE STORED IN RESTRICTED ACCESS AREAS TO PROTECT AGAINST VANDALISM. STORAGE AND DISPOSAL SHALL BE IN COMPLIANCE WITH THE MPCA.
   C. CEMENT BASED PRODUCT WASHOUTS ARE NOT PERMITTED ON SITE.
   D. THE CONTRACTOR SHALL INCLUDE SPILL KITS WITH ALL FUELING SOURCES AND MAINTENANCE ACTIVITIES. SECONDARY CONTAINMENT MEASURES SHALL BE INSTALLED AND MAINTAINED BY THE CONTRACTOR.
   E. THE CONTRACTOR SHALL ENSURE SPILLS ARE CONTAINED AND CLEANED UP IMMEDIATELY UPON DISCOVERY. SPILLS LARGE ENOUGH TO REACH THE STORMWATER CONVEYANCE SYSTEM SHALL BE REPORTED TO THE MINNESOTA DUTY OFFICER AT 1.800.422.0798.

FINAL STABILIZATION

1. THE CONTRACTOR IS RESPONSIBLE FOR ENSURING FINAL STABILIZATION OF THE ENTIRE SITE. FINAL STABILIZATION SHALL BE COMPLETED PER THE LANDSCAPE PLAN:
   A. COMPLETION OF ALL CONSTRUCTION ACTIVITY.
   B. INSTALLATION OF PERMANENT COVER OVER ALL AREAS PRIOR TO SUBMITTING THE NOTICE OF TERMINATION. PERMANENT COVER SHALL CONSIST OF 12 INCHES TOPSOIL, AND SOD, UNLESS OTHERWISE SPECIFIED.
   C. VEGETATIVE COVER MUST CONSIST OF A UNIFORM PERENNIAL VEGETATION WITH A DENSITY OF 70 PERCENT OF ITS EXPECTED FINAL GROWTH. VEGETATION IS NOT REQUIRED WHERE THE FUNCTION OF A SPECIFIC AREA DICTATES NO VEGETATION, SUCH AS IMPERVIOUS SURFACES OR LANDSCAPED AREAS. SEE LANDSCAPE PLAN FOR PERMANENT VEGETATION SCHEDULE.
   D. CLEAN THE PERMANENT STORMWATER TREATMENT SYSTEMS OF ANY ACCUMULATED SEDIMENT AND MUST ENSURE THE SYSTEM MEETS ALL APPLICABLE REQUIREMENTS AND IS OPERATING AS DESIGNED.
   E. REMOVAL OF ALL SEDIMENT FROM CONVEYANCE SYSTEMS.
   F. REMOVAL OF ALL TEMPORARY SYNTHETIC EROSION PREVENTION AND SEDIMENT CONTROL BMPs.
   G. FINAL STABILIZATION SHALL BE PERFORMED IN ACCORDANCE WITH MNDOT 2018 SPECIFICATION 2575.

| ESTIMATED EROSION CONTROL QUANTITIES | |
|---|---|
| SILT FENCE | 2850 LF |
| STABILIZED ROCK EXIT | 1 EACH |
| STORM DRAIN INLET PROTECTION | 8 EACH |

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DESIGNED BY: JAP
DRAWN BY: ABL
CHECKED BY: GRP

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JEFFREY A. PRASCH, P.E.
DATE: 07.01.25 LIC. NO.: 52706

| REVISIONS | |
|---|---|
| 09.24.25 | WATERSHED AND CITY COMMENTS |

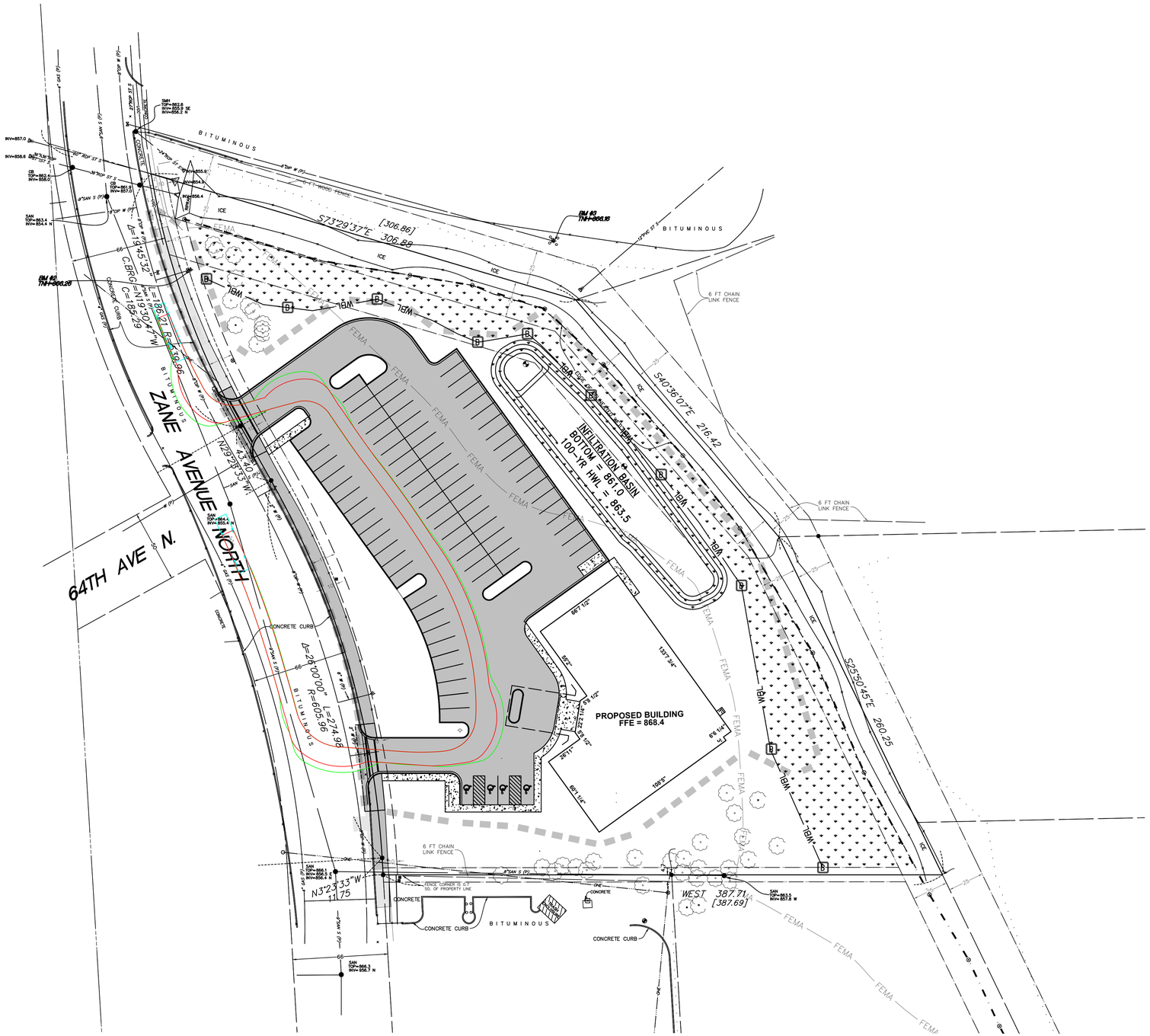
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STORMWATER POLLUTION PREVENTION PLAN NOTES

PROJECT: 90936
SHEET NO. C9 OF C11




*Vehicle Tracking v25.00 - Pool*

**Vehicle Tracking Vehicle Details** **Ref:**

| | |
|---|---|
| **Vehicle Name:** | **Fire Truck** |
| Type: | Rigid vehicle |
| Category | (Unspecified) |
| Classification | (Unspecified) |
| Source: | |
| Description: | |
| Notes: | |
| Unit 1 Name: | Fire Truck Tractor |




| Fire Truck | |
|---|---|
| Overall Length | 41.170ft |
| Overall Width | 8.500ft |
| Overall Body Height | 10.519ft |
| Min Body Ground Clearance | 0.950ft |
| Track Width | 8.500ft |
| Lock-to-lock time | 4.00s |
| Curb to Curb Turning Radius | 36.000ft |

Every Effort Has Been Made To Ensure The Accuracy Of This Information
Please Check Data From Your Own Sources

Every Effort Has Been Made To Ensure The Accuracy Of This Information
Please Check Data From Your Own Sources

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| | | | | | |
|---|---|---|---|---|---|
| DESIGNED BY: JAP | I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. | | REVISIONS | DEMARC LAND SURVEYING & ENGINEERING 7601 73RD AVENUE N, BROOKLYN PARK, MN 55428 PHONE: 763.560.3093 FAX: 763.560.3522 www.Demarcinc.com | THE DENNIS BATTY & ASSOCIATES GROUP 22770 IMPERIAL AVENUE N FOREST LAKE, ARIZONA 55025 |
| DRAWN BY: ABL | | 07.31.25 | CLIENT COMMENTS | | JOYFUL WAY AG CHURCH 6340 ZANE AVE N BROOKLYN PARK, MINNESOTA |
| CHECKED BY: GRP | JEFFREY A. PRASCH, P.E. DATE: 07.31.25 LIC. NO.: 52706 | 09.24.25 | WATERSHED AND CITY COMMENTS | | FIRE TRUCK TURNING EXHIBIT |
| | | 10.06.25 | SOIL BORINGS | | PROJECT: 90936 SHEET NO. C10 OF C11 |

FLOOD STORAGE WITHIN THE DISTURBED AREA (NOT INCLUDING GRADING WITHIN INFILTRATION BASIN)

EXISTING FLOOD STORAGE = 179 CF

PROPOSED FLOOD STORAGE = 193 CF


ZANE AVENUE NORTH
64TH AVE N.
INFILTRATION BASIN
BOTTOM = 861.0
100-YR HWL = 863.5
PROPOSED BUILDING
FFE = 868.4
S73°29'37"E 306.89 [306.86]
S40°36'07"E 216.42
S25°50'45"E 260.25
WEST 387.71 [387.69]
N32°33'33"W 11.75
N29°53'53"W 43.40
Δ=19°45'32" R=539.96 L=186.21 CBRG=N19°30'47"W C=185.29
Δ=28°00'00" R=605.96 L=274.98
6 FT CHAIN LINK FENCE
FENCE CORNER IS 0.7 SO. OF PROPERTY LINE
CONCRETE CURB
BITUMINOUS
FEMA
BM #2 TH=866.26
BM #3 TH=866.16
SAN TOP=863.5 INV=852.5 SE INV=856.2 N
SAN TOP=863.4 INV=854.4 S
SAN TOP=863.1 INV=852.8 E INV=852.4 N
SAN INV=856.3 INV=856.7 N
SAN TOP=863.5 INV=857.8 W
CB TOP=862.4 INV=858.0
CB TOP=861.8 INV=857.5
CB TOP=861.8 INV=857.6
STM TOP=863.4 INV=859.4
STM TOP=863.4 INV=859.5
STM TOP=863.4 INV=859.6
STM TOP=863.4 INV=859.7
STM TOP=863.4 INV=859.8
STM TOP=863.4 INV=859.9
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STM TOP=863.4 INV=860.1
STM TOP=863.4 INV=860.2
STM TOP=863.4 INV=860.3
STM TOP=863.4 INV=860.4
STM TOP=863.4 INV=860.5
STM TOP=863.4 INV=860.6
STM TOP=863.4



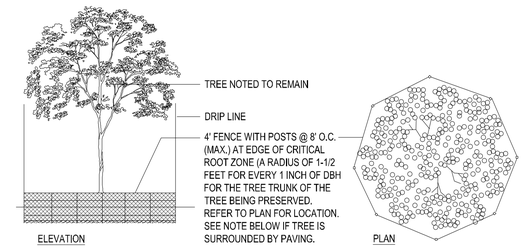

**NOTE:** Refer to Civil 'Existing Conditions & Removals' Plan for Tree Removals. Unless otherwise noted on civil plans, grind stumps to a minimum of 30" below grade.

## GENERAL NOTES:

1. See Civil Engineer's plans for site plan layout and dimensions.
2. Contractor to coordinate all work in the city right-of-way with City of Brooklyn Park Public Works Department.
3. Place a minimum of 6" topsoil or slope dressing on all areas disturbed by construction, including right-of-way boulevards, unless specified otherwise.
4. See Civil Engineer's Plans for proposed grading & utilities.
5. See Sheet L2 for Landscape Details, Notes, and Schedule.

## LANDSCAPE LEGEND:

- Existing Tree to Remain
- Existing Tree to Remove
- Tree Protection Fence
  Tree Protection Fence
- Existing Landscape to Remain




NOTE: TREE PROTECTION SHALL BE PROVIDED BY CONTRACTOR AS REQUIRED TO AIDE IN SURVIVABILITY OF EXISTING TREES TO REMAIN. DO NOT STORE MATERIALS OR DRIVE EQUIPMENT WITHIN THE TREE DRIP LINE AS DESIGNATED ABOVE. MAINTAIN THE FENCE INTEGRITY AT ALL TIMES THROUGHOUT CONSTRUCTION.

TREE PROTECTION FENCE SHALL BE IN PLACE PRIOR TO THE START OF DEMOLITION.

1 / L0 EXISTING TREE PROTECTION DETAIL
NOT TO SCALE

## LANDSCAPE REQUIREMENTS:

*City of Brooklyn Park Municipal Code: § 152.1013 LANDSCAPING STANDARDS, NONRESIDENTIAL.*

*(1) Canopy Cover:* (a) A minimum of one large tree or two medium trees shall be provided per 360 square feet of required parking lot area green space. (b) Required canopy trees shall be located within the parking lot area islands.

*(2) Foundation Landscape:* (b) At least 40% of the total building perimeter shall be sodded or landscaped with approved ground cover, low level plantings in an area of no less than six feet in width.

*(3) Open Areas Landscape:* (b) must be planted with trees, shrubs, flowers, native plant species or similar and covered with sod, landscape rock or mulch. All site areas and areas that have been disturbed during construction must be covered with sod to property lines and/or adjacent rights-of-way. (c) Plant diversity. No more than 25% of any trees planted shall come from the same family and 15% of the same species. In addition, the landscape plan design shall, at a minimum, provide at least three of the following required numbers of trees and shrubs in addition to any trees and shrubs required for screening in § 152.1024:

1. One overstory tree per 3,000 square feet of open area
2. One ornamental tree per 1,500 square feet of open space
3. One evergreen tree per 3,000 square feet of open area
4. One deciduous or evergreen shrub per 100 square feet of open area

(d) *Street trees (ST)* 1. Street trees are required at the rate of one tree per 70 linear feet of road frontage, The boulevard (planting area) must be at least eight feet in width.

## LANDSCAPE CREDITS:

(F) *Credits.* Existing healthy trees that are not susceptible to disease, new larger or smaller sized trees, or decorative landscaping may be credited toward the required trees detailed in this section, and the additional trees required for screening as defined in the table below. The following table establishes the landscaping credits.

| TABLE 152.1013.4 | | |
|---|---|---|
| **Vegetation Type** | **Size** | **Exchange Credit** |
| **TABLE 152.1013.4** | | |
| **Vegetation Type** | **Size** | **Exchange Credit** |
| Existing trees | 2 in. bb (caliper) deciduous or between 6 ft. and 14 ft. coniferous | 1 tree |
| | 4 in. bb (caliper) deciduous or 14 ft. coniferous or larger | 2 trees |
| New larger trees | 4 in. bb (caliper) or 14 ft. coniferous | 2 trees |
| | Two 3 in. bb (caliper) | Three 2 in. trees |
| Ornamental deciduous trees or smaller overstory deciduous | Min. 1.5 in. (caliper) | 2 trees may be substituted for 1 overstory deciduous tree (maximum substitution = 50% of required overstory trees). |
| Shrubs | 10 large shrubs | 1 tree |
| Decorative landscape yard | | Exterior sculptures, fountains, decorative walks, courtyards and/or additional ponds beyond those required, shown on a landscape plan that meets the intent of this section to the satisfaction of the City Manager and/or City Council. |

## EXISTING CONDITIONS:

*TREES ON SITE: 128*

*TREES TO BE REMOVED: 93*

*TREES TO REMAIN: 35*
*APPLIED CREDIT VALUE: 70*

## TREE PRESERVATION AND MITIGATION PLAN:

0 30' 60'
SCALE: 1" = 30'-0"
NORTH

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| | |
|---|---|
| ISSUE DATE: | 07/15/2025 |
| DRAWN BY: | AL |
| CHECKED BY: | BH |

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**PRELIMINARY**

DATE: xx/xx/xxxx LIC. NO.: 48084

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|---|---|---|
| 1 | 08/27/2025 | City Resubmittal |
| 2 | 10/07/2025 | City Resubmittal |

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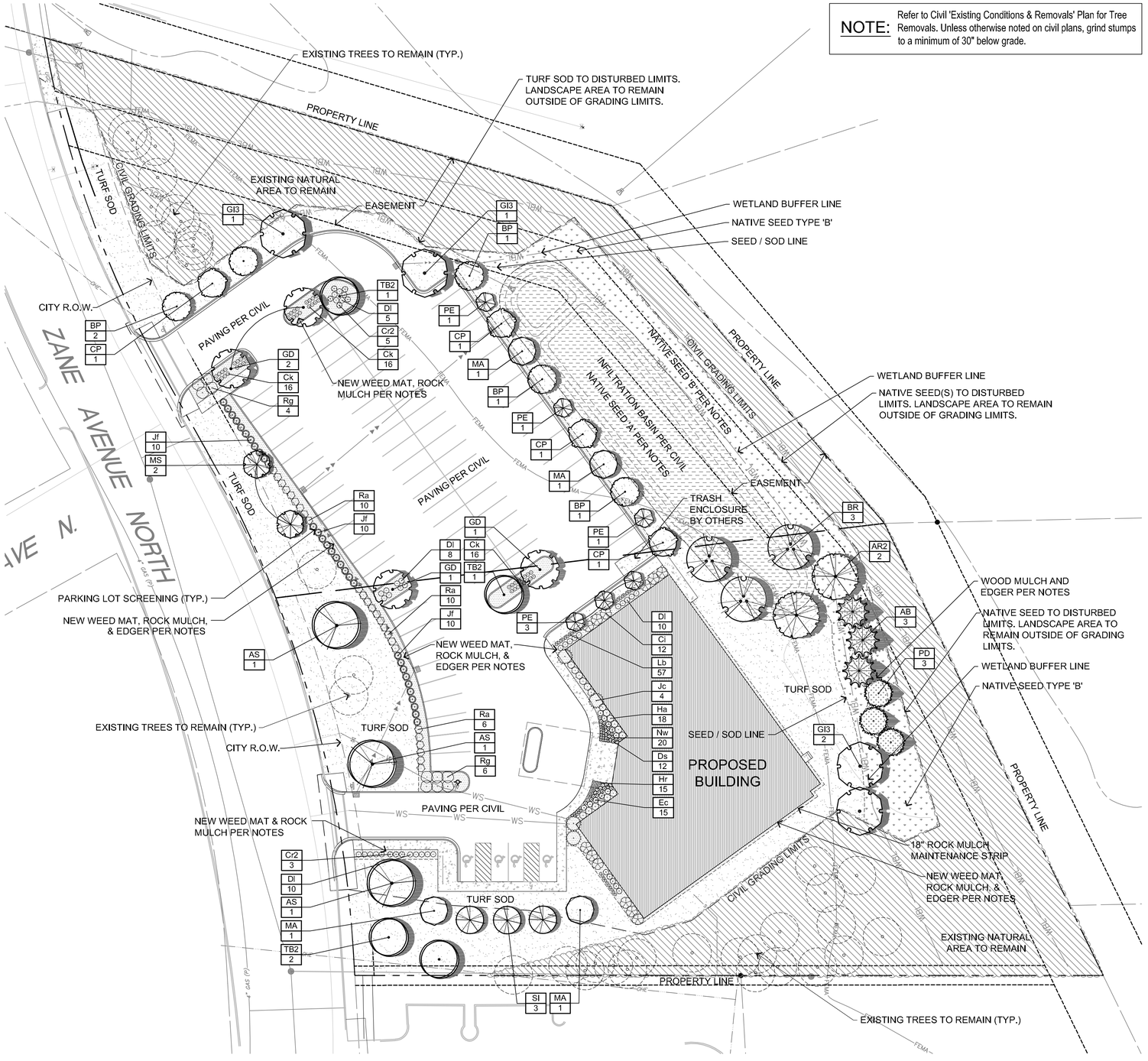
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# TREE PRESERVATION & MITIGATION PLAN

PROJECT: 25147

SHEET NO. L0 OF L3




**NOTE:** Refer to Civil 'Existing Conditions & Removals' Plan for Tree Removals. Unless otherwise noted on civil plans, grind stumps to a minimum of 30" below grade.

## GENERAL NOTES:

1. See Civil Engineer's plans for site plan layout and dimensions.
2. Contractor to coordinate all work in the city right-of-way with City of Brooklyn Park Public Works Department.
3. Place a minimum of 6" topsoil or slope dressing on all areas disturbed by construction, including right-of-way boulevards, unless specified otherwise.
4. See Civil Engineer's Plans for proposed grading & utilities.
5. See Sheet L2 for Landscape Details, Notes, and Schedule.

## LANDSCAPE MATERIALS LEGEND:

- Proposed Turf Sod per Landscape Notes
- Proposed Native Seed ' A' per Landscape Notes
- Proposed Native Seed 'B' per Landscape Notes
- Proposed Rock Mulch & Weed Mat per Landscape Notes
- Existing Tree to Remain
- Existing Tree to Remove
- Proposed Landscape Edger per Landscape Notes
- Proposed Wood Mulch & Weed Mat per Landscape Notes
- Tree Protection Fence
- Existing Landscape to Remain

## LANDSCAPE REQUIREMENT CALCULATIONS:

***FOUNDATION PLANTING REQUIREMENTS:***
40% of building perimeter to be 6' plant bed = Building Perimeter: 494 LF
494LF x 0.40 = 198 LF x 6' Plant Bed Depth = 1,188.00 ft$^2$
PROPOSED PLANT BED = 215 LF & 1,411.72 ft$^2$

***OPEN SPACE LANDSCAPE REQUIREMENTS***
Open space on site: 90,729 ft$^2$

REQUIRED: (1) 90,729 ft$^2$ / 3,000 = 30 Overstory Trees
REQUIRED: (2) 90,729 ft$^2$ / 1,500 = 60 Ornamental Trees
REQUIRED: (3) 90,729 ft$^2$ / 3,000 = 30 Evergreen Trees
TOTAL REQUIRED OPEN SPACE TREES: 120

***CREDIT FOR EXISTING / REMAINING TREES ON SITE***
Number of Trees to Remove: 103
Number of Trees to Remain: 35

Number of Open Space Trees Required: 120 - 70 (Existing Tree Credit) = 50
Number of Open Space Trees Proposed: 50 (35 Overstory Trees, 6 Evergreen Trees, & 9 Ornamental Trees)

***STREET FRONTAGE LANDSCAPE REQUIREMENTS***
Total Street Frontage: 520 Linear Feet

REQUIRED: 520 Linear Feet / 70 = 7 Overstory Trees

Number of Boulevard Trees Required: 7
Number of Boulevard Trees Proposed: 7

**** NOTE: REFER TO LANDSCAPE SHEET L2 FOR PLANT SCHEDULE ****

SCALE: 1" = 30'-0" (0, 30', 60') NORTH

## LANDSCAPE LAYOUT PLAN:

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# LANDSCAPE PLAN

PROJECT: 25147
SHEET NO. L1 OF L3

## Landscape Notes:

1. Tree saucer mulch to be four inches (4") depth single-shred hardwood mulch for trees outside of a plant bed. Install per tree planting detail.

2. Refer to civil plan sheets for grading, drainage, site dimensions, survey, tree removal, proposed utilities & erosion control.

3. All plant material shall comply with the latest edition of the American Standard for Nursery Stock, American Association of Nurserymen. Unless noted otherwise, deciduous shrubs shall have at least 5 canes at the specified shrub height. Plant material shall be delivered as specified. All deciduous trees are measured at 48" from finished grade to determine tree diameter (DBH). All coniferous trees are measured from finished grade to the top of the central leader. If no central leader is present on coniferous trees, that plant is rejected and must be replaced immediately.

4. Plan takes precedence over plant schedule if discrepancies in quantities exist.

5. All proposed plants shall be located and staked as shown.

6. Adjustment in location of proposed plant material may be needed in field. Should an adjustment be required, the client will provide field approval. Significant changes may require city review and approval.

7. The project landscape contractor shall be held responsible for watering and properly handling all plant materials brought on the site both before and after installation. Schedule plant deliveries to coincide with expected installation time within 36 hours.

8. All plant materials shall be fertilized upon installation as specified.

9. The landscape contractor shall provide the owner with a watering schedule appropriate to the project site conditions and to plant material growth requirements.

10. If the landscape contractor is concerned or perceives any deficiencies in the plant selections, soil conditions, drainage or any other site condition that might negatively affect plant establishment, survival or guarantee, they must bring these deficiencies to the attention of the landscape architect & client prior to bid submission.

11. Contractor shall establish to his/ her satisfaction that soil and compaction conditions are adequate to allow for proper drainage at and around the building site.

12. Contractor is responsible for ongoing maintenance of all newly installed material for the duration of the plant warranty, with the exception of turf sod, which shall be maintained for 30 days after installation or until the first mowing, whichever comes first. Contractor must bag clippings from initial mowing and remove from the job site. Any acts of vandalism or damage which may occur prior to warranty start shall be the responsibility of the contractor. Contractor shall provide the owner with O&M information, including (but not limited to), written instructions on proper lawn mowing height, yearly lawn maintenance recommendations, proper plant pruning information, plant & lawn fertilization schedule, and disease/pest control.

13. The contractor shall guarantee newly planted material (including seeding) through ONE calendar year from the date of written owner acceptance. Plants that exhibit more than 15% die-back damage shall be replaced at no additional cost to the owner. The contractor shall also provide adequate tree wrap and deer/rodent protection measures for the plantings during the warranty period.

14. This layout plan constitutes our understanding of the landscape requirements listed in the ordinance. Changes and modifications may be requested by the city based on applicant information, public input, council decisions, etc.

15. The landscape contractor shall be responsible for obtaining any permits and coordinating inspections as required throughout the work process.

16. Plant size & species substitutions must be approved in writing prior to acceptance in the field.

17. Replacement and repairs requested by the Owner during the warranty period must be made within 14 business days of the request.

18. Landscape Contractor is responsible for coordination with the General Contractor, to protect the new improvements on and off-site during landscape work activities. Report any damage to the General Contractor immediately.

19. Turf Sod (if noted per plans) activity shall conform to all rules and regulations as established in the MnDOT Seeding Manual, 2014 edition, for turf bed preparation, installation, maintenance, acceptability, and warranty. Sod installer is to place (2) metal sod staples per roll of sod regardless of slope. On slopes 6:1 or greater, install (4) metal sod staples per roll of sod.

20. The Landscape Contractor shall furnish samples of all landscape materials for approval prior to installation.

21. The Landscape Contractor shall clear and grub underbrush from within the work limits to remove dead branches, leaves, trash, weeds and foreign materials. Remove trees where noted on the civil plan, including the stump to 30" below grade.

22. The landscape contractor shall contact Gopher State One Call no less than 48 hours before digging for field utility locations.

23. The landscape contractor shall be responsible for the removal of erosion control measures once vegetation has been established to the satisfaction of the municipal staff. This includes silt curtain fencing and sediment logs placed in the landscape.

24. The Landscape Contractor shall establish to his/ her satisfaction that the earthwork is complete, topsoil spread to correct depth, and compaction conditions are adequate to allow for proper drainage at and around the building site. Notify the General Contractor immediately if soil conditions left by the earthwork sub-contractor are not satisfactory. No additional compensation will be paid for discrepancies due to earthwork once the landscape contractor begins plant material installation.

25. Topsoil Requirements: All graded areas of the site that are designated on the plan set for turf shall have no less than 6" of imported top soil, areas designated for shrubs, trees, and perennials shall have no less than 12" of imported top soil, meeting MnDOT classifications for planting soil for trees, shrubs, and turf. Slope away from building.

26. Landscape contractor must prove the open sub-grade of all planting areas after their excavation is capable of infiltrating a minimum requirement of 1/4-inch of water per hour prior to installation of plant materials, topsoil, irrigation, weed mat, and mulch. Planting areas not capable of meeting this requirement shall have 4" diameter X 48" depth holes augured every 36" on-center and filled with MnDOT Free-Draining Coarse Filter Aggregate. Re-test sub-grade percolation for compliance to infiltration minimum requirement.

27. Landscape contractor to provide nursery pull list (bill of lading) including plant species and sizes shipped to the site. Additionally, the landscape contractor shall provide nursery stock traceability, proving none of the materials provided contain or are genetic strains of the neonicotinoid family including acetamiprid, clothianidin, imidacloprid, nitenpyram, nithiazine, thiacloprid and thiamethoxam.

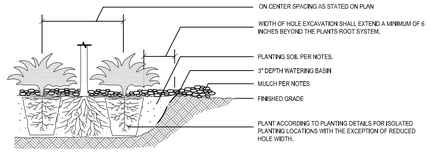
28. All edger shall be commercial grade black Polyethylene edger. Anchor every 18" on-center (minimum). Submit sample.

29. Unless otherwise noted, rock mulch shall be limestone chip rock over free-draining weed barrier. Wood mulch areas shall be a 4" depth of single-shred Western Red Cedar wood mulch over free-draining weed barrier. Trees outside plant beds to receive wood mulch, as noted.

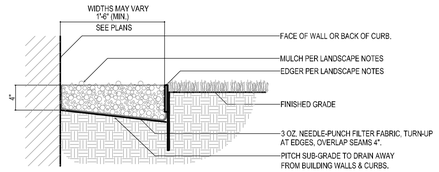
29. Seed Areas (if noted per plan): Maintain newly seeded areas per MnDOT Seeding Manual, 2024 edition. Warranty includes seeding contractor on-site maintenance visits for mowing, weeding, spot-spraying invasives, and re-seeding bare areas as noted. Ensure cover crop achieves 80% germination and erosion is not evident. An acceptable stand of seeding is full, lush, and free of invasive plants & weeds.

## TREE DIVERSITY MATRIX:

| BOTANICAL GENUS: | QUANTITY | % OF TOTAL | CLASSIFICATION |
|---|---|---|---|
| Acer sp. | 5 | 10% | Deciduous Tree |
| Betula sp. | 8 | 16% | Deciduous Tree |
| Celtis sp. | 4 | 8% | Deciduous Tree |
| Gleditsia sp. | 4 | 8% | Deciduous Tree |
| Gymnocladus sp. | 4 | 8% | Deciduous Tree |
| Populus sp. | 6 | 12% | Deciduous Tree |
| Tilia sp. | 4 | 8% | Deciduous Tree |
| Abies sp. | 3 | 6% | Coniferous Tree |
| Picea sp. | 3 | 6% | Coniferous Tree |
| Maackia sp. | 4 | 8% | Ornamental Tree |
| Malus sp. | 2 | 4% | Ornamental Tree |
| Syringa sp. | 3 | 6% | Ornamental Tree |
| TOTAL TREES: | 50 | | |

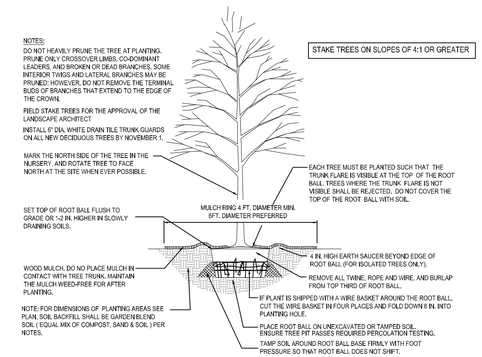



1 L2 TYPICAL SHRUB PLANTING - SECTION
NOT TO SCALE

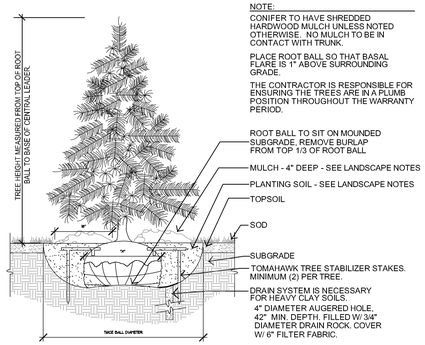



NOTES: SEE PLAN FOR CROSS SLOPE DIRECTION.
PLANT BED WIDTH VARIES. SEE PLAN.
SUBMIT MULCH, EDGER, AND FABRIC SAMPLES FOR APPROVAL.

2 L2 TYPICAL MULCH AND EDGER DETAIL
NOT TO SCALE




3 L2 DECIDUOUS TREE PLANTING - SECTION
NOT TO SCALE




4 L2 CONIFEROUS TREE PLANTING - SECTION
NOT TO SCALE

## PLANT SCHEDULE

| SYMBOL | CODE | BOTANICAL NAME | COMMON NAME | SIZE | CONTAINER | MATURE HEIGHT/SPREAD | QTY |
|---|---|---|---|---|---|---|---|
| **EVERGREEN TREES** | | | | | | | |
| | AB | Abies balsamea | Balsam Fir | 6` Hgt. | B&B | 40'H / 25'W | 3 |
| | PD | Picea glauca `Densata` | Black Hills Spruce | 6` Hgt. | B&B | 40'H / 25'W | 3 |
| **ORNAMENTAL TREES** | | | | | | | |
| | MA | Maackia amurensis | Amur Maackia | 1.5" Cal. | B&B | 18'H/12'W | 4 |
| | MS | Malus x `Spring Snow` | Spring Snow Crab Apple | 1.5" Cal. | B&B | 18'H/12'W | 2 |
| | SI | Syringa reticulata `Ivory Silk` | Ivory Silk Japanese Tree Lilac | 1.5" Cal. | B&B | 18'H/12'W | 3 |
| **OVERSTORY TREES** | | | | | | | |
| | AR2 | Acer rubrum | Red Maple | 2.5" Cal. | B&B | 50'H / 40'W | 2 |
| | AS | Acer x freemanii `Sienna` | Sienna Glen Maple | 2.5" Cal. | B&B | 50'H / 40'W | 3 |
| | BR | Betula nigra | River Birch | 2.5" Cal. | B&B | 50'H / 40'W | 3 |
| | BP | Betula platyphylla 'Fargo' | Dakota Pinnacle Birch | 2.5" Cal. | B&B | 40'H / 15'W | 5 |
| | CP | Celtis occidentalis 'JFS-KSU1' | Prairie Sentinel® Hackberry | 2.5" Cal. | B&B | 40'H / 15'W | 4 |
| | GD | Gleditsia triacanthos inermis 'Draves' TM | Street Keeper Honey Locust | 2.5" Cal. | B&B | 40'H / 25'W | 4 |
| | GI3 | Gymnocladus dioica `McKBranched` TM | Kentucky Coffeetree | 2.5" Cal. | B&B | 40'H / 25'W | 4 |
| | PE | Populus tremula `Erecta` | Columnar Swedish Aspen | 2.5" Cal. | B&B | 40'H / 15'W | 6 |
| | TB2 | Tilia americana 'Boulevard' | Boulevard American Linden | 2.5" Cal. | B&B | 40'H / 25'W | 4 |
| **SHRUBS** | | | | | | | |
| | Cr2 | Clethra alnifolia `Ruby Spice` | Ruby Spice Clethra | 3 gal. | Pot | 3'H / 4'W | 8 |
| | Ci | Cornus sericea `Isanti` | Isanti Redosier Dogwood | 3 gal. | Pot | 4'H / 4'W | 12 |
| | DI | Diervilla lonicera | Dwarf Bush Honeysuckle | 3 gal. | Pot | 3'H / 4'W | 33 |
| | Ec | Euonymus fortunei `Canadale Gold` | Canadale Gold Euonymus | 3 gal. | Pot | 4'H/3'W | 15 |
| | Ha | Hydrangea arborescens `Annabelle` | Annabelle Hydrangea | 5 gal. | Pot | 4'H / 4'W | 18 |
| | Rg | Rhus aromatica `Gro-Low` | Gro-Low Fragrant Sumac | 5 gal. | Pot | 2'H / 8'W | 10 |
| | Ra | Ribes alpinum | Alpine Currant | 5 gal. | Pot | 4'H / 4'W | 26 |
| **ANNUALS/PERENNIALS** | | | | | | | |
| | Ds | Dicentra spectabilis | Bleeding Heart | 1 gal. | Pot | 2'H / 2'W | 12 |
| | Hr | Hemerocallis x `Ruby Stella` | Ruby Stella Daylily | 1 gal. | Pot | 2'H / 2'W | 15 |
| | Lb | Leucanthemum x superbum `Becky` | Shasta Daisy | 1 gal. | Pot | 2'H / 2'W | 57 |
| | Nw | Nepeta x faassenii `Walkers Low` | Walkers Low Catmint | 1 gal. | Pot | 2'H / 2'W | 20 |
| **GRASSES** | | | | | | | |
| | Ck | Calamagrostis x acutiflora `Karl Foerster` | Feather Reed Grass | 1 gal. | Pot | 4'H/3'W | 48 |
| **EVERGREEN SHRUB** | | | | | | | |
| | Jf | Juniperus chinensis `Sea Green` | Sea Green Juniper | 5 gal. | Pot | 4'H / 4'W | 30 |
| | Jc | Juniperus sabina `Calgary Carpet` TM | Calgary Carpet Juniper | 3 gal. | Pot | 3'H / 6'W | 4 |

**Screening Note:**
All screening shrubs must be 36" (3') minimum at maturity.

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# LANDSCAPE DETAILS, NOTES, & SCHEDULES

PROJECT: 25147
SHEET NO. L2 OF L3

## MnDOT NATIVE SEED MAINTENANCE - 3 YRS:

**Native Grass and Forb Mixtures (mixtures beginning with the number 3)**

**Year 1**
**Establishment (spring seeding):**
1) Prepare site - Late April - May
2) Seed - May 1 - June 1
**Maintenance:**
1) Mow (6-8 inches) - every 30 days after planting until September 30.
2) Weed Control - mowing should help control annual weeds. Spot spray thistles, etc.

**Establishment (fall seeding):**
1) Prepare site - Late August - early September
2) Seed - late September to freeze-up
**Maintenance (following season):**
1) Mow (6-8 inches) - once in May, June, and July
2) Weed Control - mowing should keep annual weeds down. Spot spray thistles, etc.

**Evaluation:**
1) Cover crop growing within 2 weeks of planting (except dormant plantings).
2) Seedlings spaced 1-6 inches apart in drill rows.
3) Native grass seedlings may only be 4-6 inches tall.
4) If there is a flush of growth from foxtail etc., mow as necessary.

**Year 2**
**Maintenance:**
1) Mow (6-8 inches) one time between June 1 - August 15 before weeds set seed.
2) Weed Control - mowing should keep annual weeds down. Spot spray thistles, etc.
3) Some sites may not require much maintenance the second year.
**Evaluation:**
1) Cover crop will be gone unless winter wheat was used in a fall planting.
2) Grasses forming clumps 1-6 inches apart in drill rows, but still short.
3) Some flowers should be blooming (black-eyed Susans, bergamot, etc.).
4) If there is a flush of growth from foxtail etc., mow site.

**Year 3**
**Maintenance:**
1) Mow only if necessary.
2) Weed Control - Spot spray thistles, etc.
3) Sites usually do not require much maintenance the third year.
**Evaluation:**
1) Planting should begin looking like a prairie - tall grasses, flowers, etc.

**Long-term**
**Maintenance:**
1) Weed Control - Spot spray thistles, etc.
2) Burning (3-5 year rotation) alternate spring and fall if possible.
3) Haying (3-5 year rotation) late summer or early fall. Alternate with burning (may substitute for burning).
4) Burning two years in a row will really "clean up" rough-looking sites.

Note: Seed installer shall provide the Owner with a price for one year of maintenance under base bid plus a separate proposal for two additional years of maintenance. It shall be the Owner's decision to continue the maintenance program with the installer.

## MnDOT NATIVE SEEDING INSTALLATION METHOD:

**Mechanical Drop Seeding Onto Tilled Sites**
This is the "standard" method for seeding on prepared sites such as those on construction projects.

a) **Site Preparation:** The site should be prepared by loosening topsoil to a minimum depth of 3 inches.
b) **Fertilizer:** Use a fertilizer analysis based on a soil test or a general recommendation is a 10-10-10 (NPK) commercial grade analysis at 200 lbs/acre.
c) **Seed Installation:** Seed should be installed with a drop seeder that will accurately meter the types of seed to be planted, keep all seeds uniformly mixed during the seeding and contain drop seed tubes for seed placement (Brillion-type). The drop seeder should be equipped with a cultipacker assembly to ensure seed-to-soil contact.
d) **Seeding Rates:** Rates are specified in the mixture tabulation for the specified mix.
e) **Packing:** If the drop seeder is not equipped with a cultipacker, the site should be cultipacked following the seeding to ensure seed-to-soil contact.
f) **Mulch:** Cover soil with a hydromulch consisting of natural wood fiber or paper fiber, water, and M-Binder at 100 lbs per acre.

## Seeding Specification:

Native Seed Type 'A' (unless otherwise noted on civil plans), shall be: MnDOT Wet Ditch Mix, drilled into the topsoil layer at 35 lbs per acre with erosion control blanket. Submit seed mix for approval. Grading and Erosion Control per Civil Plans and Specifications.

**Wet Ditch**

Abbreviation: WD

| Purpose: | Wet ditches and stormwater plantings in full sun or part shade; areas that get mowed once per year or less<br>This mix meets pollinator habitat requirements. | | | | |
|---|---|---|---|---|---|
| Planting Area: | Statewide | | | | |
| Replaces: | 33-261 Stormwater S & W; 33-361 Stormwater NE | | | | |
| Cost Estimate: | $1,000/acre (36-261 averages $900/acre & 33-361 averages $1,125/acre) | | | | |
| Common Name | Scientific Name | Rate (lb/ac) | % of Mix (by weight) | % by Seed | Seeds/ sq ft |
| Big Bluestem | *Andropogon gerardii* | 1.00 | 5.00% | 1.10% | 3.67 |
| Fringed Brome | *Bromus ciliatus* | 1.50 | 7.50% | 1.81% | 6.06 |
| Bluejoint | *Calamagrostis canadensis* | 0.05 | 0.25% | 1.54% | 5.14 |
| Nodding Wild Rye | *Elymus canadensis* | 2.00 | 10.00% | 1.14% | 3.82 |
| Virginia Wild Rye | *Elymus virginicus* | 4.00 | 20.00% | 1.85% | 6.17 |
| Tall Manna Grass | *Glyceria grandis* | 0.15 | 0.75% | 1.15% | 3.86 |
| Rice Cut Grass | *Leersia oryzoides* | 0.30 | 1.50% | 1.12% | 3.75 |
| Perennial Ryegrass | *Lolium perenne* | 6.00 | 30.00% | 8.94% | 29.89 |
| Switchgrass | *Panicum virgatum* | 0.50 | 2.50% | 0.77% | 2.57 |
| Fowl Bluegrass | *Poa palustris* | 1.00 | 5.00% | 14.28 % | 47.75 |
| | **Grasses Subtotal** | **16.50** | **82.50%** | **33.70 %** | **112.68** |
| Porcupine Sedge | *Carex hystericina* | 0.10 | 0.50% | 0.33% | 1.10 |
| Awl-fruited Sedge | *Carex stipata* | 0.05 | 0.25% | 0.19% | 0.62 |
| Fox Sedge | *Carex vulpinoidea* | 0.10 | 0.50% | 1.10% | 3.67 |
| Dudley's Rush | *Juncus dudleyi* | 0.05 | 0.25% | 17.58 % | 58.77 |
| Dark Green Bulrush | *Scirpus atrovirens* | 0.10 | 0.50% | 5.05% | 16.90 |
| Woolgrass | *Scirpus cyperinus* | 0.10 | 0.50% | 18.68 % | 62.44 |
| | **Sedges & Rushes Subtotal** | **0.50** | **2.50%** | **42.92 %** | **143.51** |
| Canada Anemone | *Anemone canadensis* | 0.05 | 0.25% | 0.04% | 0.15 |
| Marsh Milkweed | *Asclepias incarnata* | 0.25 | 1.25% | 0.13% | 0.44 |
| Common Milkweed | *Asclepias syriaca* | 0.20 | 1.00% | 0.09% | 0.29 |
| Canada Milkvetch | *Astragalus canadensis* | 0.50 | 2.50% | 0.93% | 3.12 |
| Nodding Bur Marigold | *Bidens cernua* | 0.10 | 0.50% | 0.23% | 0.77 |
| Canada Tick Trefoil | *Desmodium canadense* | 0.50 | 2.50% | 0.30% | 1.01 |
| Flat-topped Aster | *Doellingeria umbellata* | 0.05 | 0.25% | 0.37% | 1.23 |
| Common Boneset | *Eupatorium perfoliatum* | 0.05 | 0.25% | 0.88% | 2.94 |
| Grass-leaved Goldenrod | *Euthamia graminifolia* | 0.03 | 0.15% | 1.15% | 3.86 |
| Spotted Joe Pye Weed | *Eutrochium maculatum* | 0.06 | 0.30% | 0.63% | 2.09 |
| Autumn Sneezeweed | *Helenium autumnale* | 0.10 | 0.50% | 1.43% | 4.78 |
| Sawtooth Sunflower | *Helianthus grosseserratus* | 0.06 | 0.30% | 0.10% | 0.33 |
| Prairie Blazing Star | *Liatris pycnostachya* | 0.17 | 0.85% | 0.21% | 0.69 |
| Great Lobelia | *Lobelia siphilitica* | 0.05 | 0.25% | 2.75% | 9.18 |
| Blue Monkey Flower | *Mimulus ringens* | 0.03 | 0.15% | 7.58% | 25.34 |
| Obedient Plant | *Physostegia virginiana* | 0.06 | 0.30% | 0.07% | 0.24 |
| Cut-leaf Coneflower | *Rudbeckia laciniata* | 0.10 | 0.50% | 0.15% | 0.51 |
| Stiff Goldenrod | *Solidago rigida* | 0.10 | 0.50% | 0.45% | 1.51 |
| Eastern Panicled Aster | *Symphyotrichum lanceolatum* | 0.05 | 0.25% | 0.86% | 2.87 |
| Red-stemmed Aster | *Symphyotrichum puniceum* | 0.05 | 0.25% | 0.44% | 1.47 |
| Tall Meadow Rue | *Thalictrum dasycarpum* | 0.10 | 0.50% | 0.22% | 0.73 |
| Blue Vervain | *Verbena hastata* | 0.15 | 0.75% | 1.53% | 5.12 |
| Culver's Root | *Veronicastrum virginicum* | 0.03 | 0.15% | 2.64% | 8.82 |
| Golden Alexanders | *Zizia aurea* | 0.16 | 0.80% | 0.19% | 0.65 |
| | **Forbs Subtotal** | **3.00** | **15.00%** | **23.37 %** | **78.14** |
| | **Total** | **20.00** | **100%** | **100%** | **334.33** |

Native Seed Type 'B' (unless otherwise noted on civil plans), shall be: Shooting Star Native Seed Mix 'Dry Short Prairie', drilled into the topsoil layer at 35 lbs per acre with erosion control blanket. Submit seed mix for approval. Grading and Erosion Control per Civil Plans and Specifications.

SHOOTING STAR NATIVE SEEDS
20740 County Road 33 • Spring Grove, MN 55974
(507) 498-3944 • info@shootingstarnativeseed.com

Description: SSNS Dry Short Prairie Mix
Seeding Rate: 10 lb/acre (64.4 seeds/square foot)
Notes: Soil - Dry Mesic to Dry, Sun - Full

| Common Name | Scientific Name | % of Mix | Seeds/ft² | Total |
|---|---|---|---|---|
| **Grasses** | | | | |
| Sideoats Grama | Bouteloua curtipendula | 32.00% | 7.1 | 3.200 PLS lb |
| Blue Grama | Bouteloua gracilis | 5.00% | 7.3 | 0.500 PLS lb |
| Prairie Brome | Bromus kalmii | 2.00% | 0.6 | 0.200 PLS lb |
| Slender Wheatgrass | Elymus trachycaulus | 5.00% | 1.3 | 0.500 PLS lb |
| June Grass | Koeleria macrantha | 1.00% | 7.3 | 0.100 PLS lb |
| Little Bluestem | Schizachyrium scoparium | 25.00% | 13.8 | 2.500 PLS lb |
| Rough Dropseed | Sporobolus compositus | 8.00% | 8.8 | 0.800 PLS lb |
| **Sedges & Rushes** | | | | |
| Bicknell's Sedge | Carex bicknellii | 1.20% | 0.7 | 0.120 PLS lb |
| Plains Oval Sedge | Carex brevior | 0.80% | 0.9 | 0.080 PLS lb |
| **Forbs** | | | | |
| Prairie Onion | Allium stellatum | 0.80% | 0.3 | 0.080 PLS lb |
| Lead Plant | Amorpha canescens | 2.00% | 1.2 | 0.200 PLS lb |
| Common Milkweed | Asclepias syriaca | 1.40% | 0.2 | 0.140 PLS lb |
| Butterfly Milkweed | Asclepias tuberosa | 0.80% | 0.1 | 0.080 PLS lb |
| White Wild Indigo | Baptisia alba | 1.00% | 0.1 | 0.100 PLS lb |
| New Jersey Tea | Ceanothus americanus | 0.40% | 0.1 | 0.040 PLS lb |
| Partridge Pea | Chamaecrista fasciculata | 4.00% | 0.4 | 0.400 PLS lb |
| White Prairie Clover | Dalea candida | 0.60% | 0.4 | 0.060 PLS lb |
| Purple Prairie Clover | Dalea purpurea | 1.60% | 1.1 | 0.160 PLS lb |
| Prairie Cinquefoil | Drymocallis arguta | 0.20% | 1.7 | 0.020 PLS lb |
| Stiff Sunflower | Helianthus pauciflorus | 0.40% | 0.1 | 0.040 PLS lb |
| Round-headed Bush Clover | Lespedeza capitata | 0.60% | 0.2 | 0.060 PLS lb |
| Rough Blazing Star | Liatris aspera | 0.40% | 0.2 | 0.040 PLS lb |
| Wild Lupine | Lupinus perennis | 0.40% | 0.0 | 0.040 PLS lb |
| Wild Bergamot | Monarda fistulosa | 0.40% | 1.0 | 0.040 PLS lb |
| Wild Quinine | Parthenium integrifolium | 0.40% | 0.1 | 0.040 PLS lb |
| Foxglove Beardtongue | Penstemon digitalis | 0.20% | 1.0 | 0.020 PLS lb |
| Large-flowered Beardtongue | Penstemon grandiflorus | 0.60% | 0.3 | 0.060 PLS lb |
| Prairie Wild Rose | Rosa arkansana | 0.80% | 0.1 | 0.080 PLS lb |
| Black-eyed Susan | Rudbeckia hirta | 0.60% | 2.0 | 0.060 PLS lb |
| Gray Goldenrod | Solidago nemoralis | 0.20% | 2.2 | 0.020 PLS lb |
| Stiff Goldenrod | Solidago rigida | 0.20% | 0.3 | 0.020 PLS lb |
| Heath Aster | Symphyotrichum ericoides | 0.20% | 1.5 | 0.020 PLS lb |
| Sky Blue Aster | Symphyotrichum oolentangiense | 0.40% | 1.2 | 0.040 PLS lb |
| Ohio Spiderwort | Tradescantia ohiensis | 0.40% | 0.1 | 0.040 PLS lb |
| Hoary Vervain | Verbena stricta | 0.60% | 0.6 | 0.060 PLS lb |
| Heartleaf Alexanders | Zizia aptera | 0.40% | 0.2 | 0.040 PLS lb |

## IRRIGATION REQUIREMENTS:

*City of Brooklyn Park Municipal Code: § 152.1013 LANDSCAPING STANDARDS, NONRESIDENTIAL.*

*(G) Irrigation System Required*

*(1) All landscaped areas, including parking area islands must be equipped with an underground, automatic irrigation system or an alternative if approved by the City Engineer. The irrigation system must include a flow meter, moisture sensing devices and must be calibrated to meet all applicable city codes. Irrigation of adjacent rights-of-way is required; however, irrigation equipment must not be located within the right-of-way without approval from the City Manager.*

(2) In lieu of an underground automatic irrigation system, an alternative irrigation plan may be approved. An alternative plan can include, but is not limited to, rain gardens, closed rain barrels, or greywater systems. Any alternative system must ensure that landscaping will be provided with adequate irrigation.

## IRRIGATION NOTES:

To adhere to the landscape requirements of the City of Brooklyn Park, a design/build irrigation system is required. Tree Water Bags: Landscape Contractor is required to furnish and install (2) tree watering bags per tree, located outside the irrigation coverage limits. Fill with water upon installation & instruct Owner on re-fill timeline.

## GENERAL NOTES:

1. See Civil Engineer's plans for site plan layout and dimensions.
2. Contractor to coordinate all work in the city right-of-way with City of Brooklyn Park Public Works Department.
3. Place a minimum of 6" topsoil or slope dressing on all areas disturbed by construction, including right-of-way boulevards, unless specified otherwise.
4. See Civil Engineer's Plans for proposed grading & utilities.
5. See Sheet L2 for Landscape Details & Notes.

811 Know what's below. Call before you dig.

CALYX DESIGN GROUP
Landscape Architecture & Planning
475 CLEVELAND AVE. N, SUITE 101A, ST PAUL, MN 55104
PHONE: 651.788.9018
www.calyxdesigngroup.com

ISSUE DATE: 07/15/2025
DRAWN BY: AL
CHECKED BY: BH

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRELIMINARY

DATE: xx/xx/xxxx LIC. NO.: 48084

| | REVISIONS | |
|---|---|---|
| 1 | 08/27/2025 | City Resubmittal |
| 2 | 10/07/2025 | City Resubmittal |

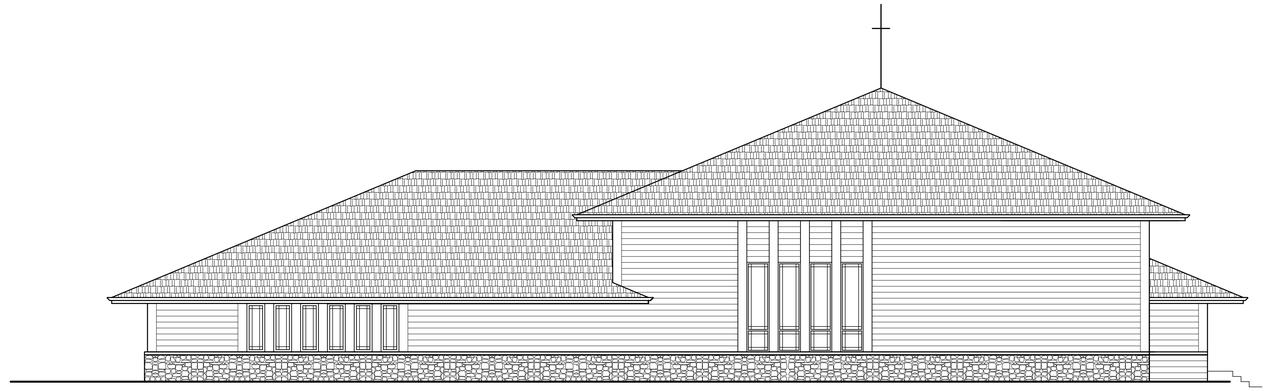
DEMARC
LAND SURVEYING & ENGINEERING
7601 73RD AVENUE N, BROOKLYN PARK, MN 55428
PHONE: 763.560.3093 FAX: 763.560.3522
www.DemarcInc.com

THE DENNIS BATTY & ASSOCIATES GROUP
22770 IMPERIAL AVENUE N
FOREST LAKE, MINNESOTA 55025
651-464-3756

JOYFUL WAY AG CHURCH
6340 ZANE AVE N
BROOKLYN PARK, MINNESOTA

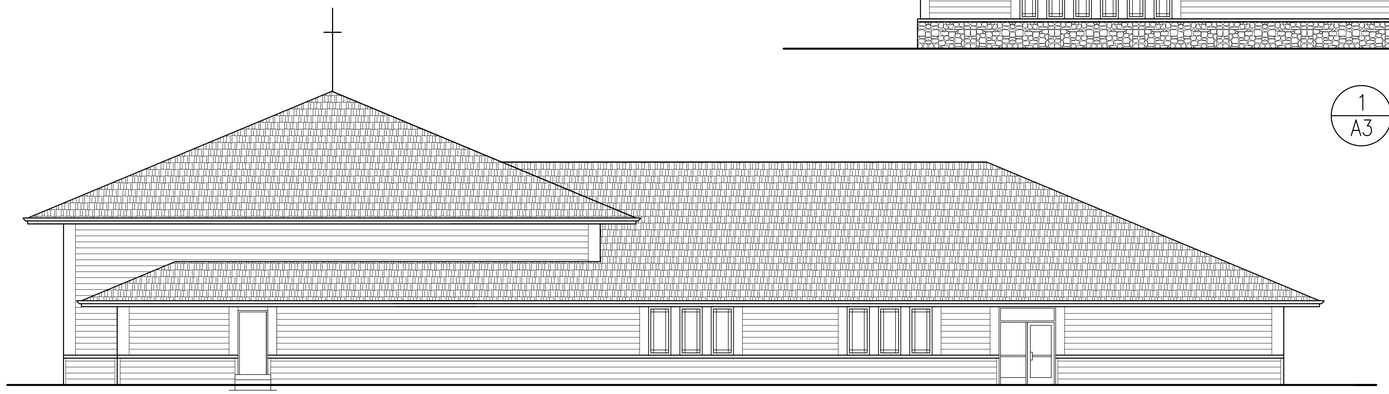
LANDSCAPE NOTES & SCHEDULES

PROJECT: 25147
SHEET NO. L3 OF L3



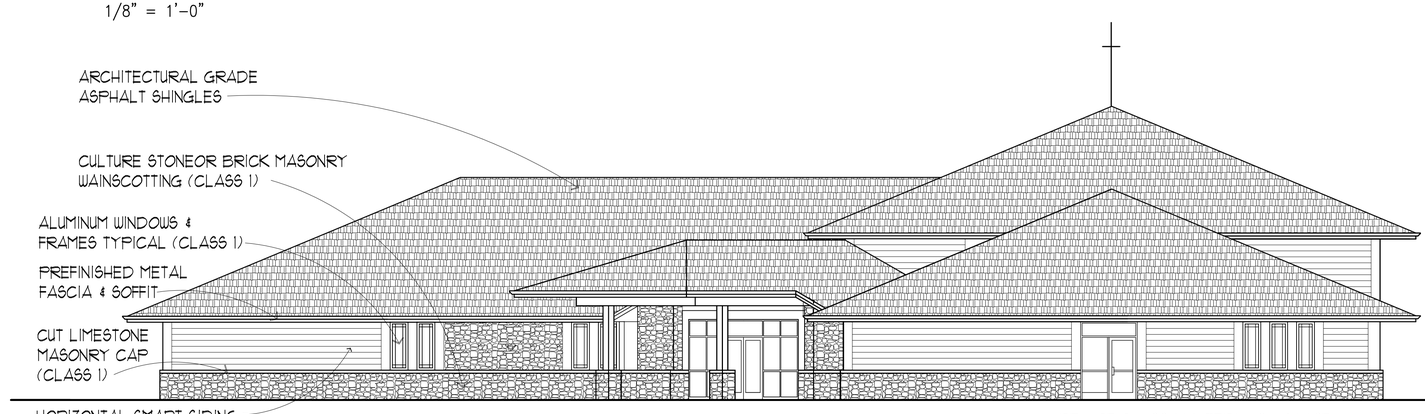
1 A3 SOUTHEAST ELEVATION

1/8" = 1'-0"



2 A3 NORTHEAST ELEVATION

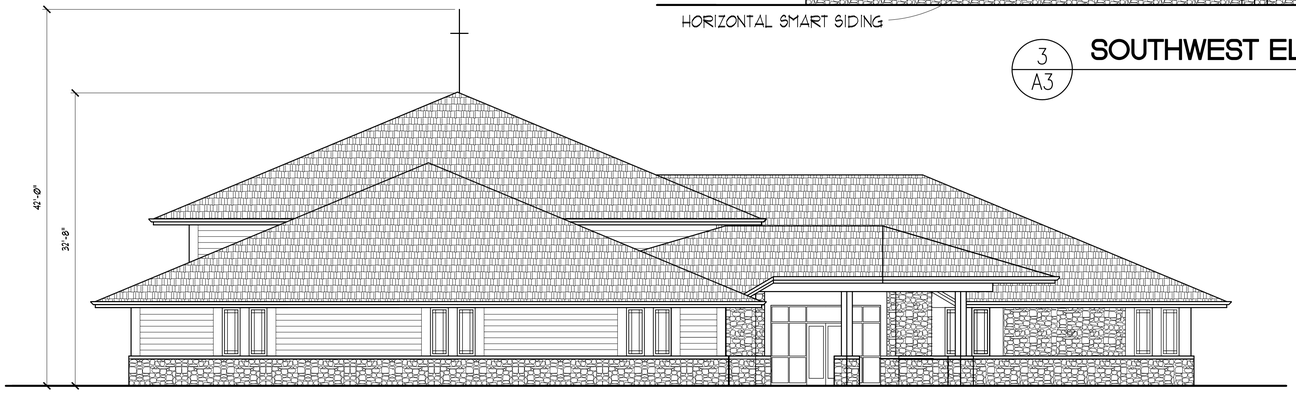
1/8" = 1'-0"




3 A3 SOUTHWEST ELEVATION

1/8" = 1'-0"

AREA OF CLASS 1 MATERIALS: 8665F
TOTAL AREA OF NORTHWEST ELEVATION: 1,250 SF.
% OF CLASS 1 MATERIALS: 69%




4 A3 NORTHWEST ELEVATION

1/8" = 1'-0"

AREA OF CLASS 1 MATERIALS: 8345F
TOTAL AREA OF NORTHWAS ELEVATION: 1,0771 SF.
% OF CLASS 1 MATERIALS: 77%

**The Dennis Batty & Associates Group**
architects & engineers incorporated

MINNESOTA
22770 IMPERIAL AVENUE N.
FOREST LAKE, MN 55025
EMAIL: info@dennisbatty.com
PHONE: 651-464-3756
FAX: 651-464-3794

MISSOURI
3242 WEST WINDWARD PASS
SPRINGFIELD, MO 65810
EMAIL: info@dennisbatty.com
PHONE: 417-889-8540
FAX: 417-889-1644

DRAWN BY:

COMMISSION NUMBER:

ISSUE DATE:

PLOT DATE:
7-31-2025

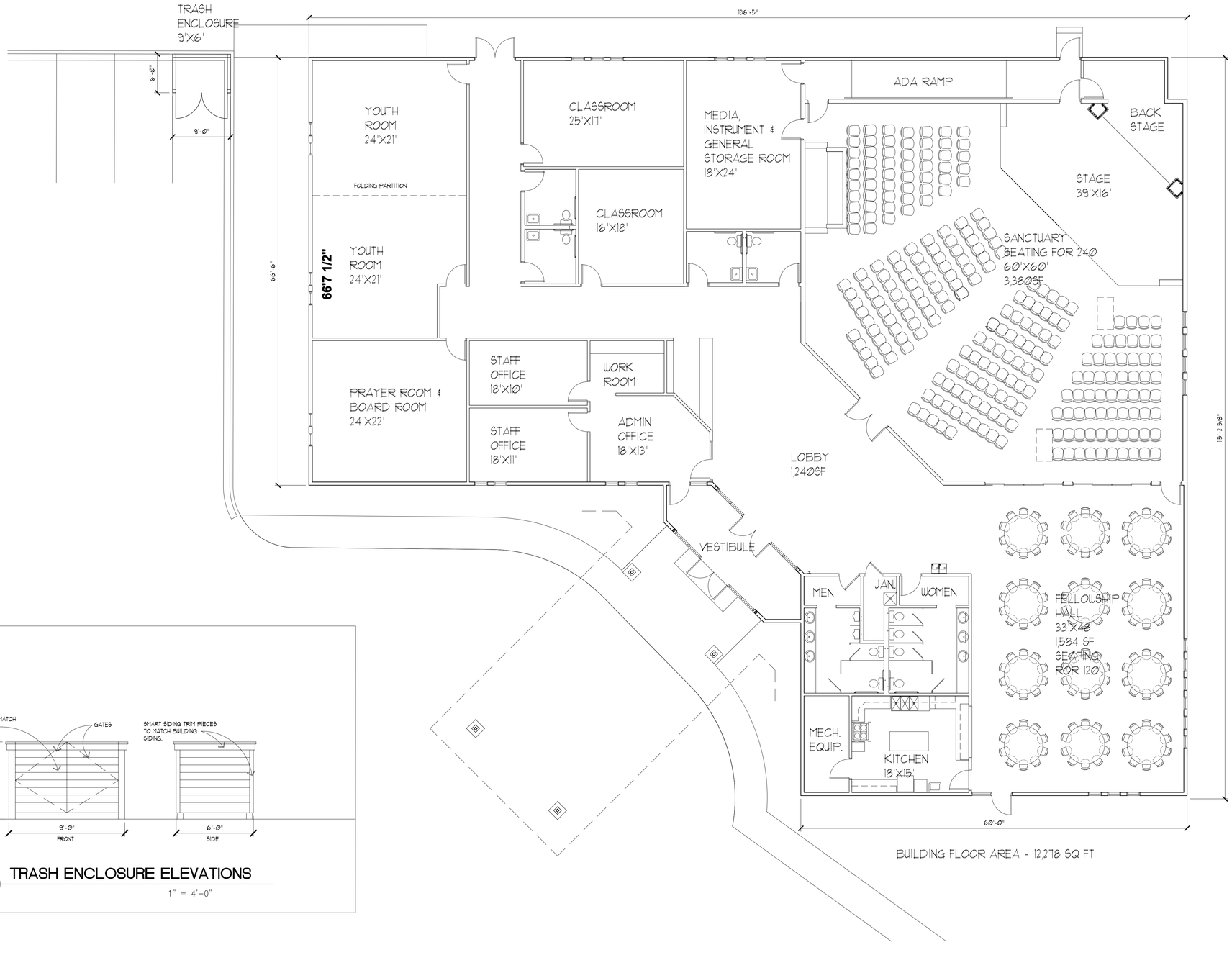
REVISIONS:

NEW CHURCH FACILITIES FOR
JOYFUL WAY
ASSEMBLY OF GOD
CHURCH

BROOKLYN PARK, MN

EXTERIOR
ELEVATIONS

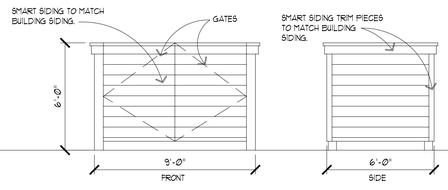
**A3.0**




BUILDING FLOOR AREA - 12,278 SQ FT

1 A2.0 FLOOR PLAN

1" = 8'-0"




2 A2.0 TRASH ENCLOSURE ELEVATIONS

1" = 4'-0"

DBA

**The Dennis Batty & Associates Group**
**architects & planners incorporated**

**MINNESOTA**

**22770 IMPERIAL AVENUE N.**
**FOREST LAKE, MN 55025**
**EMAIL: info@dennisbatty.com**
**PHONE: 651-464-3756**
**FAX: 651-464-3794**

**DRAWN BY:**

**COMMISSION NUMBER:**

**ISSUE DATE:**

**PLOT DATE:**
**7-31-2025**

**REVISIONS:**

**CUP APPLICATION FOR**
**JOYFUL WAY AG CHURCH**

**6340 ZANE AVENUE N**
**BROOKLYN PARK, MN**

**FLOOR PLAN**

# A2.0

# City of Brooklyn Park
# Request for Council Action

| | | | |
|---|---|---|---|
| **Agenda Item:** | 7.1 | **Meeting Date:** | October 27, 2025 |
| **Agenda Section:** | General Action Items | **Originating Department:** | Finance |
| **Resolution:** | X | **Prepared By:** | Molly Lopez, Assistant Finance Director,<br>Felicia Jappah, Grants Coordinator |
| **Ordinance:** | N/A | | |
| **Attachments:** | 2 | **Presented By:** | LaTonia Green,<br>Finance Director |
| **Item:** | Resolution Amending Fee Resolution #2024-175 Adopting a Schedule of Fees and Charges for Various Services, Licenses and Permits for the City of Brooklyn Park, Minnesota | | |

**City Manager's Proposed Action:**

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-_____ AMENDING FEE RESOLUTION #2024-175 ADOPTING A SCHEDULE OF FEES AND CHARGES FOR VARIOUS SERVICES, LICENSES AND PERMITS FOR THE CITY OF BROOKLYN PARK, MINNESOTA.

**Overview:**

Each year, staff review and make recommended changes to the City's schedule of fees and charges. Fees are set to recover the cost of the service provided and must not exceed that cost per Minnesota Statute. These changes must be approved by the City Council by resolution. A resolution including these changes is included in the packet for your review. Additions or changes are underlined, and deletions are struck through. Some of the changes are only to delete outdated information. Also, attached are memos from departments recommending the changes and providing information on the changes. Staff is recommending approval of the 2026 fees and charges schedule.

**Primary Issues/Alternatives to Consider:** N/A

**Attachments:**

7.1A RESOLUTION
7.1B STAFF MEMOS

RESOLUTION #2025-

RESOLUTION AMENDING FEE RESOLUTION #2024-175 ADOPTING A SCHEDULE OF FEES AND CHARGES FOR VARIOUS SERVICES, LICENSES AND PERMITS FOR THE CITY OF BROOKLYN PARK, MINNESOTA

WHEREAS, fees and charges are assessed for various services for the City of Brooklyn Park; and

WHEREAS, in the year 2024, the Brooklyn Park City Council approved Resolution #2024-175 adopting a schedule of fees and charges for various services, licenses and permits for the City of Brooklyn Park; and

WHEREAS, the City Council of the City of Brooklyn Park, Minnesota resolves to adopt the following schedule of fees and charges for the calendar year 2026.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Brooklyn Park approves the following schedule of fees and charges for various services, licenses and permits for the calendar year 2026.

~~Text with strikeout is proposed for deletion~~
Underlined text is proposed for insertion

# APPENDIX: FEE RESOLUTION

**RESOLUTION #2025-_____**
**CITY OF BROOKLYN PARK**
**COUNTY OF HENNEPIN**
**STATE OF MINNESOTA**

RESOLUTION AMENDING FEE RESOLUTION NO. 2024-175 ADOPTING A SCHEDULE OF FEES AND CHARGES FOR VARIOUS SERVICES, LICENSES AND PERMITS FOR THE CITY OF
BROOKLYN PARK, MINNESOTA

Now, therefore, the City Council of the City of Brooklyn Park, Minnesota, resolves:

## FEE RESOLUTION

Section 1. All fees and charges in effect as of the date of the adoption of the city code for the city shall remain in effect unless otherwise modified by the provisions of this resolution. All citations below are in various sections of the city code unless otherwise indicated.
Section 2. The following are the fees and charges for the permits, licenses and services listed below which are referenced to the section of the city code which authorizes their establishment:

## TABLE OF CONTENTS BY TITLE OF TABLE

| *Title of Table* | *Reference* |
|---|---|
| Abatement Fees | — |
| Administrative Fee Schedule | § 90.23 |
| Administrative Penalty Schedule | — |
| Animal Licensing Fees | See §§ 92.12 through 92.56 |
| Business License and Permit Fees | § 110.37. References to specific sections are contained in the body of the table. |
| Building Permit Administrative Fee for Residential Contractors | § 103.01(C)(2) |
| Building Permit Fees | §§ 103.01(C) and 103.02 |
| City Services and Supplies | — |
| Communications | — |
| Community Engagement | — |
| Demolition and Moving of Buildings | § 103.02 |
| Fire Hydrants | §§ 100.59 and 100.64 |
| Fire Protection and Prevention Service Fees | § 93.09 |
| Fire Suppression Systems/Alarm Systems Fees | §§ 93.09 and 103.02 |
| Gas Fees | § 103.02 |
| Hearing Officer Fee Schedule | — |
| Mechanical Permit Fees | § 103.02 |
| Plumbing Fees | § 103.02 |
| Police Department | — |
| Police Contract Overtime Rate | — |
| Private Sewer System Permit Fees | §§ 99.81 and 99.82 |
| Recreation and Park Fees | — |
| Recycling Service Charges | § 98.39 |
| Sanitary Sewer Rates and Charges | §§ 99.75 to 99.80, 103.02 |
| Services and Supplies | M.S. § 13.03 |
| Storm Sewer Rates and Charges | § 108.04 |
| Street/Signal Lighting Rates and Changes | § 109.03 |
| Subdivision and Zoning Fees and Charges | § 151.041 |
| Water Access Charges | § 100.63 |
| Water Rates and Charges | §§ 100.55(A) through (D), 100.57, 100.58 |
| Water Maintenance and Fire Protection Charges | § 100.55(E) |
| Water Meters | §§ 100.60 and 100.61 |

## TABLE OF CONTENTS BY CODE SECTION

| *Section(s) of Code* | *Title of Table* |
|---|---|

| | |
|---|---|
| § 71.49 | Business License and Permit Fee Schedule (Traffic Rule) |
| § 90.23 | Administrative Fee (All Vehicle Impounds) |
| §§ 92.37 and 92.38 | Animal Licensing Fees |
| § 93.09 | Fire Protection and Prevention Service Fees Fire Suppression Systems/Alarm System Fees |
| § 93.13 | Business License and Permit Fee Schedule (Health and Safety) |
| § 93.25 | Business License and Permit Fee Schedule (Annual Consumer Permits) |
| §§ 93.25 et seq. | Business License and Permit Fee Schedule (Fire Protection and Prevention) |
| § 96.43 | Business License and Permit Fee Schedule (Streets and Sidew |

## ABATEMENT FEES

| Abatement Costs | Fee |
|---|---|
| $0 - $999 | $150 |
| $1,000 - $4,999 | $400 |
| $5,000 - $9,999 | $750 |
| $10,000 - $14,999 | $1,250 |
| $15,000 or more | $1,500 |
| Abatement of Inoperable/Junk Vehicle | $150 |

## ADMINISTRATIVE FEE SCHEDULE

| ***Violation*** | ***Fee*** |
|---|---|
| Administrative costs incurred by city for certification of delinquent charges | $15 when notification letter is mailed<br>$35 when certified to county |
| Lawful gambling investigation fee | $250 |
| All vehicle impounds | $10 |
| Easement vacation | $200 |

## ADMINISTRATIVE PENALTY SCHEDULE

| ***Violation Description*** | | ***Administrative Penalty Amount*** |
|---|---|---|
| 1 | All violations of parking codes, except as otherwise noted | $55 |
| 2 | Management of garbage and refuse for storage and collection (i.e. trash can in view) | $55 |
| 3 | No visible address numbers on the house | $55 |

| | | |
|---|---|---|
| 4 | Snow and ice removal (i.e. sidewalk shoveling) | $55 |
| 5 | All violations of animal control regulations, except otherwise noted | $200 |
| 6 | Parking on unapproved surfaces, overweight vehicles, ext. storage, firewood | $200 |
| 7 | Parking within 10 feet of a hydrant | $200 |
| 8 | Fencing setbacks and maintenance | $200 |
| 9 | Telecommunication permit | $200 |
| 10 | Earth material storage and excavations | $200 |
| 11 | Excavations within public right-of-way | $200 |
| 12 | Zoning Code violations | $200 |
| 13 | Weight restrictions/transportation permits | $200 |
| 14 | Junk vehicles | $200 |
| 15 | Snow removal restrictions, parking restrictions | $200 |
| 16 | Sign ordinance violations | $200 |
| 17 | Nuisance - junk and debris violations | $200 |

| | ***Violation Description*** | ***Administrative Penalty Amount*** |
|---|---|---|
| 18 | Failure to obtain a rental license | $200 |
| 19 | Any violation not specifically described herein | $200 |
| 20 | Animals without current rabies vaccination | $200 |
| 21 | Animal at large | $200 |
| 22 | Failure to obtain required license (i.e. food) | $200 |
| 23 | Accessory structures | $200 |
| 24 | Lodging violations | $200 |
| 25 | Home occupation | $200 |
| 26 | Non-critical property maintenance | $200 |
| 27 | Non-critical swimming pool violations | $200 |
| 28 | Priority foundation 3 food inspection violations | $200 |
| 29 | Long grass | $200 |
| 30 | Critical unsafe conditions | $500 |
| 31 | Abandonment/failure to redeem animals from pound | $500 |
| 32 | Critical property maintenance | $500 |

| | | |
|---|---|---|
| 33 | Priority foundation 1 and 2 food inspection violations | $500 |
| 34 | Critical swimming pool violations | $500 |
| 35 | Repeat violations within 24 months | Double the amount of the scheduled fine for the previous violation, up to a maximum of $2,000 |
| 36 | Continuing violations | A fine for that can be imposed by the hearing officer for each day the violation continues. |
| 37 | Liquor code violations | Refer to Chapter 112 Violations and Penalty |
| 38 | Tobacco code violations | Refer to Chapter 122 Violations and Penalty |
| 39 | THC code violations | Refer to Chapter 126 Violations and Penalty |

## ANIMAL LICENSING FEES

(See §§ 92.37 and 92.38 of the Code)

| ***Licenses*** | ***Fees*** |
|---|---|
| ***Licenses*** | ***Fees*** |
| Apiary registration | $75 |
| Impounding fee ** | $50 |
| Registration of dangerous dog | $200 |
| Registration of potentially dangerous dog | $50 |
| Appeal of dangerous dog/potentially dangerous dog designation | $50 |
| Warning sign | $15 |
| Warning tag | $5 |
| ** All impound and board fees shall be paid in cash or credit. Personal checks will not be accepted. | |

## BUSINESS LICENSE AND PERMIT FEE SCHEDULE

| ***Business License and Permit Fee Schedule*** | | | |
|---|---|---|---|
| ***Code Section*** | ***Type of License*** | ***Conditions and Terms*** | ***Amount*** |
| ***Adult Oriented Businesses*** | | | |
| ***Business License and Permit Fee Schedule*** | | | |
| ***Code Section*** | ***Type of License*** | ***Conditions and Terms*** | ***Amount*** |
| ***Adult Oriented Businesses*** | | | |
| Ch. 111 | Adult only entertainment business | Annual license | $5,000 |
| ***Alcoholic Beverages and Establishments*** | | | |
| 112.061<br>112.062 | Beer | On sale, annual | $300 |
| | | Off sale, annual | $100 |
| | | Club, limited one week | $20 |
| | | Club, annual | $200 |

| | | | |
|---|---|---|---|
| 112.015 | Liquor (see also beer) | Bottle club, annual | $300 |
| 112.036 | Liquor (see also beer) | Off-sale, annual | $300 |
| | | On-sale, Class A annual | $8,000 |
| | | On-sale, Class B annual | $8,000 |
| | | Sunday sale, annual | $200 |
| | | Club, on-sale (M.S.A. 340:11-7) annual | $200 |
| 112.059 | Liquor | On-sale to bona fide clubs require payment to the general fund of the city | $10 |
| 112.097 | On-sale wine | On-sale, annual 2024 | $2,000 |
| 112.201 | Brewer taproom | On-sale, annual | $300 |
| 112.210 | Brewpub | On-sale, annual | $300 |
| 112.401 | Cocktail room | On-sale, annual | $300 |
| ***Amusements and Theatrical Entertainment*** | | | |
| 113.43 | Motion picture establishments | Indoor theater | $225 |
| | | Outdoor theater | $450 |
| | | Payable in advance on or before July 1 of each year, all licenses to expire June 30 of each year | |
| | | Per year | $225 |
| ***Annual Consumer Permits*** | | | |
| 93.25 | Annual retail fireworks permit | Fireworks only vendors | $350 |
| | | All other vendors | $100 |
| 93.25 | Indoor fireworks permit | Per event | $150 |
| ***Body Art Establishments*** | | | |
| 123.13A | License fee | Annual license, establishment only | $250 |
| 123.13B | Late fee | One to 15 days late<br>Sixteen to 30 days late | 50% license fee<br>100% license fee |
| 123.13A | Plan review | 100% of license fee | $250 |
| ***Building Code*** | | | |
| 103.04 | Parking lot permits | Permit fee | $125 |
| 93.34<br>103.02 | Permit for the installation, alteration, maintaining, | Permit fee | Table 1-A Building Permit Fee Schedule |

| | | | |
|---|---|---|---|
| | repairing or removal of underground liquid storage systems | | |
| 93.36<br>110.37 | Installation, alteration, maintaining, repairing or removal of underground liquid storage systems | Annual license | $100 |
| ***Businesses in the Public Right-of-Way*** | | | |
| Ch. 125 | Micromobility vehicles | Annual fee per mode | $1,000 |
| Ch. 125 | Micromobility impound fee | Fee per bike or scooter | $50 |
| | | Fee per automobile | $150 plus towing company charge |
| Ch. 125 | Courtesy benches | Fee per bench (two-year license) | $100 |
| ***Cannabis Businesses*** | | | |
| Ch. 127 | Cannabis retailer | Initial retail registration fee | $500 or half of state license fee, whichever is less |
| | | Renewal retail registration fee | $1,000 or half of state license fee, whichever is less |
| Ch. 127 | Cannabis microbusiness | Initial retail registration fee | $500 or half of state license fee, whichever is less |
| | | Renewal retail registration fee | $1,000 or half of state license fee, whichever is less |
| Ch. 127 | Cannabis mezzobusiness | Initial retail registration fee | $500 or half of state license fee, whichever is less |
| | | Renewal retail registration fee | $1,000 or half of state license fee, whichever is less |
| Ch. 127 | Cannabis medical with retail | Initial retail registration fee | $500 or half of state license fee, whichever is less |
| | | Renewal retail registration fee | $1,000 or half of state license fee, whichever is less |
| Ch. 127 | Low-potency edibles | Initial retail registration fee | $500 or half of state license fee, whichever is less |
| | | Renewal retail registration fee | $1,000 or half of state license fee, whichever is less |
| ***Excavations and Earth Moving*** | | | |

| | | | |
|---|---|---|---|
| 118.04 | Land reclamation, excavation, storage | Permit fee | |
| | | 0-1,000 cubic yards | $250 |
| ***Fire Protection and Prevention*** | | | |
| 93.25 et seq. | Hood cleaning permit | Includes one inspection | ~~$60~~ $75 |
| 93.25 et seq. | Open burning permit | Per burn day - not to exceed 14 days | ~~$60~~ $75 |
| ***Food Establishments*** | | | |
| 114.05 | **Food Type I** - High level of food preparation, diverse menus, large amounts of potentially hazardous foods, holding foods for long periods of time, or complex food processing. | Full service/sit down restaurants, full menu cafeterias, buffet restaurants, catering kitchens, and similar. | $710 |
| 114.05 | **Food Type II** - Moderate level of food preparation, moderate menu, limited potentially hazardous foods, or foods held and served for a limited time. | Fast food, take out, pizza delivery, delis, drive-ins, ice cream shops, donut shops, limited or catered cafeterias, bakeries, and similar. | $595 |
| 114.05 | **Food Type III** - Limited food preparation, simple menus, little or no potentially hazardous foods, or foods only served for a short period of time. | Coffee carts and coffee-only shops, bars, concession stands, snack stands, continental breakfasts, and similar. | $425 |
| 114.05 | **Food Grocery** - Pre-packaged foods or the sale of foods to be | Large Grocery - Larger grocery store. | $1,015 |
| | | Small Grocery - Smaller grocery stores, convenience stores, markets, and similar. | $355 |

| | | | |
|---|---|---|---|
| | consumed off-site. | Limited Pre-packaged - Gift shops, candy racks, and similar. | $95 |
| | | Vending Machines. | $25 |
| | | Nuts Only. | $10 |
| 114.05 | **Food Institution** - Churches, day cares, and preschools. | Full Operation - Full kitchen. | $455 |
| | [Note: No charge for places of worship and non-profit organizations.] | Limited Operation - Catered or limited preparation. | $240 |
| | | Pre-Packaged. | $125 |
| 114.05 | **Food Institution** - Schools | Full Operation - Full kitchen. | $505 |
| | | Limited Operation - Catered or snacks only. | $255 |
| 114.05 | **Additional Food Facility** - A separate area of food or beverage preparation. May include bars, receiving areas, catering activities, or additional food establishments. | Per additional Type I, Type II or Large Grocery facility. | $200 |
| | [The higher-rate facility is considered the main facility and each other type is an additional facility.] | Per additional Type III or Small Grocery facility. | $100 |
| 114.05 | **Seasonal Food** - Establishment continuously open for 6 business months or less in a calendar year. | The fee will be one-half the regular license fee (minimum $85). | ½ license fee |
| 114.05 | **Itinerant Food** - Each stand, booth, cart, or table. | First day. | $75 |

| | | | |
|---|---|---|---|
| | [Note: No charge for places of worship and non-profit organizations if complete application materials submitted more than 7 days prior to event.] | Prepackaged foods only. | $50 |
| | | Each additional day. | $15 |
| | | Additional stand(s) by the same owner at the same event. | $45 |
| 114.05 | **Mobile Food Unit** - A self-contained food service operation, located in a readily movable motorized wheeled or towed vehicle, used to store, prepare, display or serve food intended for individual portion service that is readily movable without disassembling. | Full operation - Food preparation, includes cooking facilities. | $165 |
| | | Limited operation - Moderate food preparation, includes warming or holding units. | $120 |
| | | Pre-packaged - pre-packaged foods. | $100 |
| | | Additional vehicle. | $75 |
| 114.06 | **Plan Review** - Fee collected for reviewing construction documents for a new or remodeled food establishment. | New. | 150% of license fee |
| | | Remodeled. | 100% of license fee |
| 114.05 | **Additional Inspection Fee** | More than one reinspection. | $125 |
| ***Garbage and Refuse*** | | | |
| 98.06 | Garbage and refuse collectors | Per annum, first vehicle | $115 |
| | | For each additional vehicle | $55 |
| 98.15 | Incinerators | Per annum | $150 |
| ***Health and Safety*** | | | |
| 93.13 | Fireworks display | For each display | $50 |

| | | | |
|---|---|---|---|
| | | For annual inspection required for Fire Prevention Code | $50 |
| ***Itinerant Produce Merchant*** | | | |
| 119.40 | Itinerant produce merchant | Per week | $8 |
| | | Per month | $20 |
| | | Per season | $75 |
| ***Lodging and Housing Establishments*** | | | |
| 117.30 | Lodging - An establishment where sleeping accommodations are let out to the public | Base fee | $160 |
| | | Per unit fee (maximum of $1,300) | $5 |
| 117.25 - 117.30 | Plan Review - Fee collected for reviewing construction documents for a new or remodeled bed and breakfast or lodging facility | New | 150% of license fee |
| | | Remodeled | 100% of license fee |
| | Home occupation | | $40 |
| ***Massage Therapy*** | | | |
| 124.06A | License fee | Massage enterprise license | $200 |
| | | Massage therapist license | $100 |
| 124.06A | Late fee | One to 15 days late | 50% license fee |
| | | Sixteen to 30 days late | 100% license fee |
| 124.07A | Background check | Massage enterprise | $200 |
| | | Massage therapist | $200 |
| ***Rental Establishments*** | | | |
| 117.45 | Rental Establishment Fees | Annual license and renewal | |
| | | (General housing unit) | |
| | | Single-family attached | $175 |
| | | Single-family detached | $175 |
| | | Double (one side) | $175 |
| | | Double (two side) | $175 per unit |
| | | Condominium | $175 |
| | | Townhome | $175 |

| | | | |
|---|---|---|---|
| | | Triplex | $175 per unit |
| | | Small apartments (4 - 15 units) | $200 plus $33 per unit |
| | | Large apartments (16+ units) | $33 per unit |
| 117.485 | Point of Conversion Fee | Beginning July 1, 2008, a conversion fee of $750 will be charged for all owner-occupied single family, double (one side) and double (two side, each side) rental properties. | $750 |
| 117.52(C)(4)(a) | Reinspection Fee | | $115 per failed unit per instance |
| ***Pawnbrokers and Peddlers/Solicitors*** | | | |
| 119.30 | Peddler/Solicitor | Background check | $200 |
| | | 30-day license | $100 |
| | | Six-month license | $200 |
| | | Annual license | $300 |
| | | Duplicate license | $50 |
| 119.05 | Pawnbroker | Annual | $12,000 |
| | | Investigation fee per applicant/manager | $1,500 |
| | | Transaction fee | $1.50 |
| ***Sauna*** | | | |
| 120.03 | Sauna | Calendar year | $10,000 |
| ***Sewers*** | | | |
| 99.66 | Scavengers | Dumping fees | $2/1,000<br>$5 min. |
| ***Signs*** | | | |
| Ch. 150 | Temporary - each (limits apply) | | $75 |
| | Nonresidential zoning districts | | |
| | Wall sign | | |
| | Free standing, Monument | | $90 |
| | Residential zoning districts | | $150 |
| | Wall sign | | $90 |
| | Free standing, monument | | $150 |

| | | | |
|---|---|---|---|
| | Sign storage/retrieval fee | Less than 5 sq. ft. | $15 |
| | | 5 sq. ft. or more | $40 |
| | Failure to obtain sign permit | | Fee doubled |
| 150.10 | Sign contractor | Annual license for one year or any portion thereof ending December 31 following the effective date of the license | $75 |
| ***Streets and Sidewalks*** | | | |
| 96.43 | Street excavation | For each location as set forth in § 650.12 | $100 |
| ***Swimming Pools*** | | | |
| Ch. 105 | Public Pools - Pools, hot tubs, spas, wading pools, special purpose pools, and similar. | First pool, indoor. | $380 |
| | | First pool, outdoor. | $290 |
| | | Additional pool in the same room or fenced area, indoor. | $345 |
| | | Additional pool in the same room or fenced area, outdoor. | $235 |
| ***Tetrahydrocannabinol (THC) Products*** | | | |
| Ch. 126 | THC | Annual fee | $1,000 |
| | THC background check | | $500 |
| ***Tobacco Regulations*** | | | |
| Ch. 122 | Tobacco | Annual fee | $200 |
| | Tobacco background check | | $200 |
| ***Traffic Rule*** | | | |
| 71.49 | Street use | Special permits | $15 |
| | | Job | $36 |
| | | Annual | $120 |
| | | Annual refuse compactor | $60 |
| ***Miscellaneous*** | | | |
| | Plats | See § 345:08 | |

Basis of fees: (1) For the purpose of this computation, any period of seven calendar days or less shall be considered one week; any period for more than seven calendar days shall be treated as a year; (2) The annual fees herein provided for shall be assessed on a calendar year basis and on and after July 1 the amount of the fee for such annual licenses shall be one-half the amount stipulated for the remainder of the year; (3) All annual licenses issued under the provisions of this chapter shall expire on December 31 in the year when issued. Other than annual license, it shall expire on the date specified in the license.

## BUILDING PERMIT ADMINISTRATION FEES

| *Reason for Charge* | *Amount of Charge* | *Reference* |
|---|---|---|
| Permit fee for residential work for administration and review of residential contractor licenses | $5 per permit | § 103.01(E)(1) |
| Copies of permits and documents | As established by Council resolution | § 103.02(B) |
| Building Permit Fees | As established by Council resolution | § 103.01(C) |

## TABLE 1-A BUILDING PERMIT FEES CITY OF BROOKLYN PARK

| *Total Valuation* | *Fee* |
|---|---|
| *Total Valuation* | *Fee* |
| ~~$1.00 to $1,200.00~~ | ~~$51.50~~ |
| ~~$1,201.00 to $2,000.00~~ | ~~$51.50 for the first $1,200.00 plus $3.37 for each additional $100.00, or fraction thereof, to and including $2,000.00~~ |
| $1.00 to $2,000.00 | $78.46 |
| $2,001.00 to $25,000.00 | $78.46 for the first $2,000.00 plus $15.86 for each additional $1,000.00, or fraction thereof, to and including $25,000.00 |
| $25,001.01 to $50,000.00 | $443.24 for the first, $25,000.00 plus $11.44 for each additional $1,000.00, or fraction thereof, to and including $50,000.00 |
| $50,001.00 to $100,000.00 | $729.24 for the first $50,000.00 plus $7.93 for each additional $1,000.00, or fraction thereof, to and including $100,000.00 |
| $100,001.00 to $500,000.00 | $1,125,74 for the first $100,000.00 plus $6.34 for each additional $1,000.00, or fraction thereof, to and including $500,000.00 |
| $500,001.00 to $1,000,000.00 | $3,661.74 for the first $500,000.00 plus $5.39 for each additional $1,000.00, or fraction thereof, to and including $1,000,000.00 |
| $1,000,001.00 and up | $6,356.74 for the first $1,000,000.00 plus $4.14 for each additional $1,000.00, or fraction thereof |

| *Other Inspections and Fees:* | | |
|---|---|---|
| 1. | Inspections outside of normal business hours | ~~$75.00~~ $150 per hour (minimum charge-two hours) |
| 2. | Reinspection fee assessed under provisions of M.S. § 326B.153 | $75.00 per hour |
| 3. | Inspections for which no fee is | $75.00 per hour (minimum charge-one hour) |

| | | |
|---|---|---|
| | specifically indicated | |
| 4. | When submittal documents are required by Section 1300.0130, a plan review fee must be paid | The plan review fee shall be 65% of the building permit fee |
| 5. | Additional plan review required by changes, additions or revisions to plan | ~~$75.00~~ $90 per hour ~~(deferred submittals)~~ |
| 6. | Shell only buildings | 80% of valuations |

| ***Maintenance Permits*** | ***Fee Based on Valuation or Fixed Fee*** |
|---|---|
| Roofing/tear off | ~~$3,000~~ $4,000 valuation |
| Re-side | ~~$3,000~~ $4,000 valuation |
| Replacement windows | ~~$3,000~~ $4,000 valuation |
| Annual permit | Determined by Building Official |

| ***Construction, Additions, Accessory Structures, or Miscellaneous*** | ***Fee Based on Valuation or Fixed Fee*** |
|---|---|
| *New Construction of Single family, two family, or townhouse | ~~$130~~ $169.09 per square foot |
| *Addition with foundation walls (with heat) | ~~$130~~ $169.09 per square foot |
| Addition on posts (with heat) | ~~$92~~ $120.00 per square foot |
| *Three season porch, Screen porch, or Sunroom (no heat) | ~~$51~~ $66.20 per square foot |
| *Garage | ~~$51~~ $66.20 per square foot |
| *Sheds | ~~$51~~ $66.20 per square foot |
| *Carports | ~~$51~~ $66.20 per square foot |
| Residential decks | ~~$20~~ $26.00 per square foot |
| *Basement Finish | ~~$23~~ $31.50 per square foot |
| Bathroom Remodel | ~~$2,500~~ $7,100 valuation |
| ~~Drain Tile and~~ Foundation anchors | ~~$2,500~~ $5,100 valuation |
| Egress Window Installation | ~~$2,500~~ $5,100 valuation |
| Fence - Wood (with plan review fee) | ~~$3,400~~ $4,000 valuation |
| Fence - Chain Link (with no plan review fee) | ~~$3,400~~ $4,000 valuation |
| Insulation (with no plan review fee) | ~~$2,500~~ $4,000 valuation |
| Pools | ~~$3,000~~ $4,000 valuation |

| | |
|---|---|
| Solar Panel | ~~$3,000~~ $4,000 valuation |
| Steel storage racking (commercial) | $10,000 valuation |
| * Values based on the ICC Building Valuation Data February ~~2021~~ 2025 | |

| ***Miscellaneous*** | ***Fee*** |
|---|---|
| Temporary certificate of occupancy | Initial issuance/~~$100~~ $300<br>First ~~30-day~~ extension/~~$300~~ $500<br>Second ~~30-day~~ extension/~~$600~~ $700<br>Third and final ~~30-day~~ extension/$1,200 |
| Expired permit renewal | Each re-opened permit/$75.00 |
| Expedited permit and phased permits | Twice the building permit fee* |
| Mechanical contractor license | $100/year |
| Reinspection fee | $75 per hour (minimum one hour) |
| Investigation fee | Twice the building permit fee |
| * When an applicant demonstrates the existence of extraordinary circumstances or other unique factors relating to the proposed development the Building Official may authorize expediting or phasing of the permit and/or submittal documents. | |

| ***Fees Fixed by State Statute*** | ***Fee*** |
|---|---|
| State surcharge fee by section 326B.148. | Surcharge Fee is applied to fixed and valuation-based permits. |
| Minnesota Rule 1300.0160 similar plans | Maximum 25% plan review |
| Customary fee for orientations to the plans (326B.153 Subd.4 (C), (2)) | Maximum 25% plan review |

| ***Utility Taps*** | ***Fee*** |
|---|---|
| Sanitary sewer | $200 |
| Water main | $200 |
| Storm sewer | $200 |

| ***Street Permits*** | ***Fee*** |
|---|---|
| Street cut | $100 |
| Curb Cut | $100 |

| ***Small Utility Permits*** | ***Fee*** |
|---|---|
| Administration fee | $250 |
| Excavation on the boulevard | $50 |

| | |
|---|---|
| Excavation in the street | $100 |
| Underground trenching of lines (per LF) | $0.75 |
| Overhead placement of lines (per LF) | $0.40 |

| ***Grading/Excavating*** | ***Fee*** |
|---|---|
| 200 - 1,000 cubic yards | $200 |
| 1,001 - 10,000 cubic yards | $350 |
| 10,001 - 100,000 cubic yards | $750 |
| 100,001+ cubic yards | $1,200 |

| ***Fee Refunds*** |
|---|
| The Building Official may authorize refunding not more than 80% of the permit fee paid when no work has been done under a permit issued in accordance with the code.<br>The Building Official may authorize refunding not more than 80% of the plan review fee paid when an application for a permit for which a plan review has been paid is withdrawn or canceled before any plan review is done.<br>~~A state surcharge will be applied based on valuation or fixed fee permits.~~ The state surcharge will be refunded based on valuation or fixed fee permits. |

| ***Stormwater Review Fee*** | | |
|---|---|---|
| 153.07 | Administration Fee | $200 |

## CITY SERVICES AND SUPPLIES

| ***Services and Supplies*** | ***Fee*** |
|---|---|

| ***Services and Supplies*** | ***Fee*** |
|---|---|
| Accident report | $.25 per page |
| Aerial maps | $2 |
| Audited financial reports | $15 |
| Booking fees for outside agencies include first day of cell | $100 |
| Breathalyzer test to other departments | $25 |
| Canned printout | $20 plus $.25 per first 100 pages |
| Certified photocopies | $1 |
| City Charter | $.25 per page |
| City Code of 1972 | $70 |
| City maps, large | $4 |
| City maps, small | $2 |
| Color booking photos | $5 |

| | |
|---|---|
| Comprehensive plan | $10 |
| Comprehensive plan map | $4 |
| Copies of the reports | $10 |
| EDC Brochure | $.50 |
| Environmental assessment | — |
| Fingerprinting | $10 |
| Holding cell, each additional day or fraction | $20 |
| Notary services | $5 |
| Ozalid printing | $1.50 |
| Photocopies | $.25 per page |
| Photographs | $10 per request plus actual cost |
| Police reports | $.25 per page |
| Returned check charge (for whatever reason) | $30 |
| Special assessment search | $12 plus actual reprint costs |
| Topo maps | $25/acre |
| Utility maps | $3 |
| Video tapes | $25 |
| Wage assignment recording | $5 |
| Waste dumping charge | $1.25 per 1,000 gallons |
| Zoning maps, large | $10 |
| Zoning maps, small | $5 |
| Zoning Ordinance | $10 |
| Database requests:<br>Set up charge - covers cost of staff time for initial conference, layout, approvals and phone contracts, plus, per record charge - covers cost of computer time, output, operator time, and other output costs necessary to generate the report plus, development charge - covers costs to create report program, execute search, and/or manual search time by staff to assemble report. Costs include salaries, benefits, supervision and overhead<br>**Note:** Fees not to exceed labor costs (wages/salary plus benefits) of the lowest-paid employee who could complete the task. | $50<br>$.05 first 100 parcels |

## COMMUNICATIONS

| ***Item/Activity*** | ***Rate*** |
|---|---|
| Advertisement in Park Pages | Actual cost as charged by the printer |

## COMMUNITY ENGAGEMENT

| *Item* | *Rate* |
|---|---|
| Citywide garage sales registration fee | $10 per registration |
| Fee for additional garage sale signs | $5 per sign |

## DEMOLITION AND MOVING OF BUILDINGS FEES

| *Reason for Fee* | *Amount of Fee* | *Reference* |
|---|---|---|
| Demolition of any accessory structure | ~~$50~~ $225 | § 103.02 (B) |
| Demolition of any building not classified as an accessory structure | ~~$150~~ $225 | § 103.02 (B) |
| For holding up, raising or moving any building or structure on the same lot | ~~$50~~ $300 | § 103.02 (B) |
| For moving any minor building as defined herein to a different lot within the city over city streets | ~~$50~~ $300 | § 103.02 (B) |
| For moving a manufactured home as defined by State Building Code Chapter 1350 Manufactured Homes, to a lot within the city or from outside of the city to a lot within the city | ~~$75~~ $300 | § 103.02 (B) |
| For moving any building or structure non-stop through the city upon city streets (see exception - Section 446:15(e), County Roads and State Highways Exempt) | ~~$75~~ $300 | § 103.02 (B) |
| For moving any building or structure out of the city | ~~$75~~ $300 | § 103.02 (B) |
| For moving any building or structure, except any minor building, from one lot to another lot within the city | ~~$250~~ $300 | § 103.02 (B) |
| For moving any building or structure, including any minor building, from outside of the city to a lot within the city | ~~$250~~ $300 | § 103.02 (B) |

## FIRE HYDRANTS

| *Reason For Charge* | *Amount of Fee* | *Reference* |
|---|---|---|
| Annual maintenance fee: | | § 100.59 |
| One to three hydrants | $75 per hydrant | |
| Each additional hydrant | $50 per hydrant | |
| Meter deposit and rental fee | Deposit of $1,500 and a $10 per day charge for rental during the first 30 days and $15 per day thereafter, with a minimum rental of $70 | § 100.64 |

**FIRE PROTECTION AND PREVENTION SERVICE FEES**

| ***Reason for Fee*** | ***Amount of Fee*** | ***Reference*** |
|---|---|---|
| ~~Daycare license fire inspection~~ | ~~$50~~ | ~~§ 245A.15~~ |
| Food Truck Inspections **(ADD)** | $100/hour | |
| Fire modification fines (Double the fee) | $250 first offense | |
| | $500 second offense | |
| | $1,000 third offense | |
| | | |
| Gas line encroachment | $1,000 per response | §§ 366.011 and 415.01 |
| | | § 93.09 |
| Fire watch/Hazardous Materials/Other | ~~$300~~ $350 Other per engine (each) | §§ 366.011 and 415.01 |
| | ~~$400~~ $450 Other per Aerial/Ladder Truck (each) | § 93.09 |
| | ~~$30~~ $35 per Firefighters hour (each) | |
| Fire watch/Hazardous Materials/Other Chief Officers<br>Apparatus rates are for two hours; After two hours, rates are per hour | $50 $75Senior Chief officers per hour (each) | |
| Fire watch/Hazardous Materials/Other Inspectors | ~~$50~~ $65 per hour (each) | |
| | Disposables @cost + 10% (each) | |
| Tent inspection fee | $75 | § 245A.15 |
| Permit for the installation and/or alteration of all fire suppression systems and/or alarm systems and all associated components thereof, including standpipes, water supply pipes, pumps, special suppression systems and dip tanks | Table 1-A Building Permit Fee Schedule | § 103.02(B) |
| General fire/safety inspections | Initial Inspection $0 | § 93.09 |
| | 1st follow-up $0 | |
| | 2nd follow-up ~~$100~~ $125 | |
| | 3rd follow-up ~~$150~~ $175 | |
| | 4th follow-up ~~$200~~ $225 | |
| Public school inspections | Initial inspection and two follow-up inspections $0.014/building sq. ft. | § 299F.47 |
| | Third or more follow-up inspections, each $0.005/building sq. ft. | § 93.09 |
| | Inspections are every three years. | |

| | | |
|---|---|---|
| Charter school inspections | Initial inspection and two follow-up inspections $100 | § 299F.47 |
| | Third or more follow-up inspections, each $ 50 | § 93.09 |
| | Inspections are every three years. | |
| Hotel/motel inspections | Initial inspection and one follow-up inspection $435 each facility, plus: | § 299F.46 |
| | A per room charge: | § 93.09 |
| | 1-18 rooms Exempt | |
| | 19-35 rooms $6 each room | |
| | 36-100 rooms $7 each room | |
| | Over 100 rooms $8 each room | |
| | Second or more follow-up inspections, each $225 | |
| | Inspections are every three years. | |
| Nuisance Fire Alarms<br>2nd Offense | $250 | |
| Nuisance Fire Alarms<br>Repeat violation within 12 months | Double the previous fine with a maximum of $2,000 | |
| Outside business hours inspections | $100/hour (2-hour minimum) | |
| Public school inspections@3 years<br>- Inspection and two follow-ups | $0.014/sq. ft. | |
| Public school inspections@3 years<br>- Additional reinspection | $0.005/sq. ft. | |
| Charter school inspections<br>- Inspection and two follow-ups | $0.014/sq. ft. | |
| Charter school inspections<br>- Additional reinspection | $0.005/sq. ft. | |

**GAS FEES**

| ***Reason for Fee*** | ***Amount of Fee*** | ***Reference*** |
|---|---|---|
| ***Gas Piping*** | | |
| Installation of gas piping | As established by Council resolution | § 103.02(A) and (B) |

**HEARING OFFICER FEE SCHEDULE**

| ***Hearing Officer Fee Schedule*** | |
|---|---|
| Per session (4-hour max.) | $150 |
| Each time they are required to act upon a request for a subpoena or other such action involved in the process | $10 |

**TABLE 1-B MECHANICAL PERMIT FEES**
**CITY OF BROOKLYN PARK**

| ***Total Valuation*** | ***Fee*** |
|---|---|
| New single-family home heating and cooling | ~~$200.00~~ $250 |
| Single-family home replacement of heating, cooling, or boiler | $100.00 |
| Fireplace | ~~$79.00~~ $150 |
| ~~$1.00 to $2,500.00~~ | ~~$50.00~~ $78.46 |
| $1.00 to $4,000.00 | $78.46 |
| ~~$2,501.00 to $50,000.00~~ | ~~2% of valuation~~ |
| $4,001.00 to $50,000.00 | 2% of valuation |
| $50,001.00 and up | $1,000 plus 1% of valuation in excess of $50,000.00 |

| ***Other Inspections and Fees:*** | | |
|---|---|---|
| 1. | Inspections outside of normal business hours | ~~$75.00~~ $150 per hour (minimum charge-two hours) |
| 2. | Reinspection fee assessed under provisions of M.S. § 326B.153 | $75.00 per hour |
| 3. | Inspections for which no fee is specifically indicated | $75.00 per hour (minimum charge-one hour) |
| 4. | When submittal documents are required by Section 1300.0130, a plan review fee must be paid | The plan review fee shall be 10% of the mechanical permit fee. |

| | | |
|---|---|---|
| 5. | Additional plan review required by changes, additions or revision to plan | ~~$75.00~~ $90 per hour ~~(deferred submittals)~~ |

## MECHANICAL PERMIT FEES

| *Value of Work* | *Fee* | *Reference* |
|---|---|---|
| Per Table 1-B | Per Table 1-B | § 103.02(A) and (B) |

## PLUMBING FEES

| *Reason for Fee* | *Amount of Fee* | *Reference* |
|---|---|---|
| For installation of plumbing work | As established by Council resolution | § 103.02(A) and (B) |
| ***Water Service, Supply and Distribution System*** | | |
| Permit and inspection fee made at the time of applying for water services | $75 | §§ 100.57 and 1 03.02 |
| Making taps for all service pipes | $100 | § 100.58 |

## TABLE 1-C PLUMBING PERMIT FEES
**CITY OF BROOKLYN PARK**

| *Total Valuation* | *Fee* |
|---|---|
| New single-family plumbing | ~~$200.00~~ $250 |
| Residential ~~lawn irrigation~~ (RPZ) | ~~$60.00~~ $78.46 |
| Commercial ~~law irrigation~~ (RPZ) | ~~$60.00~~ $78.46 |
| Residential water heater | ~~$60.00~~ $78.46 |
| Residential water softener | ~~$60.00~~ $78.46 |
| ~~$1.00 to $2,500.00~~ | ~~$50.00~~ ~~$78.46~~ |
| $1.00 to $4,000.00 | $78.46 |
| ~~$2,501.00 to $50,000.00~~ | ~~2% of valuation~~ |

| | | |
|---|---|---|
| $4,001.00 to $50,000.00 | | 2% of valuation |
| $50,001.00 and up | | $1,000 plus 1% of valuation in excess of $50,000.00 |
| ***Other Inspections and Fees:*** | | |
| 1. | Inspections outside of normal business hours | ~~$75.00~~ $150 per hour (minimum charge-two hours) |
| 2. | Reinspection fee assessed under provisions of M.S. § 326B.153 | $75.00 per hour |
| 3. | Inspections for which no fee is specifically indicated | ~~$50.00~~ $75 per hour (minimum charge-one hour) |
| 4. | When submittal documents are required by Section 1300.0130, a plan review fee must be paid | The plan review fee shall be 10% of the plumbing permit fee. |
| 5. | Additional plan review required by changes, additions or revision to plan | ~~$75.00~~ $90 per hour ~~(deferred submittals)~~ |

## BUSINESS LICENSES AND PERMITS FEE SCHEDULE

| ***Business License and Permit Fee Schedule*** | | | |
|---|---|---|---|
| ***Code Section*** | ***Type of License*** | ***Conditions and Terms*** | ***Amount*** |
| | ***Food Establishments*** | | |
| 114.05 | **Food Type I** - High level of food preparation, diverse menus, large amounts of potentially hazardous foods, holding foods for long periods of time, or complex food processing. | Full service/sit down restaurants, full menu cafeterias, buffet restaurants, catering kitchens, and similar. | ~~$710~~ $725 |
| 114.05 | **Food Type II** - Moderate level of food preparation, moderate menu, limited potentially hazardous foods, or foods held and served for a limited time. | Fast food, take out, pizza delivery, delis, drive-ins, ice cream shops, donut shops, limited or catered cafeterias, bakeries, and similar. | ~~$595~~ $605 |
| 114.05 | **Food Type III** - Limited food preparation, simple menus, little or no potentially hazardous foods, or foods only served for a short period of time. | Coffee carts and coffee-only shops, bars, concession stands, snack stands, continental breakfasts, and similar. | ~~$425~~ $430 |
| 114.05 | **Food Grocery** – Pre-packaged foods or the sale of foods to be consumed off-site. | Large Grocery – Larger grocery store. | ~~$1,015~~ $1,035 |
| | | Small Grocery – Smaller grocery stores, convenience stores, markets, and similar. | ~~$355~~ $360 |
| | | Limited Pre-packaged Gift shops, candy racks, and similar. | $95 |
| | | Vending Machines. | $25 |
| | | Nuts Only. | $10 |
| 114.05 | **Food Institution** – Churches, day cares, and preschools. | Full Operation – Full kitchen. | ~~$455~~ $465 |

| | | | |
|---|---|---|---|
| | [Note: No charge for places of worship and non-profit organizations.] | Limited Operation – Catered or limited preparation. | ~~$240~~<br>$245 |
| | | Pre-Packaged. | $125 |
| 114.05 | **Food Institution** – Schools | Full Operation – Full kitchen. | ~~$505~~<br>$515 |
| | | Limited Operation – Catered or snacks only. | ~~$255~~<br>$260 |
| 114.05 | **Additional Food Facility** – A separate area of food or beverage preparation. May include bars, receiving areas, catering activities, or additional food establishments. | Per additional Type I, Type II or Large Grocery facility. | $200 |
| | [The higher-rate facility is considered the main facility and each other type is an additional facility.] | Per additional Type III or Small Grocery facility. | $100 |
| 114.05 | **Seasonal Food** – Establishment continuously open for 6 business months or less in a calendar year. | The fee will be one-half the regular license fee (minimum $85). | ½ license fee |
| 114.05 | **Itinerant Food** – Each stand, booth, cart, or table. | First day. | $75 |
| | [Note: No charge for places of worship and non-profit organizations if complete application materials submitted more than 7 days prior to event.] | Prepackaged foods only. | $50 |
| | | Each additional day. | $15 |
| | | Additional stand(s) by the same owner at the same event. | $45 |
| 114.05 | **Mobile Food Unit** – A self-contained food service operation, located in a readily movable motorized wheeled or towed vehicle, used to store, prepare, display or serve food intended for individual portion | Full operation – Food preparation, includes cooking facilities. | ~~$165~~<br>$265 |
| | | Limited operation – Moderate food preparation, includes warming or holding units. | ~~$120~~<br>$170 |

| | | | |
|---|---|---|---|
| | service that is readily movable without disassembling. | Pre-packaged – pre-packaged foods. | ~~$100~~ $125 |
| | | Additional vehicle. | ~~$75~~ $80 |
| 114.05 | Additional Inspection Fee | More than one reinspection. | ~~$125~~ $200 |
| ***Rental Establishments*** | | | |
| 117.45 | Rental Establishment Fees | Annual license and renewal | |
| | | (General housing unit) | |
| | | Single-family attached | ~~$175~~ $200 |
| | | Single-family detached | ~~$175~~ $200 |
| | | Double (one side) | ~~$175~~ $200 |
| | | Double (two side) | ~~$175~~ $200 per unit |
| | | Condominium | ~~$175~~ $200 |
| | | Townhome | ~~$175~~ $200 |
| | | Triplex | ~~$175~~ $200 per unit |
| | | Small apartments (4 - 15 units) | $200 plus ~~$33~~ $40 per unit |
| | | Large apartments (16+ units) | ~~$33~~ $40 per unit |
| 117.485 | Point of Conversion Fee | Beginning July 1, 2008, a conversion fee of $750 will be charged for all owner-occupied single family, double (one side) and double (two side, each side) rental properties. | $750 |

| | | | |
|---|---|---|---|
| 117.52(C)(4)(a) | Reinspection Fee | | ~~$115~~ $125 per failed unit per instance |

## POLICE DEPARTMENT

| | ***Rate*** |
|---|---|
| Animal impound daily boarding fee | ~~$35/day~~ |
| Good Conduct Letter | $5 |

## POLICE CONTRACT OVERTIME RATE

| | |
|---|---|
| Contract overtime rate | ~~$103~~ $110 per hour |
| Holiday rate | Contract rate times 1.5 |

## PRIVATE SEWER SYSTEM PERMIT FEES

| ***Type of Work*** | ***Fee*** | ***Reference*** |
|---|---|---|
| New installation | $75 | § 99.81 |
| Pumping | $15 | § 99.81 |
| Abandonment or removal | $15 | § 99.81 |
| Repair or modification | $75 | § 99.81 |
| System inspection (i.e. review for mortgage, and the like) | $75 | § 99.81 |
| Reinspection of private sewer systems and sump pumps and other clean water discharge devices | § 30 | § 99.81 |

## RECREATION AND PARK FEES

| ***Recreation and Parks Fees*** | ***Rate*** |
|---|---|
| Park Activity Buildings | |
| 50-person capacity | ~~$100~~ $135+ tax resident |
| | ~~$135~~ $185+ tax non-resident |
| | Refundable damage deposit $300 |
| 20-person capacity | ~~$50~~ $70+ tax resident |
| | ~~$90~~ $135 + tax non-resident |
| | Refundable damage deposit $100 |
| Athletic Fields: | |
| **Artificial Turf** | |
| Resident Artificial Turf Field Rental | $65/hour, $300/day + tax |

| | |
|---|---|
| Non-resident Artificial Turf Field Rental | $85/hour, $375/day + tax |
| Soccer/Lacrosse Field | Local Youth Athletic Association<br>~~$40/game~~, $45/hour + tax<br>~~$125/day~~ - $200/day + tax |
| | Other Groups<br>~~$70/game~~, $80/hour + tax<br>~~$240/day + tax~~ - $325/day + tax |
| Soccer/Lacrosse Field (Noble 1 and 2) | Local Youth Athletic Association<br>~~$55/game~~ - $60/hour + tax<br>$300/day + tax |
| | Other Groups<br>~~$80/game~~ - $90/hour + tax<br>$450/day + tax |
| Baseball Field (Noble 1) | Local Youth Athletic Association<br>~~$55/game~~ - $60/hour + tax<br>$300/day + tax |
| | Other Groups<br>~~$80/game~~ - $90/hour + tax<br>$450/day + tax |
| Softball/Baseball Field Events | Local Youth Athletic Association<br>~~$35/game~~, $45/hour + tax<br>~~$100/day~~ - $200/day + tax |
| | Other Groups<br>~~$70 game~~, $80/hour + tax<br>~~$240/day~~ - $325/day + tax |
| Field Lightning | 25/hour + tax |
| **Community Activity Center Rooms Rental** | |
| | |
| CAC Event & Meeting space: Gardenview Room<br>*(Monday - Thursday)*<br>250-person capacity | ~~$400~~ $420 + tax resident<br>~~$450~~ $500 + tax non-resident |
| | Damage Deposits: |
| | For events with food - $600 |
| CAC Event & Meeting space:<br>Gardenview Room<br>*(Fri - Sun. - 10:00 a.m. - 12:30 a.m.)*<br>250-person capacity | ~~$950~~ $1,050 + tax resident |
| | ~~$1,200~~ $1,300 + tax non-resident |
| | Damage Deposits: |
| | For events with food - $600 |
| CAC Event & Meeting space: Grand Room (3 rooms)<br>*(Monday - Thursday)*<br>375-person capacity | ~~$650~~ $700/day + tax resident<br>~~$750~~ $825/day + tax non-resident |
| | Damage Deposits: |
| | For events with food - $600 |
| CAC Grand Rooms (3 rooms)<br>*(Friday – ~~Sat~~ Sunday - 10:00 a.m. - 12:30 a.m.)*<br>375-person capacity | ~~$1,050~~ $1,150/day + tax resident<br>$~~1,300~~ $1,400/day + tax non-resident<br>Damage Deposits:<br>For events with food - $600 |
| CAC Grand Room (1 room)<br>Daily, | $230/day + tax resident<br>$275/day + tax non-resident |

| | |
|---|---|
| Monday – Thursday | |
| CAC Grand Room (2 rooms)<br>(Daily)<br>(Friday – Sunday) | $770/day + tax resident<br>$920/day + tax non-resident |
| CAC Grand Room (2 rooms)<br>Monday - Thursday | $460/day + tax resident<br>$550/day + tax non-resident |
| CAC Event & Meeting space: Grand Room 1 and 2 (2 rooms)<br>250-person capacity | $150/hr + tax resident<br>~~$210/hr~~ $220 + tax non-resident<br>Damage Deposits:<br>For events with food - $400 |
| CAC Event & Meeting space: Grand Room 1 (1 room)<br>120-person capacity | $70/hr + tax resident<br>~~$90/hr~~ $95/hour + tax non-resident<br>Damage Deposits:<br>Catered event - $200 |
| CAC Event & Meeting space: Grand Room (1 Room)<br>Daily,<br>Friday – Sunday | $383/day + tax resident<br>$460/day + tax non- resident |
| CAC Meeting space: Conference Room<br>12-person capacity | $30/hr + tax resident<br>$40/hr + tax non-resident |
| CAC Meeting space: Arena 1 Meeting Room<br>26-person capacity | $30/hr + tax resident<br>$40/hr + tax non-resident |
| CAC Unity Room:<br>Friday - Sunday | $200/hr + tax resident<br>$225/hr + tax non-resident |
| CAC Unity Room:<br>Monday - Thursday | $100/hr + tax resident<br>$125/hr + tax non-resident |

| ***Recreation and Parks Fees*** | | ***Rate*** |
|---|---|---|
| Zanewood Meeting & Event Space<br>multi-purpose room<br>*(Monday - Friday rates)*<br>75-person capacity with round tables/chairs | | $50/hr + tax resident<br>$65/hr + tax non-resident<br>$100 refundable damage deposit |
| Zanewood Meeting & Event Space<br>Teen lounge<br>(30-person capacity per side) | | Resident rate:<br>$36/hour + Tax<br>Non-resident rate:<br>$42/hour + tax<br>$100 refundable damage deposit |
| Gazebo | | ~~$325~~ $350/day + tax resident<br>~~$400~~ $450/day + tax non- resident |
| Athletic Association<br>Facility use fee<br>Resident<br>Non-resident | | <br><br>$5 per person<br>$8 per person |
| Admission fees: Open skate | | $4 adults<br>$3 children & seniors<br>$11 family |

| | | |
|---|---|---|
| Non-resident recreation program fee | | 20% added to class fee if under $99 and $20 added to class fee if over $100 |
| Garden Plots | | $55 per plot |
| Cell Tower Administrative Fees | | $360 |

**RECREATION AND PARK FEES -- FACILITY USER DEFINITIONS**

| | |
|---|---|
| ***RESIDENT*** | Any person who **maintains a residential address** in the City of Brooklyn Park. An address to a Brooklyn Park post office box number only is not applicable to obtain resident stature. |
| ***NON-RESIDENT*** | Any person who maintains a residential address outside the Brooklyn Park city limits. |
| ***CIVIC GROUP*** | Includes civic organization, charitable groups and character-building organization devoted to the betterment of the community by offering community oriented social, educational, recreational and/or cultural enrichment opportunities. |
| ***NON-PROFIT GROUP*** | Includes any group/organization that legally qualifies for a not-for-profit status and files as such with the Internal Revenue Service. Proof of status <u>may</u> be required upon processing a reservation. Includes churches, political parties, elected officials and others listed within the Community Center policies. |
| ***COMMERCIAL/ BUSINESS*** | Includes groups that operate for profit or the purpose of promotion or advertisement. |
| ***PRIVATE*** | An individual or group using the facility for personal non-public or private purpose. |

| **Edinburgh USA** | | |
|---|---|---|
| ***Rounds*** | | ***Rate*** |
| Patron card holder | | ~~$47~~ $48 + tax |
| Resident | | $52 + tax |
| Non-resident | | $60 + tax |
| Junior Rate | | $30 + tax |
| Senior Rate | | $54 + tax |
| <u>Student Rate</u> | | <u>$47 + tax</u> |
| 9-hole league | | $27 + tax |
| Twilight rate | | $44 + tax |

| ***Daily Specials*** | | |
|---|---|---|
| Monday - Thursday | Walking | $55 + tax |
| | Riding | ~~$70~~ $75 + tax |
| Friday - Sunday | Walking | ~~$60~~ $63 + tax |
| | Riding | ~~$80~~ $83 + tax |
| Player's Card Rate | | $99+tax |
| SAC Season Pass<br>(St Andrews Club) | | ~~$2,790~~ $2,880 (90 rounds)<br>~~$2,475~~ $2,550(75 rounds)<br>~~$1,750~~ $1,800 (50 rounds)<br>~~$1,480~~ $1,520 (40 rounds)<br>~~$1,170~~ $1,200 (30 rounds)<br>~~$820~~ $840 (20 rounds)<br>~~$430~~ $440(10 rounds) |
| Cart Fee | | $20 + tax |
| Twilight Cart Fee | | $15 + tax |
| Patron Card | | $100 + tax |
| Range Token | | $6.50 + tax |
| Range Key | | $160 + tax |
| Junior Season Pass | | $425 + tax |

| **Brooklyn Park Sports Dome** | |
|---|---|
| | ***Rate*** |
| Prime Rental Rate (full field) | ~~$330~~ $355 + tax per hour |
| Non-prime Rental Rate (full field) | ~~$220~~ $240 + tax per hour |
| Prime Rental Rate (half field) | ~~$205~~ $220 + tax per hour |
| Non-prime Rental Rate (half field) | ~~$130~~ $150 + tax per hour |
| Batting Cate Rate | $35 + tax per hour |
| Batting Cage Rate | $50 + tax per hour |

| **Brookland Golf Course** | |
|---|---|
| | ***Rate*** |
| Footgolf rate | $11.00 (tax included) |
| Adult Rate | ~~$18~~ $19 (tax included) |
| Senior Rate | ~~$16~~ $16.50 (tax included) |
| Adult Patron Round Rate | $11.00 (tax included) |
| Senior Patron Round Rate | $10.00 (tax included) |
| Membership Rate | $500.00 (tax included) |
| Second Person Membership | $275.00 (tax included) |

| | |
|---|---|
| Patron Card Rate | $80.00 (tax included) |
| Twilight Rate | ~~$15~~ $16 (tax included) |
| Super Twilight Rate | ~~$14~~ $15 (tax included) |
| Second Round Rate | $9.00 (tax included) |

| **Ice Arena** | |
|---|---|
| | ***Rate*** |
| Prime rental rate | ~~$265~~ $275/hour effective 09/1/2026 |
| Non-prime rental rate | ~~$195~~ $215/hour, effective 09/01/2026 |

| **Zanewood Recreation Center** | |
|---|---|
| | ***Rate*** |
| Classroom A - resident rate (Sunday - Saturday) | $15/hour + tax |
| Classroom A - non-resident rate (Sunday - Saturday) | $17/hour + tax |

| **Park Building Rentals** | |
|---|---|
| | ***Rate*** |
| 20-person capacity (resident) | $60 + tax |
| 20-person capacity (non-resident) | $110 + tax |
| 50-person capacity (resident) | $120 + tax |
| 50-person capacity (non-resident) | $160 + tax |

| **Picnic Pavilion Rentals** | |
|---|---|
| | ***Rate*** |
| 20-person capacity (resident) | ~~$30~~ $40 + tax |
| 20-person capacity (non-resident) | ~~$70~~ $85 + tax |
| 40-person capacity (resident) | ~~$50~~ $60 + tax |
| 40-person capacity (non-resident) | ~~$90~~ $105 + tax |
| 50-person capacity (resident) | ~~$60~~ $70 + tax |
| 50-person capacity (non-resident) | ~~$100~~ $125 + tax |
| 60-person capacity (resident) | ~~$110~~ $130 + tax |
| 60-person capacity (non-resident) | ~~$150~~ 195 + tax |
| 150-person capacity (resident) | ~~$225~~ $250 + tax |
| 150-person capacity (non-resident) | ~~$265~~ $300 + tax |
| Shelter Kitchen rental | ~~$75~~ $85 + tax |

| *Sanitary Sewer Rates and Charges* | | |
|---|---|---|
| *MISCELLANEOUS FEES* | | |
| *Type of Work* | *Fee* | *Reference* |
| Installation of water meters on non-metered residential properties | $50 | § 99.75 |
| Surcharge for property owners who are not in compliance with regulations or who have refused to allow their property to be inspected | $ 100 per month | § 99.75 |
| Sewer connection charge | $215 | § 99.76 |
| Sewer connection permit and inspection fee | $75 for residential<br>$125 for commercial or industrial | §§ 99.77 and 103.02 |
| Late charge for sewer billings not paid within 20 days after the billing date | 10% of unpaid balance or a minimum of $1 | § 99.79 |
| Administrative costs incurred by city for certification of delinquent charges | $15 when notification letter is mailed<br>$35 when certified to county | § 99.80 |

## RECYCLING SERVICE CHARGES

| ***Quarterly Recycling Service Charges*** | | | |
|---|---|---|---|
| ***Year*** | ***Single-Family through Eight Residential Unit*** | ***Multi-Family Units*** | ***Reference*** |
| April 1, 2025 | $25.20 per unit per quarter | $9.45 per unit per quarter | § 98.39 |

## SERVICES AND SUPPLIES

| *Data Requests* |
|---|
| The City of Brooklyn Park charges members of the public for copies of government data. These charges are authorized under M.S. § 13.03, Subd. 3(c). |
| For less than 100 copies of black and white, letter or legal-size paper:<br>• 25¢ for a one-sided copy<br>• or 50¢ for a two-sided copy |
| The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data and making the copies or electronically transmitting the data (i.e., sending the data by email).<br>• In determining the actual costs of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.) and mailing costs (if any).<br>• The cost of employee time to search the data, retrieve data, and make copies is $22.39* per hour.<br>• If, based on your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate search and retrieval charges at the higher salary/wage. |
| * Note: Fees not to exceed labor costs (wages/salary plus benefits) of the lowest-paid employee who could complete the task. |
| |

## STORM SEWER RATES AND CHARGES

***Storm Sewer Rates and Charges***

***QUARTERLY STORM SEWER RATES***

| *Year* | *Land Use Class* | *Quarterly Charge* | *Reference* |
|---|---|---|---|

***Storm Sewer Rates and Charges***

***QUARTERLY STORM SEWER RATES***

| *Year* | *Land Use Class* | *Quarterly Charge* | *Reference* |
|---|---|---|---|
| January 1, 2024 | Single Family Residential | $21.76 per unit | § 108.04 |
| | Townhouse/Two Family Residential | $12.76 per unit | § 108.04 |
| | Multiple Family Residential | $6.78 per unit | § 108.04 |
| | Business | $84.94 per acre | § 108.04 |
| | Industrial | $96.73 per acre | § 108.04 |
| | School/Church | $40.29 per acre | § 108.04 |
| January 1, 2025 | Single Family Residential | $23.93 per unit | § 108.04 |
| | Townhouse/Two Family Residential | $14.04 per unit | § 108.04 |
| | Multiple Family Residential | $7.45 per unit | § 108.04 |
| | Business | $93.44 per acre | § 108.04 |
| | Industrial | $106.41 per acre | § 108.04 |

| | | | |
|---|---|---|---|
| | School/Church | $44.32 per acre | § 108.04 |
| January 1, 2026 | Single Family Residential | $26.33 per unit | § 108.04 |
| | Townhouse/Two Family Residential | $15.44 per unit | § 108.04 |
| | Multiple Family Residential | $8.20 per unit | § 108.04 |
| | Business | $102.78 per acre | § 108.04 |
| | Industrial | $117.05 per acre | § 108.04 |
| | School/Church | $48.75 per acre | § 108.04 |
| January 1, 2027 | Single Family Residential | $28.96 per unit | § 108.04 |
| | Townhouse/Two Family Residential | $16.98 per unit | § 108.04 |
| | Multiple Family Residential | $9.02 per unit | § 108.04 |
| | Business | $113.06 per acre | § 108.04 |
| | Industrial | $128.75 per acre | § 108.04 |
| | School/Church | $53.63 per acre | § 108.04 |

| Street/Signal Lighting Rates and Charges | | | |
|---|---|---|---|
| **QUARTERLY STREET/SIGNAL LIGHTING RATES AND CHARGES** | | | |
| ***Year*** | ***Land Use Class*** | ***Quarterly Charge*** | ***Reference*** |
| January 1, 2023 | Single Family Residential | $12.65 per unit | § 109.03 |
| | Townhouse/Two Family Residential | $9.13 per unit | § 109.03 |
| | Multiple Family Residential | $4.45 per unit | § 109.03 |
| | Business/Industrial/School/Church | $0.29 per street front lineal foot | § 109.03 |
| January 1, 2024 | Single Family Residential | $12.92 per unit | § 109.03 |
| | Townhouse/Two Family Residential | $9.31 per unit | § 109.03 |
| | Multiple Family Residential | $4.54 per unit | § 109.03 |
| | Business/Industrial/School/Church | $0.30 per street front lineal foot | § 109.03 |
| January 1, 2025 | Single Family Residential | $13.19 per unit | § 109.03 |
| | Townhouse/Two Family Residential | $9.49 per unit | § 109.03 |
| | Multiple Family Residential | $4.63 per unit | § 109.03 |
| | Business/Industrial/School/Church | $0.31 per street front lineal foot | § 109.03 |
| January 1, 2026 | Single Family Residential | $13.46 per unit | § 109.03 |
| | Townhouse/Two Family Residential | $9.67 per unit | § 109.03 |
| | Multiple Family Residential | $4.72 per unit | § 109.03 |
| | Business/Industrial/School/Church | $0.32 per street front lineal foot | § 109.03 |
| January 1, 2027 | Single Family Residential | $13.73 per unit | § 109.03 |
| | Townhouse/Two Family Residential | $9.85 per unit | § 109.03 |
| | Multiple Family Residential | $4.81 per unit | § 109.03 |
| | Business/Industrial/School/Church | $0.33 per street front lineal foot | § 109.03 |
| | 1. Decorative street lights increase quarterly charge by 50 percent for single family and townhouse residential.<br>2. Private street lights (not parking lot lights) decrease quarterly charge by 50 percent for single family and townhouse residential.<br>3. Standard street lights are cobra head fixture type with fiberglass or wood poles.<br>4. Minimum charge for Business/Industrial to be not less than Single Family Residential rate. | | |

## SUBDIVISION AND ZONING FEES AND CHARGES

| ***Application*** | ***Fee*** | ***Escrow*** | ***Total Due Upon Application*** |
|---|---|---|---|
| ***Application*** | ***Fee*** | ***Escrow*** | ***Total Due Upon*** |

| | | | ***Application*** |
|---|---|---|---|
| Park dedication fees: | | | Paid with recording of plat |
| Residential (10% land dedication) | | | |
| Low Density Residential | $4,600 per unit | $0 | $4,600 per unit |
| Medium Density Residential | $4,600 per unit | $0 | $4,600 per unit |
| High Density Residential | 10% average land valuation | $0 | |
| Commercial (5% land dedication) | $8,000 per acre | $0 | $8,000 per acre |
| Industrial (5% land dedication) | $8,000 per acre | $0 | $8,000 per acre |
| Rezoning or Zoning Ordinance Text Amendment | $500 | $2,000 | $2,500 |
| Subdivision | $500 | $2,000 | $2,500 |
| Variance to Subdivision Ordinance (Waiver) | $350 | $500 | $850 |
| Waiver of Platting (Duplex Split) | $100 | $350 | $450 |

## WATER ACCESS CHARGES

| ***Year*** | ***Amount of Unit Charge*** | ***Reference*** |
|---|---|---|
| June 1, 2024 | $2,750 | § 100.63 |
| June 1, 2025 | $2,875 | § 100.63 |
| WAC total charge is calculated utilizing the same unit charge multiplier as per the Metropolitan Council Environmental Services (MCES) Sewer Availability Charge (SAC) Procedure Manual. | | |

## WATER RATES AND CHARGES

| ***Water Rates and Charges*** | | | | |
|---|---|---|---|---|
| ***QUARTERLY WATER RATES AND CHARGES*** | | | | |
| ***Year*** | ***Multi-family, Commercial, Industrial and Institutional*** | ***Residential (Individually Metered)*** | ***Irrigation (Separately Metered)*** | ***Reference*** |
| January 1, 2024 | $7.60 per 5/8" Meter Equivalent plus $2.60 per 1,000 gallons used | $7.60 per 5/8" Meter Equivalent plus $2.60 per 1,000 gallons used for the first 40,000 gallons and $3.70 for each 1,000 gallons used in excess of 40,000 and $4.60 for | $7.85 per 5/8" Meter Equivalent plus $4.60 per 1,000 gallons used | § 100.55 |

| | | | | |
|---|---|---|---|---|
| | | each 1,000 gallons used in excess of 80,000 | | |
| January 1, 2025 | $7.95 per 5/8" Meter Equivalent plus $2.70 per 1,000 gallons used | $7.95 per 5/8" Meter Equivalent plus $2.70 per 1,000 gallons used for the first 40,000 gallons and $3.85 for each 1,000 gallons used in excess of 40,000 and $4.80 for each 1,000 gallons used in excess of 80,000 | $8.20 per 5/8" Meter Equivalent plus $4.80 per 1,000 gallons used | § 100.55 |
| Meter equivalents are as defined by Water Rates (AWWA No. M1) as published by American Water Works Association. | | | | |

| ***Water Rates and Charges*** | | |
|---|---|---|
| ***MISCELLANEOUS RATES AND CHARGES*** | | |
| ***Reason for Charge*** | ***Amount of Charge*** | ***Reference*** |

***Water Rates and Charges***
***MISCELLANEOUS RATES AND CHARGES***

| ***Reason for Charge*** | ***Amount of Charge*** | ***Reference*** |
|---|---|---|
| Late charge for water billings not paid within 20 days after the billing date | 10% of the unpaid balance or a minimum of $1 | § 100.55 |
| Administrative costs incurred by city for certification of delinquent charges | $15 when notification letter is mailed<br>$35 when certified to county | § 100.55 |
| Reinstating water service after turn-off for delinquency | $40 | § 100.55 |
| Service charge imposed if payment is not received by the shut-off deadline for payments | $25 | § 100.55 |
| Minnesota Department of Health | Annual testing fee per year: $9.72 | |

## WATER MAINTENANCE AND FIRE PROTECTION CHARGES

| ***Quarterly Charges Against Properties Not Connected to the Municipal Water System*** | ***Amount of Charge*** | ***Reference*** |
|---|---|---|

| ***Quarterly Charges Against Properties Not Connected to the Municipal Water System*** | ***Amount of Charge*** | ***Reference*** |

| | | |
|---|---|---|
| Single and double residences (each unit) | $10 | § 100.55 (E) |
| Service stations | $15 | § 100.55 (E) |
| Restaurants, cafes and churches | $20 | § 100.55 (E) |
| Commercial properties having a floor area of less than 1,000 square feet | $15 | § 100.55 (E) |
| Commercial properties having a floor area of from 1,000 to 5,000 square feet | $30 | § 100.55 (E) |

| | | |
|---|---|---|
| Commercial properties having a floor area of over 5,000 square feet | $50 | § 100.55 (E) |
| Multiple residences - three or more units (each unit) | $10 | § 100.55 (E) |
| Schools - elementary, each | $60 | § 100.55 (E) |
| Schools - junior and senior high, each | $100 | § 100.55 (E) |
| Charges against such properties not connected to the municipal water systems and not listed above are made based on the meter size which would be needed if the property were to be connected to the municipal water system; based upon sizes of meters installed on similar properties elsewhere in the city. | | |
| Deposit for disconnecting, testing and repair of a meter | $150 | § 100.60 |
| Fee for disconnecting a water meter or connecting a meter | $50 | § 100.61 |

## WATER METERS

| ***Reason for Charge*** | ***Amount of Charge*** | ***Reference*** |
|---|---|---|
| ***Reason for Charge*** | ***Amount of Charge*** | ***Reference*** |
| Deposit for disconnecting, testing and repair of a meter | 5/8" to 1" meters $ 150<br>1½" to 2" meters $300<br>3" to 8" meters $600 | § 100.60 |
| Deposit for a temporary meter | $350 | § 100.65 |
| Water meter furnish and install fee § 100.62 | 5/8" disc residential | $500 |
| | 5/8" ultrasonic residential | $500 |
| | 3/4" disc | $550 |
| | 1 inch disc | $675 |
| | 1 inch ultrasonic | $675 |
| | 1.5 inch disc | $1,200 |
| | 1.5 inch ultrasonic | $1,200 |
| | 2 inch disc | $1,300 |
| | 2 inch ultrasonic | $1,500 |
| | 2 inch compound | $2,950 |
| | 2 inch turbine | $1,475 |
| | 3 inch turbine | $2,600 |
| | 3 inch compound | $4,200 |
| | 3 inch ultrasonic | $4,400 |
| | 4 inch turbine | $2,950 |
| | 4 inch compound | $5,300 |
| | 4 inch ultrasonic | $5,300 |
| | Frozen meter charge | $150 plus meter cost |

| | | |
|---|---|---|
| | Replace due to damage | Listed meter price |
| | Repairs due to damage | Parts and labor |
| Fee for disconnecting a water meter or connecting a meter | $75 | § 100.61 |

# MEMORANDUM

**DATE:** October 7, 2025

**TO:** LaTonia Green, Finance Director

**FROM:** Jason Newby, Inspections & Environmental Health Manager

**CC:** Tim Gladhill, Community Development Director
Molly Lopez, Assistant Finance Director
Jason Klema, Building Official
Keith Jullie, Rental & Business Licensing Manager

**SUBJECT: 2026 Proposed Fee Changes in Community Development**

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The Community Development staff has reviewed the fees, schedules and charges for various services, licenses and permits for the city. Upon review we are recommending the following updates to better align with current service delivery costs:

## Building Permits

The Community Development Department has completed a comprehensive review of the fees related to Building Permits, Plumbing and Mechanical Permits, Miscellaneous Permits, and Demolition Permits. This review found the proposed fees are in better alignment with state statute and the Department of Labor and Industry fee structure.

Current permit fees have not been updated in several years, resulting in a misalignment with the actual cost of services. The summary below highlights the findings from the review.

- Building permits related to residential construction have not been updated since 2021, and some have remained unchanged since 2003.
- Plumbing and mechanical permits have not been updated since 2023, and some have remained unchanged since 2003.
- Miscellaneous and demolition fees remain unchanged since 2003.

Updating fees will help ensure that the City's fees more accurately reflect the cost of providing services and will ensure continued quality and sustainability of our permitting services.

Projected Revenue Impact (2026)
Based on the proposed fee adjustments, the staff anticipates the following increases in annual revenue:

- Building permit fees: +$36,000

- Plumbing permit fees: +$34,400
- Mechanical permit fees: +$19,240

**Rental & Business Licensing**

In response to increased problem properties and unresolved property maintenance issues at multi-family apartment complexes and single-family rental dwellings, staff are proposing increases to these license fees.

The door knocking program continues to connect city staff with residents to ensure they are living in safe and healthy environments and to provide resource information to those in need. To continue to add to this level of service, as well as maintaining our current rental inspection frequencies, fee increases will help support that work throughout the city.

Projected Revenue Impact (2026)
Based on the proposed fee adjustments, the staff anticipates the following increases in annual revenue:

- Single-family license fees: +$42,500
- Multi-family license fees: +$49,000
- Re-inspection fees: +2,500

**Environmental Health**

Environmental Health is committed to maintaining a competitive fee structure that covers the cost to administer the program, does not create a hardship on our businesses, and is comparable to fees charged in surrounding cities. After reviewing a statewide comparison of license fees, the City of Brooklyn Park remains competitive, but slightly below the statewide average.

- Staff is proposing 2% increase in food license fees to align with current trends in this industry. The last increase to these fees was in 2023.
- Included in the increase are additional fees associated with food trucks. Brooklyn Park has seen a dramatic increase in the number of food trucks requesting plan reviews and licensing in the city. This added service level is to account for Fire inspections. This increase will help streamline the delivery of service for food truck operators obtaining approvals and cover the cost of service for Fire inspections.

Projected Revenue Impact (2026)
Based on the proposed fee adjustments, the staff anticipates the following increases in annual revenue:

- Food license fees: +$20,000
- Food truck license fees: +$10,000

~~Text with strikeout is proposed for deletion~~
Underlined text is proposed for insertion

The City of Brooklyn Park does ordain

## BUILDING PERMIT ADMINISTRATION FEES

| *Reason for Charge* | *Amount of Charge* | *Reference* |
|---|---|---|
| Permit fee for residential work for administration and review of residential contractor licenses | $5 per permit | § 103.01(E)(1) |
| Copies of permits and documents | As established by Council resolution | § 103.02(B) |
| Building Permit Fees | As established by Council resolution | § 103.01(C) |

## TABLE 1-A BUILDING PERMIT FEES CITY OF BROOKLYN PARK

| *Total Valuation* | *Fee* |
|---|---|
| *Total Valuation* | *Fee* |
| ~~$1.00 to $1,200.00~~ | ~~$51.50~~ |
| ~~$1,201.00 to $2,000.00~~ | ~~$51.50 for the first $1,200.00 plus $3.37 for each additional $100.00, or fraction thereof, to and including $2,000.00~~ |
| $1.00 to $2,000.00 | $78.46 |
| $2,001.00 to $25,000.00 | $78.46 for the first $2,000.00 plus $15.86 for each additional $1,000.00, or fraction thereof, to and including $25,000.00 |
| $25,001.01 to $50,000.00 | $443.24 for the first $25,000.00 plus $11.44 for each additional $1,000.00, or fraction thereof, to and including $50,000.00 |
| $50,001.00 to $100,000.00 | $729.24 for the first $50,000.00 plus $7.93 for each additional $1,000.00, or fraction thereof, to and including $100,000.00 |
| $100,001.00 to $500,000.00 | $1,125,74 for the first $100,000.00 plus $6.34 for each additional $1,000.00, or fraction thereof, to and including $500,000.00 |
| $500,001.00 to $1,000,000.00 | $3,661.74 for the first $500,000.00 plus $5.39 for each additional $1,000.00, or fraction thereof, to and including $1,000,000.00 |
| $1,000,001.00 and up | $6,356.74 for the first $1,000,000.00 plus $4.14 for each additional $1,000.00, or fraction thereof |

| *Other Inspections and Fees:* | | |
|---|---|---|
| 1. | Inspections outside of normal business hours | ~~$75.00~~ $150 per hour (minimum charge-two hours) |
| 2. | Reinspection fee assessed under provisions of M.S. § 326B.153 | $75.00 per hour |
| 3. | Inspections for which no fee is specifically indicated | $75.00 per hour (minimum charge-one hour) |

| | | |
|---|---|---|
| 4. | When submittal documents are required by Section 1300.0130, a plan review fee must be paid | The plan review fee shall be 65% of the building permit fee |
| 5. | Additional plan review required by changes, additions or revisions to plan | ~~$75.00~~ $90 per hour ~~(deferred submittals)~~ |
| 6. | Shell only buildings | 80% of valuations |

| ***Maintenance Permits*** | ***Fee Based on Valuation or Fixed Fee*** |
|---|---|
| Roofing/tear off | ~~$3,000~~ $4,000 valuation |
| Re-side | ~~$3,000~~ $4,000 valuation |
| Replacement windows | ~~$3,000~~ $4,000 valuation |
| Annual permit | Determined by Building Official |

| ***Construction, Additions, Accessory Structures, or Miscellaneous*** | ***Fee Based on Valuation or Fixed Fee*** |
|---|---|
| *New Construction of Single family, two family, or townhouse | ~~$130~~ $169.09 per square foot |
| *Addition with foundation walls (with heat) | ~~$130~~ $169.09 per square foot |
| Addition on posts (with heat) | ~~$92~~ $120.00 per square foot |
| *Three season porch, Screen porch, or Sunroom (no heat) | ~~$51~~ $66.20 per square foot |
| *Garage | ~~$51~~ $66.20 per square foot |
| *Sheds | ~~$51~~ $66.20 per square foot |
| *Carports | ~~$51~~ $66.20 per square foot |
| Residential decks | ~~$20~~ $26.00 per square foot |
| *Basement Finish | ~~$23~~ $31.50 per square foot |
| Bathroom Remodel | ~~$2,500~~ $7,100 valuation |
| ~~Drain Tile and~~ Foundation anchors | ~~$2,500~~ $5,100 valuation |
| Egress Window Installation | ~~$2,500~~ $5,100 valuation |
| Fence - Wood (with plan review fee) | ~~$3,400~~ $4,000 valuation |
| Fence - Chain Link (with no plan review fee) | ~~$3,400~~ $4,000 valuation |
| Insulation (with no plan review fee) | ~~$2,500~~ $4,000 valuation |
| Pools | ~~$3,000~~ $4,000 valuation |
| Solar Panel | ~~$3,000~~ $4,000 valuation |
| Steel storage racking (commercial) | $10,000 valuation |
| * Values based on the ICC Building Valuation Data February ~~2021~~ 2025 | |

| ***Miscellaneous*** | ***Fee*** |
|---|---|
| Temporary certificate of occupancy | Initial issuance/~~$100~~ $300<br>First ~~30-day~~ extension/~~$300~~ $500<br>Second ~~30-day~~ extension/~~$600~~ $700<br>Third and final ~~30-day~~ extension/$1,200 |

| | |
|---|---|
| Expired permit renewal | Each re-opened permit/$75.00 |
| Expedited permit and phased permits | Twice the building permit fee* |
| Mechanical contractor license | $100/year |
| Reinspection fee | $75 per hour (minimum one hour) |
| Investigation fee | Twice the building permit fee |
| * When an applicant demonstrates the existence of extraordinary circumstances or other unique factors relating to the proposed development the Building Official may authorize expediting or phasing of the permit and/or submittal documents. | |

| ***Fees Fixed By State Statute*** | ***Fee*** |
|---|---|
| State surcharge fee by section 326B.148. | Surcharge Fee is applied to fixed and valuation based permits. |
| Minnesota Rule 1300.0160 similar plans | Maximum 25% plan review |
| Customary fee for orientations to the plans (326B.153 Subd.4 (C),(2)) | Maximum 25% plan review |

| ***Fee Refunds*** |
|---|
| The Building Official may authorize refunding not more than 80% of the permit fee paid when no work has been done under a permit issued in accordance with the code.<br>The Building Official may authorize refunding not more than 80% of the plan review fee paid when an application for a permit for which a plan review has been paid is withdrawn or canceled before any plan review is done.<br>~~A state surcharge will be applied based on valuation or fixed fee permits.~~ The state surcharge will be refunded based on valuation or fixed fee permits. |

## DEMOLITION AND MOVING OF BUILDINGS FEES

| ***Reason for Fee*** | ***Amount of Fee*** | ***Reference*** |
|---|---|---|
| Demolition of any accessory structure | ~~$50~~ $225 | § 103.02(B) |
| Demolition of any building not classified as an accessory structure | ~~$150~~ $225 | § 103.02(B) |
| For holding up, raising or moving any building or structure on the same lot | ~~$50~~ $300 | § 103.02(B) |
| For moving any minor building as defined herein to a different lot within the city over city streets | ~~$50~~ $300 | § 103.02(B) |
| For moving a manufactured home as defined by State Building Code Chapter 1350 Manufactured Homes, to a lot within the city or from outside of the city to a lot within the city | ~~$75~~ $300 | § 103.02(B) |
| For moving any building or structure non-stop through the city upon city streets (see exception - Section 446:15(e), County Roads and State Highways Exempt) | ~~$75~~ $300 | § 103.02(B) |
| For moving any building or structure out of the city | ~~$75~~ $300 | § 103.02(B) |

| | | |
|---|---|---|
| For moving any building or structure, except any minor building, from one lot to another lot within the city | ~~$250~~ $300 | § 103.02(B) |
| For moving any building or structure, including any minor building, from outside of the city to a lot within the city | ~~$250~~ $300 | § 103.02(B) |

**GAS FEES**

| ***Reason for Fee*** | ***Amount of Fee*** | ***Reference*** |
|---|---|---|
| ***Gas Piping*** | | |
| Installation of gas piping | As established by Council resolution | § 103.02(A) and (B) |

**TABLE 1-B MECHANICAL PERMIT FEES**
**CITY OF BROOKLYN PARK**

| ***Total Valuation*** | ***Fee*** |
|---|---|
| New single-family home heating and cooling | ~~$200.00~~ $250 |
| Single-family home replacement of heating, cooling, or boiler | $100.00 |
| Fireplace | ~~$79.00~~ $150 |
| ~~$1.00 to $2,500.00~~ | ~~$50.00~~ $78.46 |
| $1.00 to $4,000.00 | $78.46 |
| ~~$2,501.00 to $50,000.00~~ | ~~2% of valuation~~ |
| $4,001.00 to $50,000.00 | 2% of valuation |
| $50,001.00 and up | $1,000 plus 1% of valuation in excess of $50,000.00 |

| ***Other Inspections and Fees:*** | | |
|---|---|---|
| 1. | Inspections outside of normal business hours | ~~$75.00~~ $150 per hour (minimum charge-two hours) |
| 2. | Reinspection fee assessed under provisions of M.S. § 326B.153 | $75.00 per hour |
| 3. | Inspections for which no fee is specifically indicated | $75.00 per hour (minimum charge-one hour) |
| 4. | When submittal documents are required by Section 1300.0130, a plan review fee must be paid | The plan review fee shall be 10% of the mechanical permit fee. |
| 5. | Additional plan review required by changes, additions or revision to plan | ~~$75.00~~ $90 per hour ~~(deferred submittals)~~ |

**MECHANICAL PERMIT FEES**

| ***Value of Work*** | ***Fee*** | ***Reference*** |
|---|---|---|

| | | |
|---|---|---|
| Per Table 1-B | Per Table 1-B | § 103.02(A) and (B) |

## PLUMBING FEES

| *Reason for Fee* | *Amount of Fee* | *Reference* |
|---|---|---|
| For installation of plumbing work | As established by Council resolution | § 103.02(A) and (B) |
| ***Water Service, Supply and Distribution System*** | | |
| Permit and inspection fee made at the time of applying for water services | $75 | §§ 100.57 and 103.02 |
| Making taps for all service pipes | $100 | § 100.58 |

## TABLE 1-C PLUMBING PERMIT FEES
**CITY OF BROOKLYN PARK**

| *Total Valuation* | *Fee* |
|---|---|
| *Total Valuation* | *Fee* |
| New single-family plumbing | ~~$200.00~~ $250 |
| Residential ~~lawn irrigation~~ (RPZ) | ~~$60.00~~ $78.46 |
| Commercial ~~law irrigation~~ (RPZ) | ~~$60.00~~ $78.46 |
| Residential water heater | ~~$60.00~~ $78.46 |
| Residential water softener | ~~$60.00~~ $78.46 |
| ~~$1.00 to $2,500.00~~ | ~~$50.00~~ ~~$78.46~~ |
| $1.00 to $4,000.00 | $78.46 |
| ~~$2,501.00 to $50,000.00~~ | ~~2% of valuation~~ |
| $4,001.00 to $50,000.00 | 2% of valuation |
| $50,001.00 and up | $1,000 plus 1% of valuation in excess of $50,000.00 |

| ***Other Inspections and Fees:*** | | |
|---|---|---|
| 1. | Inspections outside of normal business hours | ~~$75.00~~ $150 per hour (minimum charge-two hours) |
| 2. | Reinspection fee assessed under provisions of M.S. § 326B.153 | $75.00 per hour |
| 3. | Inspections for which no fee is specifically indicated | ~~$50.00~~ $75 per hour (minimum charge-one hour) |
| 4. | When submittal documents are required by Section 1300.0130, a plan review fee must be paid | The plan review fee shall be 10% of the plumbing permit fee. |
| 5. | Additional plan review required by changes, additions or revision to plan | ~~$75.00~~ $90 per hour ~~(deferred submittals)~~ |

## BUSINESS LICENSES AND PERMITS FEE SCHEDULE

| *Business License and Permit Fee Schedule* |
|---|

| *Code Section* | *Type of License* | *Conditions and Terms* | *Amount* |
|---|---|---|---|
| | ***Food Establishments*** | | |
| 114.05 | **Food Type I** - High level of food preparation, diverse menus, large amounts of potentially hazardous foods, holding foods for long periods of time, or complex food processing. | Full service/sit down restaurants, full menu cafeterias, buffet restaurants, catering kitchens, and similar. | ~~$710~~ $725 |
| 114.05 | **Food Type II** - Moderate level of food preparation, moderate menu, limited potentially hazardous foods, or foods held and served for a limited time. | Fast food, take out, pizza delivery, delis, drive-ins, ice cream shops, donut shops, limited or catered cafeterias, bakeries, and similar. | ~~$595~~ $605 |
| 114.05 | **Food Type III** - Limited food preparation, simple menus, little or no potentially hazardous foods, or foods only served for a short period of time. | Coffee carts and coffee-only shops, bars, concession stands, snack stands, continental breakfasts, and similar. | ~~$425~~ $430 |
| 114.05 | **Food Grocery** – Pre-packaged foods or the sale of foods to be consumed off-site. | Large Grocery – Larger grocery store. | ~~$1,015~~ $1,035 |
| | | Small Grocery – Smaller grocery stores, convenience stores, markets, and similar. | ~~$355~~ $360 |
| | | Limited Pre-packaged Gift shops, candy racks, and similar. | $95 |
| | | Vending Machines. | $25 |
| | | Nuts Only. | $10 |
| 114.05 | **Food Institution** – Churches, day cares, and preschools. | Full Operation – Full kitchen. | ~~$455~~ $465 |
| | [Note: No charge for places of worship and non-profit organizations.] | Limited Operation – Catered or limited preparation. | ~~$240~~ $245 |
| | | Pre-Packaged. | $125 |
| 114.05 | **Food Institution** – Schools | Full Operation – Full kitchen. | ~~$505~~ $515 |

| | | | |
|---|---|---|---|
| | | Limited Operation – Catered or snacks only. | ~~$255~~ $260 |
| 114.05 | **Additional Food Facility** – A separate area of food or beverage preparation. May include bars, receiving areas, catering activities, or additional food establishments. | Per additional Type I, Type II or Large Grocery facility. | $200 |
| | [The higher-rate facility is considered the main facility and each other type is an additional facility.] | Per additional Type III or Small Grocery facility. | $100 |
| 114.05 | **Seasonal Food** – Establishment continuously open for 6 business months or less in a calendar year. | The fee will be one-half the regular license fee (minimum $85). | ½ license fee |
| 114.05 | **Itinerant Food** – Each stand, booth, cart, or table. | First day. | $75 |
| | [Note: No charge for places of worship and non-profit organizations if complete application materials submitted more than 7 days prior to event.] | Prepackaged foods only. | $50 |
| | | Each additional day. | $15 |
| | | Additional stand(s) by the same owner at the same event. | $45 |
| 114.05 | **Mobile Food Unit** – A self-contained food service operation, located in a readily movable motorized wheeled or towed vehicle, used to store, prepare, display or serve food intended for individual portion service that is readily movable without disassembling. | Full operation – Food preparation, includes cooking facilities. | ~~$165~~ $265 |
| | | Limited operation – Moderate food preparation, includes warming or holding units. | ~~$120~~ $170 |
| | | Pre-packaged – pre-packaged foods. | ~~$100~~ $125 |
| | | Additional vehicle. | ~~$75~~ $80 |
| 114.05 | Additional Inspection Fee | More than one reinspection. | ~~$125~~ $200 |
| ***Rental Establishments*** | | | |

| | | | |
|---|---|---|---|
| 117.45 | Rental Establishment Fees | Annual license and renewal | |
| | | (General housing unit) | |
| | | Single-family attached | ~~$175~~ $200 |
| | | Single-family detached | ~~$175~~ $200 |
| | | Double (one side) | ~~$175~~ $200 |
| | | Double (two side) | ~~$175~~ $200 per unit |
| | | Condominium | ~~$175~~ $200 |
| | | Townhome | ~~$175~~ $200 |
| | | Triplex | ~~$175~~ $200 per unit |
| | | Small apartments (4 - 15 units) | $200 plus ~~$33~~ $40 per unit |
| | | Large apartments (16+ units) | ~~$33~~ $40 per unit |
| 117.485 | Point of Conversion Fee | Beginning July 1, 2008 a conversion fee of $750 will be charged for all owner occupied single family, double (one side) and double (two side, each side) rental properties. | $750 |
| 117.52(C)(4)(a) | Reinspection Fee | | ~~$115~~ $125 per failed unit per instance |

# Memorandum

*Mark Bruley, Chief of Police*

**To:** Molly Lopez, Finance

**CC:** LaTonia Green, Finance

**From:** Stephanie Heiberger, Police
Chief Mark Bruley, Police

**Date:** October 6, 2025

**Subject:** 2026 PD Fees and Charges Update

---

For the 2026 budget cycle, the Police Department proposes the following rate changes:

| Item | 2025 rate | Proposed 2026 rate |
|---|---|---|
| ~~Animal impound daily boarding fee~~ | ~~$35/day~~ | ~~Remove~~ |
| Contract Overtime rate | $103 | $110/hour |
| Safe Rental Housing training fee | Not previously codified | $50 per registrant |

**Animal impound daily boarding fee:** Brooklyn Park currently utilizes PUPS (Pets Under Police Security) for animal impounds. Beginning in 2025 the process for collecting fees for animal impounds changed. Residents now pay their fee directly to the Maple Grove facility when collecting their pets and those fees go to offset a portion of Brooklyn Park's facility expenses. Animal impound and other animal-control-related fees will be reevaluated in 2026 for the anticipated opening of the animal control facility in Brooklyn Park.

**Contract overtime rate:** The contract overtime rate was last changed in 2024. The police department proposes to increase the contract overtime rate in 2026 to $110 per hour. This rate will reimburse the city for the salary and benefit costs associated with providing contractual overtime. This rate is adjusted to ensure that the city is not subsidizing police overtime for outside vendors.

**Safe Rental Housing training fee**
Training for rental property owners is required by city code. Previously called out as Crime Free Multi-housing, the name is being changed to Safe Rental Housing to align with the state's language. As a part of the code change, the attorney drafting the language change recommended codifying the fee we are charging for the classes. The previous fee was not codified; however, we were charging $40 per registrant. An analysis was conducted of the class expenses and it was determined that an increase to $50/registrant would better align with the hosting costs.

# MEMORANDUM

**Date:** October 10, 2025

**To:** LaTonia Green, Finance Director

Jay Stroebel, City Manager

**From:** Brad Tullberg, Recreation & Parks Director

**Subject:** 2026 Recreation & Parks Department Fee changes

The following are the proposed changes to the 2026 Fees and Charges for the Recreation and Parks Department. While many fees in the Recreation and Park Department remain the same for 2026, staff are requesting the following changes to help cover the cost of providing the services due to rising costs for staffing, utilities and supplies.

The pricing for Recreation programs and events is determined by the parameters outlined in the Recreation & Parks Department Fees & Charges Policy.

Staff have conducted a market analysis of neighboring parks and recreation agencies and comparable facilities to inform us of the requested changes. The proposed rates are competitive for comparable programs and facilities in and around the area.

**Park Activity Buildings**

- Increase resident 50-person capacity from $130 to $135 including tax
- Increase non-resident 50-person capacity from $135 to $185 including tax
- Increase resident 20-person capacity from $64 to $70 including tax
- Increase non-resident 20-person capacity from $90 to $135 including tax

**Park Picnic Pavilions**

- Increase resident 20-person capacity from $30 to $40 including tax
- Increase non-resident 20-person capacity from $70 to $85 including tax
- Increase resident 40-person capacity from $50 to $60 including tax
- Increase non-resident 40-person capacity from $90 to $105 including tax
- Increase resident 50-person capacity from $60 to $70 including tax
- Increase non-resident 50-person capacity from $100 to $125 including tax
- Increase resident 60-person capacity from $110 to $130 including tax
- Increase non-resident 60-person capacity from $150 to $195 including tax

- Increase resident 150-person capacity from $225 to $250 including tax
- Increase non-resident 150-person capacity from $265 to $300 including tax
- Increase Pavilion Kitchen Rental from $75 to $85 including tax

**Athletic Fields**

- Add resident Artificial Turf Field Rental $65/hour, $300/day plus tax
- Add non-resident Artificial Turf Field Rental $85/hour, $375/day plus tax
- Increase Local Youth Association Soccer/ Lacrosse Field $40/game to $45/hour plus tax
- Increase Local Youth Association Soccer/ Lacrosse Field from $125/day to $200/day plus tax
- Increase Other Groups Soccer/ Lacrosse Field from $70/game to $80/hour plus tax
- Increase Other Groups Soccer/ Lacrosse Field from $240/day to $325/day plus tax
- Increase Local Youth Association Soccer/ Lacrosse Field (Noble 1 & 2) from $55/game to $60/hour plus tax
- Add Local Youth Association Soccer/ Lacrosse Field (Noble 1 & 2) at $300/day plus tax
- Increase Other Groups Soccer/ Lacrosse Field (Noble 1 & 2) from $80/ game to $90/hour plus tax
- Add Other Groups Soccer/ Lacrosse Field (Noble 1 & 2) at $450/day plus tax
- Increase Local Youth Association Baseball/ Softball Field from $35/game to $45/hour plus tax
- Increase Local Youth Association Baseball/ Softball Field from $100/day to $200/day plus tax
- Increase Other Groups Baseball/ Softball Field from $80/game to $80/hour plus tax
- Increase Other Groups Baseball/ Softball Field from $240/day to $325/day plus tax
- Increase Local Youth Association Baseball Field (Noble 1) from $55/game to $60/hour plus tax
- Add Local Youth Association Baseball Field (Noble 1) at $300/day plus tax
- Increase Other Groups Baseball Field (Noble 1) from $80/game to $90/hour plus tax
- Add Other Groups Baseball Field (Noble 1) at $450/day plus tax
- Add field lighting fees at $25/hour plus tax

Please note that BPAA does not pay field fees on a per game basis. BPAA pays a flat rate per participant for field use.

**Brooklyn Park Sports Dome**

- Increase Prime Rental Rate (full field) from $330/hour to $355/hour plus tax
- Increase Non-Prime Rental Rate (full field) from $220/hour to $240/hour plus tax
- Increase Prime Rental Rate (half field) from $205/hour to $220/hour plus tax
- Increase Non-prime Rental Rate (half field) from $130/hour to $150/hour plus tax
- Add Batting Cage Rate at $35/ half hour plus tax
- Add Batting Cage Rate at $50/hour plus tax

Rates will be effective for the 2026-27 dome season which begins October 15, 2026

All other rates at the Brooklyn Park Sports Dome remain unchanged

**Brookland Golf Park**

- Increase Adult rate from $18.00 to $19.00 including tax
- Increase Senior Rate from $16.00 to $16.50 including tax
- Increase twilight rate from $15.00 to $16.00 including tax
- Increase super twilight from $14.00 to $15.00 including tax
- Add second round rate at $9.00 including tax

All other rates at Brookland Golf Park remain unchanged

**Community Activity Center Room Rentals**

- Increase resident Grand Room (3 rooms) Fri-Sun, from $1,050 to $1,150/day plus tax
- Increase Non-resident Grand Room (3 rooms) Fri-Sun, from $1,300 to $1,400/day plus tax
- Increase resident Grand Room (3 rooms) Mon-Thurs, from $650 to $700/day plus tax
- Increase Non-resident Grand Room (3 rooms) Mon-Thurs, from $750 to $825/day plus tax
- Update CAC Event & Meeting Space Grand Room 1 and 2 (2 rooms) $150/hour plus tax resident
- Increase Non-resident Grand Room 1 and 2 (2 rooms) Hourly, from $210 to $220/hour plus tax
- Add resident Grand Room (2 rooms) Daily, Fri-Sun at $770/day plus tax
- Add Non-resident Grand Room (2 rooms) Daily, Fri-Sun at $920/day
- Add resident Grand Room (2 rooms) Daily, Mon-Thurs at $460/day plus tax
- Add Non-resident Grand Room (2 rooms) Daily, Mon-Thurs at $550/day plus tax
- Add resident Grand Room (1 room) Daily, Fri-Sun at $385/day plus tax
- Add Non-resident Grand Room (1 room) Daily, Fri-Sun at $460/day plus tax
- Add resident Grand Room (1 room) Daily, Mon-Thurs at $230/day plus tax
- Add Non-resident Grand Room (1 room) Daily, Mon-Thurs at $275/day plus tax
- Increase Non-resident Grand Room (1 room) Hourly, from $90 to $95/hour plus tax
- Increase resident Gardenview Room Fri-Sun, from $950 to $1,050/day plus tax
- Increase Non-resident Gardenview Room Fri-Sun, from $1,200 to $1,300/day plus tax
- Increase resident Gardenview Room Mon-Thurs, from $400 to $420/day plus tax
- Increase Non-resident Gardenview Room Mon-Thurs, from $450 to $500/day plus tax
- Increase resident Gazebo, from $325 to $350/day
- Increase Non-resident Gazebo, from $400 to $450/day

All other rental rates at the Community Activity Center remain unchanged

**Edinburgh USA Golf Course**

- Increase Monday – Thursday riding from $70 to $75 plus tax
- Increase Friday – Sunday walking from $60 to $63 plus tax
- Increase Friday – Sunday riding from $80 to $83 plus tax
- Add Student rate at $47 plus tax
- Increase Patron rate from $47 to $48 plus tax
- Increase St. Andrews Club 10 round package from $430 to $440 plus tax
- Increase St. Andrews Club 20 round package from $820 to $840 plus tax
- Increase St. Andrews Club 30 round package from $1170 to $1200 plus tax

- Increase St. Andrews Club 40 round package from $1480 to $1520 plus tax
- Increase St. Andrews Club 50 round package from $1750 to $1800 plus tax
- Increase St. Andrews Club 75 round package from $2475 to $2550 plus tax
- Increase St. Andrews Club 90 round package from $2790 to $2880 plus tax
- Add Junior Season Pass at $425 plus tax

All other rates at Edinburgh USA remain unchanged

**Ice Arena**

- Increase Prime Rental Rate from $265/hour to $275.00/hour plus tax
- Increase Non-Prime Rental Rate from $190/hour to $215/hour plus tax

All Ice Arena rate changes are effective 9/1/2026

All other Ice Arena rental rates remain unchanged

**To:** Molly Lopez, Finance

**CC:** LaTonia Green, Finance

**From:** Shawn Conway; Fire Chief

**Date:** October 21, 2025

**Subject:** 2026 FD Fees and Charges Update

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For the 2026 budget cycle, the Fire Department proposes the following rate changes:

- **Fire Extinguisher Training (93.09):** We would like to start this dormant program up again in 2026
- **Fire Modification Fines/Work Without Permit (366.011 and 415.01):** This fee will match the building permit double fee when a contractor is found to be working out a permit.
- **Food Truck Inspections (245A.15 and 93.09):** Adding this fee for 2026 to go along with the environmental health fees
- **General fire/life safety inspections follow ups (93.09):** Costs have risen and previous charges did not cover our expenses
- **Fire Watch/Hazardous Materials/Other (366.011 and 415.01/93.09):** Costs have risen and previous charges did not cover our expenses
- **Nuisance Alarms (93.09):** This is already in the fee schedule but is not currently being captured due to staffing. These do result in the unnecessary utilization of resources and delays in service to those in need.
- **Outside Business Hours Inspections (299F.47):** This will cover the cost of the overtime to make accommodations for various situations
- **Hood Cleaning Permit (93.25 et seq.):** Costs have risen and previous charges did not cover our expenses
- **Open Burn Permit (93.25 et seq.):** Costs have risen and previous charges did not cover our expenses

| **Item** | **2025 rate** | **Proposed 2026 rate** |
|---|---|---|
| Fire extinguisher training **(ADD)** | N/A | $125/Hour |
| Fire modification fines/Work without permit | Double permit fee | Double permit fee |
| Food truck inspections **(ADD)** | $0 | $100/per |
| General fire/life safety inspections 2nd follow up | $100 | $125 |
| General fire/life safety inspections 3rd follow up | $150 | $175 |
| General fire/life safety inspections 4th follow up | $200 | $225 |
| Fire watch/Hazardous Materials/Other<br>- Per Engine | $300 | $350 |
| Fire watch/Hazardous Materials/Other | $400 | $450 |

| | | |
|---|---|---|
| - Per Ladder Truck | | |
| Fire watch/Hazardous Materials/Other<br>- Per Firefighter | $30 | $35 |
| Fire watch/Hazardous Materials/Other<br>- Inspectors | $50 | $65 |
| Fire watch/Hazardous Materials/Other<br>- Chief Officers | $50 | $75 |
| Nuisance Fire Alarms<br>- 2nd Offense | $0 | $250 |
| Nuisance Fire Alarms<br>- Repeat violation within 12 months **(ADD)** | | Double the previous fine with a max of $2,000 |
| Outside business hours inspections | $0 | $100/hour (2 hour minimum) |
| Public school inspections @ 3 years<br>- Inspection and two follow ups **(ADD)** | | $0.014/sq. ft. |
| Public school inspections @ 3 years<br>- Additional reinspection **(ADD)** | | $0.005/sq. ft. |
| Charter school inspections<br>- Inspection and two follow ups **(ADD**) | | $0.014/sq. ft. |
| Charter school inspections<br>- Additional reinspection **(ADD)** | | $0.005/sq. ft. |
| Hood cleaning permit | $60 | $75 |
| Open burn permit | $60 | $75 |

# City of Brooklyn Park
# Request for Council Action

| | | | |
|---|---|---|---|
| **Agenda Item:** | 7.2 | **Meeting Date:** | October 27, 2025 |
| **Agenda Section:** | General Action Items | **Originating Department:** | Finance |
| **Resolution:** | X | | |
| **Ordinance:** | N/A | **Prepared By:** | Nate Sorgert, Senior Accountant |
| **Attachments:** | 2 | **Presented By:** | Jason Newby, Inspections & Environmental Health Manager. LaTonia Green, Director of Finance |
| **Item:** | Adopt Resolution for Proposed Special Assessments Final Determination for Certain Delinquent Utility Charges; Abatements Costs for Weed Cutting, Tree Removal, Nuisance Abatements, And Fire Inspection Fees; Administrative Penalty Citations; Various Costs Associated with Rental Housing Cases; and Administrative Fees | | |

**City Manager's Proposed Action:**

MOTION _____,SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-_____ LEVYING TAX FOR PROPOSED ASSESSMENT FINAL DETERMINATION FOR DELINQUENT UTILITY CHARGES, ABATEMENT COSTS FOR WEED CUTTING, TREE REMOVAL, NUISANCE ABATEMENTS, FIRE INSPECTION FEES, ADMINISTRATIVE PENALTY CITATIONS, VARIOUS COSTS ASSOCIATED WITH RENTAL HOUSING CASES, AND ADMINISTRATIVE FEES

**Overview:**

Each year, the City has outstanding charges for utility charges; abatements costs for weed cutting, tree removal, nuisance abatements, and fire inspection fees; administrative penalty citations; various costs associated with rental housing cases; and administrative fees that the City cannot collect from the property owner. The only action that can be taken to collect these charges is to assess the amounts in question and certify these charges to the property taxes of the property owners. Minnesota State Statute 444.075 Subd. 3 allows for the assessment of delinquent utility bills. Minnesota State Statute 429.101 allows for the assessment of delinquent weed cutting, tree removal, and nuisance abatement charges. The City Charter, Section 14.19, allows for the assessment of delinquent administrative citations. Minnesota Statute 336.012 allows for assessment of delinquent fire inspection fees. In addition, notices of this public hearing have been mailed to the affected parties.

For 2025, we have identified the following amounts for possible certification to the property taxes in 2026. Data for 2023 & 2024 is provided below for comparison:

| Description | 2023 | | 2024 | | 2025 | |
|---|---|---|---|---|---|---|
| | Number | Dollar Amount | Number | Dollar Amount | Number | Dollar Amount |
| Abatements | 39 | $ 16,822.95 | 42 | $ 31,236.38 | 34 | $ 27,064.06 |
| Citations | 260 | $ 53,900.00 | 253 | $ 60,520.00 | 264 | $ 123,185.00 |
| Utility Accounts | 3593 | $ 2,082,917.26 | 3500 | $ 2,470,651.18 | 3843 | $ 2,749,829.20 |
| Tree Removal | 2 | $ 4,450.00 | 1 | $ 700.00 | 2 | $ 9,000.00 |
| Hydrant Maintenance | 0 | $ - | 1 | $ 2,025.00 | 1 | $ 2,025.00 |
| Adminstrative Fees | 3764 | $ 56,460.00 | 3636 | $ 54,540.00 | 3723 | $ 59,595.00 |

During the public hearing on October 13, 2025, several property owners listed below contested their special assessments. The City Council directed staff to gather additional information on these cases. Below are staff

updates from the online system, along with details for each contested property. The staff recommendations for each case are provided below.

**4509 78th Ave No-Utility Billing**
This is a new owner as of 1/26/2024. The first bill on the account was mailed to the owner at the service address. The customer signed up for e-billing on March 24, 2024. Partial payments have been made intermittently through online bill pay. There was no contact with this customer prior to attendance at the council meeting on October 13, 2025. Staff contacted the customer on 10/17/2025. The customer requested information on payment options and deadlines. No other assistance was requested. Staff recommends that the charges be certified if not paid by November 13, 2025. The account history is attached.

**5545 84 ½ Ave No-Utility Billing**
This account has been active since 8/31/2020. The bills for the account are mailed to the owner at the service address, which matches the Hennepin County Taxpayer record. The account is historically paid after the due date. There was no contact with this customer prior to attendance at the council meeting on October 13, 2025. The customer paid in full on 10/15/2025. No assistance was requested. The account is paid in full and removed from Certification. The account history is attached.

**6528 84th Ct No-Utility Billing**
This is a rental property and a new renter account opened on 8/19/2024. A billing statement is mailed via USPS mail service to both the service address and to the landlord's address. There has been no water usage at this property for the past 6 months. No payments have been made since the account was opened. The prior tenant's account has an unpaid balance. Quarterly notices have been mailed to the landlord regarding the prior tenant's balance. There was no contact with this customer prior to attendance at the council meeting on October 13, 2025. Customer was contacted and stated he met with the utility billing manager and was working with him. Utility Manager gave him the payment plan option the night of the first meeting. Follow up call was completed on 10/21/2025. An automatic payment agreement was discussed for relief of late payment penalties. Payment due date was discussed. Staff recommends that this account go to certification if not paid in full by November 13, 2025.

**7382 Brunswick Ave No-Utility Billing**
The is an owner-occupied home where this account has been open since 6/05/2019. Bills and statements have been mailed to the customer at the service address via USPS mail service. The last payment received on this account was 10/08/2019. The balance was certified to the property taxes in 2020, 2021, 2022, 2023 and 2024. There was no contact with this customer prior to attendance at the council meeting on October 13, 2025. Staff contacted the customer on 10/17/2025. No assistance was requested. The customer agreed to pay as much as she could prior to the November 13th,2025 payment deadline and any remaining would be certified to the property taxes. Staff recommend charges be certified if not paid by November 13, 2025, due date. Account history is attached.

**7532 Emerson Ave No-Utility Billing**
This is an owner-occupied property. This account has been open since 12/12/2019. Bills and statements for this account are mailed to the owner at the service address which matches the Hennepin County Taxpayer Record. Partial payments have been made on the account since it has become active. No communication was made prior to the customer attending the council meeting on October 13, 2025. Staff contacted the customer on 10/17/2025. No assistance was requested. The customer stated that the balance will be paid in full by the deadline. Staff recommend charges be certified if not paid by November 13, 2025, due date. Account history is attached.

**7925 College Park Dr No-Utility Billing**
This is an owner-occupied property. This account has been active since 4/25/2023. The bills for the account are mailed to the owner at the service address, which matches the Hennepin County Taxpayer record. The account is historically paid after the due date. There was no contact with this customer prior to attendance at the council meeting on October 13, 2025. Staff contacted the customer on 10/17/25. No assistance was requested. The customer paid in full on 10/12/2025 and has been removed from Certification. The account history is attached.

**8220 Newton Ave No-Utility Billing**
This is an owner-occupied property. This account has been active since 01/18/2019. The bills for the account are mailed to the owner at the service address, which matches the Hennepin County Taxpayer record. Staff contacted the customer on 10/14/2024 and met with him in person on 10/15/2025. Explanation was given on how to determine amount to pay to be removed from Certification. Owner paid the certification amount in full on 10/15/2025 and is removed from Certification. The account history is attached.

**8454 Toledo Ave No-Utility Billing**
This is an owner-occupied property. The property was sold on 12/23/2024 and the delinquent charges were incurred prior to the sale of the property. In keeping with the understanding that charges stay with the property, not the user, notifications of balance due have been sent to both the current owner and the prior owner via USPS mail service. There was no contact with this customer prior to attendance at the council meeting on October 13, 2025. The new owner appeared at the City Council Hearing on 10/13/2025 to show an affidavit from the closing company saying the seller will be responsible for paying. Staff completed a title search and presented it to the title company prior to closing with the correct balance of due information. The title company did not collect escrows to cover pending charges. Staff spoke with the customer at the 10/13/2025 meeting and advised her to speak to the closing company. Staff received a call from the title company on 10/16/2025. A transaction History was e-mailed to the title company. No further contact has been initiated by the customer. Staff recommend the charges be certified if not paid by the November 13,2025 due date.

**8707 Queens Garden No-Utility Billing**
This is an owner-occupied property. This account has been active since 12/22/2021. Bills and statements have been mailed to the customer at the service address via USPS mail service. Water usage is within a normal range. This property was certified for delinquent charges in 2023 and 2024. There was no contact with this customer prior to attendance at the council meeting on October 13, 2025. Staff contacted the customer on 10/17/2025. The customer was given a list of resources for financial assistance. Staff recommend charges be certified if not paid by November 13, 2025 due date. Account history is attached.

We continue to receive and post payments on these accounts daily. Payments will be accepted until 4:30 p.m. on November 13, 2025. Accounts paid by this deadline will be removed from the certification list, while those remaining unpaid will be certified to Hennepin County. The certified amount will include the outstanding balance, 14 months of interest at a 4% annual rate, a $35 administrative fee, and a $2.50 Hennepin County service charge.

Additionally, a $15 administrative fee was applied to each account that received a delinquency notice, as approved at the November 13, 2018 Council meeting.

**Primary Issues/Alternatives to Consider:** N/A

**Budgetary/Fiscal Issues:** N/A

**Attachments:**
7.2A RESOLUTION
7.2B UTILITY BILLING DOCUMENTATION *(LIMITED DISTRIBUTION – Available for viewing at the City Clerk's office)*

RESOLUTION #2025-

RESOLUTION LEVYING TAX FOR PROPOSED ASSESSMENT FINAL DETERMINATION FOR DELINQUENT UTILITY CHARGES, ABATEMENT COSTS FOR WEED CUTTING, TREE REMOVAL, NUISANCE ABATEMENTS, FIRE INSPECTION FEES, ADMINISTRATIVE PENALTY CITATIONS, VARIOUS COSTS ASSOCIATED WITH RENTAL HOUSING CASES, AND ADMINISTRATIVE FEES

WHEREAS, pursuant to proper notice duly given as required by law, Council has met, and heard, and passed upon all objections to the proposed assessment for delinquent utilities, weed cutting, tree removal, utility invoices, administrative citations, nuisance abatement charges and fire inspection fees.

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

1. That pursuant to Minnesota Statutes and the City Code of the City of Brooklyn Park, the delinquent utility bills, weed cutting charges, utility invoices, administrative penalty citations, nuisance abatement charges, and fire inspection fees shall be levied against the properties and collected as other taxes are collected, and remitted to the City of Brooklyn Park. All properties involved and the amounts to be certified are on file with the City Clerk.

2. That such proposed assessment, hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included with the exception of the house and garage roof tract of land is hereby found to be benefited by the delivered services in the amount of the assessment levied against it, and that each property shall have the entire amount, plus interest for (14) months at the rate of 4% PER annum, and a $35.00 administrative fee added to their assessment, and a Hennepin County administration service charge of $2.50.

3. That the owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole or any part of the assessment on such property from the adoption of this resolution until November 13, 2025.

4. That the City Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County, and such assessments shall be collected and paid in the same manner as other municipal taxes.

**4509 78TH AVE N**

| Event | Date | Details | Comments |
|---|---|---|---|
| Note | 10/17/2025 | CUSTOMER CONTACT | Resident attended Council meeting on Monday, Oct 13th regarding his utility bill. Called resident to offer help and he stated that he just wanted to know what the deadline date was for making the payment. He was told that the last day to pay is Nov 13. He then wanted to know how the payment needed to be made. Could he do it online or did he need to do it another way. He was told that he could pay online, he could call utility billing and make a payment over the phone, he could drop it in the box outside of City Hall, or he could come into City Hall and make it in person. He thanked me for the information and stated he would have the balance paid by Nov 13th. |
| Penalty | 09/20/2025 | $66.60 | |
| Billing Items | 09/09/2025 | $15.00 | Certification Admin Fee |
| Bad Debt | 09/05/2025 | Notified | Notified of pending certification |
| Bill | 08/01/2025 | $167.45 | |
| Statement | 06/21/2025 | Standard Delinquent Accounts | Notified of past due balance |
| Penalty | 06/21/2025 | $45.33 | |
| Bill | 05/01/2025 | $153.35 | |
| Payment | 04/23/2025 | $110.10 | |
| Penalty | 03/15/2025 | $37.28 | |
| Bill | 02/01/2025 | $142.96 | |
| Penalty | 12/21/2024 | $20.90 | |
| Bill | 11/01/2024 | $142.96 | |
| Penalty | 09/21/2024 | $6.00 | |
| Payment | 09/08/2024 | $90.36 | |
| Bill | 08/01/2024 | $150.36 | |
| Payment | 07/14/2024 | $69.25 | |
| Statement | 06/15/2024 | Standard Delinquent Accounts | Notified of past due balance |
| Penalty | 06/15/2024 | $6.29 | |
| Payment | 05/17/2024 | $80.00 | |
| Bill | 05/01/2024 | $142.96 | |
| Payment | 03/24/2024 | $4.18 | |
| Bill | 02/01/2024 | $4.18 | |

General Account Note:
Owner occupied property. Bills have been delivered via e-mail. Standard delinquent notices were mailed via USPS mail service. Water Usage is normal for the account history.

5545 84 1/2 AVE N

| Event | Date | Details | Comments |
|---|---|---|---|
| Note | 10/17/2025 | Customer Contact | Resident appeared at the Council meeting on Oct 13th regarding their water bill. No follow needed as account was paid in full on Oct 15 and has a zero balance |
| Payment | 10/15/2025 | $274.22 | |
| Payment | 09/22/2025 | $200.00 | |
| Billing Items | 09/09/2025 | $15.00 | Certification Admin Fee |
| Bad Debt | 09/05/2025 | Notified | Notified of pending certification |
| Bill | 09/01/2025 | $226.06 | |
| Statement | 07/19/2025 | Standard Delinquent Accounts | Notified of past due balance |
| Penalty | 07/19/2025 | $21.20 | |
| Bill | 06/01/2025 | $211.96 | |
| Payment | 04/22/2025 | $158.15 | |
| Adjustment | 04/22/2025 | $-15.82 | One time courtesy penalty waive per policy |
| Penalty | 04/19/2025 | $15.82 | |
| Bill | 03/01/2025 | $158.15 | |
| Payment | 01/28/2025 | $168.25 | |
| Penalty | 01/18/2025 | $15.30 | |
| Bill | 12/01/2024 | $152.95 | |
| Payment | 11/19/2024 | $193.99 | |
| Penalty | 10/19/2024 | $17.64 | |
| Bill | 09/01/2024 | $176.35 | |
| Payment | 07/02/2024 | $147.75 | |
| Bill | 06/01/2024 | $147.75 | |
| Payment | 03/22/2024 | $134.45 | |
| Bill | 03/01/2024 | $134.01 | |
| Payment | 12/28/2023 | $119.16 | |
| Bill | 12/01/2023 | $120.31 | |
| Payment | 09/26/2023 | $401.22 | |
| Payment | 09/26/2023 | $185.00 | |
| Bad Debt | 09/06/2023 | Notified | Notified of pending certification |
| Billing Items | 09/06/2023 | $15.00 | Certification Admin Fee |
| Bill | 09/01/2023 | $127.16 | |
| Payment | 08/23/2023 | $200.00 | |
| Statement | 07/15/2023 | Standard Delinquent Accounts | Notified of past due balance |
| Penalty | 07/15/2023 | $57.13 | |
| Bill | 06/01/2023 | $147.71 | |
| Penalty | 04/15/2023 | $38.51 | |
| Payment | 03/24/2023 | $147.97 | |
| Bill | 03/01/2023 | $151.20 | |
| Penalty | 01/21/2023 | $34.72 | |
| Bill | 12/01/2022 | $156.00 | |
| Adjustment | 11/16/2022 | $15.00 | |
| Adjustment | 11/16/2022 | $-15.00 | |
| Payment | 10/21/2022 | $278.44 | |
| Payment | 10/10/2022 | $300.00 | |
| Bad Debt | 09/12/2022 | Notified | Notified of pending certification |
| Billing Items | 09/12/2022 | $15.00 | Certification Admin Fee |
| Bill | 09/01/2022 | $151.20 | |
| Statement | 07/16/2022 | Standard Delinquent Accounts | Notified of past due balance |
| Penalty | 07/16/2022 | $54.85 | |
| Bill | 06/01/2022 | $132.65 | |
| Penalty | 04/16/2022 | $37.82 | |
| Bill | 03/01/2022 | $116.99 | |
| Penalty | 01/15/2022 | $23.74 | |
| Bill | 12/01/2021 | $112.39 | |
| Payment | 10/27/2021 | $139.86 | |
| Penalty | 10/16/2021 | $24.08 | |
| Billing Items | 09/14/2021 | $15.00 | Certification Admin Fee |
| Bad Debt | 09/13/2021 | Notified | Notified of pending certification |
| Bill | 09/01/2021 | $116.99 | |
| Work Order | 07/23/2021 | Completed | Meter Equipment Exchange |
| Statement | 07/17/2021 | Standard Delinquent Accounts | Notified of past due balance |
| Penalty | 07/17/2021 | $11.25 | |
| Bill | 06/01/2021 | $112.39 | |
| Payment | 03/23/2021 | $102.98 | |
| Bill | 03/01/2021 | $102.98 | |
| Payment | 01/11/2021 | $120.83 | |
| Bill | 12/01/2020 | $120.83 | |

General Account Note:
Owner occupied property. Bills and Statements have been delivered via USPS mail service.  Water Usage is normal for the account history.

7382 BRUNSWICK AVE N

| Event | Date | Details | Comments |
|---|---|---|---|
| Note | 10/17/2025 | Customer Contact | Resident attended the Council meeting on Monday, Oct 13 regarding her utility bill. I reached out to her to see if she had any questions or if there is anything I could do. She mentioned doing a payment plan and I explained to her that the payment plan would consist of her paying as much as she can from now until Nov 13th to reduce her balance that will be certified to taxes. She agreed with that and said she would do what she could. |
| Billing Items | 09/09/2025 | $15.00 | Certification Admin Fee |
| Bad Debt | 09/05/2025 | Notified | Notified of pending certification |
| Bill | 09/01/2025 | $289.86 | |
| Penalty | 07/19/2025 | $160.47 | |
| Bill | 06/01/2025 | $275.76 | |
| Penalty | 04/19/2025 | $120.82 | |
| Bill | 03/01/2025 | $256.15 | |
| Penalty | 01/18/2025 | $86.56 | |
| Bill | 12/01/2024 | $263.55 | |
| Bad Debt | 11/17/2024 | Notified | Notice of certification |
| Write Off | 11/17/2024 | $-15.00 | Certified to property taxes |
| Write Off | 11/16/2024 | $-1,201.03 | Certified to property taxes |
| Penalty | 10/19/2024 | $163.91 | |
| Bad Debt | 09/11/2024 | Notified | Notified of pending certification |
| Billing Items | 09/11/2024 | $15.00 | Certification Admin Fee |
| Bill | 09/01/2024 | $317.95 | |
| Penalty | 07/20/2024 | $120.10 | |
| Bill | 06/01/2024 | $315.35 | |
| Penalty | 04/20/2024 | $80.53 | |
| Bill | 03/01/2024 | $200.21 | |
| Penalty | 01/20/2024 | $55.00 | |
| Bill | 12/01/2023 | $190.21 | |
| Bad Debt | 11/19/2023 | Notified | Notice of certification |
| Write Off | 11/19/2023 | $-15.00 | Certified to property taxes |
| Write Off | 11/18/2023 | $-611.84 | Certified to property taxes |
| Penalty | 10/21/2023 | $88.33 | |
| Payment | 09/21/2023 | $300.00 | |
| Bad Debt | 09/06/2023 | Notified | Notified of pending certification |
| Billing Items | 09/06/2023 | $15.00 | Certification Admin Fee |
| Bill | 09/01/2023 | $180.21 | |
| Penalty | 07/15/2023 | $91.19 | |
| Bill | 06/01/2023 | $165.21 | |
| Penalty | 04/15/2023 | $67.88 | |
| Bill | 03/01/2023 | $139.20 | |
| Penalty | 01/21/2023 | $49.06 | |
| Bill | 12/01/2022 | $146.40 | |
| Bad Debt | 11/16/2022 | Notified | Notice of certification |
| Write Off | 11/16/2022 | $-15.00 | Certified to property taxes |
| Write Off | 11/15/2022 | $-745.84 | Certified to property taxes |
| Penalty | 10/15/2022 | $99.09 | |
| Bad Debt | 09/12/2022 | Notified | Notified of pending certification |
| Billing Items | 09/12/2022 | $15.00 | Certification Admin Fee |
| Bill | 09/01/2022 | $170.40 | |
| Penalty | 07/16/2022 | $74.60 | |
| Bill | 06/01/2022 | $132.65 | |
| Penalty | 04/16/2022 | $55.75 | |
| Bill | 03/01/2022 | $132.79 | |
| Penalty | 01/15/2022 | $38.61 | |
| Bill | 12/01/2021 | $132.79 | |
| Write Off | 11/18/2021 | $-15.00 | Certified to property taxes |
| Write Off | 11/17/2021 | $-865.57 | Certified to property taxes |
| Penalty | 10/16/2021 | $101.71 | |
| Billing Items | 09/14/2021 | $15.00 | Certification Admin Fee |
| Bad Debt | 09/13/2021 | Notified | Notified of pending certification |
| Bill | 09/01/2021 | $151.54 | |
| Penalty | 07/17/2021 | $78.71 | |
| Bill | 06/01/2021 | $157.79 | |

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|---|---|---|---|
| Penalty | 04/20/2021 | $57.19 | |
| Bill | 03/01/2021 | $151.23 | |
| Penalty | 01/16/2021 | $38.24 | |
| Bill | 12/01/2020 | $153.43 | |
| Bad Debt | 11/17/2020 | Notified | Notice of certification |
| Write Off | 11/17/2020 | $-481.01 | Certified to property taxes |
| Write Off | 11/17/2020 | $-15.00 | Certified to property taxes |
| Penalty | 10/17/2020 | $64.55 | |
| Billing Items | 09/16/2020 | $15.00 | Certification Admin Fee |
| Bad Debt | 09/14/2020 | Notified | Notified of pending certification |
| Bill | 09/01/2020 | $164.43 | |
| Penalty | 07/18/2020 | $43.74 | |
| Bill | 06/01/2020 | $162.23 | |
| Bill | 03/01/2020 | $136.89 | |
| Penalty | 01/18/2020 | $12.56 | |

General Account Note:
Owner occupied property. Bills and Statements have been delivered via USPS mail service. Water Usage is normal for the account history.

**7532 EMERSON AVE N**

| Event | Date | Details | Comments |
|---|---|---|---|
| Note | 10/17/2025 | Customer Contact | Resident attended Council meeting on Monday, Oct 13th regarding utility bill. Contacted resident to follow up and he stated that they would be paying the certification balance by the Nov 13th due date. |
| Statement | 09/20/2025 | Standard Delinquent Accounts | Notice of past due balance |
| Penalty | 09/20/2025 | $46.09 | |
| Billing Items | 09/09/2025 | $15.00 | Certification Admin Fee |
| Bad Debt | 09/05/2025 | Notified | Notice of pending certification |
| Bill | 08/01/2025 | $175.45 | |
| Penalty | 06/21/2025 | $25.94 | |
| Payment | 06/16/2025 | $250.00 | |
| Bill | 05/01/2025 | $164.05 | |
| Penalty | 03/15/2025 | $31.40 | |
| Bill | 02/01/2025 | $150.36 | |
| Penalty | 12/21/2024 | $14.88 | |
| Payment | 11/28/2024 | $200.00 | |
| Bad Debt | 11/17/2024 | Notified | Notice of certification |
| Write Off | 11/17/2024 | $-15.00 | Certified to property taxes |
| Write Off | 11/16/2024 | $-212.11 | Certified to property taxes |
| Bill | 11/01/2024 | $150.36 | |
| Payment | 09/27/2024 | $200.00 | |
| Penalty | 09/21/2024 | $55.51 | |
| Bad Debt | 09/11/2024 | Notified | Notice of pending certification |
| Billing Items | 09/11/2024 | $15.00 | Certification Admin Fee |
| Bill | 08/01/2024 | $142.96 | |
| Penalty | 06/15/2024 | $37.46 | |
| Payment | 05/13/2024 | $100.00 | |
| Bill | 05/01/2024 | $152.96 | |
| Penalty | 03/16/2024 | $29.24 | |
| Payment | 03/04/2024 | $250.00 | |
| Bill | 02/01/2024 | $138.86 | |
| Penalty | 12/16/2023 | $36.70 | |
| Bill | 11/01/2023 | $155.06 | |
| Penalty | 09/16/2023 | $19.27 | |
| Payment | 08/07/2023 | $152.76 | |
| Bill | 08/01/2023 | $192.56 | |
| Penalty | 06/17/2023 | $13.90 | |
| Bill | 05/01/2023 | $138.86 | |
| Work Order | 04/27/2023 | Completed | Meter equipment exchange |
| Payment | 03/31/2023 | $308.27 | |
| Penalty | 03/18/2023 | $28.03 | |
| Bill | 02/01/2023 | $135.96 | |
| Penalty | 12/17/2022 | $13.12 | |
| Bill | 11/01/2022 | $131.16 | |
| Payment | 10/20/2022 | $142.41 | |
| Penalty | 09/17/2022 | $12.96 | |
| Payment | 09/01/2022 | $150.00 | |
| Bill | 08/01/2022 | $124.61 | |
| Penalty | 06/21/2022 | $14.08 | |
| Bill | 05/01/2022 | $140.76 | |
| Payment | 03/14/2022 | $133.72 | |
| Bill | 02/01/2022 | $120.71 | |
| Payment | 01/14/2022 | $129.91 | |
| Penalty | 12/18/2021 | $13.01 | |
| Bill | 11/01/2021 | $129.91 | |
| Payment | 09/10/2021 | $159.81 | |
| Bill | 08/01/2021 | $159.81 | |
| Payment | 06/15/2021 | $112.16 | |
| Bill | 05/01/2021 | $112.16 | |
| Payment | 03/12/2021 | $126.26 | |
| Bill | 02/01/2021 | $112.61 | |
| Payment | 12/22/2020 | $136.41 | |
| Penalty | 12/19/2020 | $13.65 | |
| Bill | 11/01/2020 | $136.41 | |
| Payment | 09/14/2020 | $142.36 | |
| Bill | 08/01/2020 | $142.36 | |
| Payment | 06/17/2020 | $108.14 | |
| Bill | 05/01/2020 | $112.61 | |
| Payment | 03/23/2020 | $49.14 | |
| Bill | 02/01/2020 | $44.67 | |

General Account Note:
Owner occupied property. Bills have been delivered via e-mail. Standard delinquent notices were mailed via USPS mail service. Water Usage is normal for the account history.

**7925 COLLEGE PARK DR N**

| Event | Date | Details | Comments |
|---|---|---|---|
| Note | 10/17/2025 | Customer Contact | Resident appeared at Council meeting on Monday, Oct 13, 2025 and chose not to speak. No further action taken, account is paid in full |
| Payment | 10/12/2025 | $127.55 | |
| Bill | 10/01/2025 | $127.55 | |
| Payment | 09/22/2025 | $15.00 | |
| Billing Items | 09/09/2025 | $15.00 | Certification Admin Fee |
| Payment | 09/07/2025 | $276.23 | |
| Bad Debt | 09/05/2025 | Notified | Notified of pending certification |
| Penalty | 08/16/2025 | $25.12 | |
| Bill | 07/01/2025 | $141.05 | |
| Penalty | 05/17/2025 | $10.01 | |
| Bill | 04/01/2025 | $100.05 | |
| Payment | 01/26/2025 | $369.89 | |
| Bill | 01/01/2025 | $98.96 | |
| Penalty | 11/16/2024 | $24.63 | |
| Bill | 10/01/2024 | $114.56 | |
| Penalty | 08/17/2024 | $11.98 | |
| Bill | 07/01/2024 | $119.76 | |
| Payment | 06/15/2024 | $466.41 | |
| Penalty | 05/18/2024 | $42.40 | |
| Bill | 04/01/2024 | $91.16 | |
| Penalty | 02/17/2024 | $30.27 | |
| Bill | 01/01/2024 | $104.61 | |
| Penalty | 11/18/2023 | $18.01 | |
| Bill | 10/01/2023 | $179.96 | |
| Payment | 07/19/2023 | $128.96 | |
| Bill | 07/01/2023 | $128.96 | |

General Account Note:
Owner occupied property. Bills have been delivered via e-mail. Standard delinquent notices were mailed via USPS mail service. Water Usage is normal for the account history.

**8220 NEWTON AVE N**

| Event | Date | Details | Comments |
|---|---|---|---|
| Note | 10/15/2025 | CUSTOMER CONTACT | Met with Mr. Hernandez at 2:44 pm. Informed him he will be removed from the certification list if the past due balance of $61.62 is paid by November 13th, 2025. |
| Note | 10/14/2025 | CUSTOMER CONTACT | RECEIVED A MESSAGE FROM THE CITY COUNCIL MEETING 10/13/25 THAT DANIEL QUINONES WANTED TO SPEAK TO UB AS HE HAD QUESTIONS ON HIS ACCOUNT. I CALLED HIM THIS AFTERNOON. HE DID NOT WANT TO SPEAK WITH ME. HE WANTS TO SET UP AN IN PERSON MEETING WITH O&M. I ADVISED HIM SOMEONE WOULD CALL HIM TOMORROW. SENT MESSAGE TO Utility Billing. |
| Penalty | 09/20/2025 | $22.70 | |
| Billing Items | 09/09/2025 | $15.00 | Certification Admin Fee |
| Payment | 09/08/2025 | $750.00 | |
| Bad Debt | 09/05/2025 | Notified | Notice of pending certification |
| Bill | 08/01/2025 | $180.46 | |
| Penalty | 06/21/2025 | $72.42 | |
| Bill | 05/01/2025 | $171.76 | |
| Penalty | 03/15/2025 | $50.23 | |
| Bill | 02/01/2025 | $162.95 | |
| Penalty | 12/21/2024 | $30.84 | |
| Bill | 11/01/2024 | $137.75 | |
| Penalty | 09/21/2024 | $15.52 | |
| Bill | 08/01/2024 | $155.15 | |
| Payment | 06/14/2024 | $285.75 | |
| Bill | 05/01/2024 | $145.15 | |
| Penalty | 03/16/2024 | $12.79 | |
| Bill | 02/01/2024 | $127.81 | |
| Payment | 12/14/2023 | $115.31 | |
| Bill | 11/01/2023 | $130.31 | |
| Adjustment | 09/25/2023 | $-15.00 | |
| Payment | 09/20/2023 | $292.88 | |
| Penalty | 09/16/2023 | $25.26 | |
| Bad Debt | 09/06/2023 | Notified | Notice of pending certification |
| Billing Items | 09/06/2023 | $15.00 | Certification Admin Fee |
| Bill | 08/01/2023 | $127.81 | |
| Penalty | 06/17/2023 | $11.35 | |
| Bill | 05/01/2023 | $113.46 | |
| Payment | 03/31/2023 | $254.37 | |
| Penalty | 03/18/2023 | $23.14 | |
| Bill | 02/01/2023 | $108.85 | |
| Penalty | 12/17/2022 | $11.13 | |
| Payment | 11/02/2022 | $125.02 | |
| Bill | 11/01/2022 | $111.25 | |
| Penalty | 09/17/2022 | $11.37 | |
| Bill | 08/01/2022 | $113.65 | |
| Payment | 07/21/2022 | $174.83 | |
| Penalty | 06/21/2022 | $15.89 | |
| Payment | 06/02/2022 | $200.00 | |
| Bill | 05/01/2022 | $106.45 | |
| Penalty | 03/19/2022 | $22.97 | |
| Bill | 02/01/2022 | $101.54 | |
| Penalty | 12/18/2021 | $11.64 | |
| Bill | 11/01/2021 | $116.34 | |
| Payment | 10/18/2021 | $127.98 | |
| Penalty | 09/18/2021 | $11.64 | |
| Bill | 08/01/2021 | $116.34 | |
| Payment | 06/17/2021 | $116.34 | |
| Bill | 05/01/2021 | $116.34 | |
| Payment | 02/17/2021 | $108.93 | |
| Bill | 02/01/2021 | $108.93 | |
| Payment | 11/20/2020 | $126.78 | |
| Bill | 11/01/2020 | $126.78 | |
| Payment | 09/22/2020 | $139.47 | |
| Penalty | 09/19/2020 | $12.69 | |
| Bill | 08/01/2020 | $126.78 | |

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|---|---|---|---|
| Payment | 07/01/2020 | $114.88 | |
| Bill | 05/01/2020 | $114.88 | |
| Payment | 03/02/2020 | $119.94 | |
| Bill | 02/01/2020 | $119.94 | |
| Payment | 12/10/2019 | $114.29 | |
| Bill | 11/01/2019 | $114.29 | |
| Payment | 08/21/2019 | $114.29 | |
| Bill | 08/01/2019 | $114.29 | |
| Payment | 06/18/2019 | $107.08 | |
| Penalty | 06/15/2019 | $9.74 | |
| Bill | 05/01/2019 | $97.34 | |
| Payment | 04/05/2019 | $18.44 | |
| Penalty | 03/16/2019 | $1.68 | |
| Bill | 02/01/2019 | $16.76 | |

General Account Note:
Owner occupied property. Bills and Statements have been delivered via USPS mail service. Water Usage is normal for the account history.

24695-011-6528 84TH CT N

| Event | Date | Details | Comments |
|---|---|---|---|
| Bad Debt | 09/05/2025 | Notified | Notified of pending certification |
| Edit Associated Customer | 08/25/2025 | Mailing Address Change | FOR TENANT |
| Statement | 07/24/2025 | Inactive Delinquent Accounts | |
| Statement | 04/22/2025 | Inactive Delinquent Accounts | |
| Statement | 01/22/2025 | Inactive Delinquent Accounts | |
| Statement | 10/23/2024 | Inactive Delinquent Accounts | |
| Statement | 10/19/2024 | Standard Delinquent Accounts | |
| Note | 08/30/2024 | ADDRESS | UPDATED TENANT ADDRESS PER 8/29/24 FINAL BILLING NCOA REPORT |
| Work Order | 08/21/2024 | Completed | CUSTOMER CHANGE WORK ORDER FOR TENANT MOVE OUT 8/19/24 |
| Move Out Bill | 08/19/2024 | $96.25 | |
| Scheduled Move Out | 08/19/2024 | | |
| Payment | 07/10/2024 | $166.03 | |
| Bill | 06/01/2024 | $83.90 | |
| Statement | 04/20/2024 | Standard Delinquent Accounts | Notified of past due balance |
| Penalty | 04/20/2024 | $7.48 | |
| Bill | 03/01/2024 | $74.65 | |
| Payment | 01/31/2024 | $164.46 | |
| Statement | 01/20/2024 | Standard Delinquent Accounts | Notified of past due balance |
| Penalty | 01/20/2024 | $14.95 | |
| Bill | 12/01/2023 | $60.95 | |
| Statement | 10/21/2023 | Standard Delinquent Accounts | DELINQUENT NOTICE FOR 24695-010 |
| Penalty | 10/21/2023 | $8.05 | |
| Adjustment | 09/25/2023 | $-15.00 | |
| Bad Debt | 09/06/2023 | Notified | Notified of pending certification |
| Billing Items | 09/06/2023 | $15.00 | |
| Payment | 09/05/2023 | $127.01 | |
| Bill | 09/01/2023 | $67.80 | |
| Statement | 07/15/2023 | Standard Delinquent Accounts | Notified of past due balance |
| Penalty | 07/15/2023 | $12.71 | |
| Bill | 06/01/2023 | $74.65 | |
| Statement | 04/15/2023 | Standard Delinquent Accounts | Notified of past due balance |
| Penalty | 04/15/2023 | $4.76 | |
| Bill | 03/01/2023 | $47.60 | |

General Account Note:
Rental property. Bills and Statements have been delivered to both tenant and owner via USPS mail service. Water Usage is normal for the account history.

**24695-012-6528 84TH CT N**

| Event | Date | Details | Comments |
|---|---|---|---|
| Note | 10/21/2025 | Customer Contact | Reached out to homeowner to discuss note of manager speaking on his behalf. Owner did not answer so a voicemail was left at 1:12 PM on 10-21-25. |
| Note | 10/17/2025 | Customer Contact | Reached out to customer regarding the council meeting he attended regarding his utility bill balance. He stated that he was working with the utility billing manager, stating that the manager was going to present his case at the next council meeting to see if there is anything additional that can be done. Resident will be attending that meeting as well to plead his case. |
| Note | 10/15/2025 | Customer Contact | CUSTOMER APPEARED AT THE CERTIFICATION HEARING 10/13/25. HE WAS INFORMED OF THE OPTION TO SIGN UP FOR BANKDRAFTING IN ORDER TO HAVE ANY LATE FEES STILL OWING REVERSED. HE IS HOPING FOR MORE. |
| Billing Items | 09/09/2025 | $15.00 | Certification Admin Fee |
| Bad Debt | 09/05/2025 | Notified | Notified of pending certification |
| Bill | 09/01/2025 | $63.72 | |
| Statement | 07/19/2025 | Standard Delinquent Accounts | Notified of past due balance |
| Penalty | 07/19/2025 | $73.27 | |
| Bill | 06/01/2025 | $55.02 | |
| Statement | 04/19/2025 | Standard Delinquent Accounts | Notified of past due balance |
| Penalty | 04/19/2025 | $61.61 | |
| Bill | 03/01/2025 | $218.30 | |
| Statement | 01/18/2025 | Standard Delinquent Accounts | Notified of past due balance |
| Penalty | 01/18/2025 | $36.15 | |
| Bill | 12/01/2024 | $320.90 | |
| Statement | 10/19/2024 | Standard Delinquent Accounts | Notified of past due balance |
| Penalty | 10/19/2024 | $3.70 | |
| Bill | 09/01/2024 | $36.99 | |
| Edit Associated Customer | 08/20/2024 | Mailing Address Change | |

General Account Note:
Rental property. Bills and Statements have been delivered to both tenant and owner via USPS mail service. Water Usage is normal for the account history.

**8454 TOLEDO AVE N**

| Event | Date | Details | Comments |
|---|---|---|---|
| Transaction Statement | 10/14/2025 | Melissa Stay | REQUESTED BY EXECUTIVE TITLE |
| Bad Debt | 09/05/2025 | Notified | Notice of pending certification |
| Edit Associated Customer | 08/25/2025 | Mailing Address Change | |
| Statement | 07/24/2025 | Inactive Delinquent Accounts | |
| Statement | 04/22/2025 | Inactive Delinquent Accounts | |
| Work Order | 01/06/2025 | Completed | FINAL READ |
| Payment | 01/03/2025 | $637.13 | |
| Move Out Bill | 12/23/2024 | $88.24 | |
| Scheduled Move Out | 12/23/2024 | | |
| Bill | 12/01/2024 | $294.75 | |
| Bad Debt | 11/17/2024 | Notified | Notice of certification |
| Write Off | 11/17/2024 | $-15.00 | Certified to property taxes |
| Write Off | 11/16/2024 | $-1,451.06 | Certified to property taxes |
| Penalty | 10/19/2024 | $189.84 | |
| Bad Debt | 09/11/2024 | Notified | Notice of pending certification |
| Billing Items | 09/11/2024 | $15.00 | Certification Admin Fee |
| Bill | 09/01/2024 | $302.15 | |
| Statement | 07/20/2024 | Standard Delinquent Accounts | Notice of past due balance |
| Penalty | 07/20/2024 | $145.14 | |
| Bill | 06/01/2024 | $256.15 | |
| Penalty | 04/20/2024 | $108.61 | |
| Note | 03/18/2024 | NCOA NOTE | ADDRESS UPDATED PER NCOA REPORT |
| Bill | 03/01/2024 | $226.21 | |
| Penalty | 01/20/2024 | $78.19 | |
| Bill | 12/01/2023 | $221.21 | |
| Bad Debt | 11/19/2023 | Notified | Notice of certification |
| Write Off | 11/19/2023 | $-15.00 | Certified to property taxes |
| Write Off | 11/18/2023 | $-1,471.81 | Certified to property taxes |
| Penalty | 10/21/2023 | $184.79 | |
| Bad Debt | 09/06/2023 | Notified | Notice of pending certification |
| Billing Items | 09/06/2023 | $15.00 | Certification Admin Fee |
| Bill | 09/01/2023 | $228.71 | |
| Statement | 07/15/2023 | Standard Delinquent Accounts | Notice of past due balance |
| Penalty | 07/15/2023 | $147.19 | |
| Bill | 06/01/2023 | $221.21 | |
| Penalty | 04/15/2023 | $113.69 | |
| Bill | 03/01/2023 | $196.40 | |
| Penalty | 01/21/2023 | $85.51 | |
| Bill | 12/01/2022 | $196.40 | |
| Bad Debt | 11/16/2022 | Notified | Notice of certification |
| Write Off | 11/16/2022 | $-30.00 | Certified to property taxes |
| Write Off | 11/15/2022 | $-2,019.49 | Certified to property taxes |
| Penalty | 10/15/2022 | $243.46 | |
| Bad Debt | 09/12/2022 | Notified | Notice of pending certification |
| Billing Items | 09/12/2022 | $15.00 | Certification Admin Fee |
| Bill | 09/01/2022 | $213.20 | |
| Statement | 07/16/2022 | Standard Delinquent Accounts | Notice of past due balance |
| Penalty | 07/16/2022 | $201.94 | |
| Bill | 06/01/2022 | $191.60 | |
| Penalty | 04/16/2022 | $166.17 | |
| Bill | 03/01/2022 | $182.79 | |
| Penalty | 01/15/2022 | $134.46 | |
| Bill | 12/01/2021 | $182.79 | |
| Penalty | 10/16/2021 | $105.60 | |
| Billing Items | 09/14/2021 | $15.00 | |
| Bill | 09/01/2021 | $176.54 | |
| Statement | 07/17/2021 | Standard Delinquent Accounts | Notice of past due balance |
| Penalty | 07/17/2021 | $79.95 | |
| Bill | 06/01/2021 | $176.54 | |
| Penalty | 04/20/2021 | $56.64 | |
| Bill | 03/01/2021 | $157.83 | |
| Penalty | 01/16/2021 | $37.14 | |
| Bill | 12/01/2020 | $151.23 | |
| Bad Debt | 11/17/2020 | Notified | Notice of certification |
| Write Off | 11/17/2020 | $-441.86 | Certified to property taxes |
| Write Off | 11/17/2020 | $-15.00 | Certified to property taxes |
| Penalty | 10/17/2020 | $60.18 | |
| Billing Items | 09/16/2020 | $15.00 | |
| Bad Debt | 09/14/2020 | Notified | Notice of pending certification |
| Payment | 09/11/2020 | $300.00 | |

| | | | |
|---|---|---|---|
| Bill | 09/01/2020 | $160.03 | |
| Statement | 07/18/2020 | Standard Delinquent Accounts | Notice of past due balance |
| Penalty | 07/18/2020 | $67.46 | |
| Bill | 06/01/2020 | $162.23 | |
| Bill | 03/01/2020 | $136.89 | |
| Penalty | 01/18/2020 | $34.13 | |
| Bill | 12/01/2019 | $159.49 | |
| Penalty | 10/19/2019 | $16.52 | |
| Bill | 09/01/2019 | $165.14 | |
| Payment | 07/23/2019 | $252.83 | |
| Penalty | 07/20/2019 | $22.99 | |
| Bill | 06/01/2019 | $229.84 | |
| Payment | 04/02/2019 | $324.31 | |
| Bill | 03/01/2019 | $157.09 | |
| Penalty | 01/19/2019 | $15.21 | |
| Bill | 12/01/2018 | $152.01 | |

General Account Note:
Owner occupied property. Bills and Statements have been delivered via USPS mail service.  Water Usage is normal for the account history.

**8707 QUEENS GARDEN N**

| Event | Date | Details | Comments |
|---|---|---|---|
| Note | 10/17/2025 | Customer Contact | Resident attended the council meeting on Monday, Oct 13th. Followed up with her to see if there was anything I could help with. She said not really unless I knew of any place that offered assistance for paying utility bills. I emailed her the list of resources we have. |
| Billing Items | 09/09/2025 | $15.00 | Certification Admin Fee |
| Bad Debt | 09/05/2025 | Notified | Notice of pending certification |
| Bill | 09/01/2025 | $342.35 | |
| Penalty | 07/19/2025 | $195.24 | |
| Bill | 06/01/2025 | $333.65 | |
| Penalty | 04/19/2025 | $147.16 | |
| Bill | 03/01/2025 | $282.62 | |
| Penalty | 01/18/2025 | $108.10 | |
| Bill | 12/01/2024 | $354.42 | |
| Bad Debt | 11/17/2024 | Notified | Notice of certification |
| Write Off | 11/17/2024 | $-15.00 | Certified to property taxes |
| Write Off | 11/16/2024 | $-1,668.72 | Certified to property taxes |
| Penalty | 10/19/2024 | $217.75 | |
| Bad Debt | 09/11/2024 | Notified | Notice of pending certification |
| Billing Items | 09/11/2024 | $15.00 | Certification Admin Fee |
| Bill | 09/01/2024 | $341.82 | |
| Penalty | 07/20/2024 | $166.88 | |
| Bill | 06/01/2024 | $379.22 | |
| Penalty | 04/20/2024 | $117.24 | |
| Bill | 03/01/2024 | $310.24 | |
| Penalty | 01/20/2024 | $78.37 | |
| Bill | 12/01/2023 | $302.74 | |
| Bad Debt | 11/19/2023 | Notified | Notice of certification |
| Write Off | 11/19/2023 | $-15.00 | Certified to property taxes |
| Write Off | 11/18/2023 | $-883.73 | Certified to property taxes |
| Penalty | 10/21/2023 | $124.06 | |
| Bad Debt | 09/06/2023 | Notified | Notice of pending certification |
| Billing Items | 09/06/2023 | $15.00 | |
| Bill | 09/01/2023 | $268.49 | |
| Penalty | 07/15/2023 | $88.36 | |
| Bill | 06/01/2023 | $261.64 | |
| Penalty | 04/15/2023 | $56.56 | |
| Bill | 03/01/2023 | $263.01 | |
| Penalty | 01/21/2023 | $27.51 | |
| Bill | 12/01/2022 | $275.01 | |
| Payment | 10/13/2022 | $421.81 | |
| Bill | 09/01/2022 | $421.81 | |
| Payment | 07/14/2022 | $284.21 | |
| Bill | 06/01/2022 | $284.21 | |
| Payment | 04/11/2022 | $170.49 | |
| Bill | 03/01/2022 | $170.49 | |

General Account Note:
Owner occupied property. Bills and Statements have been delivered via USPS mail service. Water Usage is normal for the account history.

# City of Brooklyn Park
# Request for Council Action

| | | | |
|---|---|---|---|
| **Agenda Item:** | 7.3 | **Meeting Date:** | October 27, 2025 |
| **Agenda Section:** | General Action Items | **Originating Department:** | Police |
| **Resolution:** | X | | |
| **Ordinance:** | N/A | **Prepared By:** | Deputy Chief Elliot Faust |
| **Attachments:** | 3 | **Presented By:** | Chief Mark Bruley |
| **Item:** | International Association of Chiefs of Police After Action Review | | |

**City Manager's Proposed Action:**

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-_____ APPROVING THE POLICE DEPARTMENT TO ENTER INTO A CONTRACT WITH THE INTERNATIONAL ASSOCIATION OF CHIEFS OF POLICE FOR AN AFTER ACTION REVIEW AND APPROVING THE POLICE DEPARTMENT TO ENTER INTO A JOINT POWERS AGREEMENT FOR COST SHARING.

**Overview:**
The Brooklyn Park Police Department is seeking City Council approval to enter into an agreement with the International Association of Chiefs of Police (IACP) to conduct an independent After Action Review (AAR) of the law enforcement response to the murder of State Representative Melissa Hortman and her husband, Mark Hortman.

The AAR will comprehensively evaluate the initial law enforcement response, the subsequent investigation, and other relevant aspects of the incident. The goal of this review is to provide transparency to the community and identify strengths, areas for improvement, and opportunities to enhance operational readiness.

This review will be conducted in collaboration with multiple law enforcement partners. A Joint Powers Agreement (JPA) will be established to formalize participation and define cost-sharing responsibilities among agencies. JPA agencies include the State of Minnesota, Champlin Park Police, New Hope Police, and Hennepin County Sheriff's Office.

The total cost of the AAR is estimated at $429,500, with the City of Brooklyn Park's portion being approximately 6.4% of the total cost: $27,488.

**Primary Issues/Alternatives to Consider:** N/A

**Budgetary/Fiscal Issues:** N/A

**Attachments:**

7.3A RESOLUTION
7.3B IACP AGREEMENT (Pending)
7.3C JOINT POWERS AGREEMENT (Pending)

RESOLUTION #2025-

RESOLUTION APPROVING THE POLICE DEPARTMENT TO ENTER INTO A CONTRACT WITH THE INTERNATIONAL ASSOCIATION OF CHIEFS OF POLICE FOR AN AFTER ACTION REVIEW AND APPROVING THE POLICE DEPARTMENT TO ENTER INTO A JOINT POWERS AGREEMENT FOR COST SHARING

WHEREAS, the Brooklyn Park Police Department seeks to have the International Association of Chiefs of Police conduct independent After Action Review of the law enforcement response to the murder of State Representative Melissa Hortman and her husband, Mark Hortman; and

WHEREAS, the After Action Review will comprehensively evaluate the initial law enforcement response, the subsequent investigation, and other relevant aspects of the incident; and

WHEREAS, the goal of this review is to provide transparency to the community and identify strengths, areas for improvement, and opportunities to enhance operational readiness; and

WHEREAS, the review will be conducted in collaboration with multiple law enforcement partners; and

WHEREAS, the Brooklyn Park Police Department seeks to enter into a Joint Powers Agreement inclusive of the State of Minnesota, Champlin Park Police Department, New Hope Police Department and the Hennepin County Sheriff's Office for the purposes of formalizing participation and cost-sharing responsibilities.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to approve the Police Department to enter into a contract with the International Association of Chiefs of Police for an After Action Review and approve the Police Department to enter into a Joint Powers Agreement for cost sharing.

# City of Brooklyn Park
# Request for Council Action

| | | | |
|---|---|---|---|
| **Agenda Item:** | 8.1 | **Meeting Date:** | October 27, 2025 |
| **Agenda Section:** | Discussion Items | **Originating Department:** | Community Development |
| **Resolution:** | N/A | **Prepared By:** | |
| **Ordinance:** | N/A | | Cara Donovan, Senior Planner |
| **Attachments:** | 2 | **Presented By:** | Paul Mogush, Planning Director |
| **Item:** | Brooklyn Blvd Corridor Plan – Introduction | | |

**City Manager's Proposed Action:**

Staff will introduce the Brooklyn Blvd Corridor Plan.

**Overview:**

The Brooklyn Blvd Corridor Plan is a small area plan which aims to create a vibrant corridor that provides a variety of housing opportunities, employment opportunities, and retail that is served by all transportation modes. This project will result in one document that guides private development and public investments in the corridor. This effort will also update two existing plans: The Village Master Plan/Shingle Creek Corridor (2000) Plan and Blue Line Extension (BLE) Brooklyn Park Station Area Plan at the Brooklyn Blvd (2016). The project has been separated into four main tasks as follows:

1. Real estate and market analysis
2. Proforma and development scenarios for properties owned by the Brooklyn Park Economic Development Authority
3. Planning and design for the three geographic segments
4. Public engagement

The City held a kick-off meeting on October 1, 2025 with Brooklyn Park Planning staff, Hennepin County staff, and the Brooklyn Blvd Corridor Plan consultant team. The project will focus on three geographic segments:

1. The Village
2. The Brooklyn Blvd METRO BLE station area
3. Brooklyn Blvd between The Village and the BLE station area

**Primary Issues/Alternatives to Consider:** N/A

**Budgetary / Fiscal Issues:** N/A

**Attachments:**

8.1A KICK OFF PRESENTATION
8.1B UPDATED SCHEDULE

# Agenda

## Brooklyn Boulevard Plan

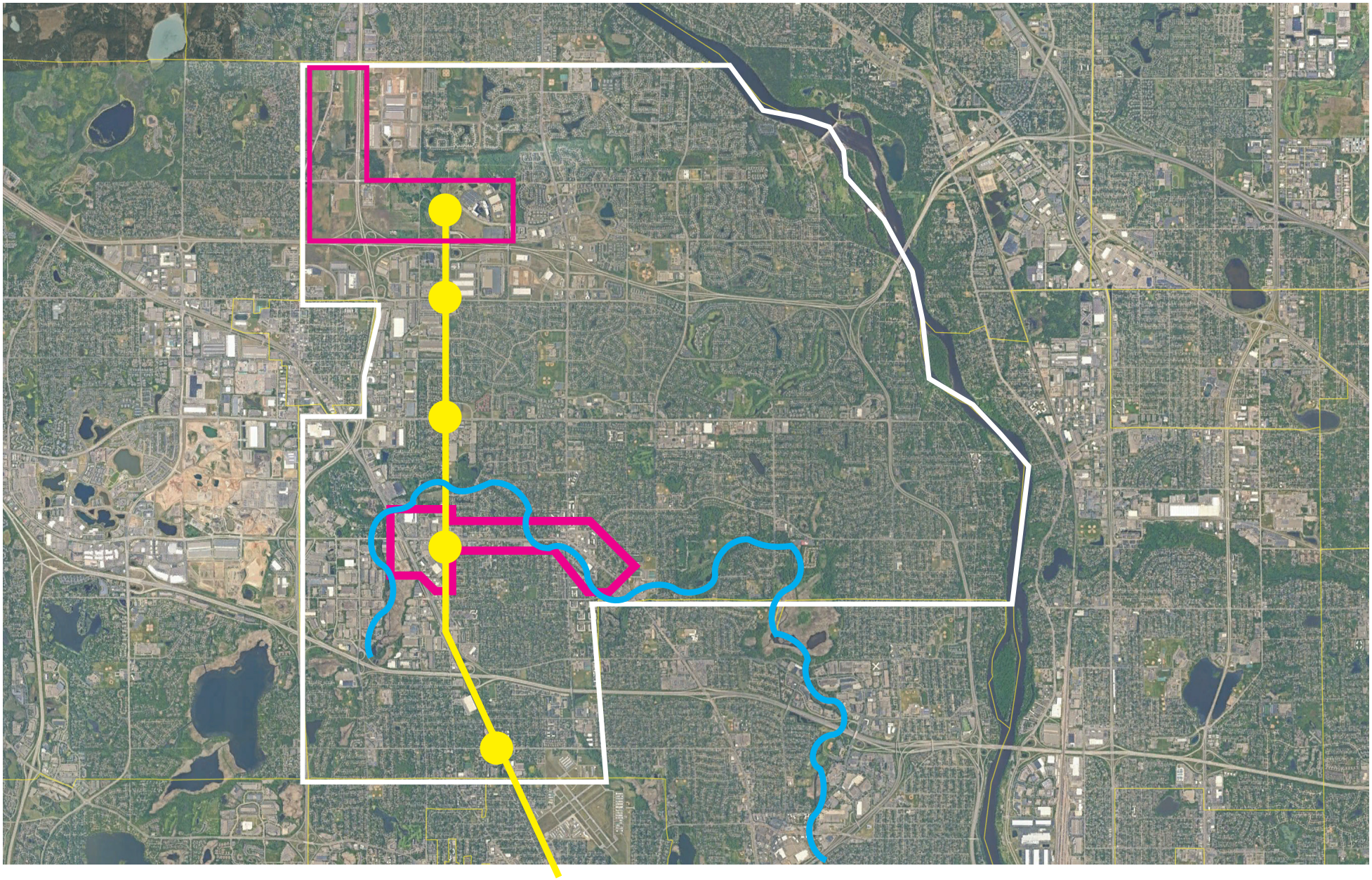
The Village
The Blue Line Station Area
The Corridor

Project Kick off

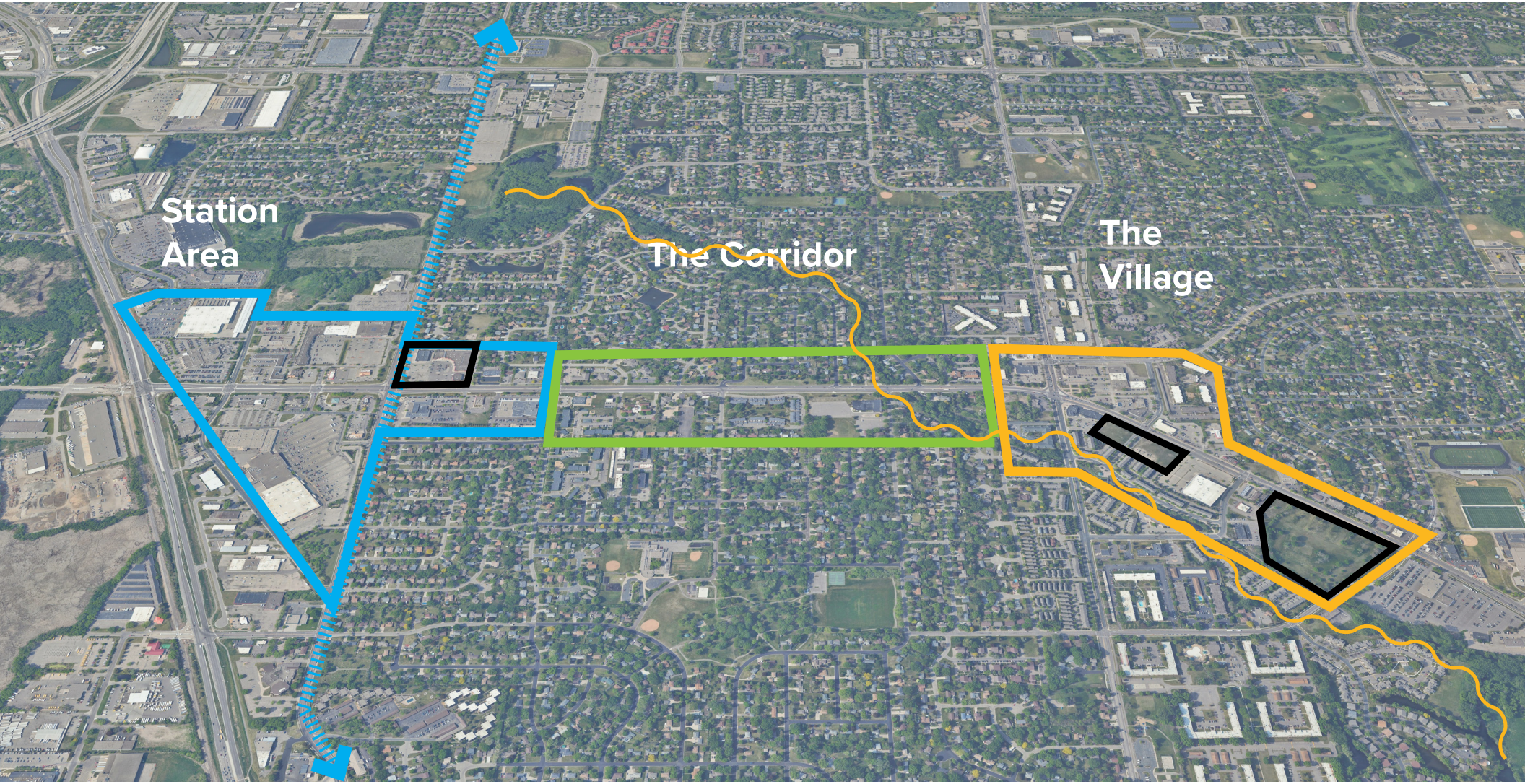
Wednesday October 1, 2 PM

1. Introductions and Roles
2. Project Overview (Andrew)
3. Overall Project Goals (City and County)
    a. discussion and questions
4. Schedule (Andrew)
5. Getting Started (all)
    a. data needs
    b. scheduling
        Oct 21 Engagement
        1st Workshop  (mid Nov)
        Next project call - 4 weeks (week of Oct 27)

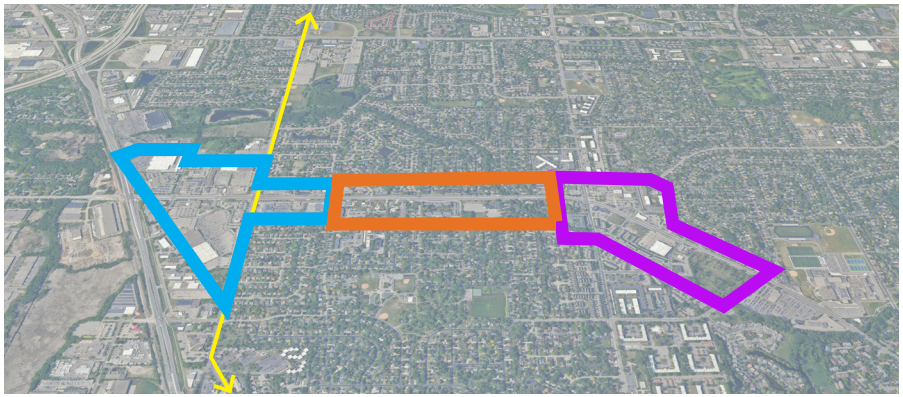
# Brooklyn Park



# Brooklyn Boulevard



# Issues



## METRO Blue Line Station Area Master Plan (2016)




*Needs:*

- *Guidance for transit supportive land uses*
- *Basic building footprints*
- *Program and feasibility proforma*
- *Parcel configuration and new street network*
- *Transit hub location*
- *Guidance for EDA properties*
- *Transit Plaza placemaking*

## The Corridor




*Needs:*

- *Updated land use consistent with Comp Plan*
- *Appropriate bike and pedestrian infrastructure*

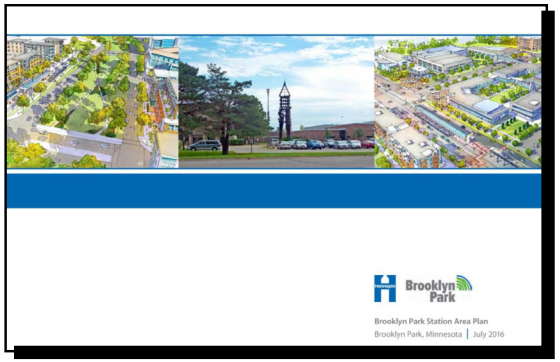
## The Village Master Plan / Shingle Creek Corridor Plan (2000)




*Needs:*

- *Guidance for EDA properties*
- *Public realm plan and maintenance strategy*
- *Extension of Shingle Creek Parkway*

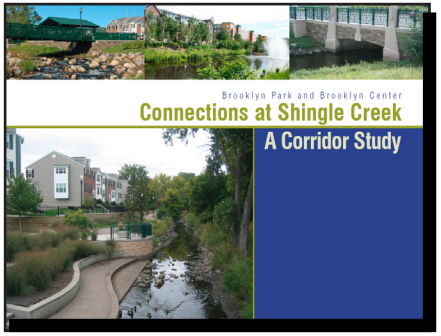
# Guiding Documents




Blue Line Station Area Plan



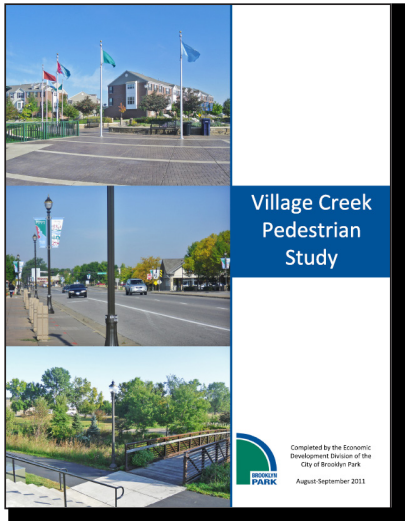
The Village Master Plan




Connections at Shingle Creek




W. Broadway Streetscape Manual




Village Creek Pedestrian Study

Also:
TOD Zoning (2018)
Market Study (Maxfield 2022)

# Schedule

## Brooklyn Boulevard Project Schedule

| | | Sept | Oct | Nov | Dec | Jan | March | April |
|---|---|---|---|---|---|---|---|---|
| 0 | Project Management (bi weekly) | | | | | | | |
| 1 | Real Estate and Market Analysis (overall) (LOCI) | | | | | | | |
| 2 | Proforma & Development Scenarios (site specific) (NEOO) | | | | | | | |
| 3 | Planning & Design for METRO Blue Line Station Areas | | | | | | | |
| 4 | Planning & Design for Village Areas | | | | | | | |
| 5 | Planning & Design for “In Between” | | | | | | | |
| 6 | Engagement (NEOO) | | | | | | | |
| 7 | Final Deliverable - one Brooklyn Blvd Plan | | | | | | | |
| | | | | | | | | |
| | Focus Groups (5) | | | | | | | |
| | Survey (1) | | | | | | | |
| | Open House (1) | | | | | | | |
| | | | | | | | | |
| | Full internal/extenal Team Worksessions | | | | | | | |
| | Council Updates (by staff) | | | | | | | |

# Brooklyn Boulevard Project Schedule

