

Monday, October 20, 2025
6:00 P.M.

REGULAR EDA MEETING – AGENDA #12

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

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

Si usted necesita esta información en español, llame al 763-424-8000 y solicite un intérprete.
Yog xav tau kev pab, hu 763-493-8059.

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

Our Brooklyn Park 2025 Goals:

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

I. ORGANIZATIONAL BUSINESS

1. CALL TO ORDER/ROLL CALL

2. APPROVAL OF 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 Commissioners)

II. PUBLIC INVOLVEMENT

3. PUBLIC COMMENT AND RESPONSE

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

3A. RESPONSE TO PRIOR PUBLIC COMMENT

3B. PUBLIC COMMENT

3C. PUBLIC PRESENTATIONS

3C.1 Annual BrookLynk/Workforce Development Report (2025)

3C.2 BioTech Innovation District Quarterly Update

3D. PUBLIC ANNOUNCEMENTS

III. STATUTORY BUSINESS AND/OR POLICY IMPLEMENTATION

4. CONSENT

4.1 Consider Approving the EDA Regular Meeting Minutes

A. SEPTEMBER 15, 2025, DRAFT REGULAR MEETING MINUTES

4.2 Consider Approving EDA Executive Director to Negotiate and Finalize the Terms and Execute a Contract Amendment and Extension Agreement with I Alexander Agency for the Brooklyn Park Small Business Center Contracted Operator Service

- A. RESOLUTION
- B. SBC OPERATOR CONTRACT DRAFT
- 4.3 Consider Authorizing Acceptance of the SFY 2026-2027 State Direct Appropriation Allocation from Deed and Execution of all Required Agreements
 - A. RESOLUTION
- 4.4 Consider Approving a Professional Services Agreement with Finishing Trade Institute for BrookLynk's Career Pathways Program in the Amount of \$46,200.00
 - A. RESOLUTION
 - B. CONTRACTUAL SERVICES AGREEMENT

The following items relate to the EDA's long-range policy-making responsibilities and are handled individually for appropriate debate and deliberation. (Those persons wishing to speak to any of the items listed in this section should fill out a speaker's form and give it to the Secretary. Staff will present each item, following in which audience input is invited. Discussion will then be closed to the public and directed to the EDA table for action.)

5. PUBLIC HEARINGS

6. GENERAL ACTION ITEMS

- 6.1 Consider 2026 Economic Development Authority Budget
 - A. BUDGET WORKSHEETS

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

7. DISCUSSION ITEMS

- 7.1 EDA Status Update
 - A. BIOTECH INNOVATION DISTRICT UPDATE
- 7.2 Verbal Commissioner 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 EDA on each agenda item in advance from city staff; and decisions are based on this information and past experiences. Items requiring excessive time may be continued to another meeting.

The Brooklyn Park Economic Development Authority's agenda and packet is posted on the City's website. To access the agenda and packet, go to www.brooklynpark.org.
The next scheduled EDA meeting is Monday, November 17, 2025.

City of Brooklyn Park Request for EDA Action

Agenda Item:	3C.1	Meeting Date:	October 20, 2025
Agenda Section:	Public Presentations	Prepared By:	Jolene Rotich, Workforce Development Program Director
Resolution:	N/A	Presented By:	Jolene Rotich, Workforce Development Program Director
Attachments:	N/A		
Item:	Annual BrookLynk/Workforce Development Report (2025)		

Executive Directors Proposed Action:

Jolene Rotich, Workforce Development Program Director will present 2025 workforce development annual report.

Overview:

BrookLynk, the cities of Brooklyn Park and Brooklyn Center's joint workforce development division and programs has ended the 2025 program year and is preparing for the launch of the 2026 program year. This presentation will highlight successes from the prior year and new programs and partnerships.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments: N/A

City of Brooklyn Park Request for EDA Action

Agenda Item:	3C.2	Meeting Date:	October 20, 2025
Agenda Section:	Public Presentations	Prepared By:	Tim Gladhill, EDA Executive Director
Resolution:	N/A	Presented By:	Tim Gladhill, EDA Executive Director
Attachments:	N/A		
Item:	BioTech Innovation District Quarterly Update		

Overview:

Based on inquiries from EDA Commissioners, Staff will present a brief overview of Staff efforts related to Business Recruitment and EDA Site Marketing.

- Existing Efforts
 - Business Retention and Expansion Business Visits
 - Real Estate Journals Forums
 - Direct Outreach
 - Requests for Proposals (RFP)
 - Economic Development Profile
 - Events
 - MNCAR Expo (Minnesota Commercial Association of Real Estate/Realtors)
- Potential New Efforts
 - Commercial Real Estate Listings

This will also be an opportunity to highlight the process in which EDA Commissioners can request that Staff explore reaching out to desired businesses to market Brooklyn Park opportunities.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments: N/A

City of Brooklyn Park

Request for EDA Action

Agenda Item:	4.1	Meeting Date:	October 20, 2025
Agenda Section:	Consent	Prepared By:	Seng Moua, EDA Secretary
Resolution:	N/A	Presented By:	Tim Gladhill, Executive Director
Attachments:	1		
Item:	Consider Approving the EDA Regular Meeting Minutes		

Executive Director’s Proposed Action:

MOTION _____, SECOND _____, TO APPROVE THE SEPTEMBER 15, 2025, EDA REGULAR MEETING MINUTES.

Overview: N/A

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

4.1A SEPTEMBER 15, 2025, DRAFT REGULAR MEETING MINUTES

THE BROOKLYN PARK ECONOMIC DEVELOPMENT AUTHORITY
OF THE CITY OF BROOKLYN PARK
SEPTEMBER 15, 2025 MEETING MINUTES

I. ORGANIZATIONAL BUSINESS:

1A. CALL TO ORDER: President Winston at 7:06 p.m.

ROLL CALL PRESENT: President Hollies Winston, Vice President Nichole Klonowski, Treasurer Shelle Page, and Commissioners Christian Eriksen, Amanda Cheng Xiong, Tony McGarvey, and Maria Tran (remote participant). Staff: Executive Director Tim Gladhill, Economic Development and Housing Director Malcolm Hicks, EDA Secretary Seng Moua, and City Attorney Jim Thomson.

ABSENT/EXCUSED: None.

2. APPROVAL OF AGENDA

President Winston requested to add an item to the agenda, 8.1 Closed Session.

MOTION WINSTON, SECOND KLONOWSKI, APPROVING THE AGENDA AS AMENDED. UPON A ROLL CALL VOTE, THE MOTION PASSED UNANIMOUSLY.

Commissioner Page requested to pull Item 4.2 from the Consent Agenda to allow additional discussion.

MOTION PAGE, SECOND XIONG, APPROVING THE AMENDMENT TO THE AGENDA.

FURTHER DISCUSSION: EXECUTIVE DIRECTOR TIM GLADHILL SUGGESTED COMBINING ITEM 4.2 WITH ITEM 6.2, NOTING THAT TWO SEPARATE MOTIONS COULD BE MADE.

MOTION WINSTON, SECOND KLONOWSKI, AMENDING THE MOTION TO CONSIDER ITEM 4.2 UNDER ITEM 6.2.

UPON A ROLL CALL VOTE, THE MOTION PASSED UNANIMOUSLY.

II. PUBLIC INVOLVEMENT:

3. PUBLIC COMMENT AND RESPONSE:

3A. Response to Prior Public Comment: Executive Director Tim Gladhill reported that there were no public comments at the last meeting.

3B. Public Comment: None.

3C. Public Presentations: None.

3D. Public Announcements: None.

III. STATUTORY BUSINESS AND/OR POLICY IMPLEMENTATION:

4. CONSENT:

SEPTEMBER 15, 2025 MEETING MINUTES

- 4.1 Consider Approving EDA Meeting Minutes.
 - A. August 18, 2025 Draft Regular Meeting Minutes
- ~~4.2 Consider Authorizing the Release of a Request for Proposal (RFP) for Small Business Center (SBC) Marketing Services~~
 - ~~A. Resolution~~
 - ~~B. SBC Marketing Request for Proposal Draft~~
- 4.3 Consider Authorizing the Submittal of a DEED Adult Support Services Grant Application and Executing all Required Agreements
 - A. Resolution
- 4.4 Consider Authorizing the Submittal of a DEED Drive for 5 – Job Placement Services Grant Application
 - A. Resolution

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

5. PUBLIC HEARINGS:

- 5.1 None.

6. GENERAL ACTION ITEMS:

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

Executive Director Tim Gladhill stated that tonight, the EDA and HRA levies are proposed to be set at the maximum levy, noting that they can continue to refine draft budgets between now and December when the final levies are adopted. He provided additional information on EDA funding tools, 2026 EDA budget highlights, future budget highlights, Small Business Center (SBC), proactive economic development planning, proposed levies, and taxable market value trends.

President Winston stated that he supports the recommendations of staff, recognizing the need to generate future income. He stated that the Council has expressed support for investing in the growth of the community.

MOTION WINSTON, SECOND KLONOWSKI, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-27 APPROVING SPECIAL BENEFIT TAX LEVIES FOR THE PURPOSE OF DEFRAYING THE COSTS INCURRED BY THE BROOKLYN PARK ECONOMIC DEVELOPMENT AUTHORITY FOR THE YEAR 2026. UPON A ROLL CALL VOTE, MOTION PASSED UNANIMOUSLY.

- 6.2 Consider Directing Staff on Next Steps for Small Business Center Operations to be Brought Forward at a Future Meeting for Formal Consideration
- 4.2 Consider Authorizing the Release of a Request for Proposal (RFP) for Small Business Center (SBC) Marketing Services
 - A. Resolution
 - B. SBC Marketing Request for Proposal Draft

SEPTEMBER 15, 2025 MEETING MINUTES

Economic Development and Housing Director Malcolm Hicks stated that the Council is asked to consider the release of a request for proposals (RFP) for marketing for the Small Business Center (SBC) and to consider directing staff on the next steps for the SBC operations to be brought forward at a future meeting for formal consideration. He provided additional information related to service level, core operations, next steps, and the recommendation to provide a six to 12-month extension based on new metrics/standards, allowing time to explore operational scenarios (including keeping I Alexander Agency as the contracted operator with contract updates).

President Winston commented that he offices out of the SBC and agrees that the extension would make sense. He recognized that it takes time to bring a new business up to speed and find the right structure. He believed that there should be some patience in trying to figure this out in the right way.

Commissioner Page stated that her concern is data-based and asked for information on the staffed hours and membership levels.

Economic Development and Housing Director Malcolm Hicks reviewed the previously staffed hours, comparing them to the new staff model. He stated that the membership levels would remain the same, noting that the SBC and its membership have both seen growth.

Commissioner Page asked for more clarification on the role of City staff.

Economic Development and Housing Director Malcolm Hicks replied that he is the liaison between the EDA and the SBC operator. He confirmed that the operator is responsible for memberships.

President Winston commented that he looks at this as someone who uses the SBC and also as a resident. He stated that people generally seem to be happy with the SBC and recognize that it will take time to find the model that will make this work, noting that a typical period is about three years. He recognized that the government does not move as quickly as private business and stated that perhaps there is nonprofit funding that can be gained to help support the SBC. He stated that, as someone who is there regularly, it does seem like traffic has increased at the SBC.

Commissioner Page asked if the current operator has experience with this type of operation and whether the three-year mark is typical.

Economic Development and Housing Director Malcolm Hicks stated that with the market research done prior to the opening of the SBC, staff explored a number of coworking facilities, but financials were not available to review. He stated that this is a new type of operation for the City to run, recognizing that it is run as a program rather than a business, which is then a bit different. He provided additional details on the metrics that help to benchmark membership and revenue goals. He stated that with the change in how the SBC has been utilized, membership and revenue have grown. He recognized the changes the SBC has seen since it opened and believed that three years would be an aggressive goal. He noted that the SBC was opened to prevent the displacement of small business owners rather than as a profit generator, and the entire plaza was purchased to subsidize the SBC. He commented that the SBC has continued to grow.

SEPTEMBER 15, 2025 MEETING MINUTES

Commissioner Page stated that the current operator has only been there for one year because of changes that were made.

Economic Development and Housing Director Malcolm Hicks estimated that it has been a little over one year.

Commissioner Page commented that the space is beautiful and well below market, and therefore cannot understand why there are not more people there. She stated that perhaps that is answered through the marketing. She recognized that this is a unique space that cannot follow the normal business model.

Ingred Alexander stated that she had been at the SBC prior to it opening, as the previous operator was unable to get the space open, and therefore, she was brought in to provide assistance. She stated that the whole plan for her to come on board was done in three phases and provided details on those phases. She recognized that they had gone through trial and error, changed the model slightly, and adjusted pricing. She believed there were quite a few things that contribute to not being full and provided those details.

President Winston stated that some minority and women-owned businesses experience a lack of access to capital and networking, and this space provides an opportunity for networking.

Commissioner Eriksen asked if the other businesses that assisted in creating this space spend time at the SBC to provide resources to the businesses.

Economic Development and Housing Director Malcolm Hicks replied that ACER does not have office space at the SBC. He stated that Elevate Hennepin and NDC host cohorts within the SBC space as an extension, a way to provide community, and provide access to the tools these small businesses want and need. He stated that some organizations have taken on organizational memberships or choose to host networking series.

Commissioner Eriksen stated that he did not believe the EDA imagined that this would be any old coworking space, as this community is different than others, and he wanted to ensure that potential tenants are aware of those opportunities to assist them as they grow their business. He stated that marketing for both the center and tenants would bring value. He believed that they should highlight what is special and different about this space compared to the average coworking space and did not think they could expect the same metrics and business growth numbers. He suggested that they lean more into the incubator philosophy and make that more front and center for potential tenants.

Commissioner Page commented that there are two large networking opportunities within the community and recognized what a great resource that could be. She commented that the people who know what the center needs should be linked to provide that assistance.

President Winston recognized the desire to include nonprofits, but also for-profit businesses.

SEPTEMBER 15, 2025 MEETING MINUTES

Commissioner Tran agreed that advertising and marketing could assist the SBC.

MOTION WINSTON, SECOND XIONG, TO AUTHORIZE THE RELEASE OF A REQUEST FOR PROPOSAL (RFP) FOR SMALL BUSINESS CENTER (SBC) MARKETING SERVICES.

FURTHER DISCUSSION: CITY ATTORNEY JIM THOMSON PROVIDED CLARIFICATION ON CHANGES TO THE RFP FROM THE VERSION INCLUDED IN THE PACKET.

UPON A ROLL CALL VOTE, MOTION PASSED UNANIMOUSLY.

President Winston stated that he is comfortable with the \$400,000. He stated that they would want more information on marketing, how they align with partners with the same vision, and a potential stopgap to capture dollars and offset costs.

Commissioner Eriksen agreed that they would not want to nonprofit the SBC into success, but that they should use those resources to help for-profit businesses build themselves.

President Winston commented that he is comfortable that the costs should not exceed \$400,000 annually, and extending the contract by six to 12 months.

Commissioner Page stated that she would recommend doing an RFP with an extension.

President Winston provided background information on the experience they had with the previous operator and commented that Ms. Alexander came in to bring things up to speed. He stated that she came in from behind and has done great work to determine whether they are, and therefore, he would support the extension of six to 12 months, and they could then do the RFP.

Commissioner Eriksen commented that the current contract goes through the end of the calendar year and asked if the six-month extension would then go through June of 2026.

Executive Director Tim Gladhill confirmed that if that is the direction, he would suggest an extension through the end of June 2026, which would provide time for staff to draft an RFP if that is needed.

Commissioner Eriksen commented that Ms. Alexander has done a good job operating the facility, and there is an opportunity for improvement. He stressed that marketing needs to be pushed, and they cannot expect success without marketing. He stated that he would like to complete the marketing RFP and get that in place before they make any other operator-related decisions.

Commissioner Page stated that the RFP would provide validation, recognizing that everyone has worked hard on this, and would also be level-setting. She believed that it would be in their best interest to get more information.

SEPTEMBER 15, 2025 MEETING MINUTES

President Winston stated that if there is an RFP, if he were the operator, he would see the risk that another operator could be chosen, and perhaps there would not be as much incentive to implement additional items over the next six months.

MOTION WINSTON, SECOND XIONG, TO DIRECT STAFF TO EXTEND THE CONTRACT WITH I ALEXANDER LLC FOR SIX MONTHS, TO EXPIRE AT THE END OF JUNE 2026, WITH COSTS NOT TO EXCEED \$400,000 ANNUALLY, AND THE UNDERSTANDING THAT A FULL CONTRACT WILL COME BEFORE THE EDA.

FURTHER DISCUSSION: EXECUTIVE DIRECTOR TIM GLADHILL COMMENTED THAT THERE WOULD BE MORE FREQUENT UPDATES DURING THAT SIX-MONTH EXTENSION.

UPON A ROLL CALL VOTE, MOTION PASSED 6 AYE – 1 NAY (PAGE OPPOSED).

Commissioner Eriksen suggested inviting a few current and past tenants of the SBC to a future worksession to provide additional input from a tenant perspective.

6.3 Approve Second EDA Representative for BioTech Innovation District Steering Committee

Executive Director Tim Gladhill stated that one additional appointment is needed from the EDA for the BioTech Innovation District Steering Committee.

Commissioner Page asked if there is any follow-up on the additional public members for the committee.

Executive Director Tim Gladhill commented that it will be brought back at a future meeting, noting the priority to get the second EDA member on board.

Commissioner Klonowski asked when the Business Advisory Committee would be developed.

Executive Director Tim Gladhill commented that once the Steering Committee is brought up to speed and meeting regularly, they would then begin the cycle of quarterly updates.

MOTION KLONOWSKI, SECOND ERIKSEN, TO APPOINT HOLLIES WINSTON AS THE SECOND EDA REPRESENTATIVE FOR THE STEERING COMMITTEE FOR THE BIOTECH INNOVATION DISTRICT.

FURTHER DISCUSSION: COMMISSIONER TRAN PROVIDED ADDITIONAL COMMENTS.

COMMISSIONER ERIKSEN COMMENTED THAT THE COMPOSITION OF THE STEERING COMMITTEE WAS AGREED UPON AT A PREVIOUS MEETING AND AGREED WITH THE APPOINTMENT OF PRESIDENT WINSTON. HE ASKED THAT UPDATES BE PROVIDED ON THIS ITEM AT EVERY MEETING OR EVERY OTHER MEETING.

A ROLL CALL VOTE WAS PERFORMED:

SEPTEMBER 15, 2025 MEETING MINUTES

COMMISSIONER MCGARVEY	AYE
COMMISSIONER PAGE	AYE
COMMISSIONER KLONOWSKI	AYE
COMMISSIONER XIONG	AYE
COMMISSIONER ERIKSEN	AYE
COMMISSIONER TRAN	ABSTAINED
PRESIDENT WINSTON	RECUSED

MOTION PASSED.

IV. DISCUSSION:

7. DISCUSSION ITEMS

7.1 EDA Status Update

- A. 2025 Restaurant Week Flyer
- B. BioTech Innovation District Update

Executive Director Tim Gladhill provided a highlight of the items within his report.

Commissioner Page asked and received confirmation that there would be additional outreach related to Huntington Place and the sale of the property. She asked if information could be shared about renovation plans once that information is available.

Commissioner Eriksen asked for more information on restaurant week and how restaurants were chosen to participate.

Executive Director Tim Gladhill commented that they cast a wide net for participation and will continue to build year after year.

7.2 Verbal Commissioner Reports and Announcements

Commissioner Eriksen encouraged residents to participate in restaurant week and visit some new establishments.

President Winston commented on some recent events he attended.

8. CLOSED SESSION

The meeting adjourned to closed session at 8:34 p.m.

The meeting returned to open session at 8:40 p.m.

VI. ADJOURNMENT:

Meeting adjourned at 9:20 p.m.

City of Brooklyn Park Request for EDA Action

Agenda Item:	4.2	Meeting Date:	October 20, 2025
Agenda Section:	Consent	Prepared By:	Malcolm Hicks, Economic Development and Housing Director
Resolution:	X	Presented By:	Malcolm Hicks, Economic Development and Housing Director
Attachments:	2		
Item:	Consider Approving EDA Executive Director to Negotiate and Finalize the Terms and Execute a Contract Amendment and Extension Agreement with I Alexander Agency for the Brooklyn Park Small Business Center Contracted Operator Service		

Executive Director's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-_____, APPROVING EDA EXECUTIVE DIRECTOR TO NEGOTIATE AND FINALIZE THE TERMS AND EXECUTE A CONTRACT AMENDMENT AND EXTENSION AGREEMENT WITH I ALEXANDER AGENCY FOR THE BROOKLYN PARK SMALL BUSINESS CENTER CONTRACTED OPERATOR SERVICE.

Overview:

As the EDA is aware, city staff have explored the desired levels of service and financial balance sheets for the Brooklyn Park Small Business Center. Direction at the July EDA meeting was to direct staff to negotiate with the current Operator regarding a reduced scope of services for the Operator Contract and execute a contract amendment and extension for a six (6) month term.

Background:

At the September 15TH EDA meeting, Staff were guided to solidify BPSBC service levels with a financial cap not to exceed \$400,000. Staff continue to negotiate and finalize terms and service levels as directed by the EDA for the execution of a contract amendment and extension with the contracted BPSBC Operator I Alexander Agency.

Service Level Expectations

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

Core Operations

Executive Director // Site Manager	1.0 FTE Primary Contact for Operator Contract Provide HR & Finance Services for Contractor's Firm Sales & Marketing
Guest Services Associate	2-3 FTE (4-6 PT Employees) Daily Operations of Center Minor Logistics Setup (Events)
	Programming by Executive Director and Guest Services Associates with assistance from Brooklyn Park's Business Development Coordinator

Additional Services

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

Primary Issues/Alternatives to Consider:**Next Steps:**

- Staff to finalize negotiation of terms and service levels.
- Staff to execute an amended agreement

Budgetary/Fiscal Issues:

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

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

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

Recommendation:

Authorize EDA Executive Director to negotiate and finalize the terms and execute a contract amendment and extension agreement with I Alexander Agency, for the Brooklyn Park Small Business Center contracted Operator Service.

Attachments:

- 4.2A RESOLUTION
- 4.2B SBC OPERATOR CONTRACT DRAFT

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

RESOLUTION #2025-_____

RESOLUTION APPROVING EDA EXECUTIVE DIRECTOR TO NEGOTIATE AND FINALIZE
THE TERMS AND EXECUTE A CONTRACT AMENDMENT AND EXTENSION AGREEMENT
WITH I ALEXANDER AGENCY, FOR THE BROOKLYN PARK SMALL BUSINESS CENTER
CONTRACTED OPERATOR SERVICE

WHEREAS, the Brooklyn Park Economic Development Authority (the “Authority”), a public body corporate and politic, was created pursuant to Minnesota Statutes, Sections 469.090 to 469.108 (the “EDA Act”), and possesses all the powers of an economic development authority pursuant to the EDA Act and a housing and redevelopment authority pursuant to Minnesota Statutes, Sections 469.001 to 469.047; and

WHEREAS, the EDA has created the Small Business Center, a flexible and accessible environment for a wide range of businesses with a particular focus on providing services that assist and enhance opportunities for business owned by women, immigrants, and Black, Indigenous, and People of Color (BIPOC) in the community, providing more avenues for residents and businesses that face the highest barriers to access resources, build wealth, and investment in themselves and their community through entrepreneurship and business ownership; and

WHEREAS, in 2023, the EDA Board approved a Professional Services Agreement (the “Original Agreement”) with the Indred Alexander Insurance Agency, LLC (the “Contractor”) to manage the Small Business Center Facility; and

WHEREAS, in 2024 the EDA sought additional services from the Contractor in exchange for agreeing to certain amendments to the Original Agreement and additional compensation, and it is therefore necessary to amend and restate the Original Agreement; and

WHEREAS, in 2025 the EDA seeks a reduction of services from the Contractor in exchange for agreeing to certain amendments to the Amended Agreement and reduced compensation, and it is therefore necessary to amend and restate the Amended Agreement to enter into a newly Amended and Restated Agreement (the “Agreement”);

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

1. The Agreement is hereby in all respects authorized, approved, and confirmed, and the proper EDA officials are hereby authorized and directed to execute the Agreement for and on behalf of the EDA in substantially the form of the attached Agreement but with such modifications as shall be deemed necessary, desirable, or appropriate, by the proper City officials and Legal Counsel of the EDA, the execution thereof to constitute conclusive evidence of their approval of any and all modifications therein.
2. The Executive Director of the EDA and the proper EDA officials are hereby authorized to execute and deliver any and all documents deemed necessary to carry out the intentions of this resolution and the Agreement.

**"SUBJECT TO REVIEW & APPROVAL BY EDA ATTORNEY AS TO
LEGAL FORM"**

**BROOKLYN PARK ECONOMIC DEVELOPMENT AUTHORITY
PROFESSIONAL SERVICES AGREEMENT**

This agreement is made this the _____ day of _____, 2025, by and between I Alexander Agency LLC, DBA Life By Design Management and ("Contractor"), a Minnesota limited liability company, and the Brooklyn Park Economic Development Authority ("EDA"), a public body corporate and politic under the laws of the State of Minnesota.

WHEREAS, in October of 2021, the EDA purchased Northwind Plaza for the purpose of creating a Small Business Center (the "SBC"), among other goals; and

WHEREAS, the operation of the SBC, requires a service to manage the facility; and

WHEREAS, Contractor has the necessary expertise to provide management of the facility; and

WHEREAS, on April 21, 2023, Contractor and the EDA entered into a Professional Services Agreement (the "Original Agreement") wherein Contractor agreed to provide certain Services at the SBC for certain compensation; and

WHEREAS, on March 20, 2024, Contractor and the EDA entered into an Amended and Restated Professional Services Agreement (the "Amended Agreement") wherein Contractor agreed to provide certain Services at the SBC for certain compensation; and

WHEREAS, the Parties wish to continue the relationship but desire to extend the Amended Agreement and amend certain terms and reduce the Services provided and the amount of compensation; and

WHEREAS, the Parties now wish to enter into this Amended and Restated Agreement (this "Agreement"); and

In consideration of the mutual covenants and promises contained in this Agreement, Contractor and EDA agree as follows:

I. SCOPE OF SERVICES

The EDA agrees to engage Contractor for the following activities (the "Services"):

Contractor shall provide an on-site staff person during regular business hours, Monday through Friday, from 9:00 a.m. to 5:00 p.m., and during all special events (as contracted for an additional fee). Contractor's on-site staff shall perform the Services described below, which shall include, but are not limited to, the following:

1. Facility Management and Member Support
 - Provide daily front desk and administrative support during staffed hours (Monday–Friday, 8:00 a.m.–5:00 p.m.).
 - Oversee member onboarding, communications, and general inquiries.
 - Maintain the cleanliness, safety, and operational readiness of all shared spaces, including conference rooms, coworking areas, and common amenities.
 -
2. After-Hours Access
 - Ensure that active members with Dedicated Offices, Dedicated Desk and Retail Space tenants have secured access to the facility 7 Days a week 8:00 am – 8:00 pm. including non-staffed hours on the evenings and weekends.
 - Maintain and monitor the access control system to ensure authorized entry only.
 - Respond to any security or access issues arising during after-hours use.
3. Events
 - Coordinate and support Events within the Business Center, in accordance with the current fee schedule. Not all changes shall require EDA approval; however, any such changes shall require prior Staff approval. The same applies to any policy updates or adjustments to service levels, which must be reviewed and approved by Staff before implementation.
 - Manage event logistics, including access coordination, setup and breakdown support, and as applicable.
4. Fee Schedule
 - Contractor shall provide a Fee Schedule/Schedule of Rates and Charges, attached hereto as Exhibit A, which shall outline rates for event hosting, and any additional services provided beyond standard operations.
5. General Expectations
 - Contractor shall ensure appropriate supervision, communication, and responsiveness during both staffed and after-hours periods.
 - Not all operational, policy, or service-level changes shall require EDA approval; however, such changes must follow the process outlined in Exhibit B (Process for Implementing Contract, Policy, or Service Level Changes – Small Business Center) and receive prior Staff approval before implementation.

II. GENERAL EXPECTATIONS AND DELIVERABLES

Executive Director:

- Plans, directs, and oversees the Small Business Center, and ensures that deliverables and functionality are achieved as defined in the Small Business Center Operators Agreement, funding documentation, and any future updates, strategies, or initiatives developed after the initial Small Business Center plan, whether related to operations, programming, services, or strategic direction.
- Maintains accountability for the management of all resources assigned to the Small Business Center.
- Serves as the primary liaison between the Small Business Center and the Small

Business Center Sponsor (EDA).

- Manages both service and process quality activities for the Small Business Center.
- Provides insight into Small Business Center health by reviewing process and product activities for adherence to standards and plans.
- Works with EDA staff to prepare an annual budget.
- Solicits input and feedback from business, both members and non- members, to guide operations, including performing routine surveys.
- Participates in an in-depth Program Evaluation by February 20, 2026.
- Provide recommendations to City staff on capital improvements, construction and maintenance management of the tenant space.
- Provides advocacy, develops relationships, conducts tours for the support of the center.
- Manages the work of all subcontractors that the EDA contracts and pays in regard to daily operations.
- Assists City Staff in designing, developing, and implementing technical assistance and services for members by arranging partnerships with third-party vendors, nonprofit organizations, and programs such as Elevate Hennepin, and other approved service providers.

Coordinates with the contracted marketing consultant or firm and City Staff to develop, execute, and maintain marketing and communication activities for the co-working space, programs, and events—ensuring alignment with the approved long-term marketing framework and City/EDA brand standards. The Executive Director supports ongoing content execution, community engagement, and promotional consistency across digital and local channels. Manage SBC budget

- Manage internal and external communications and publicity opportunities.
- Manage outside sales activities and relationships that include memberships, internal sponsorships, digital marketing, space, and workshop opportunities.
- Operates the facility with entrepreneurial discretion to manage daily operations, marketing, programming, and partnerships, subject to the process outlined in Exhibit B (Process for Implementing Contract, Policy, or Service Level Changes – Small Business Center). May pursue revenue-generating activities and collaborations consistent with EDA goals and City policies, while maintaining transparency and providing regular performance reporting to the EDA.

Community Management Team: Minimum 2.0 FTE

Community Management Team plays a vital role as the faces members will see most. They will shape the culture and community of BPSBC.

- Responsible for day-to-day operations of the facility.

- Provides support to members and directly impacts membership growth and retention.
- Manage communications and relationships with members, making sure the facility is inviting and productive.
- Serves as representative to the broader community and facilitates activities that build community awareness and public support.
- Collaborates with the Marketing Team to plan and promote monthly events to draw in new members and allow current members to network and connect.
- Coordinates member and third-party events, serving as the primary contact for organizations and groups using the facility to host events.
- Manages billing, door access, event management, and resource management using coworking software operating system.
- Manages third party tools and resources that are available to the member community.
- Coordinates and manages new member onboarding and member interactions.
- Schedules, sets up, and coordinates the smooth facilitation of all networking events, training activities, small business technical assistance.
- Oversees the administrative task of sorting, notifying, and delivering mail/packages to departments and members within the center. Maintains and organizes mailroom with packages, envelopes, and other items.
- Manages supplies and the maintenance of the Mailroom, Breakroom, and all other common area spaces.
- Operates/uses and manages the Center's photocopier, fax and scanning machines, and all print room activities/functions.
- Ensures recruitment, day of, and support for all events hosted by the center or by members.
- Assists in event coordination and programming.
- Greets and guides members and guests.
- Ensures security protocols by monitoring front door.
- Membership assistance or guidance with member services.
- Performs all other related duties as required.

III. REPORTING

1. Monthly

- The **CONTRACTOR** shall submit to the **EDA** a **monthly report** that includes the following:
 - A detailed membership report listing member name(s), business name, type of business and services provided, number of employees, membership type, and date joined.
 - A summary of total members by level and the percentage of capacity filled at each level.
 - The number of new and canceled memberships during the reporting period.
 - A brief narrative of successes, highlighting accomplishments and progress.
 - A narrative identifying areas for improvement and any operational challenges.
 - Requests for support or resources needed from City or EDA staff to address identified needs.

2. Annual

- **CONTRACTOR** will submit an annual report by June 1 of each year including the results of a member survey. Contractor will design the survey with input from the EDA.

IV. COMPENSATION AND TIMING OF PAYMENT

EDA will pay Contractor a total of \$30,000 per month for the above-described services and deliverables, with a re-evaluation of payment with the 2026-2027 budgeting process and based on secured revenue sources. Contractor will submit invoices for payment, which may be submitted once per month for a \$30,000 payment or twice per month for \$15,000 payments. Payment will be made within thirty days of receipt of an invoice. The compensation is based on the completion of the scope of services and deliverables by the contractor and contractor's staff.

The EDA shall be responsible for payment of any additional expenses incurred by the Contractor that are outside the Scope of Work but reasonably necessary in the normal course of operating the Small Business Center. All reimbursable expenses must receive prior written approval from EDA Staff and must be included within the EDA's approved budget.

V. TERM AND TERMINATION

1. Period of Performance. This Agreement shall terminate on June 30, 2026.
2. Termination of Agreement. EDA and Contractor both shall have the right to

terminate this Agreement at any time and for any reason by submitting written notice of termination to the other party at least sixty (60) calendar days prior to the specified effective date of the termination. In addition, the EDA and Contractor shall have the right to terminate this Agreement on twenty (20) calendar days written notice if EDA's or Contractor's performance is not timely or is substantially unsatisfactory or if Contractor has violated any of the terms, conditions, or agreements contained in this Agreement. Upon the termination of this Agreement, all finished and unfinished documents and work papers prepared by Contractor pursuant to this Agreement shall become the property of EDA, subject to disclosure by Contractor to third parties as reflected in Section VI herein. Contractor will be entitled to a pro-rata payment for services up to the date of termination.

VI. CONTRACT PERFORMANCE AND MODIFICATION

1. Assignment. For all work provided for under this Agreement, Contractor shall not assign its rights or obligations without receiving the express written consent of EDA.
2. Amendments. The terms of this Agreement may be changed or modified by mutual agreement of EDA and Contractor. Such amendments, changes, or modifications shall be effective only on the execution of written amendment(s) signed by EDA and Contractor.

VII. WORK PRODUCT

All reports, data, materials, information, and other work products ("EDA information") prepared and developed in connection with the provision of services contemplated in this Agreement shall become the property of EDA. Such information does not include information about specific businesses who are solicited for membership or become members. Contractor may disclose EDA information to third parties provided that the EDA has approved such disclosure, which approval shall not be unreasonably withheld.

VI. MISCELLANEOUS PROVISIONS

1. EDA's Authorized Agent. The EDA's authorized agent for purposes of administration of this Agreement is:
 - Tim Gladhill, Executive Director, tim.gladhill@brooklynpark.org
 - The dedicated staff member for this Agreement is:
 - Malcolm Hicks, Economic Development & Housing Director, Malcolm.hicks@brooklynpark.org

2. Contractor's Authorized Agent. Contractor's authorized agent for purposes of administration of this Agreement is:
 - Indred Alexander indred@ialexanderagency.com
3. Conflict of Interest. Contractor certifies that to the best of its knowledge, no EDA employee or employee or officer of any agency interested in this Agreement has any pecuniary interest in Contractor or with this Agreement and that no person associated with Contractor has any interest that would conflict in any manner or degree with the performance of this Agreement.
4. Relationship of the Parties. This Agreement shall not constitute, create, give effect to, or otherwise imply a joint venture, partnership, or formal business organization of any kind between EDA and Contractor. Other than as necessary to perform the duties described herein, Contractor shall act as an independent contractor and not as an agent for the EDA, and Contractor shall not have any authority to bind the EDA.
5. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota without regard to its conflicts of laws principles. Each Party irrevocably submits to the jurisdiction of the federal or state courts in Hennepin County, Minnesota for the purposes of any suit, action or other proceeding arising out of this Agreement and each Party irrevocably and unconditionally waives any objection to the laying of venue of any action, suit or proceeding arising out of this Agreement in the federal or state courts in the State of Minnesota.
6. Counterparts. This Agreement may be executed in several counterparts. If so executed, each of such counterparts shall be deemed an original for all purposes and all counterparts shall, collectively constitute an agreement. In making proof of this Agreement, it shall not be necessary to produce or account for more than one such counterpart.
7. Indemnification. To the fullest extent permitted by law, Contractor, agrees to indemnify and hold harmless EDA, its officers, agents, and employees from all claims, suits, or actions of any kind, nature, or character, and the reasonable costs, disbursements, and expenses of defending the same, including but not limited to, reasonable attorneys' fees, consulting project management services, and other technical, administrative or professional assistance to the extent caused by the negligence, breach of contract or misconduct of Contractor or its subcontractors, agents, or employees under this Agreement or arising out of the failure to obtain or maintain the insurance required by this Agreement.

Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which EDA is entitled. The parties agree that these indemnification obligations will survive the completion or termination of this Agreement.

8. Insurance. Contractor, and all sub-contractors, will maintain insurance coverage for:
- Worker's Compensation and Employer Liability: Coverage A as per state statute; and Coverage \$100,000 per accident, \$500,000 per disease, per policy year, and \$100,000 per employee. Contractor shall provide EDA with a current certificate of insurance.
 - General Liability in an amount of not less than \$1,000,000 per occurrence and
 - \$2,000,000.00 in the aggregate and will provide information as to specific limits upon receipt of this signed Agreement. Contractor shall provide EDA with a current certificate of General Liability insurance. Such certificate shall list EDA as additional insureds and contain a statement that such policy of insurance shall not be canceled unless thirty (30) days written notice (ten (10) days' written notice for non- payment of premiums) is provided to EDA.
9. Compliance with Laws. Contractor shall exercise due professional care to comply with applicable federal, state and local laws, rules, ordinances and regulations.
10. Entire Agreement. This Agreement, any attached exhibits and any addenda or amendments signed by the parties shall constitute the entire agreement between EDA and Contractor and supersedes any other written or oral agreements between EDA and Contractor. This Agreement can only be modified in writing signed by EDA and Contractor.
11. Data Practices Act Compliance. Any and all data provided to Contractor, received from Contractor, created, collected, received, stored, used, maintained, or disseminated by Contractor pursuant to this Agreement shall be administered in accordance with, and is subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
12. No Discrimination. Contractor agrees not to discriminate in providing products and services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion. Violation of any part of this provision may lead to immediate termination of this Agreement.
13. Waiver. No waiver of any provision or of any breach of this Agreement shall constitute a waiver of any other provisions or any other or further breach, and no such waiver shall be effective unless made in writing and signed by an authorized representative of the party to be charged with such a waiver.
14. Headings. The headings contained in this Agreement have been inserted for convenience of reference only and shall in no way define, limit or affect

the scope and intent of this Agreement.

15. Severability In the event that any provision of this Agreement shall be illegal or otherwise unenforceable, such provision shall be severed, and the balance of the Agreement shall continue in full force and effect.

IN WITNESS WHEREOF, the EDA and Contractor have caused this Agreement to be executed by their duly authorized representatives as of the day and year first above written.

CONTRACTOR

**BROOKLYN PARK ECONOMIC
DEVELOPMENT AUTHORITY**

By: _____
Indred Alexander

By: _____
Tim Gladhill

Its: _____

Its: Executive Director

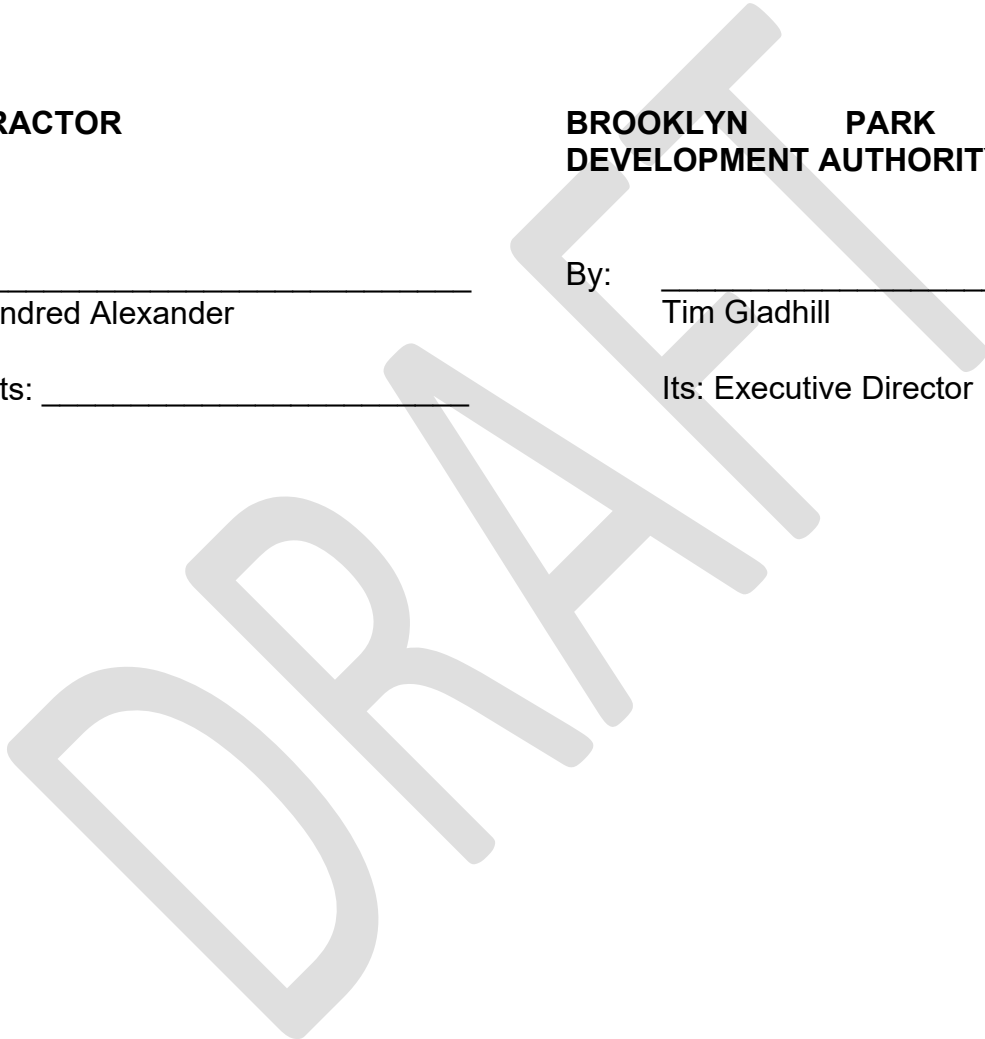


Exhibit A
Schedule of Fees (or Rates & Charges)

Executive Director	_____ / hour
Community Management Team	_____ / hour

DRAFT

Exhibit B

Process for Implementing Contract, Policy, or Service Level Changes – Small Business Center (SBC)

1. Change Identification

- Initiator: Either the SBC Operator or City Staff may propose a change to the contract, service levels, or policy.
- Examples: Adjustments to reporting requirements, service hours, membership structure, staffing, or programming scope.

2. Initial Review & Documentation

- The initiator must submit a brief Change Request Summary to the City's Economic Development Division.
The summary should include:
 - Description of the proposed change
 - Rationale and expected benefit
 - Impacts on operations, budget, or deliverables
 - Proposed implementation timeline

3. Staff Review & Approval

- City Staff reviews the request for consistency with:
 - The existing SBC contract
 - City policies and EDA objectives
 - Budget and funding constraints
- If approved: Staff issues written approval via email or memo to the Operator.
- If additional review is needed: Staff may request clarification or supporting documentation.

4. EDA Approval (if applicable)

- If the proposed change materially alters the contract scope, funding, or program objectives, Staff will:
 - Prepare a brief summary of the request and rationale.
 - Place it on the next EDA agenda for formal consideration.
- Examples of changes requiring EDA approval include:
 - Financial amendments exceeding contract limits
 - Shifts in program purpose or core service delivery
 - Structural changes to the operator agreement

5. Implementation

- Upon Staff or EDA approval, a Change Authorization Memo is issued, detailing:
 - Approved modifications
 - Effective date
 - Responsible parties for implementation
- The SBC Operator incorporates the approved change into regular operations and reports progress in the next monthly report.

6. Reimbursable Expenses, Budget, and Eligibility Authorization

- The EDA shall be responsible for payment of any additional expenses incurred by the Contractor that are not covered under the Scope of Work but are reasonably necessary and directly related to the operation of the Small Business Center.
- Pre-Approval Requirement
All reimbursable expenses must receive prior written approval from EDA Staff before being incurred. Requests shall include a brief description of the expense, its purpose, and estimated cost.
- Budget Alignment
Approved reimbursables must be included within the EDA's adopted budget. Expenditures outside the approved budget will not be eligible for reimbursement unless specifically authorized by EDA Staff and, if required, approved by the EDA.
- Documentation and Reporting
The Contractor shall provide itemized invoices and supporting documentation for all approved reimbursable expenses. These shall be submitted with the regular monthly reporting package for review and payment processing.

7. Recordkeeping & Monitoring

- All approved change requests are stored both onsite and within the SBC program File
- Staff monitors implementation during monthly check-ins and includes a status update in the quarterly performance review.

City of Brooklyn Park			
Request for EDA Action			
Agenda Item:	4.3	Meeting Date:	October 20, 2025
Agenda Section:	Consent	Prepared By:	Jolene Rotich, Workforce Development Director
Resolution:	X	Presented By:	Jolene Rotich, Workforce Development Director
Attachments:	1		
Item:	Consider Authorizing the Acceptance of the SFY 2026–2027 State Direct Appropriation Allocation from Deed and Execution of all Required Agreements		

Executive Director’s Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-_____ AUTHORIZING THE ACCEPTANCE OF THE SFY 2026–2027 STATE DIRECT APPROPRIATION ALLOCATION FROM DEED AND EXECUTION OF ALL REQUIRED AGREEMENTS.

Overview:

In the 2025 Legislative Session, the Minnesota Legislature appropriated \$250,000 annually in SFY 2026 and SFY 2027 to the City of Brooklyn Park to expand workforce development programming for underrepresented populations. This funding is a direct result of City staff’s successful legislative advocacy to secure state investment in local career pathways and youth employment programs.

After DEED retains its allowable administrative share, the City will receive \$237,750 annually for two years, totaling \$475,500. The appropriation supports the continuation and expansion of programs such as Summer Internships, Career Pathways, Youth Entrepreneurship Program, and targeted employer engagement initiatives. Funds are available from July 1, 2025, through June 30, 2027.

Background:

The appropriation will enable the Workforce Development Division to implement the approved SFY 2026–2027 workplan, which includes:

- Delivering Get Ready! work readiness training to more than 250 youth annually.
- Operating Construction & Trades Career Pathway training for 30 participants annually, with at least 15 placed in employment.
- Launching a Biotech/Life Sciences Career Pathway pilot for 5 adults 18+, providing training, stipends, and job placement support.
- Providing financial literacy and banking access to more than 300 participants.
- Expanding employer engagement and partnerships to create new internship and career opportunities.
- Offering leadership opportunities for returning youth and engaging BrookLynk alumni.

These programs collectively aim to serve over 400 participants annually,

Budgetary/Fiscal Issues:

The total appropriation for SFY 2026–2027 is \$475,500 with no local match required.

Recommendation:

Staff recommends that the EDA authorize acceptance of the SFY 2026–2027 State Direct Appropriation allocation from DEED and execution of all necessary grant agreements to ensure continued delivery of high-impact workforce development services to underrepresented communities in Brooklyn Park and Brooklyn Center.

Attachments:

4.3A RESOLUTION

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

RESOLUTION #2025-_____

RESOLUTION AUTHORIZING ACCEPTANCE OF THE SFY 2026–2027 STATE DIRECT
APPROPRIATION ALLOCATION FROM THE MINNESOTA DEPARTMENT OF
EMPLOYMENT AND ECONOMIC DEVELOPMENT AND EXECUTION OF ALL REQUIRED
AGREEMENTS

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

WHEREAS, the Minnesota Legislature, in the 2025 Legislative Session, appropriated \$250,000 annually in SFY 2026 and SFY 2027 to the City of Brooklyn Park to expand workforce development programming targeted to underrepresented populations; and

WHEREAS, this appropriation is the result of the City’s successful legislative advocacy to secure state investment in local career pathways, youth employment, and employer engagement initiatives; and

WHEREAS, after DEED’s allowable administrative retention, the City will receive \$237,750 annually for two years, totaling \$475,500, to be used from July 1, 2025, through June 30, 2027; and

WHEREAS, the funds will support implementation of the City’s SFY 2026–2027 workforce development workplan, which includes work readiness training, career pathway programs in construction and biotech, financial literacy and banking access, leadership opportunities for returning youth, and expanded employer partnerships; and

WHEREAS, the programs supported by this appropriation will collectively serve more than 400 participants annually, with a focus on residents who are underrepresented in the workforce;

NOW, THEREFORE, BE IT RESOLVED BY the Brooklyn Park Economic Development Authority Board of Commissioners that that the EDA hereby authorizes acceptance of the SFY 2026–2027 State Direct Appropriation allocation from the Minnesota Department of Employment and Economic Development and authorizes the Executive Director or designee to execute all required grant agreements and documents necessary to implement the funding.

City of Brooklyn Park Request for EDA Action

Agenda Item:	4.4	Meeting Date:	October 20, 2025
Agenda Section:	Consent	Prepared By:	Jolene Rotich, Workforce Development Director
Resolution:	X	Presented By:	Tim Gladhill, Executive Director
Attachments:	2		
Item:	Consider Approving a Professional Services Agreement with Finishing Trades Institute for BrookLynk's Career Pathways Program in the Amount of \$46,200.00		

Executive Director's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION # _____, CONSIDER APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH FINISHING TRADES INSTITUTE FOR BROOKLYNK'S CAREER PATHWAYS PROGRAM IN THE AMOUNT OF \$46,200.00.

Overview:

The Brooklyn Park Economic Development Authority, through its Workforce Development Division (BrookLynk), seeks to enter into a contractual agreement with the Finishing Trades Institute to provide accredited construction and trades training for Brooklyn Center High School students. The partnership builds upon BrookLynk's mission to connect young people to career pathways through high-quality, hands-on training and paid work experience.

Background:

BrookLynk has historically supported career pathway programs connecting youth to emerging industries. Over the past two school years, BrookLynk has successfully partnered with the Finishing Trades Institute of the Upper Midwest to provide training and exposure to careers in the construction and finishing trades for Brooklyn Center High School students. The partnership has yielded positive outcomes, including student completion of industry-recognized coursework and successful placement into BrookLynk summer internships.

In alignment with the City's workforce and economic development strategies, the program will continue to expand its construction and trades pathway in collaboration with Brooklyn Center Community Schools and FTIUM.

Under this partnership:

- FTIUM will deliver two 15-week training cohorts (Fall 2025 and Spring 2026) for students ages 16+.
- BrookLynk will recruit, enroll, and support participants, providing work readiness training, job coaching, and placement in summer internships.

FTIUM is a certified training provider with a proven track record of delivering high-quality technical education and industry-recognized credentials. The continued partnership aligns with state and regional workforce development priorities and leverages external grant funding to maximize impact.

What are the primary issues/ Alternatives to Consider?

The primary consideration is whether to continue the established partnership with the Finishing Trades Institute to deliver the construction and trades career pathway or discontinue the partnership. Continuing the partnership allows BrookLynk to build on two years of successful collaboration that has provided youth with accredited training, industry exposure, financial literacy training, and pathways to employment. Discontinuing the program

would significantly limit access to construction career exploration and training opportunities for Brooklyn Park and Brooklyn Center youth.

What risks are associated with this request?

There are no known risks associated with this contract.

Budgetary/Fiscal Issues:

This investment is included in BrookLynk's approved FY 2025–2026 workforce programming budget and will be funded through existing grant and city workforce allocations.

Recommendation:

The Executive Director of the EDA recommends approval.

Attachments

4.4A RESOLUTION

4.4B CONTRACTUAL SERVICES AGREEMENT

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

RESOLUTION #2025-_____

RESOLUTION APPROVING PROFESSIONAL SERVICES AGREEMENT WITH FINISHING
TRADES INSTITUTE FOR BROOKLYN'S CAREER PATHWAYS PROGRAM IN THE
AMOUNT OF \$46,200

WHEREAS, the Brooklyn Park Economic Development Authority, a public body corporate and politic (the "EDA") has continues to support youth-based workforce development programs; and

WHEREAS, the EDA has determined that it is beneficial to enter into an agreement with the Finishing Trades Institute to deliver construction and trades related programming.

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

Section 1. Approval of Professional Services Agreement.

The Board hereby approves the Professional Services Agreement in substantially the form presented to the Board, together with any related documents necessary in connection therewith, and hereby authorizes the Executive Director, in his/her discretion and at such time, if any, as he/she may deem appropriate, to execute the same on behalf of the EDA, and to carry out, on behalf of the EDA, the EDA's obligations thereunder when all conditions precedent thereto have been satisfied.



Agreement # _____

Between BrookLynk and the Finishing Trades Institute of the Upper Midwest

THIS AGREEMENT, made and entered into this day September 1, 2025 by and between the "Brooklyn Park Economic Development Authority", Minnesota, a municipal corporation under the laws of the State of Minnesota, hereinafter referred to as "EDA" and _____ Finishing Trades Institute of the Upper Midwest _____, whose address is 3205 Country Drive #150 Little Canada, MN 55117 hereinafter referred to as "Service Provider".

The EDA and, in consideration of the mutual terms and conditions, promises, covenants, and payments hereinafter set forth, agree as follows:

SECTION 1: Scope of Services. The "Service Provider" agrees to coordinate youth engagement activities on behalf of BrookLynk. The specific tasks, deliverables, timelines, etc. that make up these services are detailed in Attachment A.

SECTION 2: Time for Completion. The services described in Section 1 above shall be commenced upon execution of the Agreement and will be completed in accordance with the schedule mutually agreed upon with the EDA which is detailed in Attachment A. The "Service Provider" shall not proceed with any task without specific authorization from the "EDA".

SECTION 3: Billings and Payment. That for faithful performance of this Agreement, the EDA hereby agrees to compensate the in the amounts and according to the schedule that appears in Attachment A not to exceed \$46,200 shall submit an itemized bill as specified in the schedule. Upon receipt of the invoice and verification of the charges, payment shall be made by the "EDA" to the Service Provider within thirty-five (35) days.

SECTION 4: Ownership of Work Products. All deliverable work products and supporting documentation that result from the services under this Agreement shall become the property of the "EDA" after final payment is made to the "Service Provider", with no right, title, or interest in said work product or supporting documentation vesting in the Service Provider.

SECTION 5: Independent Contractor. It is agreed by the parties that, at all times and for all purposes within the scope of this Agreement, the relationship of the "Service Provider" to the "EDA" is that of independent contractor and not that of employee. No statement contained in this Agreement shall be construed so as to find an employee of the "EDA", and shall be entitled to none of the rights, privileges, or benefits of City of Brooklyn Park employees.

SECTION 6: Compliance with Applicable Law. The "Service Provider" agrees to comply with all federal, state, and local laws or ordinances, and all applicable rules, regulations, and standards established by

any agency of such governmental units, which are now or hereafter promulgated insofar as they related to the "Service Provider's" performance of the provisions of this Agreement.

SECTION 7: Termination. Either party to this Agreement may terminate it by giving no less than thirty (30) days written notice of the intent to terminate to the other party. In the event of termination, "Service Provider" will be paid by the "EDA" for all service, timely, and faithfully rendered up to the receipt of the notice of termination and thereafter until the date of termination.

The "EDA" reserves the right to suspend or terminate this Agreement if the "Service Provider" violates any of the terms or conditions of this Agreement or does not fulfill, in a timely and proper manner, its obligations of this Agreement as determined by the "EDA". In the event that the "EDA" exercises its right of suspension or termination under this Section, it shall submit written notice to the "Service Provider", specifying the extent of such suspension or termination under this Section, the reasons therefore, and the date upon which such suspension or termination becomes effective. Upon receipt of such notice, the "Service Provider" shall take all actions necessary to discontinue further commitments of funds to the extent that they relate to the suspended or terminated portions of this Agreement.

SECTION 8: Amendment or Changes to Agreement. The "EDA" or "Service Provider" may request changes that would increase, decrease, or otherwise modify the Scope of Services. Such changes and method of compensation must be authorized in writing in advance by the "EDA". An alternations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when reduced to writing and duly signed by the parties.

SECTION 9: Data Practices Act Compliance. Any and all data provided to the "Service Provider", received from the "Service Provider", created, collected, received, stored, used, maintained, or disseminated by the "Service Provider" pursuant to this Agreement shall be administered in accordance with, and is subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as amended. This paragraph does not create a duty on the part of the "Service Provider" to provide access to public data to the public if the public data are available from the "EDA", except as required by the terms of this Agreement.

Section 10: Indemnification. To the fullest extent permitted by law, the "Service Provider", and the "Service Provider 's" successors or assigns, agree to indemnify and hold harmless the "EDA" and the City of Brooklyn Park, Minnesota (the "City"), their officers, agents, and employees from all claims, suits, or actions of any kind, nature, or character, and the reasonable costs, disbursements, and expenses of defending the same, including but not limited to, reasonable attorneys' fees, consulting project management services, and other technical, administrative or professional assistance to the extent caused by the negligence, breach of contract or willful misconduct of the "Service Provider" or its subcontractors, agents, or employees under this Agreement or arising out of the failure to obtain or maintain the insurance required by this Agreement. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the "EDA" or the "City" is entitled. The parties agree that these indemnification obligations will survive the completion or termination of this Agreement."

SECTION 11: Choice of Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota, and all parties to

this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.”

SECTION 12: Entire Agreement. It is understood and agreed that the entire Agreement supersede all oral agreements and negotiations between the parties relating to the subject matters hereof. The Agreement shall be interpreted and construed according to the laws of the State of Minnesota.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the day and year first above written.

For the Economic Development Authority:

For the Service Provider:

By: _____
Executive Director of the Economic Development Authority

By: _____
FTI Chief Administrative Officer

Attachment A: Scope of Work

Attachment A:

The Service Provider will support the development and coordination of a construction and trades pathways program in partnership with the cities of Brooklyn Park and Brooklyn Center's shared Workforce Development division (BrookLynk) and Brooklyn Center Community Schools.

The construction career pathway includes work readiness training, support services, and summer internships for youth and young adults ages 16+ that live and/or attend school in Brooklyn Park and Brooklyn Center.

Objective: To design and implement a construction and trades career pathway for Brooklyn Center High School students age 16+ that provides training during the academic year and leads to summer employment in the trades and related industries.

Services: Provide accredited classroom training at the Finishing Trades Institute of the Upper Midwest (FTIUM) to high school students living and/or attending school in Brooklyn Park and Brooklyn Center.

Timeline: September 1st 2025 – June 30th 2026

Goals:

- Deliver two cohorts (fall and spring) of FTIUM training
- Provide summer employment through BrookLynk to youth that successfully complete FTI training
- Provide work readiness training focused on topics such as resume writing, financial literacy, interviewing, Microsoft Office, etc. to FTI student participants
- Offer individual job coaching and support services to FTI enrolled students

Deliverables

1. Co-coordinate, in partnership with BrookLynk, and the Finishing Trades Institute of Upper Midwest (FTIUM) two training cohorts (Fall 2025/Spring 2026) located at the Finishing Trades Institute of the Upper Midwest. Location: 3205 Country Dr #150, Little Canada, MN 55117
 1. 21 youth enrolled (9 Fall, 12 Spring)
 2. 50% of youth enrolled complete training
2. BrookLynk will match students that have successfully completed the Fall or Spring FTI training to BrookLynk summer internships
 1. ≥ 10 youth matched to internships
3. To be eligible participants must meet BrookLynk eligibility criteria and be enrolled in BrookLynk programs and services. BrookLynk will partner with Brooklyn Center Community Schools to recruit, enroll, and support individual students tracking student progress and participation in Workforce One, the state's case management system.

Program Details:

- FTI will coordinate and deliver two fifteen-week training cohorts in the fall and spring during the 2025-2026 academic year during the following time periods:

- September 2025 – December 2025
- January 2026 – May 2026
- BrookLynk will pay the tuition for up to 19 youth at the rate of \$2,200 per student.
- BrookLynk in partnership with Brooklyn Center staff will be responsible for youth recruitment, hiring, and engagement, data collection, program coordination, training fees, and all other duties related to the successful delivery of program.
 - Program outcomes will be shared with partners in a final program report delivered to the City of Brooklyn Park’s Economic Development Authority and Brooklyn Center City Council in October 2026.
- FTIUM staff will communicate changes to training sessions and/or cancellations to BrookLynk and Brooklyn Center High School staff.
- FTIUM staff will attend planning meetings with Brooklyn Center High School and BrookLynk staff as needed for the execution of programming.

Payments: Reimbursement payments will be made at the end of each cohort. Service provider is required to submit a singular invoice with documentation such as receipts, payroll reports, invoices, etc. to detail expenses included in the request for reimbursement. Final invoiced amount should be adjusted based on number of participants.

- Payment one - January 2026
- Payment two – June 2026

Budget:

Description	# of Units	Price per unit	Total
FTIUM Training	21	\$2,200	\$46,200
Total			\$46,200

Leveraged Funds: \$30,000 in BrookLynk paid youth wages.

Funding Source: This program will be funded by BrookLynk through a blended funded structure that includes grants, donations, and investments from the cities of Brooklyn Park and Brooklyn Center.

City of Brooklyn Park Request for EDA Action

Agenda Item:	6.1	Meeting Date:	October 20, 2025
Agenda Section:	General Action Items	Prepared By:	Tim Gladhill, EDA Executive Director
Resolution:	X	Presented By:	Tim Gladhill, EDA Executive Director
Attachments:	1		
Item:	Consider 2026 Economic Development Authority Budget		

Executive Director's Proposed Action:

NO ACTION REQUESTED AT THIS TIME. FOR INITIAL DIRECTION.

Overview:

At the September 15 EDA Meeting, the EDA set the maximum EDA & HRA Levy as follows. This step represented the revenue side of the budget. The EDA & HRA Levies are the primary revenues for the EDA to execute planned activities. These maximum levy amounts were approved by the City Council.

EDA	\$1,789,314
HRA	\$1,320,000
Total	\$3,109,314

The next step in the process is to finalize the expense side of the budget. From this point, the EDA must prepare a balanced budget. EDA Budget Highlights for 2026 include, but are not limited to the following:

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

EDA General Activities

This account represents a majority of the activity of the EDA, especially staffing. Program highlights include, but are not limited to the following.

- EDA Staffing
- BrookLynk/Workforce Development
- Legal Services
- BioTech Innovation District (and other) Planning
- Marketing
- Programming (Business Forward Forum, Real Estate Forum, etc.)
- Re-boot BP Business Newsletter
- Professional Development
- EDA Sites Property Maintenance (turf maintenance, snow removal, etc.)
- REDI & Community Engagement Contribution
- Demolition of 4120 85th Avenue (Royalton Site)

- Attempting to secure a grant; EDA expense if not successful

Additional EDA Budget detail can be found in the attached Budget Worksheets.

Housing Programs

The City has a number of homeowner funding programs. These programs are funded through a combination of EDA/HRA Fund Balances as well as the Local Affordable Housing Aid (LAHA) dollars created from the metrowide sales tax. The demand for these programs far exceeds the available resources. A majority of these programs are on a loan basis. For the past several years, the EDA has allocated approximately \$1,000,000 to these programs. Since these are funded from EDA Fund Balances and metrowide sales taxes, there is no impact on the EDA or HRA Levies.

- Home Rehab Deferred Loans
- Down Payment Assistance Program
- Home Improvement Loan Program
- Senior Deferred Loan Program
- Home Energy Squad Enhanced

Small Business Center

The vision for the Small Business Center is to have little-to-no impact to the EDA Levy. The Small Business Center is generally a budget-neutral activity and is funded by the following.

- Net Lease Revenue from Northwinds Plaza Leases
- Membership Fees for Small Business Center
- State Direct Allocation (expires in 2027)
- EDA

In 2025, expenses exceeded revenues. This was created in part by an increase in the Operator Contract intended to stabilize and grow membership in the center. These efforts were originally successful in growing membership and rentals, but have since plateaued (or again decreased in certain categories). The EDA recently directed Staff to decrease expenses related to operations and launch a Request for Proposals to add advertising & marketing services to grow the membership base. Staff is nearing launch of the Advertising & Marketing RFP. Staff continues to negotiate with the existing operator for a reduced, but extended Contract through June 2026 as previously directed by the EDA. That topic will be discussed separately on tonight's agenda.

The largest expenses at this stage are in operations. Highlights (non-exclusive of all expenses) include, but are not limited to the following.

Operator Contract	\$350,000
Janitorial	\$40,000
IT Services	\$20,000

The operations of the center have stabilized considerably since opening and rely less on larger capital projects to adjust to desired operations. EDA Staff has proposed a reduction in capital projects (minor remodels and repairs). However, Staff highlights a few capital expenses for future consideration.

- Critical
 - Trash Enclosure Replacement
- Recommended, but not Critical
 - Remodel of former fitness center (long-term)
 - Reconfiguration of Presentation Room Lobby
 - Event Rentals are performing better than forecasted
 - The largest meeting room space is behind a secured area

- If access is granted to this space, it opens access to the secure Dedicated Desk and Dedicated Office Area
- Closing two (2) hallway access points through modular walls would increase use (and revenue) for the large Presentation Room

Workforce Development (BrookLynk)

The Workforce Development Division of the Community Development Department is generally funded 80% by grants. The other 20% is generally contributions from the cities of Brooklyn Park and Brooklyn Center. While most of these grants are not Federal Grants, the Workforce Development Division is seeing the effect of Federal Policy Changes. The competition for Non-Federal Grants has increased and the Workforce Development Division has seen a decrease in traditional grants received. Additionally, the program no longer has access to ARPA Funding that expired at the end of this year. Furthermore, the City of Brooklyn Center's contribution has remained steady over the past several years. The City of Brooklyn Park's contribution has steadily increased in order to maintain current service levels.

The Program has two (2) funding applications submitted that it hopes to receive word before end of year. However, if those funding applications are not successful, the EDA will have to choose between the following.

1. Increase the Brooklyn Park EDA Contribution from \$200,000 to \$400,000
 - a. Could include the use of Fund Balance
2. Decrease Programming (decrease 1.0 FTE)

Additionally, Staff is working on a potential fund deficit for Fiscal Years 2021-2024. This potential deficit was likely created by a couple of errors.

1. Uncollected, Committed Revenue
2. Mis-Coded Invoices

Staff has corrected a number of these issues but is still auditing all transactions for these fiscal years. If there is still a deficit after that audit, the EDA will need to budget for this starting in 2027.

Finally, Staff continues to explore community foundations that can advocate for the program through sponsorships and donations. This will ensure a more sustainable funding program moving forward.

Tax Abatement Projects

The EDA has two (2) active Tax Abatement Projects.

- Target North Campus
- 610 West Apartments

There is no impact to the EDA or HRA Levies for these two (2) projects. Taxes generated and paid by the Property Owner are captured in the project and are used to pay back previous eligible expenses. Some of the phases of these projects are nearing the end of their obligations and will contribute to the City General Fund in future years.

Tax Increment Financing Districts

The EDA has multiple Tax Increment Financing (TIF) Districts. ***These Districts do not impact the EDA or HRA Levy.*** Taxes/Increment generated and collected within the district are captured within the District to pay back eligible expenses per Agreements. Some of these Districts are nearing the end of their obligations and will contribute to the City General Fund in future years.

- TIF District No. 18: Opus
- TIF District No. 20: The Village (Village Creek Commons)

- TIF District No. 24: First Industrial (Boone Avenue Industrial Area)
- TIF District No. 26: Scannell (North Park Industrial)
- TIF District No. 28: Tessman Ridge
- TIF District No. 29: Decatur Landing

Recommendation:

The Executive Director of the EDA recommends approval.

Attachments:

6.1A BUDGET WORKSHEETS

Account	Account Description	2026 Council Preliminary					
Fund 292 - BrookLynk							
REVENUE							
Department 21 - Community Development							
State grants							
4230	Other State Grants	855,000.00					
Budget Transactions							
	<i>Level</i>	<i>Transaction</i>	<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>2026 Totals</i>	<i>2027 Totals</i>	
	Council Preliminary	MN DEED State Appropriation	1.0000	380,000.00	380,000.00	.00	
	Council Preliminary	MN DEED State Appropriation	1.0000	190,000.00	.00	190,000.00	
	Council Preliminary	MN DEED State Appropriation #2	1.0000	475,000.00	475,000.00	.00	
					Council Preliminary Totals	\$855,000.00	\$190,000.00
		<i>State grants Totals</i>			\$855,000.00		
<i>Other grants</i>							
4240	County Grants	102,735.00					
Budget Transactions							
	<i>Level</i>	<i>Transaction</i>	<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>2026 Totals</i>	<i>2027 Totals</i>	
	Council Preliminary	MYP26	1.0000	102,735.00	102,735.00	.00	
					Council Preliminary Totals	\$102,735.00	\$0.00
4250.01	Other Grants Local Contributions	59,800.00					
Budget Transactions							
	<i>Level</i>	<i>Transaction</i>	<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>2026 Totals</i>	<i>2027 Totals</i>	
	Council Preliminary	EDA / City of Brooklyn Center	1.0000	59,800.00	59,800.00	59,800.00	
					Council Preliminary Totals	\$59,800.00	\$59,800.00
		<i>Other grants Totals</i>			\$162,535.00		
<i>Other revenue</i>							
4824	Donations	1,000.00					
Budget Transactions							
	<i>Level</i>	<i>Transaction</i>	<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>2026 Totals</i>	<i>2027 Totals</i>	
	Council Preliminary	Brooklyn Park Rotary Foundation	1.0000	1,000.00	1,000.00	1,000.00	
					Council Preliminary Totals	\$1,000.00	\$1,000.00
		<i>Other revenue Totals</i>			\$1,000.00		
<i>Transfers in</i>							
5450	Transfers in	300,000.00					
Budget Transactions							
	<i>Level</i>	<i>Transaction</i>	<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>2026 Totals</i>	<i>2027 Totals</i>	
	Council Preliminary	Career Pathways (from EDA)	1.0000	100,000.00	100,000.00	100,000.00	
	Council Preliminary	EDA Contribution-Brooklynk Youth Employment Program	1.0000	100,000.00	100,000.00	100,000.00	

Account	Account Description	2026 Council Preliminary			
Fund 292 - BrookLynk					
REVENUE					
Department	21 - Community Development				
Transfers in					
Council Preliminary	WFD Support	1.0000	100,000.00	100,000.00	100,000.00
		Council Preliminary Totals		\$300,000.00	\$300,000.00
<i>Transfers in Totals</i>				\$300,000.00	
Department	21 - Community Development Totals			\$1,318,535.00	
REVENUE TOTALS				\$1,318,535.00	
EXPENSE					
Department	21 - Community Development				
Salaries					
6100	Salaries - Full Time			593,776.00	
Budget Transactions					
<i>Level</i>	<i>Transaction</i>	<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>2026 Totals</i>	<i>2027 Totals</i>
Council Preliminary	Correction to Personnel spreadsheet	1.0000	2,422.00	2,422.00	.00
Council Preliminary	CSL	1.0000	591,354.00	591,354.00	.00
Council Preliminary	CSL	1.0000	609,095.00	.00	609,095.00
		Council Preliminary Totals		\$593,776.00	\$609,095.00
6104	Salaries - Seasonal			6,080.00	
Budget Transactions					
<i>Level</i>	<i>Transaction</i>	<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>2026 Totals</i>	<i>2027 Totals</i>
Council Preliminary	CSL	1.0000	6,080.00	6,080.00	.00
Council Preliminary	CSL	1.0000	6,262.00	.00	6,262.00
		Council Preliminary Totals		\$6,080.00	\$6,262.00
6112	Severance Pay			11,997.00	
Budget Transactions					
<i>Level</i>	<i>Transaction</i>	<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>2026 Totals</i>	<i>2027 Totals</i>
Council Preliminary	CORRECTION TO PERSONNEL SPREADSHEET	1.0000	48.00	48.00	.00
Council Preliminary	CSL	1.0000	11,949.00	11,949.00	.00
Council Preliminary	CSL	1.0000	12,307.00	.00	12,307.00
		Council Preliminary Totals		\$11,997.00	\$12,307.00
<i>Salaries Totals</i>				\$611,853.00	

Account Description 2026 Council Preliminary

Fund 292 - BrookLynk

EXPENSE

Department 21 - Community Development
Benefits

6140 Social Security 37,191.00

Budget Transactions		Number of Units	Cost Per Unit	2026 Totals	2027 Totals
Level	Transaction				
Council Preliminary	CORRECT TO PERSONNEL SPREADSHEET	1.0000	150.00	150.00	.00
Council Preliminary	CSL	1.0000	37,041.00	37,041.00	.00
Council Preliminary	CSL	1.0000	38,152.00	.00	38,152.00
Council Preliminary Totals				\$37,191.00	\$38,152.00

6142 Medicare 8,698.00

Budget Transactions		Number of Units	Cost Per Unit	2026 Totals	2027 Totals
Level	Transaction				
Council Preliminary	CORRECT TO PERSONNEL SPREADSHEET	1.0000	35.00	35.00	.00
Council Preliminary	CSL	1.0000	8,663.00	8,663.00	.00
Council Preliminary	CSL	1.0000	8,923.00	.00	8,923.00
Council Preliminary Totals				\$8,698.00	\$8,923.00

6150 PERA 44,533.00

Budget Transactions		Number of Units	Cost Per Unit	2026 Totals	2027 Totals
Level	Transaction				
Council Preliminary	CORRECT TO PERSONNEL SPREADSHEET	1.0000	181.00	181.00	.00
Council Preliminary	CSL	1.0000	44,352.00	44,352.00	.00
Council Preliminary	CSL	1.0000	45,683.00	.00	45,683.00
Council Preliminary Totals				\$44,533.00	\$45,683.00

6155 Minnesota Paid Leave 2,639.00

Budget Transactions		Number of Units	Cost Per Unit	2026 Totals	2027 Totals
Level	Transaction				
Council Preliminary	CORRECT TO PERSONNEL SPREADSHEET	1.0000	10.00	10.00	.00
Council Preliminary	CSL	1.0000	2,629.00	2,629.00	.00
Council Preliminary	CSL	1.0000	2,708.00	.00	2,708.00
Council Preliminary Totals				\$2,639.00	\$2,708.00

6160 Cafeteria Benefit 141,250.00

Budget Transactions		Number of Units	Cost Per Unit	2026 Totals	2027 Totals
Level	Transaction				
Council Preliminary	CSL	1.0000	141,250.00	141,250.00	.00

Account	Account Description	2026 Council Preliminary			
Fund 292 - BrookLynk					
EXPENSE					
Department	21 - Community Development				
Benefits					
	Council Preliminary	CSL	1.0000	145,488.00	.00
					145,488.00
				Council Preliminary Totals	\$141,250.00
					\$145,488.00
6168	Life Insurance		88.00		
	Budget Transactions				
	Level	Transaction	Number of Units	Cost Per Unit	2026 Totals
	Council Preliminary	CSL	1.0000	88.00	88.00
	Council Preliminary	CSL	1.0000	91.00	.00
				Council Preliminary Totals	\$88.00
					\$91.00
6176	Workers Compensation		1,964.00		
		Benefits Totals			\$236,363.00
	<i>Supplies</i>				
6206	Operating Supplies		17,450.00		
	Budget Transactions				
	Level	Transaction	Number of Units	Cost Per Unit	2026 Totals
	Council Preliminary	Assistance/Wrap Around Services for Participants	1.0000	10,000.00	10,000.00
	Council Preliminary	Get Ready! and Mock Interview// Supplies	1.0000	350.00	350.00
	Council Preliminary	Marketing and Tabling // Program Supplies	1.0000	1,000.00	1,000.00
	Council Preliminary	Youth Entrepreneurship // Program Supplies	1.0000	6,100.00	6,100.00
				Council Preliminary Totals	\$17,450.00
					\$17,450.00
6206.03	Operating Supplies Program Food		11,800.00		
	Budget Transactions				
	Level	Transaction	Number of Units	Cost Per Unit	2026 Totals
	Council Preliminary	Operating Supplies Program Food	1.0000	11,800.00	11,800.00
				Council Preliminary Totals	\$11,800.00
					\$11,800.00
6225	Uniforms		300.00		
	Budget Transactions				
	Level	Transaction	Number of Units	Cost Per Unit	2026 Totals
	Council Preliminary	Uniforms for BrookLynk Employees	5.0000	60.00	300.00
				Council Preliminary Totals	\$300.00
					\$300.00
		Supplies Totals			\$29,550.00

Account Description 2026 Council Preliminary

Fund 292 - BrookLynk

EXPENSE

Department 21 - Community Development
Professional services

6304 Legal Services 1,500.00

Budget Transactions		Number of Units	Cost Per Unit	2026 Totals	2027 Totals
Level	Transaction				
Council Preliminary	Kennedy & Graven	1.0000	1,500.00	1,500.00	1,500.00
		Council Preliminary Totals		1,500.00	1,500.00

Professional services Totals \$1,500.00

Contractual services

6328 Other Contractual Services 84,000.00

Budget Transactions		Number of Units	Cost Per Unit	2026 Totals	2027 Totals
Level	Transaction				
Council Preliminary	Finishing Trades Institute	1.0000	50,000.00	50,000.00	50,000.00
Council Preliminary	Get Ready! Trainers/Training Sessions	5.0000	300.00	1,500.00	1,500.00
Council Preliminary	Hennepin Technical College	1.0000	30,000.00	30,000.00	30,000.00
Council Preliminary	Shark Tank Awards	1.0000	1,000.00	1,000.00	1,000.00
Council Preliminary	Shark Tank Winner	1.0000	1,500.00	1,500.00	1,500.00
		Council Preliminary Totals		84,000.00	84,000.00

Contractual services Totals \$84,000.00

Communications

6348 Postage/Shipping 750.00

Budget Transactions		Number of Units	Cost Per Unit	2026 Totals	2027 Totals
Level	Transaction				
Council Preliminary	Postage and Shipping	1.0000	750.00	750.00	750.00
		Council Preliminary Totals		750.00	750.00

Communications Totals \$750.00

Conferences and schools

6702 Conferences & Schools 2,500.00

Budget Transactions		Number of Units	Cost Per Unit	2026 Totals	2027 Totals
Level	Transaction				
Council Preliminary	General Training as Available	5.0000	500.00	2,500.00	2,500.00
		Council Preliminary Totals		2,500.00	2,500.00

Account	Account Description	2026 Council Preliminary	
Fund 292 - BrookLynk			
EXPENSE			
Department 21 - Community Development			
Conferences and schools			
6704	Travel & Lodging		750.00
Budget Transactions			
	<i>Level</i>	<i>Transaction</i>	
	Council Preliminary	Travel to Support Conference Attendance	
		<i>Number of Units</i>	<i>Cost Per Unit</i>
		1.0000	750.00
			<i>2026 Totals</i>
			750.00
			<i>2027 Totals</i>
			750.00
		Council Preliminary Totals	
			\$750.00
			\$750.00
6706	Meeting Expenses		150.00
	<i>Conferences and schools Totals</i>		\$3,400.00
<i>Dues and subscriptions</i>			
6720	Membership Dues		386.00
Budget Transactions			
	<i>Level</i>	<i>Transaction</i>	
	Council Preliminary	Sam's Club	
	Council Preliminary	Square Space	
		<i>Number of Units</i>	<i>Cost Per Unit</i>
		2.0000	55.00
		1.0000	276.00
			<i>2026 Totals</i>
			110.00
			276.00
			<i>2027 Totals</i>
			110.00
			276.00
		Council Preliminary Totals	
			\$386.00
			\$386.00
6722	Subscriptions & Resource Materials		1,668.00
Budget Transactions			
	<i>Level</i>	<i>Transaction</i>	
	Council Preliminary	Teachable Software	
		<i>Number of Units</i>	<i>Cost Per Unit</i>
		1.0000	1,668.00
			<i>2026 Totals</i>
			1,668.00
			<i>2027 Totals</i>
			1,668.00
		Council Preliminary Totals	
			\$1,668.00
			\$1,668.00
	<i>Dues and subscriptions Totals</i>		\$2,054.00
<i>Central buildings</i>			
7018	Building Charges		6,557.00
	<i>Central buildings Totals</i>		\$6,557.00
<i>Information technology charges</i>			
7020	ITS Charges		11,715.00
	<i>Information technology charges Totals</i>		\$11,715.00
<i>Transfers out</i>			
7502	Transfers out		171,000.00
Budget Transactions			
	<i>Level</i>	<i>Transaction</i>	
	Council Preliminary	Deed Direct grant revenue for SBC operator	
	Council Preliminary	Deed Direct grant revenue for SBC operator	
		<i>Number of Units</i>	<i>Cost Per Unit</i>
		12.0000	14,250.00
		6.0000	14,250.00
			<i>2026 Totals</i>
			171,000.00
			.00
			85,500.00
		Council Preliminary Totals	
			\$171,000.00
			\$85,500.00
	<i>Transfers out Totals</i>		\$171,000.00

Account Account Description 2026 Council Preliminary

Fund **292 - BrookLynk**

EXPENSE

Department 21 - Community Development Totals	\$1,158,742.00
EXPENSE TOTALS	\$1,158,742.00

Fund 292 - BrookLynk Totals	
REVENUE TOTALS	\$1,318,535.00
EXPENSE TOTALS	\$1,158,742.00

Fund 292 - BrookLynk Totals	\$159,793.00
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Fund **293 - Small Business Center**

REVENUE

Charges for services

4412 Services	174,940.00
<i>Charges for services Totals</i>	\$174,940.00

Transfers in

5450 Transfers in	671,000.00
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Budget Transactions					
Level	Transaction	Number of Units	Cost Per Unit	2026 Totals	2027 Totals
Council Preliminary	DEED Grant managed by WFD	12.0000	14,250.00	171,000.00	.00
Council Preliminary	DEED Grant managed by WFD	6.0000	14,250.00	.00	85,500.00
Council Preliminary	EDA funding for SBC - from Northwinds excess revenues	1.0000	500,000.00	500,000.00	500,000.00
Council Preliminary Totals				\$671,000.00	\$585,500.00

<i>Transfers in Totals</i>	\$671,000.00
REVENUE TOTALS	\$845,940.00

EXPENSE

Department **21 - Community Development**

Contractual services

6328 Other Contractual Services	521,788.00
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Budget Transactions					
Level	Transaction	Number of Units	Cost Per Unit	2026 Totals	2027 Totals
Council Preliminary	Building Security	1.0000	4,620.00	4,620.00	4,620.00
Council Preliminary	Cleaning	1.0000	41,520.00	41,520.00	41,520.00
Council Preliminary	Comcast Internet	1.0000	4,680.00	4,680.00	4,680.00
Council Preliminary	General Maintenance Contract	1.0000	1,500.00	1,500.00	1,500.00
Council Preliminary	Human Resources Software	1.0000	4,548.00	4,548.00	4,548.00
Council Preliminary	IT Managed Services	1.0000	19,800.00	19,800.00	19,800.00
Council Preliminary	Marketing & Advertising	1.0000	30,120.00	30,120.00	30,120.00
Council Preliminary	Networking, Workshops	1.0000	5,000.00	5,000.00	5,000.00

Account	Account Description	2026 Council Preliminary				
Fund 293 - Small Business Center						
EXPENSE						
Department 21 - Community Development						
<i>Contractual services</i>						
Council Preliminary	Operator Management Fee	1.0000	410,000.00	410,000.00	410,000.00	
				Council Preliminary Totals	\$521,788.00	\$521,788.00
<i>Contractual services Totals</i>		\$521,788.00				
Department 21 - Community Development Totals		\$521,788.00				
EXPENSE TOTALS		\$521,788.00				
Fund 293 - Small Business Center Totals						
REVENUE TOTALS		\$845,940.00				
EXPENSE TOTALS		\$521,788.00				
Fund 293 - Small Business Center Totals						
		\$324,152.00				
Fund 502 - EDA General Activities						
REVENUE						
<i>General property taxes</i>						
4010	Current Property Taxes	3,109,314.00				
Budget Transactions						
<i>Level</i>	<i>Transaction</i>	<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>2026 Totals</i>	<i>2027 Totals</i>	
Council Preliminary	EDA Levy - 2026	1.0000	1,789,314.00	1,789,314.00	.00	
Council Preliminary	EDA Levy - 2027	1.0000	1,968,245.00	.00	1,968,245.00	
Council Preliminary	HRA Levy - 2026	1.0000	1,320,000.00	1,320,000.00	.00	
Council Preliminary	HRA Levy - 2027	1.0000	1,452,000.00	.00	1,452,000.00	
				Council Preliminary Totals	\$3,109,314.00	\$3,420,245.00
<i>General property taxes Totals</i>		\$3,109,314.00				
<i>Investment income</i>						
4802	Investment Income	115,227.00				

Account	Account Description	2026 Council Preliminary			
Fund 502	EDA General Activities				
REVENUE					
<i>Investment income</i>					
4808	Change in Market Value-Invest	36,000.00			
			<i>Investment income Totals</i>	\$151,227.00	
<i>Transfers in</i>					
5450	Transfers in	500,000.00			
Budget Transactions					
<i>Level</i>	<i>Transaction</i>		<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>2026 Totals</i>
Council Preliminary	From Northwinds Mall - Excess Revenues		1.0000	500,000.00	500,000.00
			<i>Council Preliminary Totals</i>		500,000.00
				\$500,000.00	\$500,000.00
			<i>Transfers in Totals</i>	\$500,000.00	
			REVENUE TOTALS	\$3,760,541.00	

EXPENSE					
Department 21 - Community Development					
Division 21 - Development Services					
<i>Salaries</i>					
6100	Salaries - Full Time	986,043.00			
Budget Transactions					
<i>Level</i>	<i>Transaction</i>		<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>2026 Totals</i>
Council Preliminary	CORRECTION TO PERSONNEL SPREADSHEET		1.0000	184.00	184.00
Council Preliminary	CSL		1.0000	985,859.00	985,859.00
Council Preliminary	CSL		1.0000	1,015,435.00	1,015,435.00
			<i>Council Preliminary Totals</i>		\$986,043.00
				\$986,043.00	\$1,015,435.00
6104	Salaries - Seasonal	45,000.00			
Budget Transactions					
<i>Level</i>	<i>Transaction</i>		<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>2026 Totals</i>
Council Preliminary	CORRECTION TO PERSONNEL SPREADSHEET		1.0000	3,200.00	3,200.00
Council Preliminary	CSL		1.0000	41,800.00	41,800.00
Council Preliminary	CSL		1.0000	43,054.00	43,054.00
			<i>Council Preliminary Totals</i>		\$45,000.00
				\$45,000.00	\$43,054.00
6112	Severance Pay	20,623.00			
Budget Transactions					
<i>Level</i>	<i>Transaction</i>		<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>2026 Totals</i>
Council Preliminary	CORRECTION TO PERSONNEL SPREADSHEET		1.0000	67.00	67.00
Council Preliminary	CSL		1.0000	20,556.00	20,556.00
			<i>Council Preliminary Totals</i>		20,623.00
				20,623.00	20,623.00

Account	Account Description	2026 Council Preliminary			
Fund 502	EDA General Activities				
EXPENSE					
Department	21 - Community Development				
Division	21 - Development Services				
<i>Salaries</i>					
	Council Preliminary	CSL	1.0000	21,173.00	.00
				Council Preliminary Totals	\$20,623.00
					\$21,173.00
6120.01	Allowances Cell Phone			120.00	
	<i>Budget Transactions</i>				
	<i>Level</i>	<i>Transaction</i>	<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>2026 Totals</i>
	Council Preliminary	CSL	1.0000	120.00	120.00
				Council Preliminary Totals	\$120.00
					\$120.00
	<i>Salaries Totals</i>				
					\$1,051,786.00
<i>Benefits</i>					
6140	Social Security			63,932.00	
	<i>Budget Transactions</i>				
	<i>Level</i>	<i>Transaction</i>	<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>2026 Totals</i>
	Council Preliminary	CORRECT TO PERSONNEL SPREADSHEET	1.0000	210.00	210.00
	Council Preliminary	CSL	1.0000	63,722.00	63,722.00
	Council Preliminary	CSL	1.0000	65,634.00	.00
				Council Preliminary Totals	\$63,932.00
					\$65,634.00
6142	Medicare			14,952.00	
	<i>Budget Transactions</i>				
	<i>Level</i>	<i>Transaction</i>	<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>2026 Totals</i>
	Council Preliminary	CORRECTION TO PERSONNEL SPREADSHEET	1.0000	49.00	49.00
	Council Preliminary	CSL	1.0000	14,903.00	14,903.00
	Council Preliminary	CSL	1.0000	15,350.00	.00
				Council Preliminary Totals	\$14,952.00
					\$15,350.00
6150	PERA			73,962.00	
	<i>Budget Transactions</i>				
	<i>Level</i>	<i>Transaction</i>	<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>2026 Totals</i>
	Council Preliminary	CORRECTION TO PERSONNEL SPREADSHEET	1.0000	14.00	14.00
	Council Preliminary	CSL	1.0000	73,948.00	73,948.00
	Council Preliminary	CSL	1.0000	76,166.00	.00
				Council Preliminary Totals	\$73,962.00
					\$76,166.00

Account Description 2026 Council Preliminary

Fund **502 - EDA General Activities**

EXPENSE

Department **21 - Community Development**

Division **21 - Development Services**

Benefits

6155 Minnesota Paid Leave 4,537.00

Budget Transactions					
Level	Transaction	Number of Units	Cost Per Unit	2026 Totals	2027 Totals
Council Preliminary	CORRECTION TO PERSONNEL SPREADSHEET	1.0000	15.00	15.00	.00
Council Preliminary	CSL	1.0000	4,522.00	4,522.00	.00
Council Preliminary	CSL	1.0000	4,658.00	.00	4,658.00
Council Preliminary Totals				<u>\$4,537.00</u>	<u>\$4,658.00</u>

6160 Cafeteria Benefit 152,171.00

Budget Transactions					
Level	Transaction	Number of Units	Cost Per Unit	2026 Totals	2027 Totals
Council Preliminary	CSL	1.0000	152,171.00	152,171.00	.00
Council Preliminary	CSL	1.0000	156,736.00	.00	156,736.00
Council Preliminary Totals				<u>\$152,171.00</u>	<u>\$156,736.00</u>

6168 Life Insurance 120.00

Budget Transactions					
Level	Transaction	Number of Units	Cost Per Unit	2026 Totals	2027 Totals
Council Preliminary	CSL	1.0000	113.00	113.00	113.00
Council Preliminary Totals				<u>\$113.00</u>	<u>\$113.00</u>

6176 Workers Compensation 3,276.00

Benefits Totals \$312,950.00

Supplies

6206 Operating Supplies 2,300.00

Budget Transactions					
Level	Transaction	Number of Units	Cost Per Unit	2026 Totals	2027 Totals
Council Preliminary	Business forward forum	1.0000	100.00	100.00	100.00
Council Preliminary	CEO Start Program	1.0000	100.00	100.00	100.00
Council Preliminary	Office Supplies	1.0000	1,000.00	1,000.00	1,000.00
Council Preliminary	Real Estate Forum Supplies	1.0000	100.00	100.00	100.00
Council Preliminary	Summer Blossom	1.0000	1,000.00	1,000.00	1,000.00
Council Preliminary Totals				<u>\$2,300.00</u>	<u>\$2,300.00</u>

Account	Account Description	2026 Council Preliminary				
Fund 502	EDA General Activities					
EXPENSE						
Department	21 - Community Development					
Division	21 - Development Services					
<i>Supplies</i>						
6210	Small Equipment	1,500.00				
Budget Transactions						
<i>Level</i>	<i>Transaction</i>	<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>2026 Totals</i>	<i>2027 Totals</i>	
Council Preliminary	Small Equipment	1.0000	1,500.00	1,500.00	1,500.00	
				Council Preliminary Totals	\$1,500.00	\$1,500.00
6225	Uniforms	1,050.00				
Budget Transactions						
<i>Level</i>	<i>Transaction</i>	<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>2026 Totals</i>	<i>2027 Totals</i>	
Council Preliminary	Logo Apparel - Uniforms	3.0000	250.00	750.00	750.00	
Council Preliminary	Logo Apparel for Staff	5.0000	60.00	300.00	300.00	
				Council Preliminary Totals	\$1,050.00	\$1,050.00
<i>Supplies Totals</i>		\$4,850.00				
<i>Professional services</i>						
6304	Legal Services	60,000.00				
Budget Transactions						
<i>Level</i>	<i>Transaction</i>	<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>2026 Totals</i>	<i>2027 Totals</i>	
Council Preliminary	Kennedy & Graven (Some Offset by Developer Payments)	1.0000	60,000.00	60,000.00	60,000.00	
				Council Preliminary Totals	\$60,000.00	\$60,000.00
<i>Professional services Totals</i>		\$60,000.00				
<i>Contractual services</i>						
6328	Other Contractual Services	615,000.00				
Budget Transactions						
<i>Level</i>	<i>Transaction</i>	<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>2026 Totals</i>	<i>2027 Totals</i>	
Council Preliminary	Bio District	1.0000	450,000.00	450,000.00	450,000.00	
Council Preliminary	Branding / Be Part of It	1.0000	30,000.00	30,000.00	30,000.00	
Council Preliminary	Brooklyn Blvd Plan	1.0000	50,000.00	50,000.00	50,000.00	
Council Preliminary	EDA Minutes	12.0000	250.00	3,000.00	3,000.00	
Council Preliminary	Elevate Hennepin	1.0000	10,000.00	10,000.00	10,000.00	
Council Preliminary	Greater MSP	1.0000	32,000.00	32,000.00	32,000.00	
Council Preliminary	Home Energy Squad	1.0000	25,000.00	25,000.00	25,000.00	
Council Preliminary	Misc	1.0000	10,000.00	10,000.00	10,000.00	

Account Description 2026 Council Preliminary

Fund **502 - EDA General Activities**

EXPENSE

Department **21 - Community Development**

Division **21 - Development Services**

Contractual services

Council Preliminary	Printing & Binding	1.0000	5,000.00	5,000.00	5,000.00
			Council Preliminary Totals	\$615,000.00	\$615,000.00

Contractual services Totals \$615,000.00

Communications

6348 Postage/Shipping 4,750.00

Budget Transactions					
Level	Transaction	Number of Units	Cost Per Unit	2026 Totals	2027 Totals
Council Preliminary	Business News Letter	1.0000	4,000.00	4,000.00	4,000.00
Council Preliminary	General Postage	1.0000	750.00	750.00	750.00
			Council Preliminary Totals	\$4,750.00	\$4,750.00

Communications Totals \$4,750.00

Conferences and schools

6702 Conferences & Schools 11,000.00

Budget Transactions					
Level	Transaction	Number of Units	Cost Per Unit	2026 Totals	2027 Totals
Council Preliminary	Bio Tech	1.0000	2,500.00	2,500.00	2,500.00
Council Preliminary	EDAM - Summer Conf.	7.0000	500.00	3,500.00	3,500.00
Council Preliminary	EDAM - Winter Conf.	3.0000	500.00	1,500.00	1,500.00
Council Preliminary	Ehlers Seminar	3.0000	500.00	1,500.00	1,500.00
Council Preliminary	Misc	1.0000	1,000.00	1,000.00	1,000.00
Council Preliminary	MNNAHRO	1.0000	1,000.00	1,000.00	1,000.00
			Council Preliminary Totals	\$11,000.00	\$11,000.00

6704 Travel & Lodging 5,000.00

Budget Transactions					
Level	Transaction	Number of Units	Cost Per Unit	2026 Totals	2027 Totals
Council Preliminary	Support Conference attendance	1.0000	5,000.00	5,000.00	5,000.00
			Council Preliminary Totals	\$5,000.00	\$5,000.00

6706 Meeting Expenses 14,850.00

Budget Transactions					
Level	Transaction	Number of Units	Cost Per Unit	2026 Totals	2027 Totals
Council Preliminary	Business Forward Forum	1.0000	5,000.00	5,000.00	5,000.00

Account Description 2026 Council Preliminary

Fund **502 - EDA General Activities**

EXPENSE

Department **21 - Community Development**

Division **21 - Development Services**

Conferences and schools

Council Preliminary	CEO Start Program	1.0000	2,500.00	2,500.00	2,500.00
Council Preliminary	Misc	1.0000	1,000.00	1,000.00	1,000.00
Council Preliminary	Property manager coalition	4.0000	200.00	800.00	800.00
Council Preliminary	Real Estate Forum	1.0000	5,000.00	5,000.00	5,000.00
Council Preliminary	Starlite Center Coalition	4.0000	100.00	400.00	400.00
Council Preliminary	Summer Blossom	1.0000	150.00	150.00	150.00
Council Preliminary Totals				<u>\$14,850.00</u>	<u>\$14,850.00</u>

6708 Parking/Mileage 500.00

Conferences and schools Totals \$31,350.00

Dues and subscriptions

6720 Membership Dues 9,332.00

Budget Transactions					
Level	Transaction	Number of Units	Cost Per Unit	2026 Totals	2027 Totals
Council Preliminary	EDAM	1.0000	1,270.00	1,270.00	1,270.00
Council Preliminary	Medical Alley	1.0000	825.00	825.00	825.00
Council Preliminary	Minneapolis Regional Chamber	1.0000	659.00	659.00	659.00
Council Preliminary	Minnesota Black Chamber of Commerce	1.0000	500.00	500.00	500.00
Council Preliminary	NAHRO	1.0000	1,000.00	1,000.00	1,000.00
Council Preliminary	Real Estate Journals	1.0000	4,000.00	4,000.00	4,000.00
Council Preliminary	Sams Club	1.0000	37.00	37.00	37.00
Council Preliminary	SBC	1.0000	125.00	125.00	125.00
Council Preliminary	St. Paul Area Chamber of Commerce	1.0000	500.00	500.00	500.00
Council Preliminary	ULI	1.0000	416.00	416.00	416.00
Council Preliminary Totals				<u>\$9,332.00</u>	<u>\$9,332.00</u>

6722 Subscriptions & Resource Materials 500.00

Dues and subscriptions Totals \$9,832.00

Other charges

6802 Bank Fees 2,500.00

6804 Credit Card Fees 1,000.00

6840 Printing & Binding 3,000.00

6845 Advertising & Marketing 47,970.00

Budget Transactions					
Level	Transaction	Number of Units	Cost Per Unit	2026 Totals	2027 Totals
Council Preliminary	Business Forward Forum	1.0000	5,125.00	5,125.00	5,125.00

Account	Account Description	2026 Council Preliminary				
Fund 502	EDA General Activities					
EXPENSE						
Department 21 - Community Development						
Division 21 - Development Services						
<i>Other charges</i>						
	Council Preliminary	General Advertising & Marketing	1.0000	39,770.00	39,770.00	39,770.00
	Council Preliminary	Real Estate Forum	1.0000	3,075.00	3,075.00	3,075.00
Council Preliminary Totals					\$47,970.00	\$47,970.00
6850	Legal Notices			750.00		
<i>Budget Transactions</i>						
	<i>Level</i>	<i>Transaction</i>	<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>2026 Totals</i>	<i>2027 Totals</i>
	Council Preliminary	TIF Financial Disclosures / Public Hearing / Bid Notices	1.0000	750.00	750.00	750.00
Council Preliminary Totals					\$750.00	\$750.00
<i>Other charges Totals</i>		\$55,220.00				
<i>General Fund Charges</i>						
7010	General Fund Charges			223,006.00		
<i>General Fund Charges Totals</i>		\$223,006.00				
<i>Loss control charges</i>						
7030	Insurance Premium Charges			43,404.00		
<i>Loss control charges Totals</i>		\$43,404.00				
<i>Debt service</i>						
6806	Interest Expense			1,000.00		
<i>Debt service Totals</i>		\$1,000.00				
<i>Transfers out</i>						
7502	Transfers out			882,233.00		
<i>Budget Transactions</i>						
	<i>Level</i>	<i>Transaction</i>	<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>2026 Totals</i>	<i>2027 Totals</i>
	Council Preliminary	Career Pathways (to 292)	1.0000	100,000.00	100,000.00	100,000.00
	Council Preliminary	EDA Lawn Maintenance to Operations & Maintenance +3%	1.0000	57,233.00	57,233.00	57,233.00
	Council Preliminary	REDI Manager & Community Engagement	1.0000	25,000.00	25,000.00	25,000.00
	Council Preliminary	Support for SBC - Based on Northwinds excess revenue	1.0000	500,000.00	500,000.00	500,000.00
	Council Preliminary	WFD Brooklyn Youth Employment program support	1.0000	100,000.00	100,000.00	100,000.00
	Council Preliminary	WFD Support	1.0000	100,000.00	100,000.00	100,000.00
Council Preliminary Totals					\$882,233.00	\$882,233.00
<i>Transfers out Totals</i>		\$882,233.00				



MEMORANDUM

DATE: October 16, 2025
TO: EDA Commissioners
FROM: Tim Gladhill, EDA Executive Director
SUBJECT: EDA Status Update

Overview:

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

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

A. BUSINESS DEVELOPMENT UPDATES

Business Forward Forum

On Wednesday, November 19, the City of Brooklyn Park will host the 14th Annual Business Forward Forum at Edinburgh USA Clubhouse from 11:00 AM-2:00 PM. The free event serves as a platform for the business community to access business and financial resources. This year's theme, *Future-Forward Growth*, features two expert panels highlighting how local industry leaders are driving economic sustainability in Brooklyn Park.

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

- Josephine.Thao@brooklynpark.org.

Business Coalition Meeting

On Tuesday, October 14, the City of Brooklyn Park hosted a Business Coalition Meeting at the Brooklyn Park Small Business Center from 5:30 PM-7:00 PM. The meeting was designed to support businesses located at the intersection of Brooklyn Boulevard and West Broadway by providing the latest information on:

- Business Resources
- Public Safety Support
- Blue Line Extension

Business representatives from Target Corporation and the Starlite Business Center were present as well as the Community Outreach Coordinator, Pa Nhue Vue from Metro Transit. Also in attendance were Program Assistant Seng Moua, Project Facilitator Josephine Thao, Senior Planner Cara Donovan, Environmental Health Inspector Christopher George, Crime Prevention Specialist Kim Czapar, South Precinct Inspector Toni Weinbeck, Neighborhood Relations Specialist Shanna Woods, and Economic Development and Housing Director Malcolm Hicks, to share how their core work interacts with the business community.

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

- Josephine.Thao@brooklynpark.org.

Twin Cities Habitat for Humanity ReStore Grand Opening

On Friday, October 10, Twin Cities Habitat for Humanity celebrated the grand opening of its new ReStore in Brooklyn Park with a ribbon-cutting ceremony. The new facility will strengthen the local economy, promote reuse and recycling, and support Habitat's mission to build and preserve affordable housing across the region.

Mayor Hollies Winston delivered welcome remarks, joined by Council Members Tony McGarvey and Shelle Page, along with community partners. The event included remarks from local leaders, the ribbon cutting, and guided tours showcasing the store's affordable and sustainable home improvement materials available to residents. Also in attendance were Project Facilitator Josephine Thao, Economic Development and Housing Director Malcolm Hicks, Community Development Director Tim Gladhill, Neighborhood Relations Specialist Shanna Woods, Community Engagement Specialist Chris Xiong, and Community Experience and Engagement Manager Cindy Devonish.



Photo 1: Mayor Hollies Winston, Council Members Shelle Page and Tony McGarvey Along with City Staff Attending the ReStore Ribbon-Cutting Ceremony (Photo Credit: CCX Media)

Restaurant Week

The City of Brooklyn Park hosted its 7th Annual Restaurant Week from September 22-28, celebrating a full week of flavor, community pride, and great deals! This event highlighted the diverse culinary experience in Brooklyn Park, with 19 participating restaurants offering special promotions. Beyond great food, Restaurant Week supports the small and local businesses that contribute to Brooklyn Park's economic vitality.

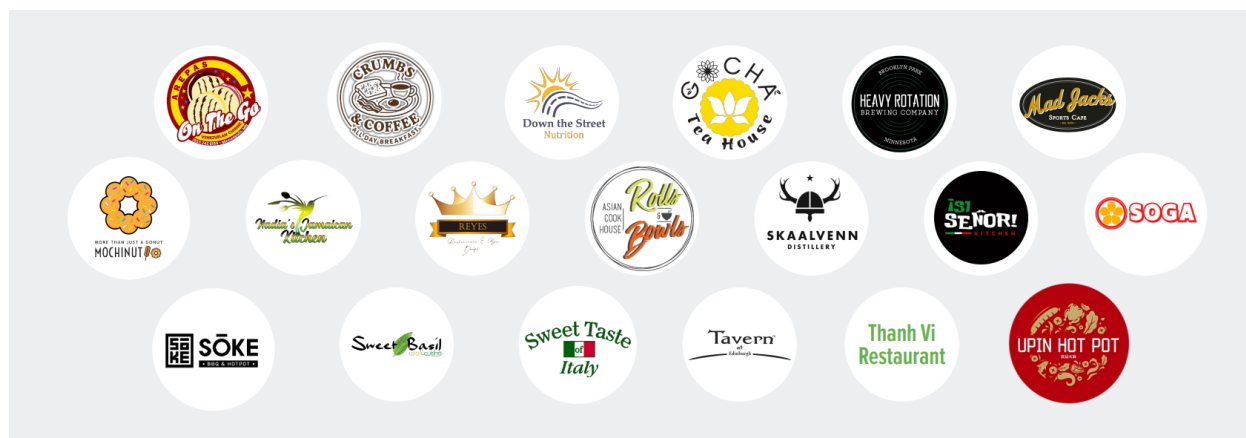


To learn more, visit:

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

For more information, contact the following individuals:

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



Brooklyn Park Development Corporation Microbusiness Loan Program

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

To date, the program has received 18 applications. A review committee has begun processing them and is expected to disburse funds over the next couple of months. Four (4) businesses have been awarded with several more are expected to receive funding after completing a loan orientation with the Center for Energy and Environment.

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

- Josephine.Thao@brooklynpark.org.

B. HOUSING UPDATES

Huntington Place Housing Resource Fair

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

Over 60 residents attended, engaging with five resource vendors and supported by a team of city staff across the organization. This event was part of our continued efforts to ensure Huntington Place residents feel informed, supported, and connected.

The following organizations provided a wide range of resources and support:

- Communities Advancing Prosperity for Immigrants (CAPI)
- Community Action Partnership of Hennepin County
- Greater Twin Cities United Way
- Hennepin County
 - Adult Representation Services
 - Human Services and Public Health
- YMCA of the North
 - Youth and Family Services

City staff included Program Assistant Seng Moua, Project Facilitator Josephine Thao, Senior Project Manager Dylan Armstead, Economic Development and Housing Director Malcolm Hicks, Community Development Director Tim Gladhill, Property Maintenance Inspector Bruce Bloxham, and Neighborhood Relations Specialist Shanna Woods.

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

- John.Kinara@brooklynpark.org.



Photo 2: Information Session Presented by City Staff at the Huntington Place Housing Resource Fair



Photo 3: Information Session Presented by Hennepin County at the Huntington Place Housing Resource Fair

Home Improvement Loan Programs

The EDA administers several housing reinvestment programs that provide financial resources to first time homebuyers, single-family and townhome homeowners in the community. During fiscal year 2025, the EDA allocated \$1 million for the home improvement programs administered by Center for Energy and Environment (CEE) and \$170,000 in Community Development Block Grant (CDBG) funds for the Hennepin County administered home rehab program. These programs continue to have a high level of activity, with Senior Deferred Loans and Down Payment and Closing Cost Assistance Loans being the most popular programs. Funds for Fiscal Year 2025 still have funds available for Code Correction and Home Improvement Loan Programs. Below is a breakdown through August 2025. **No updates are yet available since last EDA Meeting.**

Program	Total Loan Budget	Activity YTD	Available Balance
Home Improvement	\$300,000	\$158,624.09	\$141,375.91
Senior Deferred Loan	\$300,000	\$300,000	\$0
Down Payment Assistance	\$400,000	\$282,500	\$117,500
Rental Rehab Loan			
Total	\$1,000,000	\$801,774.09	\$258,875.91

4(d)1 (Low Income Rental Classification)

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

Based on information provided by one (1) Property Owner, Staff is not planning on bringing forward a draft policy at this time. Previous EDA Direction was to explore other funding tools first, with 4(d)1 as a final safety net only. Staff will continue to work with Property Owners on funding & financing tools & opportunities to re-investing in low-income rental properties. Those funding programs may have a 4(d)1 component included without having to create a separate process and policy. ***If the EDA feels differently and desires to bring a 4(d)1 Policy forward, please let Staff know and we will schedule for a future Work Session.***

C. DEVELOPMENT UPDATES

BioTech Innovation District

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

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

users, and recruitment of BioTech Businesses. Among a number of EDA Goals, the BioTech Innovation District is intended to:

- Build the tax base to improve resources available for all areas of Brooklyn Park, not just the area North of 610
- Develop a market for restaurants, retail, and recreation by improving daytime population (businesses/places to work) and nighttime population (residential/places to live)
- Develop a workforce pipeline for Brooklyn Park Residents of all ages and demographics as well as deliver the workforce needed to support a BioTech Innovation District

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

Staff will be adding a quarterly detailed verbal update to supplement the monthly written updates, as the EDA's request.

Blue Line Extension

Staff presented a proposed modification for streetscape elements on the Blue Line Extension route on October 6th. City staff and representatives from the Blue Line Extension also discussed a revised schedule that pushes construction of the main project to late 2027.

Blue Line Extension Anti-Displacement Policies and Programs

City staff have continued to attend ACPP (Anti-Displacement Community Prosperity Program) meetings and meet with community organizations about partnering on program proposals. The ACPP board voted on October 2nd to invite a selected group of organizations to apply for a pilot program. ACER is the only organization invited to apply that works in Brooklyn Park. The pilot program will have \$2 million to disperse for housing support, small business support, and real estate projects. Pilot projects are expected to be selected on October 31st.

The Request for Proposals (RFP) timeline for the remaining \$8 million has been postponed indefinitely by the ACPP Board until after the pilot program. City staff will return to the EDA when more information is available on a release date for the RFP.

City staff will return to City Council to discuss housing policies aimed to reduce displacement in a future meeting.

D. DEVELOPMENT INQUIRY UPDATES

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

Project Name	Project Details	Staff Response
New Regent Site Concept	Local Developer looking to do medium density townhomes.	Exploring feasibility. Developer instructed to prepare concept plan and

		concept financial pro-forma if desiring additional feedback. No EDA Action needed.
610 Corridor Affordable Multifamily	Regional Developer looking for more information on sites along the Highway 610 Corridor (next to HyVee, next to 610 West Apartments)	Staff shared EDA's informal policy/past practice and 100% affordable versus mixed-income. Staff requested concept site plan and concept financial pro-forma if desiring additional feedback. No EDA Action needed.
Project Gamma RFP	Manufacturer looking for available sites across the nation. RFP for Developers, Property Owners, & Cities to propose available sites.	Staff is working with Scannell to share information about 'Marway Parcel' west of North Park (west side of 169). No EDA Action needed at this time.
Northwest Growth Area // Neighborhood Node	Local Developer interested in a mix of Industrial and Multifamily.	Plan does not match recently approved Preferred Scenario. Staff desires to work with this Emerging Developer to find a project (or series of projects) that meet their overall goals. Staff also offered the opportunity to submit an alternative to the Preferred Scenario, similar to Scannell's Marway Parcel. Developer will submit additional information if continuing to pursue opportunity. No EDA Action needed at this time.
Northwest Growth Area // Neighborhood Node 85 th Avenue Corridor (Royalton Site)	Local Medium Density (Townhome) Developer interested in development sites.	Proposal shows promise. Working with Staff on Site Selection and Concept Plan. No EDA Action needed at this time.
Citywide	Developer interested in a variety of EDA Owned Sites.	Waiting on Developer for more information // next steps. No EDA Action needed at this time.

E. WORKFORCE DEVELOPMENT UPDATES

Alumni Network

BrookLynk is entering a new season of alumni engagement, focusing on supporting program graduates in their continued education and career pursuits. Efforts include career coaching, application assistance, job search support, and interview preparation.

In partnership with Design Ready Controls, BrookLynk will host a STEM Career Panel and Facility Tour on Friday, October 24th from 4:00 PM-6:00 PM. This event will connect alumni and current participants with industry professionals to explore STEM career pathways and gain insights into manufacturing and engineering careers.

Career Pathways

Planning is underway for the 2026 program year, with efforts to reintroduce the Construction and Trades Pathway in collaboration with Hennepin Technical College and other key industry partners. This pathway will provide hands-on training and credentialing opportunities to help young people access quality, high-demand careers in the skilled trades.

In support of these efforts, the Workforce Development team recently submitted two DEED grant applications titled Drive for 5 and Adult Support Services. If awarded, these grants will expand the city's workforce initiatives by strengthening construction and trades programming, providing industry-recognized credentials, and delivering wraparound employment and support services. The proposed projects will help both adults and youth, particularly those with barriers to employment, gain the skills, credentials, and connections needed to secure living-wage careers. Partnerships with CAPI, Hennepin Technical College, and local employers will be central to delivering training, job placement, and supportive services across construction, public works, and emerging industry sectors.

For more information, contact Carmen Bibiano, Career Pathways Program Manager, at:

- Carmen.Bibiano@brooklynk.works.

Summer Internships

The BrookLynk team is actively engaging employers to host interns for the 2026 Summer Internship season. Employer partners play a vital role in providing meaningful work experiences that prepare youth for future success.

STEM PANEL + TOUR

BROOKLYNK works | **DESIGN READY CONTROLS**

BROOKLYNK IN COLLABORATION WITH DESIGN READY CONTROLS INVITES YOU TO:

Discover career pathways in Science, Technology, Engineering, and Math while hearing directly from industry professionals. Don't miss this chance to learn, connect, and get inspired for your future in STEM!

RSVP

October 24	Start Time 4 PM - 6 PM	Location Design Ready Controls 9326 Winnetka Ave N, Brooklyn Park, MN 55445	
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For organizations that want to learn more information on hosting an intern, contact Lauren Melzer, BrookLynk Program Manager, at:

- Lauren.Melzer@brooklynk.works.

Looking Ahead

As BrookLynk transitions into the fall, the team is focused on finalizing programming for the 2026 season, expanding alumni engagement opportunities, and deepening partnerships that support long-term career pathways. Planning is also underway for BrookLynk's 10th Anniversary Celebration on November 21st, which will highlight a decade of youth success stories, community partnerships, and the program's ongoing commitment to building equitable pathways to employment for young people in the Brooklyns.

F. OTHER UPDATES

APA Minnesota Annual Conference – Willmar, MN

The APA Minnesota Fall Conference held September 24-26 in Willmar brought together planning professionals, educators, and local officials for professional development and networking. The three-day conference featured concurrent educational sessions led by industry experts, with tracks covering topics from comprehensive planning to historic preservation, housing policy, and infrastructure financing. Senior Project Manager, Dylan Armstead, attended alongside the Planning division, reflecting the intersection of planning and economic development work in our current initiatives.

Key themes relevant to our work included:

- Comprehensive plan implementation strategies – Sessions emphasized creating actionable plans that move beyond the shelf, with focus on building community support and establishing clear implementation timelines and accountability measures.
- Balancing preservation with growth – Discussions addressed integrating preservation goals within modern development frameworks, particularly in communities experiencing growth pressure.
- Regional collaboration models – Multiple sessions highlighted successful partnerships between neighboring jurisdictions on shared planning challenges, infrastructure investments, and economic development initiatives.

The conference provided valuable professional development and opportunities to connect with planning professionals across Minnesota experiencing similar community development goals challenges.

2025 Basic Economic Development Course – Duluth, MN

The Minnesota Economic Development Foundation held its 2025 Basic Economic Development Course from September 22-26 in Duluth. The five-day intensive training course on local economic development was designed to strengthen core skills in business retention and expansion, strategic planning, and community revitalization. The program covered key areas such as finance tools, workforce development, small business and entrepreneurship support, real estate

redevelopment, and ethical management of economic development organizations. The course blended theory with practical strategies delivered by experienced practitioners, helping deepen my capacity to support effective economic growth in our community.

The course provided insights and opportunities to connect with economic development professionals across Minnesota as well as Iowa, Michigan, North Dakota, South Carolina, and Wisconsin. In attendance were Josephine Thao, Project Facilitator, and Seng Moua, Program Assistant.



Photo 4: The Course was Held at the Minnesota Power Headquarters in Duluth, MN



Photo 5: City Staff Touring Redhead Mountain Bike Park in Chisholm, MN

Welcome Update: Saolia Tucker, Business Development Coordinator

The City of Brooklyn Park is pleased to welcome Saolia Tucker as the new Business Development Coordinator within the Economic Development and Housing Division.

Saolia brings a wealth of experience in economic development, community engagement, and regional outreach. Most recently, she served as the Economic Development Outreach Director for U.S. Senator Tina Smith, and represented the Senator on key economic issues, developed strong relationships with community leaders and organizations, and served as a liaison to federal, state, and local agencies.

In this role, Saolia will support business attraction, retention, and expansion efforts while strengthening connections between the City, local entrepreneurs, and regional partners. Her background in both government relations and community organizing positions her perfectly to advance the City's vision of a vibrant, inclusive economy.

Annual Calendar Updates

Staff will be piloting an annual calendar of key updates specific to the EDA. Of note, Staff suggests including monthly written updates (similar to the current BioTech Innovation District Updates) supplemented by quarterly verbal updates (in more detail) for the following programs. The draft calendar is attached as Exhibit A to this memo.

- BioTech Innovation District
- BrookLynk (Workforce Development)
- Small Business Center

Attachments:

7.1A BIOTECH INNOVATION DISTRICT UPDATE

**Exhibit A
Annual EDA Calendar**

<u>January</u>	<u>February</u>	<u>March</u>
<p>Annual Organization Meeting</p> <p>Written Reports: BioTech Small Business Center Workforce Development</p> <p>Quarterly Updates: None</p>	<p>EDA Annual Report (now all inclusive, no separate annual reporting)</p> <p>Written Reports: BioTech Workforce Development</p> <p>Quarterly Updates: Small Business Center</p>	<p>EDA Priority Setting // Strategic Plan</p> <p>Written Reports: Small Business Center Workforce Development</p> <p>Quarterly Updates: BioTech</p>
<u>April</u>	<u>May</u>	<u>June</u>
<p>Written Reports: BioTech Small Business Center</p> <p>Quarterly Updates: Workforce Development</p>	<p>Written Reports: BioTech Workforce Development</p> <p>Quarterly Updates: Small Business Center</p>	<p>Written Reports: Small Business Center Workforce Development</p> <p>Quarterly Updates: BioTech</p>
<u>July</u>	<u>August</u>	<u>September</u>
<p>Written Reports: BioTech Small Business Center</p> <p>Quarterly Updates: Workforce Development</p>	<p>Written Reports: BioTech Workforce Development</p> <p>Quarterly Updates: Small Business Center</p>	<p>Written Reports: Small Business Center Workforce Development</p> <p>Quarterly Updates: BioTech</p>
<u>October</u>	<u>November</u>	<u>December</u>
<p>Written Reports: BioTech Small Business Center</p> <p>Quarterly Updates: Workforce Development (Annual Report)</p>	<p>Written Reports: BioTech Workforce Development</p> <p>Quarterly Updates: Small Business Center</p>	<p>Written Reports: Small Business Center Workforce Development</p> <p>Quarterly Updates: BioTech</p>

Phase 2 EDA Update

October 20, 2025

Update Topics

- Project Progress
 - Completed Tasks
 - Steering Committee development
 - Phase 1 + 2 planning coordination
 - Sector Prioritization
 - Upcoming Tasks

Project Progress

Milestones, Timeline, and Progress

Phase 2: Completed Tasks

- Steering Committee development
 - Steering Committee Engagement Kickoff Meetings
 - Industry
 - Higher Ed
 - Community
 - Proposed Additional Stakeholders
- Phase 1 + 2 planning coordination
 - Updated Memo
- Sector Prioritization
 - Draft

Committee Structure

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

(Note: Proposed additional stakeholders shown in **green**, to be considered at future EDA Meeting)

Completed Steering Committee Kickoff Meetings

SECTOR:	CONTACT:	ORGANIZATION:	DATE:
Industry	Geof Hannigan	Medical Alley	9/23/25
Industry	Jean-Luc Mette	Greater MSP	9/22/25 & 9/23/25
Higher Ed	Dr. Rolando Garcia	North Hennepin	10/01/25
Higher Ed	Joy Bodin	Hennepin Tech	10/01/25
Higher Ed	Thomas Douville	University of Minnesota, Corporate Engagement Center	10/01/25
Community	Sam Ndely	Minneapolis Foundation	10/03/25

Industry Steering Committee: MedTech 3.0 Rally

Purpose:

- Built on strength: Minnesota's established medtech cluster.
- Create collective leadership
- Define "what success looks like"

Core Engine (how we win):

- Coalition building
 - Manufacturing • R&D • Innovation/Commercialization
 - Leverage our geographic connectivity to link assets and partners.

Delivery Model (getting it done):

- Use P3 where it accelerates capital, speed, and shared infrastructure.

Key Strategy for Alignment with MedTech 3.0 in Two Essential Areas:

- What entity or venue serves as the center of gravity for MN med/biotech?

Brooklyn Park Innovation District is the visible NODE as a networked district.

- What infrastructure gaps are most urgent & P3 suitable in the next 12-18 months?

Our strategy must deliver a clear answer

Higer-Ed Steering Committee: Emerging Themes

Expansion in Life Sciences & Biotech

Hennepin Technical College

Expanding robotics and dental hygiene programs aligned with biotech needs.

North Hennepin Community College

Exploring a BS in Applied Biotech and expanding lab-based research.

BioTechnology Resource Center, UMN

Facility designed to support scalable biotech development across sectors.

Workforce Development & Industry Alignment

Strong employer partnerships and apprenticeship models.

Career pathways, internships, and early exposure through school partnerships.

Hosting seminars to bridge academic–industry gap.

Infrastructure & Capacity Building

Existing spaces to develop manufacturing workforce and meet new needs

Leverage existing lab spaces to develop future workforce

New facility simulating GMP standards.

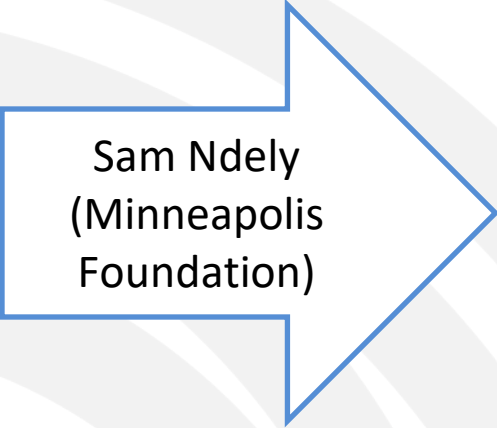
Addressing Ecosystem Barriers

Transportation and food insecurity as barriers to student success.

Equity-focused engagement and support for underserved students.

Lack of biopharma-focused VC and commercialization support.

Community Steering Committee: Recommendations



Sam Ndely
(Minneapolis
Foundation)

➤ **Workforce Alignment:**

Integrate workforce programs spanning grade school to adult learners.
Emphasize STEM education to build long-term talent pipelines.

➤ **Placemaking & Community Growth:**

District development should foster community identity and inclusivity.
Encourage local entrepreneurship through small business spaces - cafés, restaurants, retail.

➤ **Equity & Access:**

Ensure resources benefit local residents and historically underrepresented groups.

➤ **Potential Resources & Partnerships**

Hal Reynolds – Disinvested Youth Gaming Initiative: Teaches digital and technical skills through game development.

FinSync: International platform supporting entrepreneurs with start-up tools, funding, and scaling resources.

Phase 1+2 Coordination: Updated Memo

- **Phase 1 (NWGAP):** Sets land use, infrastructure, and policy foundation.
- **Phase 2 (BioTech District):** Advances sector strategy, partnerships, and implementation.
- **No handoff:** Plans evolve together with continuous improvement.
- **Governance:** City staff lead; Steering Committee advises; EDA/City Council approve.
- **Guardrails:** Fixed elements (land use, 4th Leg Road, parks, water tower, fire station); amendments allowed per policy.
- **Outcome:** BioTech District serves as the implementation and economic engine of NWGAP, with transparent tracking of recommendations.

Sector Prioritization: Draft

- **Biomanufacturing: *Strong fit***
 - Available land, proven utilities, & existing anchor (Takeda)
- **Medtech / Devices: *Strong fit***
 - Ideal for prototyping & light mfg; close to major suppliers
- **Digital Health & AI Diagnostics: *Strong fit***
 - Office/dry-lab space; connects to regional health IT ecosystem
- **Life-Science Tools & CROs: *Good fit***
 - Flexible lab space can attract mid-sized research & testing firms
- **AgTech / Food Biotech: *Emerging***
 - Suitable for pilot & process facilities; leverages Minnesota's agricultural base

Sources:

DEED's *Leading Life Sciences* industry profile (2023) was particularly useful for regional context
Medical Alley's 2023 annual report on healthcare startup investment
MarketsandMarkets Global Biotechnology Outlook 2025 report provides national & global trends

Phase 2: Upcoming Tasks

- Benchmark leading biotech & life science districts
- Analyze best practices, development models, tenant types, & partnership structures
- Continue sector prioritization
 - Run national/regional trend analysis
- Identify key industry stakeholders
- Upcoming events
 - MNCAR Expo on November 5th

Thank you