

Monday, January 5, 2026  
6:00 P.M.

## REGULAR CITY COUNCIL MEETING – AGENDA #1

Si usted necesita esta información en español: 763-424-8000. Yog xav tau kev pab, thov hu rau 763-424-8000 lawv mam li nrhiav ib tus neeg txhais lus rau koj. If you need this information in another language or alternative format, email [access@brooklynpark.org](mailto:access@brooklynpark.org) or call 763-424-8000.

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

### I. ORGANIZATIONAL BUSINESS

#### 1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

**2. PUBLIC COMMENT AND RESPONSE 6:00 p.m.** Provides an opportunity for the public to address the Council 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. Individuals should limit their comments to three minutes. Council Members will not enter into a dialogue with residents. Questions from the Council will be for clarification only. Public Comment will not be used as a time for problem solving or reacting to the comments made, but rather for hearing the residents for informational purposes only.

#### 2A. RESPONSE TO PRIOR PUBLIC COMMENT

#### 2B. PUBLIC COMMENT

**3A. APPROVAL OF MEETING AGENDA AND APPROVAL OF CONSENT AGENDA** (Items specifically identified may be removed from Consent or added elsewhere on the agenda by request of any Council Member.)

**3B. PUBLIC PRESENTATIONS/PROCLAMATIONS/RECEIPT OF GENERAL COMMUNICATIONS**  
None.

### II. STATUTORY BUSINESS AND/OR POLICY IMPLEMENTATION

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

**4.1** Appointment of Assistant Weed Inspectors

**4.2** Appointment of Tree Inspectors

**4.3** Appointments to the Suburban Rate Authority

**A.** RESOLUTION

**4.4** Appointment of Health Officer

**4.5** Designation of Official Newspaper

**A.** LETTER FROM SUN-POST NEWSPAPER

**B.** MN STATUTE 331A.02 – REQUIREMENTS FOR A QUALIFIED NEWSPAPER

**4.6** Appointment of Acting City Manager

**4.7** Resolution Designating Real Property Appraisers for 2026

**A.** RESOLUTION

**4.8** Approve Code of Conduct

**A.** CITY OF BROOKLYN PARK ELECTED OFFICIALS RULES OF PROCEDURES AND CODE OF CONDUCT

**B.** MINNESOTA STATUTES 2024, SECTION 13D.02, SUBDIVISION 1

**4.9** Resolution Relating to Council/Staff Responsibilities

- A.** RESOLUTION
- 4.10** Resolution Authorizing Supplemental Compensation for Mayor and Council Members Who Attend Approved Municipal Functions
  - A.** RESOLUTION
- 4.11** Review and Approval of the Policy Pertaining to the Application and Appointment Procedure for Filling a Vacancy in the Office of Mayor or City Council Member
  - A.** MAYOR/COUNCIL MEMBER APPLICATION AND APPOINTMENT POLICY
- 4.12** Resolution Relating to Business Expenses of the City Council
  - A.** RESOLUTION
- 4.13** Approving the Issuance of a Lawful Gambling Premises Permit for Edinburgh USA Pro Am at Reyes Restaurant Bar, 7901 Brooklyn Blvd. N. Brooklyn Park 55445
  - A.** RESOLUTION
- 4.14** Approve a Tobacco License for Jerry Dangerfield, dba Dangerfield Tobacco, Located at 7970 Brooklyn Blvd N. Brooklyn Park, MN 55443.15 Tobacco license for Quick One Smoke Shop
- 4.15** Approve a Tobacco License for Quick One Smoke Shop Inc., dba Quick One Smoke Shop, Located at 5706 Brookdale Drive N. Brooklyn Park, MN 55443
- 4.16** Consider Authorizing the Acquisition of Certain Real Property from the Brooklyn Park Economic Development Authority for the Purpose of Constructing the Brooklyn Park Fire Station 2
  - A.** RESOLUTION
  - B.** LOCATION MAP
- 4.17** Amend the Contract with Hennepin County for the Continued Funding of the Joint Community Police Partnership
  - A.** RESOLUTION
  - B.** AGREEMENT
- 4.18** Bureau of Criminal Apprehension Violent Crime Reduction Unit Joint Powers Agreement
  - A.** RESOLUTION
  - B.** AGREEMENT

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

**5. PUBLIC HEARINGS**

- 5.1** Public Hearing to Consider the Recommendation of the Brooklyn Park Charter Commission to Amend Chapter 4, Section 4.07 And Chapter 6, Sections 6.04 and 6.12 of the Home Rule City Charter
  - A.** ORDINANCE

**6. LAND USE ACTIONS**

None.

**7. GENERAL ACTION ITEMS**

- 7.1** Appointment of Council Liaisons to Commissions and Committees
  - A.** 2026 COUNCIL/STAFF LIAISON FORM
- 7.2** Appointment of Mayor Pro Tem
- 7.3** Public Purpose Expenditures Policy Approval
  - A.** RESOLUTION
  - B.** PUBLIC PURPOSE EXPENDITURES POLICY
- 7.4** Request by Mayor Winston to Travel to and Attend the Mayors Innovation Project Winter Meeting from January 29-31, 2026
  - A.** AGENDA

**III. DISCUSSION – These items will be discussion items but the City Council may act upon them during the course of the meeting.**

**8. DISCUSSION ITEMS**

- 8.1** Discussion on Supplemental Compensation
  - A.** LETTER TO THE CITY MANAGER FROM CHARTER COMMISSION CHAIR SECARA

**IV. VERBAL REPORTS AND ANNOUNCEMENTS**

**9A. COUNCIL MEMBER REPORTS AND ANNOUNCEMENTS**

**9B. CITY MANAGER REPORTS AND ANNOUNCEMENTS**

**V. ADJOURNMENT**

Since we do not have time to discuss every point presented, it may seem that decisions are preconceived. However, background information is provided for the City Council on each agenda item in advance from city staff and appointed commissions, and decisions are based on this information and past experiences. If you are aware of information that has not been discussed, please raise your hand to be recognized. Please speak from the podium. Comments that are pertinent are appreciated. Items requiring excessive time may be continued to another meeting.

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.1	<b>Meeting Date:</b>	January 5, 2026
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Operations and Maintenance
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Greg Hoag, Park and Building Maintenance Manager
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Jay Stroebel, City Manager
<b>Item:</b>	Appointment of Assistant Weed Inspectors		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO CONFIRM THE MAYOR'S APPOINTMENT OF AKIHITO JACOBS, CHRIS SULLIVAN AND JASON NEWBY AS ASSISTANT WEED INSPECTORS FOR THE YEAR 2026.

## Overview:

Minnesota Statutes, Chapter 18.80 Subd. 2 and Subd. 3, establishes the appointment for the city's weed inspector as follows:

Subd. 2 Local Weed Inspectors. The supervisors of each town board and the mayor of each city shall act as local weed inspectors within their respective municipalities.

Subd. 3 Assistant Weed Inspectors. A municipality may appoint one or more assistants to act on behalf of the appointing authority as a weed inspector for the municipality. The appointed assistant or assistants have the power, authority, and responsibility of the town board member or the city mayor in the capacity of weed inspector.

Akihito Jacobs and Chris Sullivan will represent the Operations & Maintenance Department; Jason Newby will represent the Environmental Health Division.

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

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

**Attachments:** N/A

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.2	<b>Meeting Date:</b>	January 5, 2026
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Operations and Maintenance
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Greg Hoag, Park and Building Maintenance Manager
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Jay Stroebel, City Manager
<b>Item:</b>	Appointment of City Tree Inspectors		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO CONFIRM THE CITY COUNCIL APPOINTMENT OF AKIHITO JACOBS AND ALTERNATE'S CHRIS SULLIVAN AND MIKE CARHILL AS CITY TREE INSPECTORS FOR THE YEAR 2026.

## Overview:

City of Brooklyn Park City Code, Chapter 97, establishes the appointment for the City Tree Inspector as: 97.02 Definitions "City Tree Inspector means a person or persons appointed by the City Council who is certified by the MN Commission of Agriculture to plan, direct and supervise all requirements for controlling shade tree diseases throughout the designated control area."

The City Tree Inspector duties are defined in City Code 97.30 (A) Duties. The City Tree Inspector shall administer the shade tree disease control program for the City in accordance with City code. Official duties include inspections, diagnosis, and the supervision of the removal of diseased or hazard trees.

The Brooklyn Park City Code Chapter 97 was amended in May 2014 and became effective in July 2014.

Akihito Jacobs, Chris Sullivan and Mike Carhill maintain all certifications required by the Minnesota Commissioner of Agriculture for city tree inspectors.

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

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

**Attachments:** N/A

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.3	<b>Meeting Date:</b>	January 5, 2026
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	X	<b>Prepared By:</b>	Greg Hoag, Park & Building Maintenance Manager
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Jay Stroebel, City Manager
<b>Item:</b>	Appointments to the Suburban Rate Authority		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2026-\_\_\_\_ APPOINTING CRAIG RUNNAKKO AS DIRECTOR AND MITCH ROBINSON AS ALTERNATE DIRECTOR OF THE SUBURBAN RATE AUTHORITY FOR 2026.

## Overview:

The Brooklyn Park City Council has authorized the active participation in the Suburban Rate Authority (SRA) since 1974. The Joint Powers Agreement requires that the appointment of the city's representatives to the SRA be accomplished by passage of a resolution each year.

The City Manager recommends appointing Construction Engineer Craig Runnakko as Director and City Engineer Mitch Robinson as Alternate Director.

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

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

## Attachments:

4.3A RESOLUTION

RESOLUTION #2026-

RESOLUTION APPOINTING CRAIG RUNNAKKO AS DIRECTOR AND MITCH ROBINSON AS ALTERNATE  
DIRECTOR OF THE SUBURBAN RATE AUTHORITY FOR 2026

WHEREAS, the City of Brooklyn Park is a participating member in the Suburban Rate Authority organization; and

WHEREAS, the Joint Powers Agreement between the City and the Suburban Rate Authority requires the City to appoint representatives to the Suburban Rate Authority by the approval of a resolution so designating.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park as follows:

Craig Runnakko is hereby designated as the Director and Mitch Robinson as the Alternate Director to the Suburban Rate Authority for the year 2026 and until their successors are appointed.

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.4	<b>Meeting Date:</b>	January 5, 2026
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Community Development
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jason Newby, Inspections and Environmental Health Manager
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Jay Stroebel, City Manager
<b>Item:</b>	Appointment of Health Officer		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO CONFIRM THE CITY MANAGER'S APPOINTMENT OF DR. MATTHEW HOCKETT AS BROOKLYN PARK'S HEALTH OFFICER FOR A TERM OF ONE YEAR TO EXPIRE DECEMBER 31, 2026.

## Overview:

Chapter 31.30 of the City Code establishes the appointment for the City's Health Officer. Dr. Hockett, who was previously at the Fairview Clinic in Brooklyn Park, and now is at the Fairview Clinic Bass Lake in Maple Grove, is willing to accept the appointment for 2026.

### 31.30 HEALTH OFFICER; APPOINTMENT AND DUTIES.

(A) The Health Officer is appointed by the City Manager, with the approval of the Council.

(B) The Health Officer serves in an advisory capacity to the Council and the Board of Health. The Health Officer must see that all health laws and regulations are obeyed. The Health Officer must take such legal steps as are necessary to control communicable disease and must advise the City Council and the Board of Health of any health regulations or directions of the State Board of Health that are not being carried out. The Health Officer must advise the Council and Board of Health in a medical way as to diagnosis for the purpose of quarantine, release of quarantine, details of necessary control methods, and other technical preventive measures. The Health Officer is responsible for the duties placed upon local health officers by the statutes of the State of Minnesota.

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

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

**Attachments:** N/A

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.5	<b>Meeting Date:</b>	January 5, 2026
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Devin Montero, City Clerk
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Jay Stroebel, City Manager
<b>Item:</b>	Designation of Official Newspaper		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO DESIGNATE THE BROOKLYN PARK SUN-POST AS THE OFFICIAL NEWSPAPER FOR THE CITY OF BROOKLYN PARK FOR THE YEAR 2026.

## Overview:

Minnesota Statutes 331A.02 has established requirements for a qualified official/legal newspaper. Currently the official newspaper for the City of Brooklyn Park is the Brooklyn Park Sun-Post. The Sun-Post would like to continue as the city's official newspaper for 2026 as stated in their attached letter.

2025	2026
<i>\$11.50 per inch for first insertion</i>	<i>\$12.00 per inch for first insertion</i>
<i>\$7.25 per inch for subsequent insertions</i>	<i>\$7.25 per inch for subsequent insertions</i>
<i>Lines per inch: 9</i>	<i>Lines per inch: 9</i>
<i>Characters per inch: 320</i>	<i>Characters per inch: 320</i>

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

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

## Attachments:

- 4.5A LETTER FROM SUN-POST NEWSPAPER
- 4.5B MN STATUTE 331A.02 – REQUIREMENTS FOR A QUALIFIED NEWSPAPER



November 7, 2025

City of Brooklyn Park  
City Council  
5200 - 85th Avenue North  
Brooklyn Park, MN 55443

Dear City Council Members:

Please accept the following bid from the **Brooklyn Park Sun Post** for legal newspaper designation for the City of Brooklyn Park. This newspaper is qualified by the State of Minnesota as a legal newspaper under Minnesota Statutes Section 331A.02, Subd. 1.

The following rate structure for legals is effective January 1, 2026:

First insertion:	<b>\$12</b> per column inch
Characters per inch:	<b>320</b>
Lines per inch:	<b>9</b>

A notarized affidavit will be provided for each notice published. A \$20 charge will be assessed on legal notices that require typing. All published legal notices are posted on the **Sun Post** website at no additional charge and available to be viewed at no cost.

The **Sun Post** is published weekly on Thursdays. The deadline is 2:00 p.m. on Thursday for publication the following Thursday. Early deadlines apply during a holiday week. Please email legal notices to [publicnotice@apgecm.com](mailto:publicnotice@apgecm.com).

Thank you for considering the **Sun Post** as the official newspaper for the City of Brooklyn Park for the upcoming year. We appreciate the opportunity to serve the needs of your community.

Sincerely,

Tonya Orbeck  
Legal Notice Department Manager  
763-691-6000

**331A.02 REQUIREMENTS FOR A QUALIFIED NEWSPAPER.**

Subdivision 1. **Qualification.** No newspaper in this state shall be entitled to any compensation or fee for publishing any public notice unless it is a qualified newspaper. A newspaper that is not qualified must inform a public body that presents a public notice for publication that it is not qualified. To be qualified, a newspaper shall:

(a) be printed in the English language in newspaper format and in column and sheet form equivalent in printed space to at least 800 square inches;

(b) if a daily, be published and distributed at least five days each week. If not a daily, the newspaper may be published and distributed at least twice a month with respect to the publishing of government public notices. In any week in which a legal holiday is included, not more than four issues of a daily paper are necessary;

(c) in at least half of its issues each year, have no more than 75 percent of its printed space comprised of advertising material and paid public notices. In all of its issues each year, have 25 percent, if published more often than weekly, or 50 percent, if weekly, of its news columns devoted to news of local interest. Not more than 25 percent of its total nonadvertising column inches in any issue may wholly duplicate any other publication unless the duplicated material is from recognized general news services;

(d) be of general circulation in the area to which a public notice is directed, or where there is a reasonable likelihood that the person to whom it is directed will become aware of the notice;

(e) have its known office of issue located in either:

(1) the county in which lies, in whole or in part, the political subdivision that is publishing the public notice; or

(2) an adjoining county;

(f) file a copy of each issue promptly with the State Historical Society;

(g) be made available at single or subscription prices to any person or entity requesting the newspaper and making the applicable payment, or be distributed without charge to local residents;

(h) have complied with all the foregoing conditions of this subdivision for at least one year immediately preceding the date of the notice publication;

(i) between September 1 and December 31 of each year publish a sworn United States Post Office periodicals-class statement of ownership and circulation or a statement of ownership and circulation verified by a recognized independent circulation auditing agency covering a period of at least one year ending no earlier than the June 30 preceding the publication deadline. When publication occurs after December 31 and before July 1, qualification shall be effective from January 1 through December 31 of that year; and

(j) after publication of the statement described in paragraph (i), submit to the secretary of state by December 31 a filing containing the newspaper's name, address of its known office of issue, telephone number, and a statement that it has complied with all of the requirements of this section. The filing must be accompanied by a fee of \$25. The secretary of state shall make available for public inspection a list of newspapers that have filed. Acceptance of a filing does not constitute a guarantee by the state that any other qualification has been met.

Subd. 2. MS 2002 [Repealed, 2004 c 182 s 33]

**Subd. 3. Publication; suspension; changes.** The following circumstances shall not affect the qualification of a newspaper, invalidate an otherwise valid publication, or invalidate a designation as official newspaper.

(a) Suspension of publication for a period of not more than three consecutive months resulting from the destruction of its known office of issue, equipment, or other facility by the elements, unforeseen accident, or acts of God or by reason of a labor dispute.

(b) The consolidation of one newspaper with another published in the same county or in an adjoining county, or a change in its name or ownership, or a temporary change in its known office of issue.

(c) Change of the day of publication, the frequency of publication, or the change of the known office of issue from one place to another within the same county or in an adjoining county. Except as provided in this subdivision, suspension of publication, or a change of known office of issue, or failure to maintain its known office of issue in the county or in an adjoining county, shall deprive a newspaper of its standing as a qualified newspaper until it again becomes qualified pursuant to subdivision 1.

**Subd. 4. Declaratory judgment of legality.** A person interested in a newspaper's qualification under this section may petition the district court in the county in which the newspaper has its known office of issue for a declaratory judgment to determine whether the newspaper is qualified. Unless filed by the publisher, the petition and summons shall be served on the publisher as in other civil actions. Service in other cases shall be made by publication of the petition and summons once each week for three successive weeks in the newspaper or newspapers the court may order and upon the persons as the court may direct. Publications made in a newspaper after a judgment that it is qualified but before the judgment is vacated or set aside shall be valid. Except as provided in this subdivision, the Uniform Declaratory Judgments Act and the Rules of Civil Procedure shall apply to the action.

**Subd. 5. Posting notices on website.** If, in the normal course of its business, a qualified newspaper maintains a website, then as a condition of accepting and publishing public notices, the newspaper must agree to post all the notices on its website and on the Minnesota Newspaper Association's statewide public notice website, at no additional cost to the advertiser. The newspaper's website must include a link to its online public notices section, the contents of which must be accessible at no cost to the public. Each notice must remain on the website during the notice's full publication period. Failure to post or maintain a public notice on the newspaper's website or to post a public notice on the statewide public notice website does not affect the validity of the public notice.

**History:** 1984 c 543 s 21; 1985 c 174 s 1; 1Sp1985 c 13 s 315; 1987 c 30 s 1; 1987 c 286 s 1; 1988 c 682 s 42; 1990 c 395 s 1; 1991 c 205 s 17; 1997 c 137 s 13; 2001 c 38 s 1; 2004 c 182 s 8-11; 2009 c 152 s 5; 2022 c 61 s 5-7

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.6	<b>Meeting Date:</b>	January 5, 2026
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jay Stroebel, City Manager
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Hollies Winston, Mayor
<b>Item:</b>	Appointment of Acting City Manager		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO AUTHORIZE THE CITY MANAGER TO DESIGNATE A DEPARTMENT DIRECTOR, FIRE CHIEF, POLICE CHIEF OR THE ASSISTANT CITY MANAGER TO SERVE, IF NEEDED, AS ACTING CITY MANAGER THROUGH DECEMBER 31, 2026.

## Overview:

City Charter Section 7.01, THE CITY MANAGER, states, in part, "...During any absence or disability of the City Manager, the City Council shall appoint an Acting Manager, properly qualified and capable to perform the duties of City Manager."

It is my recommendation that the City Manager shall designate a department director, Fire Chief, Police Chief or the Assistant City Manager as Acting City Manager in the absence of the City Manager, if needed, through December 31, 2026.

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

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

**Attachments:** N/A

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.7	<b>Meeting Date:</b>	January 5, 2026
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Finance
<b>Resolution:</b>	X	<b>Prepared By:</b>	Tracy Bauer-Anderson, City Assessor
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Tracy Bauer-Anderson
<b>Item:</b>	Resolution Designating Real Property Appraisers for 2026		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2026-\_\_\_\_\_ DESIGNATING REAL PROPERTY APPRAISERS FOR 2026.

## Overview:

City Charter: Section 11.02 Proceedings in Acquiring Property

The necessity for the acquisition of any real property by the City shall be determined by the Council and shall be declared by resolution which shall describe such property as nearly as possible and state its intended use. Before adopting any resolution determining the necessity of the purchase of any real property, the Council shall receive a report as to the estimated market value of such real property from one (1) or more people other than officers or employees of the City, qualified in the appraisal of real property, appointed by the Council. The City shall attempt to negotiate the purchase with the owners of the property under consideration. If negotiations fail and the City exercises the power of eminent domain, the City shall proceed according to the laws of the State.

## Primary Issues/Alternatives to Consider:

Section 11.02 of the City Charter requires that the City Council obtain a report (appraisal) as to the estimated market value of real property under consideration for purchase by the City. There are no changes from last year's list.

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

## Attachments:

4.7A RESOLUTION

## RESOLUTION #2026-

## RESOLUTION DESIGNATING REAL PROPERTY APPRAISERS FOR 2026

WHEREAS Section 11.02 of the City Charter requires that the City Council obtain a report (appraisal) as to the estimated market value of real property under consideration for purchase of real property under consideration for purchase by the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park that the following be designated as authorized appraisers for 2026:

1. Mark A. Oehrlein Appraisals, Inc.
2. Kramer Appraisal & Consulting, LLC
3. Nagell Appraisal & Consulting
4. Shenehon Company
5. Diversified Real Estate Services, Inc.
6. Nicollet Partners, Inc.
7. Minnesota Department of Transportation Right of Way Division
8. Integra Realty Resources, (Amundson, Johnson, Mueller)
9. Mardell Partners, Inc.
10. Patchin/Messner & Dodd Appraisals, Inc.
11. The Valuation Group (Bakken, Liedl, Janssen, Day and Reach)

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.8	<b>Meeting Date:</b>	January 5, 2026
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Katrina Doshier, Program Assistant
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Jay Stroebel
<b>Item:</b>	Approval of Elected Officials Rules of Procedures and Code of Conduct Manual		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE THE ELECTED OFFICIALS RULES OF PROCEDURES AND CODE OF CONDUCT MANUAL.

## Overview:

The City Council has long had an Elected Officials Rules of Procedure and Code of Conduct manual. A significant revision of the manual took place in 2017 when a community work group, comprised of the City Manager, City Attorney, City Clerk, Mayor, two members of the City Council and four residents, was convened to review and make recommendations regarding revisions to the document. The group held four meetings to develop draft recommendations that were presented to Council on October 9, 2017. Based on Council's feedback, the work group reconvened on October 16, 2017 to finalize the manual and presented the manual to the Council at its October 23, 2017 Council meeting and was approved.

The document was revised in 2024 to add rules and procedures regarding interactive technology for council meetings. We are proposing updates to reflect changes to Minnesota Statutes 2024, section 13D.02, subdivision 1 regarding open meeting law. The Elected Officials Rules of Procedures and Code of Conduct Manual comes before the City Council annually for review.

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

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

## Attachments:

- 4.8A CITY OF BROOKLYN PARK ELECTED OFFICIALS RULES OF PROCEDURES AND CODE OF CONDUCT
- 4.8B MINNESOTA STATUTES 2024, SECTION 13D.02, SUBDIVISION 1



# **Elected Officials**

## **Rules of Procedures and Code of Conduct**

**June 2002**

Revised and Approved ~~December 11, 2024~~ January 5, 2026

## TABLE OF CONTENTS

	<b>PAGE</b>
<b>PREAMBLE</b>	
Preamble.....	1
Statement of Values.....	2-3
<b>1. OVERVIEW OF ROLES AND RESPONSIBILITIES</b>	
1.1 Mayor.....	3
1.2 Mayor Pro Tem.....	3
1.3 All Council Members.....	3
1.4 The Mayor and All Council Members.....	3-4
<b>2. RULES OF PROCEDURES</b>	
2.1 Regular Meetings.....	4
2.2 Special Meetings.....	4
2.3 Emergency Meetings.....	4
2.4 Executive Sessions.....	5
2.5 Cancellation of Meetings.....	5
2.6 Meeting Minutes.....	5
2.7 Cablecast/Webcast Meetings.....	5
2.8 Audio- taped Meetings.....	5
2.9 Meeting Attendance.....	5
2.10 Attendance by Interactive Technology.....	5
2.11 Break.....	6
2.12 Adjournment.....	6
<b>3. AGENDAS</b>	
3.1 Deadline for Agenda Items.....	6
3.2 Approval of Agenda.....	6
3.3 Consent Agenda.....	6
<b>4. PUBLIC INPUT</b>	
4.1 Restrictions.....	6
4.2 Public Hearings.....	7
4.3 Addressing the Council.....	7
<b>5. COUNCIL PROCEDURES/PROTOCOL</b>	
5.1 Motions.....	7
5.2 Voting Procedures.....	7

	<b>PAGE</b>
<b>6. CODE OF CONDUCT AND ETHICS</b>	
6.1 Council Conduct with One Another .....	8
6.1.1 Public Meetings.....	8-9
6.1.2 In Private Encounters.....	9
6.2 Council Conduct with City Staff .....	9-11
6.3 Council Conduct with the Public.....	11
6.3.1 In Public Meetings.....	11-12
6.3.2 In Unofficial Settings .....	12
6.4 Council Conduct with the Media .....	12-13
6.5 Council Conduct with Other Public Agencies .....	13
6.6 Council Conduct with Boards and Commissions .....	13-14
<b>7. CODE OF ETHICS</b>	
7.1 Open Meeting Law.....	14
7.2 Gift Law .....	14-15
7.3 Conflict of Interest .....	15
<b>8. ACCOUNTABILITY/CONSEQUENCES</b>	
8.1 Potential Action for Failing to Comply.....	15
8.2 Council Members' Behavior and Conduct .....	15-17
<b>9. GLOSSARY OF TERMS</b>	
9.1 Glossary of terms .....	18

**CITY OF BROOKLYN PARK  
ELECTED OFFICIALS  
RULES OF PROCEDURES AND CODE OF CONDUCT**

**(Adopted at City Council Meeting of June 10, 2002)  
Revised and Approved by City Council on October 24, 2022**

***Preamble:***

*The Brooklyn Park community is entitled to have fair, ethical and accountable local government, which has earned the public's full confidence for integrity. The effective functioning of democratic government requires that:*

- *Public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;*
- *Public officials be independent, impartial and fair in their judgment and actions;*
- *Public office be used for the public good, not for personal gain; and*
- *Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.*

*It is essential to the proper administration and operation of the City of Brooklyn Park that the City Council be independent and impartial, that elective office with the City of Brooklyn Park not be used for personal benefit, and that the public have confidence in the integrity of the City. In recognition of these goals, the City has adopted this Code of Conduct and Rules of Procedures, which is applicable to all members of the City Council, including when acting in the capacity of EDA Commission Members.*

*The purpose of this Code is to establish standards of ethical conduct applicable to the City Council Members, including the Mayor, in the discharge of their duties. It prescribes essential restrictions against conflict of interest and other conduct not consistent with good practices while not creating unnecessary barriers to public service.*

*It is required that all Council Members comply with the law and all other applicable rules and regulations governing the conduct of public officials. The standards in this Code shall not preclude other standards required by law.*

**The Council’s Statement of Values:**

- *Honesty and Integrity:* Honesty and integrity are the cornerstones for building trust, mutual respect and teamwork. Honesty and integrity include maintaining the highest ethical standards, communicating with complete candor and openness, listening and really hearing each other, and a willingness to change our position on an issue if the facts warrant.
- *Respect:* Each person is an individual. Despite differences we may have on issues, we will strive to demonstrate respect and a caring attitude toward each other.
- *Teamwork:* We believe that teamwork is important to our success as an organization. Teamwork requires participation by all to reach consensus on issues, whenever possible. We will work together to achieve win/win solutions that serve the entire community.
- *Information:* We value information that is correct, complete and timely. This is essential for making decisions that are sound and wise. The Council expects staff to be diligent in assuring that its information needs are reasonably met.
- *It’s Okay to Disagree:* While we will strive to reach consensus on issues, we also recognize that we operate in a political environment. At times, our disagreements will only be resolved by voting. To disagree on an issue does not imply dislike for the individual. We believe in being tough on issues, but not on people. Once an issue is resolved, we will move on without grudges or malice.
- *Best for the City:* Ultimately, the interest of each Council and staff member is to do what is best for the City of Brooklyn Park and to uphold the City Charter. This includes assuring open accessible government, fiscal responsibility, a spirit of professionalism, excellence in service, and visionary community leadership. We each take pride in our community.
- *Trust:* The Council and staff of the City of Brooklyn Park are committed to working together within the context of these values. To assure they become a real force in guiding our behavior, we will prominently display them and regularly remind ourselves and each other of their existence. We believe this will be a powerful factor in building the bonds of trust among us.

<b>Behaviors we need to model to ensure we are an effective and efficient governing body</b>				
<i>Listening to understand and being openminded</i>	<i>Respecting, appreciating, and valuing each other</i>	<i>Being prepared and accountable</i>	<i>Being transparent and honest</i>	<i>Willingness to work with others</i>
<ul style="list-style-type: none"> <li>• Listen more, talk less</li> <li>• Seek to gain</li> </ul>	<ul style="list-style-type: none"> <li>• Respect each other and differences</li> </ul>	<ul style="list-style-type: none"> <li>• Be prepared for meetings</li> <li>• Be</li> </ul>	<ul style="list-style-type: none"> <li>• Tell the truth</li> <li>• Be honest and transparent</li> </ul>	<ul style="list-style-type: none"> <li>• Be willing to work with others</li> </ul>

understanding •Be openminded for change •Listen to understand •Flexible and open to others	•Respect and value each other •Always show appreciation •Respect each other	accountable to our constituents and each other •Be aware of your strengths and weaknesses		
---	---	--	--	--

## 1. OVERVIEW OF ROLES AND RESPONSIBILITIES

*Other resources that are helpful in defining the roles and responsibilities of elected officials can be found in state law, Brooklyn Park City Charter, and City Code.*

### 1.1 Mayor

- Elected “at-large” for a 4-year term
- Recognized as head of the City Government for all ceremonial purposes
- Presides over meetings of the City Council
- Has the same speaking and voting rights as any other member
- Executes and authenticates legal instruments requiring signature
- Strives to lead the Council into an effective, cohesive working team

### 1.2 Mayor Pro Tem

- Appointed by the City Council at the first meeting of the year
- Performs the duties of the Mayor if the Mayor is absent, disabled, or otherwise unable to participate in a matter or is the subject of a complaint under this code

### 1.3 All Council Members

All members of the City Council, including the Mayor and Mayor Pro Tem, have equal votes. No Council Member has more power than any other Council Member, and all should be treated with equal respect.

### 1.4 The Mayor and All Council Members

- Refer to one another formally during public meetings as “Mayor (last name)”/ “Council Member (last name)”
- Wait to speak until acknowledged by the Mayor
- Honor efforts by the Mayor to efficiently manage the meeting and to focus discussion on current agenda items
- Treat all staff as professionals
- Treat members of the public politely and respectfully

- When a conflict of interest arises, the Council member shall abstain from the vote and be available for comment from the podium only
- Council Members are encouraged to give support for the majority position once votes have been taken
- Fully participate in City Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others
- Prepare in advance of meetings, including contacting staff with any questions in order to be familiar with issues on the agenda
- Represent the City at ceremonial functions
- Be respectful of people's time; stay focused and act efficiently during public meetings
- Serve as a model of leadership and civility to the community
- Inspire public confidence in Brooklyn Park government
- Demonstrate honesty and integrity in every action and statement
- Participate in scheduled activities

## 2. RULES OF PROCEDURES

- 2.1 **Regular Meetings:** Shall be held at 6:00 p.m. on the first, second and fourth Mondays of each month in the Council Chambers of City Hall, 5200 85<sup>th</sup> Ave. N., Brooklyn Park, Minnesota. No meeting shall be held on a legal holiday, but shall be held at the same hour on the next succeeding day that is not a holiday.

Open Forum will begin at 6:00 p.m. at all regular meetings with the exception of the work sessions. Members of the public should be advised of the guidelines of the Open Forum. The Open Forum will provide members of the public an opportunity to comment, ask questions or present a problem relating to city business that is not already a part of the agenda. Each speaker will be asked to limit his/her comments to three (3) minutes and can only address the Council one time during the Open Forum. No action will be taken. Staff will follow up with a response regarding the status of the concern. Open Forum will be held no longer than 15 minutes. If no one is in attendance for the Open Forum or if 15 minutes is not needed for this purpose, the regular meeting shall begin immediately or after Open Forum business has been conducted.

- 2.2 **Special Meetings:** The Mayor or any three (3) members of the Council may call Special meetings. Three days written notice is required. Notice shall include specific purpose of the meeting in addition to the time, date and location of meeting.
- 2.3 **Emergency Meetings:** Emergency meetings may be called by the Mayor or any three (3) members of the Council due to circumstances that, in the judgment of the public body, require immediate consideration. At least four (4) hours' notice (either in writing or by telephone) is required.

- 2.4 **Executive Sessions:** Executive Sessions are closed meetings and may be called only for those reasons specified in state law. State Statute requires that the Council pass a motion at a public meeting announcing their intention to go into a closed meeting, the subject matter to be discussed and the time and place of the executive session. Executive sessions will be taped when required by State law. When the executive session is complete, the Council shall return to the public meeting and summarize the action taken at the executive session. Council Members are to maintain confidentiality relating to any non-public discussion items.
- 2.5 **Cancellation of Meetings:** Meetings may be cancelled by the Mayor or, in the Mayor's absence, by the Mayor Pro Tem due to insufficient agenda items, lack of a quorum, inclement weather and/or other similar reasons. Council Members must be notified in writing or by telephone at least four (4) hours in advance whenever possible.
- 2.6 **Meeting Minutes:** Minutes of all meetings (except Executive Sessions) shall be kept by the City Clerk and shall represent an official record of the Council proceedings. Minutes shall be submitted to the Council for approval and to the Mayor for signature. Lack of such approval or signature shall not invalidate the minutes as official records.
- 2.7 **Cablecast/Webcast Meetings:** To the extent possible, all regular meetings and special Council meetings shall be cablecast/webcast. Video will be retained by the City Clerk for one year and be available to the public for viewing.
- 2.8 **Audio-taped Meetings:** Executive Sessions dealing with labor negotiation discussions will be audio taped; those tapes will be retained for two years after the contracts are signed.
- 2.9 **Meeting Attendance:** Council Members are expected to attend all meetings. However, when unable to attend a meeting, Council Members should notify either the Mayor or the City Clerk. The Mayor shall announce the Council Member's absence.
- 2.10 **Attendance by Interactive Technology:** A Councilmember seeking to attend a Council meeting using interactive technology must submit a request to do so in writing to the City Manager or City Clerk no later than noon on the Friday prior to the meeting. ~~The request must contain the location and address from which the Councilmember will be attending the meeting.~~

~~—————The Councilmember's location must be open and accessible to the public.~~

The Councilmember attending through interactive technology must be plainly visible via video.

Members of the public present at the regular meeting location of the City Council must be able to hear and see all discussion, testimony and votes from remote participants.

All votes are conducted by roll call so each member's vote can be identified and recorded.

Each Councilmember may attend Council meetings by interactive technology means no more than three times per calendar quarter and no more than six times per calendar year. This limitation does not apply if:

1. A Councilmember is serving in the military and is attending a required drill, deployment, or is on active duty;
2. A Councilmember has been advised by a health care professional against being in a public place for personal or family medical reasons; or
3. A Councilmember is unable to personally attend a Council meeting in order to care for a family member.
4. The Council determines that a Councilmember should meet remotely for the safety of an individual Councilmember or while considering the safety of the Council Chambers as a whole.
5. The City Council may grant exceptions to this policy when a council member demonstrates a valid reason for not attending council meetings in person.

2.11 **Break:** The Council may recess for a ten-minute break at 9 p.m.

2.12 **Adjournment:** Unless otherwise agreed to by at least a majority of the Council, all meetings of the Council shall be adjourned by 10:00 p.m. The Mayor should manage the meeting to conform to the adjournment time.

### 3. AGENDAS

The Agenda shall be prepared by the City Clerk and City Manager and shall contain the order of business of each meeting. It shall be delivered to Council Members each Thursday preceding the Monday meeting to which it pertains. Agenda items will be scheduled to meet the differing needs of those in attendance. The agenda and all supporting public material shall also be made

available to the general public by noon on the Friday preceding a Council meeting and at the Council Meetings.

- 3.1 **Deadline for Agenda Items:** Generally, items to be considered should be submitted to the City Manager's office by noon on the Wednesday preceding the meeting. The City Manager may choose not to schedule items for a particular meeting when, in his/her opinion, other business to be considered at that meeting will likely consume the available time. Any two Council Members may request that the city manager place an item on an upcoming meeting agenda.
- 3.2 **Approval of Agenda:** The Mayor, Council Members or staff may propose additions, deletions or changes to the agenda. A majority vote of the Council is required to approve the agenda as proposed/amended. Any changes after the agenda has been formally approved shall require a two-thirds (2/3) vote of the Council.
- 3.3 **Consent Agenda:** Routine and non-controversial items shall be placed on the Consent Agenda which will be approved by one blanket motion. Any Council Member may request that items be withdrawn for separate consideration. If a Council Member has a question on a Consent Agenda item, they are to ask staff ahead of time, rather than having it pulled off for discussion during the meeting.

## 4. PUBLIC INPUT

Council Members recognize that public input is an essential component in the decision making process. Members further acknowledge the necessity of ensuring that persons who wish to speak be afforded an orderly opportunity to do so. Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual Council Members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- 4.1 **Restrictions:** Questions and comments from the public during a council meeting shall be limited to the subject under consideration. Depending on the length of the agenda and the number of persons wanting to participate, the Mayor may limit the time available for public comment and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers. No persons shall enter into any discussion without being recognized by the Mayor. After a motion has been made or after a public hearing has been closed, no person shall address the Council without first securing permission from the Mayor.
- 4.2 **Public Hearings:** After a presentation by staff, the applicant shall have the right to speak first. Speakers representing either pro or con points of view will be allowed to follow. The Mayor will determine how much time will be allowed for each speaker (generally 3 to 5 minutes) and ask speakers to line up to speak. Council Members will not express opinions during the public hearing portion of

the meeting except to ask pertinent questions of the speaker or staff. Council Members should refrain from arguing or debating with the public and should always show respect for different points of view. The Mayor has the responsibility to run an efficient public meeting and has the discretion to modify the public hearing process in order to make the meeting run smoothly. The Mayor or Council shall notify the speaker when the allotted time has expired to accommodate others wishing to speak.

- 4.3 **Addressing the Council:** Any member of the public desiring to address the Council shall complete an Addressing the Council Form and present it to the Clerk. The Mayor will call on the individual when that agenda item is discussed.

## 5. COUNCIL PROCEDURES/PROTOCOL

Councils are composed of individuals with a wide variety of backgrounds, personalities, values opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as the Council may “agree to disagree” on contentious issues. It is expected that there will be support for the majority position once votes have been taken. Roberts Rules of Order will be followed. The City Attorney will act as Parliamentarian.

- 5.1 **Motions:** Motions are a formal method of bringing business before the Council and for stating propositions on which the Council will move to make a decision. All motions require a second and a motion shall not be withdrawn by a mover without the consent of the person seconding it. No debate/discussion shall take place without a motion being placed on the floor.
- 5.2 **Voting Procedures:** Unless abstaining, every Council member shall vote. Failure to vote shall be recorded as a yes vote except in situations where a roll call vote has been requested. Tie votes shall be lost motions when all Council Members are present. If a tie vote results at a time when less than all members of the Council are present, the matter shall automatically be continued to the agenda of the next regular meeting unless otherwise ordered by the Council.

## 6. CODE OF CONDUCT AND ETHICS

### 6.1 Council Conduct with One Another

*Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as Council may "agree to disagree" on contentious issues.*

#### 6.1.1 In Public Meetings

- A. **Practice civility, professionalism and decorum in discussions and debate.** Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not, however, allow Council Members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated. Council Members should conduct themselves in a professional manner at all times, including listening actively during Council meetings.
- B. **Honor the role of the Mayor or Mayor Pro Tem in maintaining order.** It is the responsibility of the Mayor to keep the comments of Council Members on track during public meetings. Council Members should honor efforts by the Mayor to focus discussion on current agenda items. If there is disagreement about the agenda or the Mayor's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.
- C. **Avoid comments that personally attack other Council Members.** If a Council Member is personally attacked by the comments of another Council Member, the offended Council Member should make notes of the actual words used and may call for a "point of order" to challenge the other Council Member to justify or apologize for the language used. The Mayor will maintain control of this discussion.
- D. **Demonstrate effective problem-solving approaches.** Council Members have a responsibility to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.
- E. **Be punctual and keep comments relative to topics discussed.** Council Members have made a commitment to attend meetings and partake in discussions. Therefore, it is important that Council Members be punctual and that meetings start on time. It is equally important that discussions on issues be relative to the topic at hand to allow adequate time to fully discuss scheduled issues.

- F. **Endorsement of Candidates.** Council Members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention endorsements during Council meetings or other official City meetings or functions.
- G. **Council Decisions.** Once a majority decision of the governing body has been made, respect that official position and defend it if needed, even if you personally disagreed.

#### 6.1.2 In Private Encounters

- A. **Continue respectful behavior in private.** The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.
- B. **Be aware of the insecurity of written notes, voicemail messages, social media and email.** Technology allows words written or said without much forethought to be distributed wide and far. How would you feel if this voicemail message was played on a speaker phone in a full office? What would happen if this email message was forwarded to others? Written notes, social media postings, voicemail messages and email should be treated as potentially "public" communication.
- C. **Even private conversations can have a public presence.** Elected officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.
- D. **Make no personal comments about other Council Members.** It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Council Members, their opinions and actions.

#### 6.2 Council Conduct with City Staff

*Governance of a City relies on the cooperative efforts of elected officials, who set policy and City staff, who implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.*

- A. **Treat all staff as professionals.** Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments toward staff is not acceptable.

- B. **Limit contact to specific City staff.** Questions of City staff and/or requests for additional background information should be directed to the City Manager, City Attorney, or Department Heads, unless otherwise directed by the City Manager. The City Manager should be copied on or informed of any request.
- C. **Council direction to staff.** In accordance with Charter Section 2.10, individual Council Members cannot give direction to city staff either publicly or privately. The Council as a body may provide staff direction on matters that come before the Council.

Requests for follow-up or directions to staff should be made only through the City Manager or the City Attorney when appropriate. When in doubt about what staff contact is appropriate, Council Members should ask the City Manager for direction. Materials supplied to a Council Member in response to a request for information of interest to all Council Members will be made available to the entire Council so that all have equal access to the information.

- D. **Do not disrupt City staff from their jobs.** Except in extraordinary circumstances, Council Members should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions.
- E. **Never publicly criticize an individual employee.** Council should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the City Manager through private correspondence or conversation.
- F. **Do not get involved in administrative functions.** Council Members must not attempt to influence City staff on the making of employment or personnel decisions, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.
- G. **Do not attend City staff meetings without permission from staff.** Even if the Council Member does not say anything, the Council Member's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.
- H. **Limit requests for staff support.** Requests for additional staff support – even in high priority or emergency situations – should be made to the City Manager who is responsible for allocating City resources in order to maintain a professional, well-run City government.
- I. **Do not solicit political support from staff.** Council Members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff.

- J. **Council, EDA and Commission agendas.** Staff's responsibility is to provide Council Members the information needed for informed decision-making. Every effort should be made to ask staff questions regarding Council, EDA and commission agendas before the meeting.
- K. **Don't speak ill of other Council Members to staff.** Staff has the responsibility to treat all Council Members equally. It puts staff in a compromising position when one Council Member criticizes other Council Members to staff.
- L. **Don't spring surprises on Council Members or City staff, especially at formal meetings.**

### **6.3 Council Conduct With The Public**

#### **6.3.1 In Public Meetings**

*Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual Council Members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.*

- A. **Be fair and equitable in allocating public hearing time to individual speakers.** The Mayor will determine and announce limits on speakers at the start of the public hearing process and ensuring those with Brooklyn Park addresses have an opportunity to speak. Generally, each speaker will be allocated three minutes with applicants or their designated representatives may be allowed more time. If many speakers are anticipated, the Mayor may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

No speaker will be turned away unless he or she exhibits inappropriate behavior. Each speaker may only speak once during the public hearing unless the Council requests additional clarification later in the process. After the close of the public hearing, no more public testimony will be accepted unless agreed upon by the Council.

- B. **Ask for clarification, but avoid debate and argument with the public.** Only the Mayor – not individual Council Members – can interrupt a speaker during a presentation. However, a Council Member can ask the Mayor for a point of order if the speaker is off the topic or exhibiting behavior or language the Council Member finds disturbing.

If speakers become flustered or defensive by Council questions, it is the responsibility of the Mayor to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Council Members to members of the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Council Members' personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.

- C. **No personal attacks of any kind, under any circumstance.** Council Members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.
- D. **Follow parliamentary procedure in conducting public meetings.** The City Attorney serves as advisory parliamentarian for the City and is available to answer questions or interpret situations according to parliamentary procedures. Final rulings on parliamentary procedure are made by the Mayor, subject to the appeal of the full Council.

### 6.3.2 In Unofficial Settings

- A. **Make no promises on behalf of the Council.** Council Members will frequently be asked to explain a Council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise City staff will do something specific (fix a pothole, plow a specific street, plant new flowers in the median, etc.).
- B. **Make no personal comments about other Council Members.** It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Council Members, their opinions and actions.
- C. **Council Members are constantly being observed by the community every day that they serve in office.** Their behaviors and comments serve as models for proper conduct in the City of Brooklyn Park. Honesty and respect for the dignity of each individual should be reflected in every word, communication, (whether in social media or otherwise), and action taken by Council Members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

### 6.4 Council Conduct with the Media

*Council Members may be contacted by the media for background and quotes.*

- A. **The Mayor is the official spokesperson for the representative on City position.** The Mayor is the designated representative of the Council to present and speak on the official City position. If an individual Council Member is contacted by the media, the

Council Member should be clear about whether their comments represent the official City position or a personal viewpoint.

- B. **Choose words carefully and cautiously.** Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.
- C. **The best advice for dealing with the media is to never go "off the record."**
- D. **Inform the City Manager or Communications Manager.** If contacted by the media, the City Manager or Communications Manager should be informed. When possible the City Manager or Communications Manager should be consulted before communicating to the media.

#### 6.5 Council Conduct with Other Public Agencies

**Be clear about representing the City or personal interests.** If a Council Member appears before another governmental agency or organization to give a statement on an issue, the Council Member must clearly state:

- 1) If his or her statement reflects personal opinion or is the official stance of the City;
- 2) Whether this is the majority or minority opinion of the Council. Even if the Council Member is representing his or her own personal opinions, remember that this still may reflect upon the City as an organization.

If the Council Member is representing the City, the Council Member must support and advocate the official City position on an issue, not a personal viewpoint.

#### 6.6 Council Conduct with Boards and Commissions

The City has established several Boards and Commissions as a means of gathering more community input. Residents who serve on Boards and Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

- A. **If attending a Board or Commission meeting in the role as liaison.** "Liaison" means non-voting member of a commission who shall speak on behalf of the Council (or staff) as a whole, not as an individual, thus providing a communication link between the commission and Council (or staff).
- B. **Limit contact with Board and Commission Members.** It is inappropriate for a Council Member to contact a Board or Commission member to lobby on behalf of an individual, business, or developer. Council Members may contact members of the Commission and staff liaison in order to clarify a position taken by the Board or Commission.

- C. **Remember that Boards and Commissions serve the community, not individual Council Members.** The City Council appoints individuals to serve on Boards and Commissions, and it is the responsibility of Boards and Commissions to follow policy established by the Council. But, Board and Commission members do not report to individual Council Members, nor should Council Members feel they have the power or right to threaten Board and Commission members with removal if they disagree about an issue.
- D. **Be respectful of diverse opinions.** A primary role of Boards and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Council Members must be fair and respectful of all residents serving on Boards and Commissions.

## 7. CODE OF ETHICS

### 7.1 Open Meeting Law

- A. State law requires that, with certain exceptions, meetings of the City Council be open to the public. A meeting is a gathering of a majority of City Council Members at which City business is discussed. It is not necessary that action be taken for a gathering to constitute a “meeting.”
- B. A meeting does not include chance, social gatherings as long as public business is not discussed.
- C. A majority of Council Members should not communicate with each other by phone, email, in-person, or otherwise, to discuss City business.
- D. Use of social media does not violate the open meeting law as long as the social media use is accessible to all Members of the public.

*See Minnesota Statutes, Chapter 13D for further information regarding the Open Meeting Law.*

### 7.2 Gift Law

A City Council Member cannot accept a gift from someone who has an interest in any matter involving the City. A “gift” includes money, property, a services, a loan, forgiveness of a loan, or a promise of future employment. A “gift” does not include:

- A. campaign contributions;
- B. items costing less than \$5;

- C. items given to members of a group, the majority of whose members are not local officials;
- D. gifts given by family members; or
- E. food or beverages given at a reception, meal or meeting at which a Council Member is making a speech or answering questions as part of a program

*See Minnesota Statutes, Section 471.895 and City Charter, Section 14.04(A) for further information regarding the Gift Law.*

### **7.3 Conflict of interest**

- A. City Council Members cannot have a personal financial interest in a sale, lease, or contract with the City.
- B. City Council Members cannot participate in matters in which the Council Member's own personal interest, financial or otherwise, is so distinct from the public interest that the Council Member cannot be expected to fairly represent the public's interest when voting on the matter.

*See Minnesota Statutes, Sections 471.87-.88 and City Charter, Section 14.04(A) for further information regarding conflicts of interest.*

## **8. ACCOUNTABILITY/CONSEQUENCES**

### **8.1 A potential action for failing to comply with this code of conduct may include the following:**

1. **Admonition.** An admonition shall be verbal or written statement made by the Mayor to the Council Member.

2. **Reprimand.** A reprimand shall be administered to the Council Member by letter. The letter shall be approved by the City Council and shall be signed by the Mayor, or by the Mayor Pro Tem if the Mayor position is vacant, or if the matter involves the Mayor.

3. **Censure.** A censure shall be administered pursuant to a formal resolution adopted by the Council.

### **8.2 Council Members' Behavior and Conduct**

- A. City Council Members who violate the code of this conduct are subject to admonition, reprimand, or censure. Any violations that potentially constitute criminal conduct shall be handled by the criminal justice system.

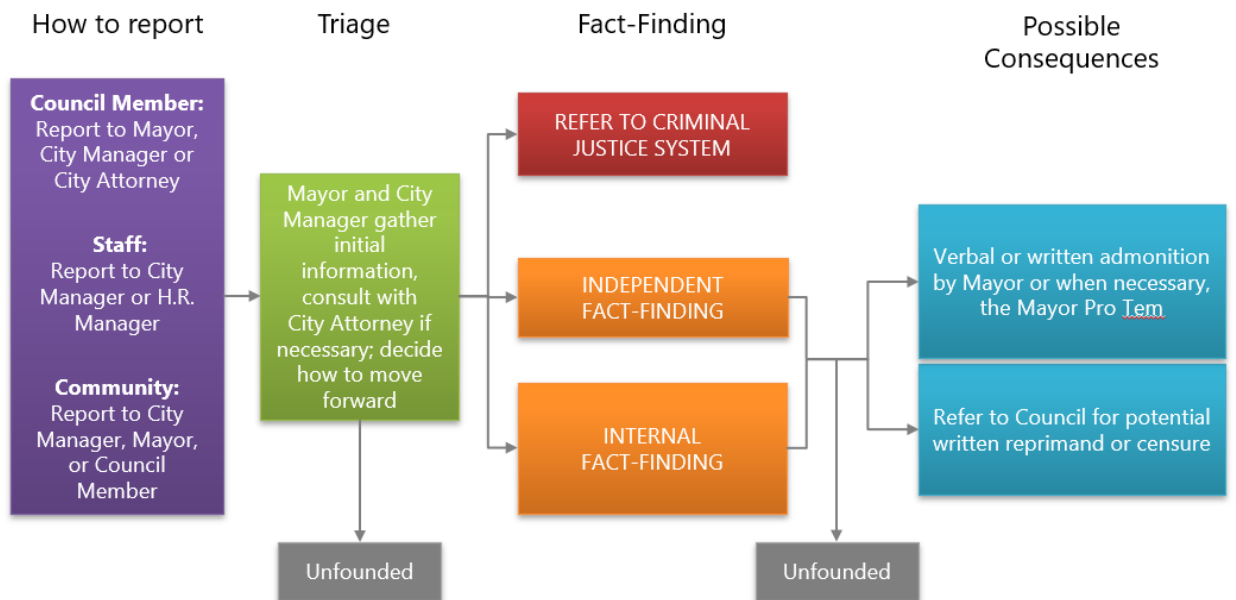
B. Factors that will be considered in determining the appropriate consequence include but are not limited to the following: seriousness of the violation and number of preceding violations.

C. Procedures for reporting:

1. A member of the Brooklyn Park City Council may report a potential code of conduct violation by a member of the City Council by bringing the matter to the attention of the Mayor, City Manager, or City Attorney.
2. A Brooklyn Park staff member may report a potential code of conduct violation by a member of the City Council by bringing the matter to the attention of the City Manager or Human Resources Manager.
3. If the potential violation involves the Mayor, it should be brought to the attention of the Mayor Pro Tem, City Manager or City Attorney.
4. A community member may report potential code of conduct violations by a member of the City Council to the Mayor, City Manager or any member of the City Council.

D. Upon receipt of a complaint, the following diagram highlights the process that will be used:

### Reporting and Addressing Possible Code of Conduct Violations



- E. For inappropriate statements or conduct by Council Members occurring during a Council meeting, a verbal correction by the Mayor will normally be the first step to address the matter either during or outside of the Council meeting. Further incidents may be addressed by subsequent verbal corrections accompanied by use of the gavel. Repeated incidents can give rise to the Mayor not recognizing the offending Council Member to speak. A Council Member can request that the Mayor take any of these actions against an offending Council Member if the Mayor has not done so on his/her own.
  
- F. If the Mayor and/or Mayor Pro Tem are unable to be involved in reviewing the code of conduct complaint for any reason, the matter will be reviewed by the next most senior member of the Council that is not involved in the complaint.

## **Postlude**

It all comes down to respect.

- Respect for one another as individuals.
- Respect for the validity of different opinions.
- Respect for the democratic process.
- Respect for the community that we serve.

## 9. GLOSSARY OF TERMS

### 9.1 Glossary

<b>Admonition</b>	An act or action of admonishing; authoritative counsel or warning
<b>Attitude</b>	The manner in which one shows one's dispositions, opinions, and feelings
<b>Behavior</b>	External appearance or action; manner of behaving; carriage of oneself civility Politeness, consideration, courtesy
<b>Censure</b>	Express severe disapproval of (someone or something), typically in a formal statement
<b>Civility</b>	Formal politeness and courtesy in behavior and speech
<b>Conduct</b>	The way one acts; personal behavior
<b>Courtesy</b>	Politeness connected with kindness
<b>Decorum</b>	Suitable; proper; good taste in behavior
<b>Manners</b>	A way of acting; a style, method, or form; the way in which things are done
<b>Point of order</b>	An interruption of a meeting to question whether rules or bylaws are being broken, such as the speaker has strayed from the motion currently under consideration
<b>Point of personal privilege</b>	A challenge to a speaker to defend or apologize for comments that a fellow Council member considers offensive
<b>Propriety</b>	Conforming to acceptable standards of behavior
<b>Protocol</b>	The courtesies that are established as proper and correct
<b>Reprimand</b>	Express sharp disapproval or criticism of (someone) because of their behavior or actions.
<b>Respect</b>	The act of conducting one's behavior in a courteous manner.

**13D.02 OTHER ENTITY MEETINGS BY INTERACTIVE TECHNOLOGY.**

Subdivision 1. **Conditions.** A meeting governed by section 13D.01, subdivisions 1, 2, 4, and 5, and this section may be conducted by interactive technology so long as:

(1) all members of the body participating in the meeting, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present;

(2) members of the public present at the regular meeting location of the body can hear and see all discussion and testimony and all votes of members of the body;

(3) at least one member of the body is physically present at the regular meeting location; and

(4) all votes are conducted by roll call so each member's vote on each issue can be identified and recorded.

Subd. 1a. **Meeting exception.** This section applies to meetings of entities described in section 13D.01, subdivision 1, except meetings of:

(1) a state agency, board, commission, or department, and a statewide public pension plan defined in section 356A.01, subdivision 24; and

(2) a committee, subcommittee, board, department, or commission of an entity listed in clause (1).

Subd. 2. **Members are present for quorum; participation.** Each member of a body participating in a meeting by interactive technology is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

Subd. 3. **Monitoring from remote site.** If interactive technology is used to conduct a meeting, to the extent practical, a public body shall allow a person to monitor the meeting electronically from a remote location.

Subd. 4. **Notice of regular meeting locations.** If interactive technology is used to conduct a regular, special, or emergency meeting, the public body shall provide notice of the regular meeting location and the fact that members may participate in the meeting by interactive technology. The timing and method of providing notice of the regular meeting location must be as described in section 13D.04.

Subd. 5. MS 2020 [Repealed by amendment, 2021 c 14 s 5]

Subd. 6. **Record.** The minutes for a meeting conducted under this section must reflect the names of any members appearing by interactive technology and state the reason or reasons for the appearance by interactive technology.

**History:** 1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2; 1Sp2011 c 11 art 2 s 1; 2019 c 33 s 1-3; 2020 c 74 art 1 s 1; 2021 c 14 s 5; 2023 c 62 art 3 s 1; 2025 c 39 art 6 s 1,2

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.9	<b>Meeting Date:</b>	January 5, 2026
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	X	<b>Prepared By:</b>	Katrina Doshier, Program Assistant
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Jay Stroebel, City Manager
<b>Item:</b>	Resolution Relating to Council/Staff Responsibilities		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2026-\_\_\_\_\_ RELATING TO COUNCIL/STAFF RESPONSIBILITIES.

## Overview:

This resolution is reviewed annually by the City Council.

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

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

## Attachments:

4.9A RESOLUTION

RESOLUTION #2026-

RESOLUTION RELATING TO COUNCIL/STAFF RESPONSIBILITIES

WHEREAS, the City Council is composed of seven people whom have other full-time occupations and responsibilities; and

WHEREAS, the people who serve on this Council must depend on the city's staff to provide them with a large amount of background information, data, and expertise to aid the City Council in determining issues, developing policy, and administering the Council's responsibilities in a fair and impartial manner; and

WHEREAS, a revised Elected Officials Rules of Procedure and Code of Conduct Manual was approved by the Council on October 23, 2017 that includes Council conduct with staff; and

WHEREAS, the City attempts to hire and employ people who can and will provide the best advice possible to the Council and who can and will serve the public interest.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park:

1. The City Manager and staff are directed to develop and transmit to this Council background information and data based upon their experience and best judgment and are further directed to be honest and candid in developing and transmitting said information, keeping in mind that their sole purpose is to serve the public interest.
2. This Council pledges that no staff member shall suffer recrimination for acting in an honest and candid manner in protecting and promoting the public interest.
3. This Council further states to its staff that the Council will carry out its responsibilities in the decision process as established by federal, state and local statutes, ordinances and the City Charter and will do so in a fair and impartial manner. Any city employee, elected or appointed, who is found to have transmitted to this Council information designed to promote their own financial interest or the financial interest of a friend contrary to the City Charter or other state statutes will be censored and prosecuted in accordance with the laws of this state and this city.
4. The simple intent of this resolution is to remind each of us, Council and staff, that we are here to serve the public interest and not to promote or serve individual interests. In carrying forth this purpose, we, Council and staff, are dependent upon each other and must be in a position to be open, candid and honest with each other in transacting the city's business.
5. This resolution shall be kept on file in the City Clerk's office and shall be returned to the new City Council for consideration at the first official meeting each year.
6. A copy shall be posted on employee bulletin boards for a two-week period following its adoption.

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.10	<b>Meeting Date:</b>	January 5, 2026
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	X	<b>Prepared By:</b>	Katrina Doshier, Program Assistant
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Jay Stroebel, City Manager
<b>Item:</b>	Resolution Authorizing Supplemental Compensation for Mayor and Council Members Who Attend Approved Municipal Functions		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2026-\_\_\_\_ AUTHORIZING SUPPLEMENTAL COMPENSATION FOR MAYOR AND COUNCIL MEMBERS WHO ATTEND APPROVED MUNICIPAL FUNCTIONS.

## Overview:

The Council takes action to approve Council Members to attend certain municipal professional development functions during the year. Council Members are eligible for \$50 supplemental compensation per day.

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

## Budgetary/Fiscal Issues:

The 2026 budget for conferences, schools and, travel is \$16733.00 for the City Council. Funds for this expense would be paid for out of this account.

## Attachments:

4.10A RESOLUTION

RESOLUTION #2026-

RESOLUTION AUTHORIZING SUPPLEMENTAL  
COMPENSATION FOR MAYOR AND COUNCIL MEMBERS  
WHO ATTEND APPROVED MUNICIPAL FUNCTIONS

WHEREAS, Section 30.01 of the City Code states:

The Mayor and/or Council Members are sometimes required to attend municipal functions or to take time from their regular employment to perform services beneficial to the City. Additional compensation may be paid to the Mayor or Council Members in those cases subject to the following conditions:

1. The activity and number of days for which a Council Member is to be engaged must be approved by the City Council prior to member's participation.
2. The Mayor and Council member will be paid \$50 per day as supplemental compensation for each day approved and for which the member is in attendance at the approved activity.

Historically, many Council members have elected to not receive the additional supplemental compensation, and therefore this supplemental compensation payment option will be made known to Council members but will be provided only upon request.

NOW, THEREFORE, BE IT RESOLVED that upon request, the Mayor and Council Members can receive supplemental compensation of \$50 per day, in addition to reimbursement for expenses incurred consistent with the City Travel for Council policy for approved professional development activities. If travel is required outside of Minnesota, an additional two days of supplemental compensation can be requested.

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.11	<b>Meeting Date:</b>	January 6, 2026
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Katrina Doshier, Program Assistant
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Jay Stroebel, City Manager
<b>Item:</b>	Review and Approval of the Policy Pertaining to the Application and Appointment Procedure for Filling a Vacancy in the Office of Mayor or City Council Member		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE THE APPLICATION AND APPOINTMENT POLICY FOR FILLING A VACANCY IN THE OFFICE OF MAYOR OR COUNCIL MEMBER.

## Overview:

Per City Charter Section 2.06, Council Vacancies, "The Council shall adopt an application and appointment procedure, make the procedure available to the public, and periodically review the procedure."

The policy is a guide for the Council and the public to follow for filling a vacancy in the office of Mayor and Council Member with less than 365 days remaining on a term.

The policy was reviewed and approved at the January 6, 2025 Council meeting and is before you tonight for an annual review and approval by the Council.

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

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

## Attachments:

4.11A MAYOR/COUNCIL MEMBER APPLICATION AND APPOINTMENT POLICY

**MAYOR/CITY COUNCIL MEMBER APPLICATION  
AND APPOINTMENT POLICY****A. Purpose:**

The purpose of this policy is to establish application and appointment procedures to appoint a Mayor or Council Member to fill a Council vacancy declared by the Council and there is less than 365 days remaining on the term as the result of the following:

1. The failure of any person elected to qualify on or before the date of the second regular meeting of the new Council.
2. Death.
3. Resignation.
4. Failure to perform any of the duties of Council Member for a continuous period of ninety (90) days.
5. Conviction of a felony.
6. A judgment of incompetence by a court of competent jurisdiction.
7. Member removed by recall.
8. Council Member is elected Mayor or Mayor is elected to a Council seat.
9. Member no longer resides in the City of Brooklyn Park or, in the case of a Council Member, the district the member represents. If the process of redistricting changes a Council Member's district, that Council Member shall continue to represent the district until the member's term expires.
10. Council Member forfeits office in accordance with Section 14.04 (B) or any reason specified by law.

**B. Procedure:**

If any of the foregoing is determined to have happened, the Council shall, by resolution at the next regular or special Council meeting declare a vacancy on the Council to exist. Declaration date of vacancy shall be the date of the Council meeting at which the resolution is adopted. Vacancies must be publicly declared by resolution, posted at City Hall, and with notification to be given by any other practical means.

If less than 365 days remain in the term, the Council may appoint an eligible person to fill the office for the balance of the unexpired term using the procedure. The candidate receiving a majority of votes of all members of the Council must be appointed to fill the vacancy. If no candidate receives a majority of votes, additional votes may be taken. If the Council fails to make an appointment within 45 days after the declaration, or if the Council votes three times on the appointment and fails to fill the vacancy, the Mayor must, within 60 days after declaration appoint an eligible person to fill the vacancy.

**C. Public Notices**

Upon declaration of the vacancy the city clerk will post notices in the local newspaper, city website, social media and at City Hall. (Example attached)

**D. Application Process**

Applications will be available online at [www.brooklynpark.org](http://www.brooklynpark.org) and at Brooklyn Park City Hall, City Manager's Office, 5200 85<sup>th</sup> Avenue North, between 8:00 a.m. and 4:30 p.m. Contact the City Clerk at 763-493-8180 for further information. Applications are due no later than 4:30 p.m. on the date specified by the Council. Applications can be returned City Hall by mail, in person, or by email to [bpcityclerk@brooklynpark.org](mailto:bpcityclerk@brooklynpark.org).

**E. Selection of Finalists**

The City Council will review all applications. If there is only one applicant, the recruitment period shall be extended provided that the deadline established in Section 2.06 of the City Charter for making an appointment is not jeopardized. After reviewing all candidate applications, the City Council will announce the finalists and the process for the interviews at a regular or special meeting.

**F. Finalist Interviews**

The City Council will interview finalists at a regular or special meeting to be held in the Council Chambers at City Hall.

**G. Selection**

Voting on the selection of a Council Member or Mayor will be scheduled at a regular or special meeting. (See attached selection Instructions.) The selected candidate will be sworn in at a regular or special meeting.

## MAYOR/CITY COUNCIL SELECTION INSTRUCTIONS

The City Council will receive applications for Mayor or Council Member until the determined deadline. If there is only one applicant, the recruitment period shall be extended provided that the deadline established in Section 2.06 of the City Charter for making an appointment is not jeopardized.

### Council Member Vacancy

1. The City Council will review the applications and select at least two applicants for interviews.
2. The selected applicants will be interviewed by the City Council at a regular or special meeting.
3. After the interviews are completed, at the next Council meeting, a motion to appoint a Council Member shall be made as follows: "Motion to appoint \_\_\_\_\_ to serve the balance of the unexpired term of [DISTRICT] Council Member [NAME]."
4. If the motion fails, the Council has two more votes to appoint an applicant.
5. If a Council Member applicant is not appointed by the Council within 45 days, the Mayor must within 60 days of the declaration make the appointment from the applicants selected by the Council.
6. At a regular or special meeting the Mayor will state "I Mayor [NAME] appoint \_\_\_\_\_ to serve the balance of the unexpired term of [DISTRICT] Council Member [NAME]."
7. The applicant appointed will take their Oath of Office as soon as possible to begin their term on the City Council.

### Mayor Vacancy

1. The City Council will review the applications and select at least two applicants for interviews.
2. The selected applicants will be interviewed by the City Council and Mayor Pro Tem at a regular or special meeting.
3. After the interviews are completed, at the next Council meeting, a motion to appoint a Mayor shall be made as follows: "Motion to appoint \_\_\_\_\_ to serve the balance of the unexpired term of Mayor [NAME]."
4. If the motion fails, the Council has two more votes to appoint an applicant.
5. If a Mayor applicant is not appointed by the Council within 45 days, the Mayor Pro Tem must within 60 days of the declaration make the appointment from the applicants selected by the Council.
6. At a regular or special meeting the Mayor Pro Tem will state: "I Mayor Pro Tem [NAME] appoint \_\_\_\_\_ to serve the balance of the unexpired term of Mayor [NAME]."
7. The applicant appointed will take their Oath of Office as soon as possible to begin their term on the City Council.

***(Notice Example)***

**NOTICE OF COUNCIL VACANCY**

**NOTICE IS HEREBY GIVEN** that the City of Brooklyn Park is accepting applications from Brooklyn Park residents interested in an appointment to fill the remaining term of a Mayor/Council seat. The term expires on [DATE].

The Council may appoint any individual who is eligible for election to the office of City Council. To be eligible, a person must be a U.S. citizen, a resident of the City and at least 21 years old.

Application forms are available at City Hall, 5200 85<sup>th</sup> Avenue North, Brooklyn Park, MN 55443, or by contacting the City Clerk at 763-493-8180, or via e-mail at [bpcityclerk@brooklynpark.org](mailto:bpcityclerk@brooklynpark.org).

Applications are due by 4:30 p.m. on [DATE]. Applications will be reviewed and interviews conducted with the City Council prior to the Council making an appointment to fill the position.

Devin Montero, City Clerk

To be published in the Sun Post on [DATE]

*Other Suggested Postings:*

- *Brooklyn Park City Hall*
- *Cable Access Channel*
- *City of Brooklyn Park website*
- *Twitter*
- *Facebook*
- *Minority Newspapers*

***(Example Letter)***

TO: Mayor/Council Member Applicants

RE: City Council Appointment

Thank you for your interest in being appointed to the Brooklyn Park City Council.

The position involves three regular Council meetings each month which are held on the first, second and fourth Mondays at 7:00 p.m. in the City Hall Council Chambers and an Economic Development Authority meeting which is held on the third Monday of each month at 7:00 p.m. at City Hall.

Special meetings may be called as the need arises. The Mayor/Council Member will be appointed to serve on other boards, committees, or task forces.

Enclosed is an application and questionnaire to be completed and returned to City Hall. The forms returned will be given to the Council for their review. The Council will then interview all interested applicants prior to their [DATE], City Council Meeting beginning at 7:00 p.m. in the City Hall Council Chambers.

If you have any further questions, please feel free to contact City Hall. The application and questionnaire should be returned to City Hall no later than [DATE], at 4:30 p.m.

Sincerely,

Jay Stroebel  
City Manager

APPOINTMENT SCHEDULE:

[DATE], [TIME]	Deadline for Applications
[DATE], [TIME]	Council Reviews Applications and selects Finalist
[DATE], [TIME]	Council conducts interviews at a regular or special meeting
[DATE], [TIME]	Council makes the appointment to fill the remaining term at a regular or special meeting

**(Example Application)**

**CITY OF BROOKLYN PARK  
5200 85<sup>TH</sup> AVENUE NORTH  
BROOKLYN PARK, MN 55443**

**APPLICATION FOR POSITION OF MAYOR/COUNCIL MEMBER**

The City prohibits discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to public assistance, membership, or activity in a local commission, disability, or age in all aspects of our personnel policies, practices, and operations.

The position involves three regular meetings each month, held on the first, second and fourth Mondays at 7:00 p.m. at City Hall, and an Economic Development Authority meeting on the third Monday of each month at 7:00 p.m. at City Hall. Special meetings are called as needed. A Council Member will be appointed to serve on other boards, committees, and task forces.

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Email: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**(Example Questions)**

1. How long have you lived in Brooklyn Park?
2. What is your current occupation and where do you work?
3. Being part of the City Council requires attendance at nighttime meetings and functions. Does your work schedule allow you to attend those occasional meetings?
4. Briefly describe your involvement in the Brooklyn Park Community including the organizations to which you currently belong as well as organizations in which you've been active in the past.
5. What aspects of your current or past occupation(s) will help you as a Mayor/Council Member?
6. Have you ever participated as a citizen on any advisory committee? Explain your experience.
7. What do you think are the major issues currently facing the City?
8. Why does the appointment to this elective office interest you? Why should the City Council appoint you to this vacancy?

**Qualifications for Office:**

- I will be 21 years of age.
- I will have been a resident of the City of Brooklyn Park for 30 days prior to [Date/Month].
- I have not been convicted of a felony, or if convicted, I have had my civil rights restored.

I have read and understand the above qualifications of office and they are true. I also attest that the answers on this application are true and correct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.12	<b>Meeting Date:</b>	January 5, 2026
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	X	<b>Prepared By:</b>	Katrina Doshier, Program Assistant
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Jay Stroebe, City Manager
<b>Item:</b>	Resolution Relating to Business Expenses of the City Council		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2026-\_\_\_\_\_ RELATING TO BUSINESS EXPENSES OF THE CITY COUNCIL.

## Overview:

The sole purpose of this resolution is to inform that unreimbursed out-of-pocket expenses incurred by Council members as part of their duties are lawful business expenses for federal and state income tax purposes.

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

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

## Attachments:

4.12A RESOLUTION

RESOLUTION #2026-

RESOLUTION RELATING TO BUSINESS  
EXPENSES OF THE CITY COUNCIL

WHEREAS, members of the City Council are paid a salary each month in accordance with the terms of the City Charter and City Code; and

WHEREAS, it has been and it is the policy of this Council that other business expenses are not reimbursed unless the activity is specifically directed and approved by the Council as a body; and

WHEREAS, the City of Brooklyn Park is a large, growing suburban community and has numerous challenges, which require Council Members to travel with their personal cars and to use their personal finances to pay these business expenses; and

WHEREAS, members of the City Council are frequently required to meet with persons interested in locating industry, persons who have problems that relate to the City which require attention from the members of the Council, and all of these expenses have been paid for by the individual members of the Council; and

WHEREAS, it is deemed necessary to act as a corporate body to memorialize that these types of unreimbursed out-of-pocket expenses incurred by the Mayor and City Council Members are lawful business expenses for federal and state income tax purposes.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park:

1. Out-of-pocket expenses incurred by the Mayor and City Council Members as part of their duties as Mayor and City Council Members are not reimbursed by the City unless so authorized and directed by the Council.
2. The Mayor and members of the City Council are expected, as part of their duties, to travel throughout the community to meet with residents, developers, or persons interested in locating in the community and to meet with members of the staff or officials of other communities or agencies to promote the general welfare of the City of Brooklyn Park. The out-of-pocket expenses incurred by Council Members in carrying out these official duties are lawful business expenses for federal and state income tax purposes.

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.13	<b>Meeting Date:</b>	January 5, 2026
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Community Development Rental and Business Licensing
<b>Resolution:</b>	X	<b>Prepared By:</b>	Megan Bookey, Program Assistant III
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Keith Jullie, Rental and Business Licensing Manager
<b>Item:</b>	Approving the Issuance of a Lawful Gambling Premises Permit for Edinburgh USA Pro Am at Reyes Restaurant Bar, 7901 Brooklyn Blvd. N. Brooklyn Park, MN 55445		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2026-\_\_\_\_ APPROVING THE ISSUANCE OF A LAWFUL GAMBLING PREMISES PERMIT FOR EDINBURGH USA PRO AM AT REYES RESTAURANT BAR, 7901 BROOKLYN BLVD N. BROOKLYN PARK, MINNESOTA.

## Overview:

Edinburgh USA Pro-Am submitted a completed application for a Lawful Gambling Premises Permit to conduct paper and electronic pull-tab sales, bar bingo, and paddlewheel at Reyes Restaurant Bar located at 7901 Brooklyn Blvd N., Brooklyn Park, MN

The Gambling Control Board requires a resolution approving the application for the premises permit for the lawful gambling license. The completed application and adopted resolution will be sent to the Gambling Control Board for final action. Edinburgh USA Pro Am currently conducts lawful gambling at Cam's Eatery on 63<sup>rd</sup> Ave & Boone Ave and at Tavern at Edinburgh at the city owned golf course clubhouse. City code allows up to three locations to be run by one organization.

Staff have reviewed the application and location for this Lawful Gambling Premises Permit and recommends approval of the permit.

**Primary issues/alternatives to consider:** N/A

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

## Attachments:

4.13A RESOLUTION

RESOLUTION #2026

RESOLUTION APPROVING THE ISSUANCE OF A LAWFUL GAMBLING PREMISES  
PERMIT FOR EDINBURGH USA PRO AM AT REYES RESTAURANT BAR, 7901 BROOKLYN BLVD N.  
BROOKLYN PARK

WHEREAS, the Edinburgh USA Pro Am have applied to the Minnesota Charitable Gambling Control Board for a lawful gambling premises permit at Reyes Restaurant Bar, 7901 Brooklyn Blvd N.; and

WHEREAS, the Edinburgh USA Pro Am agree to provide to the City of Brooklyn Park monthly copies of the monthly reports they submit to the Gambling Control Board; and

WHEREAS, the Edinburgh USA Pro Am have a lease agreement with Reyes Restaurant Bar to conduct lawful gambling at their location; and

WHEREAS, the Edinburgh USA Pro Am currently conducts lawful gambling at Cam's Bar and Eatery and at Tavern at Edinburgh in Brooklyn Park; and

WHEREAS, the Edinburgh USA Pro Am and Reyes Restaurant Bar meets Brooklyn Park ordinance requirements to conduct lawful gambling.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park that approval is granted for a lawful gambling premises permit for the Edinburgh USA Pro Am at Reyes Restaurant Bar located at 7901 Brooklyn Blvd N. Brooklyn Park, Minnesota.

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.14	<b>Meeting Date:</b>	January 5, 2026
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Community Development
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Megan Bookey, Program Assistant III
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Keith Jullie, Rental and Business Licensing Manager
<b>Item:</b>	Approve a Tobacco License for Jerry Dangerfield, dba Dangerfield Tobacco, Located at 7970 Brooklyn Blvd N. Brooklyn Park, MN 55443		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE A TOBACCO LICENSE FOR JERRY DANGERFIELD DBA DANGERFIELD TOBACCO, LOCATED AT 7970 BROOKLYN BLVD NORTH, BROOKLYN PARK, MN 55443

## Overview:

This is a new retail tobacco shop license being issued to Jerry Dangerfield for his business named Dangerfield Tobacco located at 7970 Brooklyn Blvd N. This retail shop is located within the Small Business Center and has been approved for use by City staff.

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

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

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

**Attachments:** N/A

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.15	<b>Meeting Date:</b>	January 5, 2026
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Community Development
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Megan Bookey, Program Assistant III
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Keith Jullie, Rental and Business Licensing Manager
<b>Item:</b>	Approve a Tobacco License for Quick One Smoke Shop Inc., dba Quick One Smoke Shop, Located at 5706 Brookdale Drive N. Brooklyn Park, MN 55443		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE A TOBACCO LICENSE FOR QUICK ONE SMOKE SHOP INC. DBA QUICK ONE SMOKE SHOP, LOCATED AT 5706 BROOKDALE DRIVE N., BROOKLYN PARK, MN 55443

## Overview:

This is a new retail tobacco shop license being issued to Abdigani Hussein for Quick One Smoke Shop located at 5706 Brookdale Drive N. This business use is allowed at this location.

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

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

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

**Attachments:** N/A

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.16	<b>Meeting Date:</b>	January 5, 2026
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Community Development
<b>Resolution:</b>	X	<b>Prepared By:</b>	Josephine Thao, Project Facilitator
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Josephine Thao, Project Facilitator
<b>Item:</b>	Consider Authorizing the Acquisition of Certain Real Property from the Brooklyn Park Economic Development Authority for the Purpose of Constructing the Brooklyn Park Fire Station 2		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2026-\_\_\_\_ AUTHORIZING THE ACQUISITION OF CERTAIN REAL PROPERTY FROM THE BROOKLYN PARK ECONOMIC DEVELOPMENT AUTHORITY FOR THE PURPOSE OF CONSTRUCTING THE BROOKLYN PARK FIRE STATION 2.

## Overview:

The purpose of this report is to request that the City Council consider authorizing the acquisition of the Brooklyn Park Economic Development Authority (EDA)-owned property located at 8600 Zane Avenue North (PID 1611921340006) for the development of the Brooklyn Park Fire Station 2. The EDA held a duly noticed public hearing at the EDA meeting on December 15, 2025, and approved the conveyance of the property to the City of Brooklyn Park (City).

This site was originally acquired by the EDA to preserve opportunities for economic development or future City facility needs. As the site has been formally designated for construction of Fire Station 2, the proposed acquisition will transfer ownership from the EDA to the City and provide reimbursement for the EDA's original acquisition and demolition costs.

The 4.45-acre parcel is zoned Institutional, making it appropriate for public facility development. The City has identified the property as strategically important for enhancing fire and emergency services coverage, particularly to support growing residential and commercial areas in central Brooklyn Park. Authorizing the acquisition will allow the City to move forward with development of critical public safety infrastructure.

## Background:

In 2019, the City Council discussed potential acquisition of the property and directed staff to pursue purchase to support Community Activity Center parking needs and preserve future expansion or redevelopment opportunities. The property was subsequently acquired by the EDA in 2020.

Also in 2019, the City initiated a Fire Station Facilities Assessment to evaluate current and future service needs, which identified the site as a preferred location for a new fire station. By 2023, further analysis confirmed the site as the future location of Brooklyn Park Fire Station 2, with final authorization for development granted in 2025.

## Primary Issues/Alternatives to Consider:

The City proposes to purchase the property from the EDA for a total price of \$500,000 to compensate the EDA for the \$400,000 original purchase price and \$100,000 expended to demolish the existing building on the site. The funds for the acquisition are included in the approved Fire Station 2 project budget.

**Budgetary/Fiscal Issues:**

In addition to the purchase price, the acquisition is expected to incur minimal fees, including costs associated with legal counsel's preparation of documentation, a material compliance review, and recording fees required by Hennepin County. City staff and officials are authorized to take all actions necessary to complete the purchase and transfer of the property, including, without limitation, the execution of a quit claim deed and any other documents necessary to acquire the property from the EDA.

**Attachments:**

- 4.16A RESOLUTION
- 4.16B LOCATION MAP

## RESOLUTION #2026-

RESOLUTION AUTHORIZING THE ACQUISITION OF CERTAIN REAL PROPERTY  
FROM THE BROOKLYN PARK ECONOMIC DEVELOPMENT AUTHORITY  
FOR THE PURPOSE OF CONSTRUCTING THE BROOKLYN PARK FIRE STATION 2

WHEREAS, on December 15, 2025, the Brooklyn Park Economic Development Authority (“EDA”) held a public hearing regarding the conveyance of certain EDA owned real property located at 8600 Zane Avenue North (PID No. 1611921340006) legally described as Lot 1, Block 1, City of Brooklyn Park Addition, according to the recorded plat thereof, Hennepin County, Minnesota (“Property”), and approved the conveyance of the Property to the City of Brooklyn Park; and

WHEREAS, the City identified the Property as an appropriate location for the development of public safety infrastructure, and strategically important for enhancing fire and emergency services coverage, and proposed constructing Fire Station 2 at the Property; and

WHEREAS, the City desires to purchase the Property from the EDA for the price of \$500,000 to compensate the EDA for the \$400,000 original purchase price and \$100,000 expended to demolish an existing building; and

WHEREAS, the City Council determines that the proposed acquisition has no relationship to the comprehensive plan, pursuant to Minnesota Statute, Section 462.356, subd. 2.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park as follows:

1. The City Council hereby approves the purchase of the Property for the price of \$500,000.
2. City staff and officials are authorized to take all actions necessary to complete the purchase and transfer of the Property, including without limitation the execution of a quit claim deed and any documents necessary to acquire the Property from the EDA.
3. The City Manager, City staff, and City consultants are hereby authorized and directed to take any and all additional steps and actions necessary or convenient in order to accomplish the intent of this resolution.

# 8600 ZANE AVENUE NORTH



Map Scale = 1: 1,162

97 ft  1 in

Map provided by the City of Brooklyn Park, MN. This map is for general reference only. It is not for legal, engineering, or surveying use. Please contact the sources of the information if you desire more details. [www.brooklynpark.org](http://www.brooklynpark.org)

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.17	<b>Meeting Date:</b>	January 5, 2026
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Police Department
<b>Resolution:</b>	X	<b>Prepared By:</b>	Stephanie Heiberger, Administrative Assistant
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Police Chief Mark Bruley
<b>Item:</b>	Amend the Contract with Hennepin County for the Continued Funding of the Joint Community Police Partnership		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2026-\_\_\_\_\_ AMENDING A CONTRACT WITH HENNEPIN COUNTY FOR THE CONTINUED FUNDING OF THE JOINT COMMUNITY POLICE PARTNERSHIP.

## Overview:

Beginning in 2007, Hennepin County provided funding to the City of Brooklyn Park for the Joint Community Police Partnership (JCPP). The mission of the JCPP is to enhance communications and understanding between law enforcement and multicultural residents. The Police Department seeks to amend the current contract with Hennepin County to support this program. The current agreement extends through December 2026. The purpose of this amendment is to assign a dollar amount to the 2026 fiscal year. The agreement would provide the Police Department with an embedded community liaison to facilitate engagement of culturally diverse communities.

According to the agreement the Police Department is responsible for 30% of the salary and benefits of a community liaison, with a not-to-exceed amount of \$50,120 per liaison. Based on the city's 2026 budget process, the police department intends to only have one JCPP liaison for the 2026 fiscal year.

## Primary Issues/Alternatives to Consider:

Due to current staffing levels within the police department, we do not have a community engagement officer assigned to support this work. If this contract is not renewed, we will lose the community liaison assigned to our department and will not be able to maintain our current level of strategic, multicultural engagement.

## Budgetary/Fiscal Issues:

This contract was included as a line item in the approved 2026 budget.

## Attachments:

- 4.17A RESOLUTION
- 4.17B AGREEMENT

RESOLUTION #2026-

RESOLUTION AMENDING A CONTRACT WITH HENNEPIN COUNTY FOR THE  
CONTINUED FUNDING OF THE JOINT COMMUNITY POLICE PARTNERSHIP

WHEREAS, the mission of the Joint Community Police Partnership is to enhance communications and understanding between law enforcement and multicultural residents; and

WHEREAS, this agreement provides for a community liaison assigned to the Police Department to facilitate engagement of culturally diverse communities.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park that the City approve a contract with Hennepin County for the continued funding of the Joint Community Police Partnership.

**AMENDMENT #3 TO COOPERATIVE AGREEMENT FOR JOINT COMMUNITY  
POLICE PARTNERSHIP**

This agreement ("Agreement") is between the COUNTY OF HENNEPIN, STATE OF MINNESOTA, A-2300 Government Center, Minneapolis, Minnesota 55487 ("COUNTY"), on behalf of the Hennepin County Human Services Department ("HSPHD"), and City of Brooklyn Park ("CITY") on behalf of its Police Department ("PD"), 5200 85th Avenue North, Brooklyn Park, Minnesota 55443. The parties to this Agreement may also be referred to individually as "Party" or collectively as "Parties".

IT IS HEREBY AGREED that Agreement No. A2412160 between the above-named parties, including prior amendments if any, is hereby amended in accordance with the provisions set forth below.

Clause 3, FUNDING/PAYMENT, paragraph A., shall be amended to read:

**3. FUNDING/PAYMENT**

- A. PD will provide funding, via its approved budget, for 30% of the salary and benefits of one HSPHD Senior Administrative Assistant full-time equivalent (FTE) for the period January 1, 2024, through May 31, 2024.

PD will provide funding, via its approved budget, for 30% of the salary and benefits of two HSPHD Senior Administrative Assistant FTEs for the period June 1, 2024, through December 31, 2024.

The annual not-to-exceed for 2024 is \$62,486.

PD will provide funding, via its approved budget, for 30% of the salary and benefits of two HSPHD Senior Administrative Assistant FTEs for the period January 1, 2025, through December 31, 2025. The annual not-to-exceed for 2025 is \$93,716.

PD will provide funding, via its approved budget, for 30% of the salary and benefits for at least one and up to two HSPHD Senior Administrative Assistant FTEs for the period January 1, 2026, through December 31, 2026. The annual not-to-exceed for 2026 for each HSPHD Senior Administrative Assistant FTE is \$50,120.

This amendment shall be effective January 1, 2026.

Except as herein amended, the terms, conditions and provisions of said Contract No. A2412160, including prior amendments or ministerial adjustments if any, shall remain in full force and effect.

(The remainder of this page intentionally left blank.)

**HENNEPIN COUNTY ADMINISTRATOR APPROVAL  
COOPERATIVE AGREEMENT**

The Parties hereto agree to be bound by the provisions set forth in this Agreement.

Reviewed for COUNTY by the  
County Attorney's Office

\_\_\_\_\_

Date: \_\_\_\_\_

COUNTY OF HENNEPIN  
STATE OF MINNESOTA

By: \_\_\_\_\_  
County Administrator

Date: \_\_\_\_\_

Reviewed by

By: \_\_\_\_\_  
County Administration Clerk

Date: \_\_\_\_\_

Reviewed by

By: \_\_\_\_\_  
Deputy County Administrator

Date: \_\_\_\_\_

CITY OF BROOKLYN PARK

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.18	<b>Meeting Date:</b>	January 5, 2026
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Police Department
<b>Resolution:</b>	X	<b>Prepared By:</b>	Stephanie Heiberger, Administrative Assistant
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Police Chief Mark Bruley
<b>Item:</b>	Bureau of Criminal Apprehension Violent Crime Reduction Unit Joint Powers Agreement		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2026-\_\_\_\_ TO APPROVE A JOINT POWERS AGREEMENT WITH THE STATE OF MINNESOTA FOR THE BUREAU OF CRIMINAL APPREHENSION VIOLENT CRIME REDUCTION UNIT.

## Overview:

The Brooklyn Park Police Department (BPPD) continue with a joint powers agreement with the State of Minnesota to work cooperatively with the Bureau of Criminal Apprehension (BCA) as part of the Violent Crime Reduction Unit (VCRU). The BPPD and BCA wish to work together to prevent, investigate, and prosecute violent crimes, including but not limited to murder and assaults, the trafficking of illicit drugs and firearms, carjacking, and other violent crimes. Participating in the VCRU will expand upon the resources available to the City to address violent crime.

Through this agreement, the BPPD will assign an investigator to the VCRU. The agreement will become effective on the date the BCA receives all signatures pursuant to Minnesota Statutes 16C.05, subdivision 2 and will remain in effect for three years, unless otherwise terminated pursuant to clause 14 of the agreement. The agreement provides reimbursement of the full salary and fringe costs for the assigned detective, as well as overtime costs up to \$21,000 for each BCA fiscal year of June through July. The purpose of this version of the agreement is to extend the project through 2027 and to outline the BCA's requested monthly reporting.

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

## Budgetary/Fiscal Issues:

This agreement is already accounted for in the police department's annual budget for 2026.

## Attachments:

- 4.18A RESOLUTION
- 4.18B AGREEMENT

RESOLUTION #2026-

TO APPROVE A JOINT POWERS AGREEMENT WITH THE STATE OF MINNESOTA FOR THE BUREAU  
OF CRIMINAL APPREHENSION VIOLENT CRIME REDUCTION UNIT

WHEREAS, the Police Department seeks to enter into a joint powers agreement with the State of Minnesota to work cooperatively with the Bureau of Criminal Apprehension as part of the Violent Crime Reduction Unit; and

WHEREAS, the agreement provides reimbursement for the full salary and fringe costs for the assigned detective, as well as limited overtime costs; and

WHEREAS, this agreement will expand the resources available to the city to address violent crime.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to approve a joint powers agreement with the State of Minnesota for the Bureau of Criminal Apprehension Violent Crime Reduction Unit.



## STATE OF MINNESOTA BCA VIOLENT CRIME REDUCTION UNIT JOINT POWERS AGREEMENT

This Joint Powers Agreement ("Agreement") is between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and **City of Brooklyn Park acting on behalf of its Police Department, 5400 85<sup>th</sup> Ave N, Brooklyn Park, MN 55443** ("Governmental Unit"). BCA and the Governmental Unit may be referred to jointly as "Parties."

### Recitals

Under Minnesota Statutes § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements to jointly and cooperatively exercise their powers. The Parties wish to work together to prevent, investigate, and prosecute violent crimes, including but not limited to murder and assaults, the trafficking of illicit drugs and firearms, carjacking, and other violent crimes. The Governmental Unit wishes to work cooperatively with the BCA's Violent Crime Reduction Unit ("VCRU"), which uses an array of proactive and reactive investigative techniques to prevent, investigate, and prosecute violent crime; gathers information necessary to identify crime patterns and uses this information to develop strategies for prevention and enforcement; and conducts outreach and education to community members, groups, and stakeholders in order to facilitate the creation and implementation of solutions to deter and prevent violent crime..

### Agreement

1. **Term of Agreement; Relationship between the Parties.**
  - 1.1 **Effective Date.** This Agreement is effective on the date the BCA obtains all required signatures pursuant to Minnesota Statutes § 16C.05, subdivision 2.
  - 1.2 **Expiration Date.** This Agreement expires three (3) years from the Effective Date, unless terminated at an earlier date pursuant to clause 14.
  - 1.3 **Relationship between the Parties.** This Agreement does not establish an employment relationship between the BCA and the Governmental Unit, nor any persons performing under the Agreement.
2. **Purpose.** The Governmental Unit and the BCA enter into this Agreement to facilitate the cooperation and coordination of the Governmental Unit with the work of the VCRU, consideration that may be paid by BCA to the Governmental Unit for its expenses incurred in the course of VCRU participation, and to identify what the Parties, either individually or jointly, will provide pursuant to VCRU operations.
3. **Responsibilities of the Governmental Unit.** The VCRU's interagency collaborative approach is implemented through the performance of the following activities by the Governmental Unit and any individuals working with the VCRU on its behalf, under the leadership of the Special Agent in Charge of the VCRU ("the SAIC") and the VCRU's Assistant Special Agents in Charge ("ASAICs"):
  - A. Assign one or more investigators or employees of the Governmental Unit to the VCRU. This agreement shall refer to them as "Assigned Investigator" or "Assigned Employee," throughout. These Assigned Investigators or Assigned Employees must be approved to participate in VCRU activities, in advance of doing so, by the BCA's Deputy

SWIFT Contract Number: **280355**

Superintendent - Investigations. During the period of assignment to this task force, the Governmental Unit will remain responsible for establishing the salary and benefits, including overtime, of the Assigned Investigator(s) and/or Assigned Employee(s), and for making all payments due them. The BCA will reimburse the Governmental Unit for the full salary and fringe costs of each Assigned Employee or Assigned Investigator. For each Assigned Employee or Assigned Investigator, the BCA will reimburse overtime costs up to \$21,000.00 per BCA fiscal year, i.e. July 1 through June 30, corresponding to clause 1, "Term of Agreement."

- B.** Be willing and able to respond and/or work jointly on violent crimes and complete any duties assigned to the Governmental Unit, by the SAIC, for the duration of the term of this Agreement.
- C.** Conduct investigations in accordance with provisions of state and federal law, BCA policies and operating procedures as indicated herein, and any other investigative standards required of a BCA Special Agent.
- D.** Investigate illicit firearms trafficking crimes committed by organized groups or individuals, including the trafficking in illicit firearms parts and the illicit manufacture of firearms.
- E.** Investigate homicide, assault, carjacking and other crimes against the person as directed by the SAIC/ASAICs, utilizing best investigative practices to create prosecutable cases, and providing support to victims and witnesses involved therein.
- F.** Investigate illicit street racing and automobile theft cases with a focus on identifying and disrupting organizations or networks of individuals involved in the commission or facilitation of such crimes.
- G.** Where indicated to have a nexus with firearms crimes or other violent crimes under VCRU investigation, investigate illicit drug trafficking crimes as necessary to facilitate VCRU investigative purposes.
- H.** Participate in operations to apprehend dangerous fugitives as directed by the SAIC/ASAICs.
- I.** Maintain accurate records of prevention, education, and enforcement activities, to be collected and forwarded quarterly to the SAIC for statistical reporting purposes.
- J.** Prepare an operational briefing sheet for each active operation, including deconfliction measures as directed, to be approved by the SAIC/ASAICs.
- K.** Prepare investigative reports to be submitted to the BCA's chain of command.
- L.** Ensure evidence collected is appropriately collected, accounted for, and retained in a BCA-authorized secure facility.
- M.** Each assigned investigator will be issued a body-worn camera by the BCA, to be utilized in the course of VCRU activities. Assigned investigators will adhere to BCA's policies regarding body-worn cameras and shall ensure footage captured by BCA-issued cameras is appropriately uploaded to the BCA system(s).
- N.** Participate in training as directed by the SAIC/ASAICs or designee(s).
- O.** While conducting VCRU activities, adhere to the following BCA policies and/or procedures:
  1. BCA-1008 Operation of a State Vehicle
  2. DPS-5100 Acceptable Use of Department Computers, Electronic Equipment, Information Systems and Resources
  3. INV-7002 Informants
  4. INV-7003 Confidential Funds
  5. INV-7004 Police Pursuits and Emergency Vehicle Operations
  6. INV-7010 Critical Incidents
  7. INV-7013 Evidence Handling
  8. INV-7014 Procession of Property Seized for Administrative Forfeiture
  9. INV-7015 Inventory of Seized Impounded Vehicles
  10. INV-7016 Consumption of Alcoholic Beverages
  11. INV-7017 Reverse Undercover Drug Operations
  12. INV-7020 Radio Communications
  13. INV-7022 Cellular Exploitation Equipment

SWIFT Contract Number: **280355**

14. INV-7026 Online Resources and Social Media in Investigative Activities
  15. INV-7030 Arrest of Foreign Nationals, Consular Notification, and Diplomatic Immunity
  16. INV-7033 Unmanned Aircraft Systems
  17. INV-7034 Conflicts of Interest
  18. INV-7035 Search Warrants for Nighttime and/or Unannounced Entry
  19. INV-7037 Body Worn Cameras
- P.** While conducting VCRU activities, adhere to required policies, operations plans, or other operational guidance issued by the SAIC/ASAICs, including new policies governing VCRU activities as directed.
- Q.** Assigned Investigators must comply with the use of force provisions of their home agency's policies/procedures. Assigned Investigators must also comply with directives issued by the SAIC/ASAICs. In the event of a conflict between the use of force requirements of the Assigned Investigator's home agency policy, and the policies or directives of the VCRU, the policies and procedures of the home agency shall govern. Prior to deployment in the field, Assigned Investigators will confer with the VCRU SAIC/ASAIC to identify any potential use of force policy conflicts and work to resolve them in advance of operational activities.
- R.** Utilize task management and accountability programs and procedures, including Time Tracker, as directed by the SAIC/ASAICs.
- S.** Submit all requests in the requested format for reimbursement in a timely manner to the SAIC.
- 4. Responsibilities of the BCA.** The aforementioned approach will be implemented through the performance of the following activities by the BCA:
- A.** Provide the VCRU with a BCA Special Agent in Charge to serve as the SAIC of the VCRU.
  - B.** Provide guidance and training, as appropriate, on all VCRU standards to be followed by the Governmental Unit, Assigned Investigators, and Assigned Employees.
  - C.** Review, approve or decline, or request additional information on appropriately submitted and pre-approved reimbursement requests, within three (3) business days of receipt. The BCA will reimburse the Governmental Unit's VCRU activities as funding allows.
  - D.** Provide reimbursement within thirty (30) business days of the appropriately submitted and pre-approved reimbursement requests directly to the Governmental Unit.
  - E.** Provide supplies and equipment to Assigned Investigators and Assigned Employees. Supplies issued to Assigned Investigators include, but are not limited to, a squad vehicle, a body worn camera, a computer, a cellular phone, and office supplies. Supplies issued to civilian Assigned Employees include, but are not limited to, a computer, a cellular phone, and office supplies. Supplies issued to Assigned Investigators and Assigned Employees remain the property of the State of Minnesota and shall be returned to the custody of BCA when the Assigned Investigator or Assigned Employee leaves the VCRU.
  - F.** Provide copies of body worn camera footage that captures or documents the activities of the Governmental Unit's Assigned Investigator for purposes of internal review/investigation by the Governmental Unit, upon request of the Assigned Investigator's chief law enforcement officer. Body worn camera recordings shall be treated in accordance with the Minnesota Government Data Practices Act, the premature disclosure of which could reasonably be expected to interfere with criminal investigation and prosecution. The Governmental Unit shall not further disseminate the recording(s) beyond the Governmental Unit or release to the public without consultation with the BCA.
  - G.** Provide evidence storage at BCA headquarters or a BCA-approved secure facility.
  - H.** Proceeds from assets seized through VCRU activities and forfeited through judicial proceedings shall be maintained in a separate fund administered by the state, for purposes of offsetting equipment expenses, future salaries, and other expenses incurred by the VCRU. The BCA retains the right to distribute proceeds from forfeited assets to the Governmental Unit at its discretion.

SWIFT Contract Number: **280355**

5. **Standards of the Governmental Unit.** The following standards must be met by the Governmental Unit, each Assigned Investigator, and each Assigned Employee:
  - A. Assigned Investigators must be licensed peace officers in good standing with the Minnesota Peace Officer's Standards and Training Board (POST). Assigned Investigators and Assigned Employees must be in good standing with their home agency.
  - B. Assigned investigators and Assigned Employees must be skilled in a broad array of investigative technologies and techniques, to be used as appropriate, throughout their work with the VCRU.
  - C. Assigned Investigators and Assigned Employees must utilize task management and accountability programs and procedures, including Time Tracker, as directed by the SAIC/ASAICs.
  - D. Assigned Investigators and Assigned Employees will follow all applicable and appropriate state and/or federal laws in all VCRU-related activities.
  - E. Assigned Investigators and Assigned Employees must be employed by the Governmental Unit.
  - F. Assigned Investigators and Assigned Employees must follow best law enforcement practices in the discharge of their VCRU duties, conducting themselves with the highest degree of professionalism, avoiding any conflicts of interest, and conducting their activities impartially.
  
6. **Employment Relationship.** This Agreement shall not be deemed to construe an employment relationship between the Assigned Investigators and/or Assigned Employees and the BCA. All Assigned Investigators & Assigned Employees from the Governmental Unit shall continue to be employed and directly supervised by the same Governmental Unit currently employing that member, regardless of their participation in VCRU activities. All services, duties, acts, or omissions performed by the Assigned Employee or Assigned Investigator will be within the course and duty of their employment by the Governmental Unit and, shall therefore, be covered by any benefits or protections provided to them as employees of the Governmental Unit. This includes, but is not limited to, workers compensation, health, and dental benefits. Nothing in this Agreement shall otherwise limit the jurisdiction, powers, and responsibilities possessed by an Assigned Investigator and Assigned Employee of the Governmental Unit.
  
7. **Reimbursement of Expenses.** In order to obtain reimbursement for expenses associated with activities of the VCRU, the Governmental Unit must:
  - A. Submit a monthly invoice, in the appropriate format, for the reimbursement of funds expended as a result of the activities of the VCRU. An invoice must be submitted no later than the 10th calendar day of each month for all activities conducted during the previous month. For example, an invoice must be submitted by December 10, 2025, for activities conducted during November 2025.
  - B. The Governmental Unit must obtain pre-approval by the BCA before an Assigned Employee or Assigned Investigator works overtime. If and when this pre-approval is received, the Governmental Unit may expend funds for overtime costs to be reimbursed within the limitations of the pre-approval.
  - C. In order to receive reimbursement following expenditures, the Governmental Unit must submit documentation to support the invoice.
  
8. **Authorized Representatives.**

The BCA's Authorized Representative is the individual noted below, or his successor:

Name: Scott Mueller, Deputy Superintendent  
Address: Department of Public Safety, Bureau of Criminal Apprehension  
1430 Maryland Avenue East  
Saint Paul, MN 55106  
Telephone: 651-793-1129  
Email: Scott.D.Mueller@state.mn.us

SWIFT Contract Number: **280355**

The Governmental Unit's Authorized Representative is the individual noted below or his/her successor:

Name: Mark Bruley, Chief  
Address: 5400 85<sup>th</sup> Ave N  
Brooklyn Park, MN 55443  
Telephone: 763.493.8222  
Email: [mark.bruley@brooklynpark.org](mailto:mark.bruley@brooklynpark.org)

If either of the Parties must change its Authorized Representative, notice must be provided, in writing, to the other party.

If either Authorized Representative will be unavailable for a significant period of time, a temporary Authorized Representative may be assigned via the same notice process.

**9. Assignment, Amendments, Waiver, and Agreement Complete.**

- A. Assignment.** The Governmental Unit may neither assign nor transfer any rights or obligations under this Agreement.
- B. Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by both Parties, through their Authorized Representatives.
- C. Waiver.** If the BCA fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- D. Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

**10. Liability.** The Parties agree that each will be responsible for its own acts, omissions, and/or the results thereof, to the extent permitted by law and shall not be responsible for the acts or omissions of any others, and/or the results thereof. The BCA's liability shall be governed by provisions of the Minnesota Tort Claims Act, Minnesota Statutes § 3.736, and other applicable law. The Governmental Unit's liability shall be governed by provisions of the Municipal Tort Claims Act, Minnesota Statutes §§ 466.01-466.15, and other applicable law.

**11. Audits.** Under Minnesota Statutes § 16C.05, subdivision 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA and/or the State Auditor and/or Legislative Auditor for a minimum of six (6) years from the end of this Agreement.

**12. Government Data Practices.** The Governmental Unit and the BCA must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and other applicable law, as it applies to all data provided by the BCA under this Agreement and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.

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

**13. Governing Law, Jurisdiction, and Venue.** Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings that result out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

SWIFT Contract Number: **280355**

- 14. **Expiration and Termination.** Either party may terminate this Agreement at any time, with or without cause, upon 30 days written notice to the other party. To the extent funds are available, the Governmental Unit shall receive reimbursement in accordance with the terms of this Agreement through the end of the 30 days. Upon expiration or earlier termination of this Agreement, the Governmental Unit shall provide the VCRU SAIC all investigative equipment and supplies provided by the VCRU and/or the BCA.
- 15. **Survival of Terms.** The following clauses survive the expiration or cancellation of this Agreement: 10, Liability; 11, Audits; 12, Government Data Practices; and 13, Venue.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

**APPROVED:**

1. **STATE ENCUMBRANCE VERIFICATION**  
 Individual Certifies that funds have been encumbered as required by Minnesota Statutes §§ 16A.15 and 16C.05

3. **DEPARTMENT OF PUBLIC SAFETY;  
 BUREAU OF CRIMINAL APPREHENSION**

Signed: \_\_\_\_\_

By: \_\_\_\_\_  
(with delegated authority)

Date: \_\_\_\_\_

Title: \_\_\_\_\_

SWIFT  
PO Number: 3-93155

Date: \_\_\_\_\_

2. **GOVERNMENTAL UNIT**  
 The Governmental Unit certifies that the appropriate person(s) has (have) executed this Agreement on behalf of the Governmental Unit and its jurisdictional government entity as required by applicable articles, laws, by-laws, resolutions, or ordinances.

4. **COMMISSIONER OF ADMINISTRATION**  
 As delegated to the Office of State Procurement

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

ADMIN ID: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

SWIFT Contract Number: **280355**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	5.1	<b>Meeting Date:</b>	January 5, 2026
<b>Agenda Section:</b>	Public Hearing	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Devin Montero, City Clerk
<b>Ordinance:</b>	FIRST READING		
<b>Attachments:</b>	1	<b>Presented By:</b>	Amy Hanson, Charter Commission Chair
<b>Item:</b>	Public Hearing to Consider the Recommendation of the Brooklyn Park Charter Commission to Amend Chapter 4, Section 4.07 And Chapter 6, Sections 6.04 and 6.12 of the Home Rule City Charter		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT ON FIRST READING AN ORDINANCE AMENDING CHAPTER 4, SECTION 4.07 AND CHAPTER 6, SECTIONS 6.04 AND 6.12, OF THE HOME RULE CITY CHARTER.

## Overview:

In August 2025, the City Manager received correspondence from staff at the League of Minnesota Cities regarding Charter City Petition Requirements. The League has been contacting charter cities statewide to highlight an important compliance issue related to petition requirements for city residents.

Under Minnesota Rule 8205.1010, all petitions for elections in the state must include a space for signatories to provide their year of birth. This requirement ensures that each individual who signs a petition is a qualified voter within the city.

Upon review, the League noted that the city's existing charter provisions and petition forms did not include a field for the signatory's year of birth.

At its October 8 meeting, the Charter Commission reviewed the charter petition provisions and discussed the requirements set forth in Minnesota Rule 8205.1010. In addition to requiring the inclusion of the signatory's year of birth, the Rule also mandates specific statements related to the voter's oath and public inspection. The Commission requested that the City Attorney review the Rule and determine the necessary updates to the petition forms.

At its November 12 meeting, following discussion of the revised petitions, the Commission voted unanimously to submit proposed ordinance amendments to Chapter 4, Section 4.07, and Chapter 6, Sections 6.04 and 6.12 of the City Charter to the City Council for consideration.

The City Attorney reviewed Rule 8205.1010 and the proposed petition updates and concurs with the Charter Commission's recommendation.

## Primary Issues/Alternatives to Consider:

The following is a routine timetable:

November 24	Council set the public hearing
December 4	Public Hearing Notice and text of proposed ordinance is published
January 5, 2026	Public hearing and First Reading of Ordinance Held

January 12	Second Reading of Ordinance Held
January 22	Ordinance Published in Newspaper
April 21	Ordinance becomes effective (90 days after passage and publication)

Publication must be the exact language the Council will vote on.

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

**Attachments:**

5.1A ORDINANCE

ORDINANCE #2026-

AN ORDINANCE AMENDING CHAPTER 4, SECTION 4.07 AND CHAPTER 6, SECTIONS 6.04 AND 6.12  
OF THE HOME RULE CITY CHARTER

~~Text with strikeouts is proposed for deletion.~~  
Text with underline is proposed for insertion.

The City of Brooklyn Park does ordain:

**Section 1. Chapter 4, Section 4.07 of the City Charter is amended to read as follows:**

SECTION 4.07 NOMINATION PETITIONS

NOMINATION PETITION

We, the undersigned registered voters in the City of Brooklyn Park, hereby nominate \_\_\_\_\_, whose residence is \_\_\_\_\_ in the City of Brooklyn Park, for the office of \_\_\_\_\_ to be voted for at the regular municipal election to be held \_\_\_\_\_, 20\_\_\_\_; and we individually certify that we are qualified registered voters and that we have not signed more nomination petitions of candidates for this office than there are persons to be elected thereto.

SIGNER'S OATH

I swear (or affirm) that I know the contents and purpose of this petition and that I signed this petition only once and of my own free will.

\*\*\*\*All information must be filled in by person(s) signing the petition unless disability prevents the person(s) from doing so\*\*\*\*

	Name (Legal Signature)	Print Name	Address	Date
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

	Name (Legal Signature)	Print Name	Year Of Birth	Address	Date
1.					
2.					
3.					
4.					
5.					
6.					

7.				
8.				
9.				
10.				

\_\_\_\_\_, being duly sworn, deposes and says that he/she circulated the foregoing petition containing no more than 10 signatures, and that the signatures appended thereto were made in his/her presence and are the signatures of the persons whose names they purport to be and that such persons signed the petition of their own free will.

\_\_\_\_\_  
(Circulator)

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Notary Public

This petition, if found insufficient, shall be returned to \_\_\_\_\_  
at \_\_\_\_\_.

There must also be filed in the office of the City Clerk by the end of the filing period a written statement signed by the person nominated in a nomination petition, indicating his/her willingness to accept the office for which he/she is nominated, which statement should be in substantially the following form:

I hereby indicate my willingness to accept the office of \_\_\_\_\_ if elected.

\_\_\_\_\_  
(Signature of Candidate) (Date)

All information on this petition is subject to public inspection.

Page \_\_\_\_ of \_\_\_\_

**Section 2. Chapter 6, Section 6.04 of the City Charter is amended to read as follows:**

SECTION 6.04 FORM OF PETITION AND SIGNATURE PAPERS

INITIATIVE PETITION

Proposing an ordinance to \_\_\_\_\_ (stating the purpose of the ordinance), a certified copy of which is attached. The following committee of registered voters sponsors this proposed ordinance:

	Name (Legal Signature)	Name Printed	Address	Date
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

	Name (Legal Signature)	Print Name	<u>Year Of Birth</u>	Address	Date
1.					
2.					
3.					
4.					
5.					

The undersigned registered voters, understanding the terms and nature of the ordinance attached, petition the Council for its adoption, or, in lieu thereof, for its submission to the voters for their approval.

**SIGNER'S OATH**

I swear (or affirm) that I know the contents and purpose of this petition and that I signed this petition only once and of my own free will.

\*\*\*\*\*All information must be filled in by person(s) signing the petition unless disability prevents the person(s) from doing so\*\*\*\*\*

	Name (Legal Signature)	Name Printed	Address	Date
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

	Name (Legal Signature)	Print Name	<u>Year Of Birth</u>	Address	Date
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

(The affidavit of the person circulating the petition must be attached at the end of the list of signatures.)

All information on this petition is subject to public inspection.

Page \_\_\_\_ of \_\_\_\_

**Section 3. Chapter 6, Section 6.12 of the City Charter is amended to read as follows:**

SECTION 6.12 FORM OF PETITION AND SIGNATURE PAPERS

REFERENDUM PETITION

Proposing the repeal of an ordinance to \_\_\_\_\_ (stating the purpose of the ordinance) a certified copy of which is attached. The following committee of registered voters sponsors this proposed repeal:

	Name (Legal Signature)	Name Printed	Address	Date
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

	Name (Legal Signature)	Print Name	<u>Year Of Birth</u>	Address	Date
1.					
2.					
3.					
4.					
5.					

The undersigned qualified registered voters, understanding the nature of the ordinance attached and believing it to be detrimental to the welfare of the City, petition the Council for its submission to a vote of the voters for their approval or disapproval.

SIGNER'S OATH

I swear (or affirm) that I know the contents and purpose of this petition and that I signed this petition only once and of my own free will.

\*\*\*\*\*All information must be filled in by person(s) signing the petition unless disability prevents the person(s) from doing so\*\*\*\*\*

	Name (Legal Signature)	Name Printed	Address	Date
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

	Name (Legal Signature)	Print Name	<u>Year Of Birth</u>	Address	Date
1.					
2.					
3.					
4.					
5.					

6.				
7.				
8.				
9.				
10.				

(The affidavit of the person circulating the petition must be attached at the end of the list of signatures.)

All information on this petition is subject to public inspection.

Page \_\_\_\_ of \_\_\_\_

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	7.1	<b>Meeting Date:</b>	January 5, 2026
<b>Agenda Section:</b>	General Action Items	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Katrina Doshier, Program Assistant
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Hollies Winston, Mayor
<b>Item:</b>	Appointment of Council Liaisons to Commissions and Committees		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO CONFIRM THE MAYOR'S COUNCIL LIAISON APPOINTMENTS TO COMMISSIONS AND COUNCIL OR STAFF LIAISONS TO COMMITTEES FOR THE YEAR 2026.

MAYOR WINSTON TO APPOINT \_\_\_\_\_, \_\_\_\_\_ AND \_\_\_\_\_ AS MEMBERS OF THE AUDIT COMMITTEE.

MAYOR WINSTON TO APPOINT \_\_\_\_\_ AS LIAISON BETWEEN THE CITY COUNCIL AND THE BUDGET ADVISORY COMMISSION.

MAYOR WINSTON TO APPOINT \_\_\_\_\_ AS PRIMARY LIAISON BETWEEN THE CITY COUNCIL AND THE CHARTER COMMISSION.

MAYOR WINSTON TO APPOINT \_\_\_\_\_ AS ALTERNATE LIAISON BETWEEN THE CITY COUNCIL AND THE CHARTER COMMISSION.

MAYOR WINSTON TO APPOINT \_\_\_\_\_ AS LIAISON BETWEEN THE CITY COUNCIL AND THE COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION.

MAYOR WINSTON TO APPOINT \_\_\_\_\_ AS LIAISON BETWEEN THE CITY COUNCIL AND THE HUMAN RIGHTS COMMISSION.

MAYOR WINSTON TO APPOINT \_\_\_\_\_ AS LIAISON BETWEEN THE CITY COUNCIL AND THE PLANNING COMMISSION.

MAYOR WINSTON TO APPOINT \_\_\_\_\_ AS LIAISON BETWEEN THE CITY COUNCIL AND THE RECREATION AND PARKS ADVISORY COMMISSION.

MAYOR WINSTON TO APPOINT \_\_\_\_\_ AS PRIMARY LIAISON AND \_\_\_\_\_ AS ALTERNATE LIAISON BETWEEN THE CITY COUNCIL AND THE BROOKLYNS YOUTH COUNCIL.

MAYOR WINSTON TO APPOINT \_\_\_\_\_ AS PRIMARY LIAISON AND \_\_\_\_\_ AS ALTERNATE LIAISON BETWEEN THE CITY COUNCIL AND THE BROOKLYN BRIDGE ALLIANCE.

MAYOR WINSTON TO APPOINT \_\_\_\_\_ AS PRIMARY LIAISON BETWEEN THE CITY COUNCIL AND THE MINNEAPOLIS NORTHWEST TOURISM BOARD WITH TIM GLADHILL SERVING AS PRIMARY STAFF LIAISON AND THE ECONOMIC DEVELOPMENT AND HOUSING DIRECTOR OR \_\_\_\_\_ SERVING AS ALTERNATE.

MAYOR WINSTON TO APPOINT \_\_\_\_\_ AS LIAISON BETWEEN THE CITY COUNCIL AND THE PROPERTY MANAGER'S COALITION.

MAYOR WINSTON TO APPOINT \_\_\_\_\_ AS PRIMARY LIAISON AND \_\_\_\_\_ AS THE ALTERNATE LIAISON TO THE METRO BLUE LINE CORRIDOR MANAGEMENT COMMITTEE.

MAYOR WINSTON TO \_\_\_\_\_, \_\_\_\_\_ AND \_\_\_\_\_ TO THE CITY COUNCIL LEADS ON LEGISLATIVE AFFAIRS.

**Overview:**

Council Liaisons need to be appointed to be in compliance with Resolution #2019-46 Establishing Standards for City Boards and Commission, Section 11d. Liaisons. "The Mayor must annually appoint one Council member as an ex-officio member without voting rights to each advisory commission who shall serve as liaison between the Council and the Commission."

On occasion, Council liaisons are assigned to temporary task forces/committees by the Mayor as needed. Current examples include the 252 Task Force.

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

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

**Attachments:**

7.1A 2026 COUNCIL/STAFF LIAISON FORM

## 2026 COUNCIL LIAISONS/DELEGATES TO CITY COMMITTEES/COMMISSIONS

	Mayor Hollies Winston	Christian Eriksen	Nichole Klonowski	Tony McGarvey	Shelle Page	Maria Tran	Amanda Xiong
Audit Committee (need three), 2 to 3 mtgs a year							
Budget Advisory Commission 4 <sup>th</sup> Tues., 7:00 p.m. (no meetings in July or December)							
Charter Commission 2 <sup>nd</sup> Wed., 7:00 p.m.							
Community Long-range Improvement Commission (CLIC) 2 <sup>nd</sup> Thurs., 6:00 p.m.							
Human Rights Commission 3 <sup>rd</sup> Thurs., 6:00 p.m.							
Planning Commission 2 <sup>nd</sup> and 4 <sup>th</sup> Wed., 7:00 p.m.							
Recreation and Parks Advisory Commission 3 <sup>rd</sup> Wed., 6:00 p.m.							
Brooklyn Park Development Corporation (Council and EDA representative) Quarterly, 8 a.m.	<b>Christian Eriksen</b> Council Representative (term expires Dec. 31, 2026) EDA Representative (term expires Dec. 31, 2026) <i>Appointed at January EDA Meeting</i>						
Brooklyn Youth Council (primary and alternate) Tuesdays, 3:30 – 5:00 p.m. (1 mtg. per month requested)							
Brooklyn Bridge Alliance (primary and alternate) Quarterly 3:00 – 5:00 p.m.							
Minneapolis Northwest Tourism Board (primary and alternate) Quarterly at noon	Tim Gladhill (Staff Primary)						
North Metro Mayors Assn. 6 times per year	Mayor and Mayor Pro Tem serve						
Northwest Suburbs Cable Communications Commission 3 <sup>rd</sup> Thurs., 7:30 a.m. Qtrly (primary and alternate)	Tim Pratt, Interim Communications Manager, Primary (Official City Representative) Jay Stroebel, Alternate						
Property Mgr's. Coalition Quarterly – time varies (need one)							
252 Taskforce (primary and alternate, East District Council Members)							

	Mayor Hollies Winston	Christian Eriksen	Nichole Klonowski	Tony McGarvey	Shelle Page	Maria Tran	Amanda Xiong
METRO Blue Line Corridor Management Committee Quarterly, Wednesdays, 1:30 – 3:00 p.m. (primary and alternate)							
City Council Leads on Legislative Affairs (Up to 3)							
Suburban Rate Authority (staff) (director and alternate director)	Marcus Culver, Director; Craig Runnako, Alternate Director						

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	7.2	<b>Meeting Date:</b>	January 5, 2026
<b>Agenda Section:</b>	General Action Items	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Katrina Doshier, Program Assistant
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Mayor Hollies Winston
<b>Item:</b>	Appointment of Mayor Pro Tem		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_ AS MAYOR PRO TEM FOR THE YEAR 2026.

## Overview:

City Charter Section 2.07: "The Council shall choose from its members a Mayor Pro Tem who shall hold office at the will of the Council and shall serve as Mayor in case of the Mayor's disability or absence from the city, or in case of a vacancy in the office of Mayor until a qualified successor has been elected or appointed."

On January 6, 2025, Council Member Christian Eriksen was appointed as Mayor Pro Tem for 2025 by the City Council.

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

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

**Attachments:** N/A

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	7.3	<b>Meeting Date:</b>	January 5, 2026
<b>Agenda Section:</b>	General Action Items	<b>Originating Department:</b>	Finance Department
<b>Resolution:</b>	X	<b>Prepared By:</b>	Molly Lopez, Asst Finance Director
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Molly Lopez, Asst Finance Director
<b>Item:</b>	Public Purpose Expenditures Policy Approval		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2026-\_\_\_\_\_ ACCEPTING THE CURRENT PUBLIC PURPOSE EXPENDITURES POLICY.

## Overview:

The Public Purpose Expenditures Policy is required to be reviewed and approved annually by the City Council. No change is being proposed for 2026.

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

**Budgetary/Fiscal Issues:**

## Attachments:

- 7.3A RESOLUTION
- 7.3B PUBLIC PURPOSE EXPENDITURES POLICY

RESOLUTION #2026-

RESOLUTION ACCEPTING  
THE PUBLIC PURPOSE EXPENDITURES POLICY

WHEREAS, the Public Purpose Expenditures Policy is reviewed annually by the City Council; and

WHEREAS, the City Council elects to accept and implement the current Public Purpose Expenditures Policy as written in the attached policy.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park that the attached Public Purpose Expenditures Policy be accepted.

## **Public Purpose Expenditures Policy**

(Pages 9-13 of the Purchasing Manual and Procurement Policy)

---

### **Purpose**

The City Council (Council) recognizes that public funds may only be spent if the expenditure meets a public purpose, and the expenditure relates to the governmental purpose for which the City of Brooklyn Park (City) was created.

The meaning of “public purpose” is constantly evolving. The Minnesota Supreme Court has followed a broad approach and has generally concluded that “public purpose” means an activity that meets ALL the following standards:

- The activity will primarily benefit the community as a body.
- The activity is directly related to functions of government.
- The activity does not have as its primary objective the benefit of a private interest whether profit or not-for-profit.

This policy is intended to provide guidelines regarding which expenditures are for public purposes and authorized in accordance with the City’s annual budget process, and which expenditures are not considered to fall within the public purpose definition and are therefore not allowed. There is a public benefit in ensuring high employee productivity and morale, recruitment and retention of personnel.

### **Responsibility**

The City Manager is the responsible authority overseeing all City expenditures and as such is the chief purchasing agent for the City. Responsibility for administering this Public Purpose Expenditure Policy has been delegated to the Finance Department. Further, all officers and employees authorized by their Department to make purchases for the benefit of their respective departments are responsible for complying with this policy and corresponding procedures.

### **Policy**

Expenditures of public funds must comply with the public purpose standards defined above. When reviewing an expenditure to verify the standards have been met, the City Manager, or his/her designee, should consider the time of day the event is held, the business purpose of the event, whether the event was intended to attract non-City employees, the frequency of the event, and the reasonableness of the cost. The following guidelines address specific examples of public expenditures, but examples are not meant to be all-inclusive.

The Minnesota Supreme Court further clarified that activities that promote the following objectives for the benefit of all the city’s residents further a public purpose:

- Public health
  - Safety
  - General welfare
  - Security
  - Prosperity
  - Contentment
-

These procedures are governed by City Charter, the City Council, and State Statute. See appendix for exact references.

### **1. Permitted Expenditures for Meals, Refreshments:**

Use of City funds in reasonable amounts for meals and/or refreshments for elected and appointed city officials and employees are permitted in the following circumstances, with Department Head approval:

- a. City-sponsored events of a community-wide interest where staff are required to be present (e.g., National Night Out, Citizens Police Academy).
- b. City Council, boards and commissions meetings held during or adjacent to a meal hour
- c. Meetings related to City business at which the attendees include non-city representatives
- d. Professional association meetings, conferences and training when meals are included as part of the registration or program fee, or in accordance with the travel policy.
- e. Departmental staff or training meetings (e.g., annual department level picnic)
- f. Employee recognition and appreciation events (e.g., service awards, food and beverage, employee recognition event, employee clean up breakfast)
- g. Annual recognition events for volunteer and non-employees
- h. City-sponsored training or work-related meetings where employees are required to participate or be available during break periods
- i. Multi-departmental meetings scheduled during or adjacent to a meal hour when no other meeting time is available
- j. Work activities requiring continuous service when it is not possible to break for meals (e.g., election days, Christmas meal, Thanksgiving meal, water main breaks, emergency snow removal, time sensitive public safety responses)
- k. Healthy snacks and incentives of moderate value provided to attendees of safety, health, and wellness programs for City employees
- l. Events recognizing completion of a significant work-related project (City Manager approval required)
- m. Events, meetings, programming, and incentives of moderate value that are supportive of the City's strategic priorities of inclusion and equity (e.g., food for attendees of training programs; attendance at events intended to increase, broaden, and engage the participation of ethnically and racially diverse communities in city matters)
- n. Bottled water and coffee can be provided to officials, members and staff at City association, commission and Council meetings.

### **2. Other Permitted Expenditures**

- a. Retirement and annual service awards recognition (subject to Human Resources guidelines).

Recognition Gift:

Approved up to \$25 per employee, unless part of a Council-approved employee compensation program

Recognition gift purchases over \$25 but less than \$100 per employee, such as caps, pins, rings, watches, statues, plaques, medals, awards, ribbons, and certificates will

---

be approved by the City Manager or his/her designee for retirement and extraordinary individual or item contributions. Recognition gifts includes giving additional days off to employees at annual employee recognition event.

**Employee Recognition Awards:**

Years of service awards for regular full and part-time employees of \$10.00 per year of service are recognized at 5-year intervals and will be awarded at the Annual Recognition Event.

Retirement Refreshments in recognition of those retiring with over 10 years of service. This amount will not exceed \$50.00.

Recognition awards will be included in employees' paychecks.

The Council will allow for the annual appropriation of funds within the Administration Department's budget to pay for such expenditures.

- b. Clothing and Other Sundry Items – Employees may receive clothing and other sundry items of nominal value when these items are made available to the general public or if these items are determined by the City Manager to be important to the successful involvement of employees in promoting our operational values, and special city-sponsored or city supported events (i.e. National Night Out, etc.). Employees may be supplied with clothing, boots and other gear necessary for the performance of their job
- c. Staff time and equipment use for city sponsored employee events as approved by City Council and/or City Manager as allowed by state statute and/or city charter/code (e.g., set-up for annual employee lunch)
- d. City expenditures for non-profit organizations allowed by state statute
- e. Refreshments and food for Emergency Response Staff
  - Emergency personnel are often called to perform duties for extended periods of time where refreshments are important to duty performance. Firefighters, police officers, other emergency response personnel, or other staff necessary to maintain continuity of service may be provided refreshments or food when it is deemed appropriate by the City Manager or Department Director to assure the delivery of quality emergency response service
- f. Employee Wellness Program Public funds may be expended to establish, implement, and operate a preventive health and wellness program for city employees. The nature and scope of the programs to include but not limited to: preventive health screening and assessments, health and wellness education and programming (i.e. nutrition, cardiovascular fitness, flexibility and core strengthening, stress management, tobacco cessation, etc.) and program incentives to include but not limited to cash incentives as approved by the City Council. To encourage wellness activities, the cardio fitness room, weight training room, and racquetball courts (during non-prime times) at the Community Activity Center will be available to employees during their non-work hours at no charge. Registration, proper training and signed waiver form are required before use of these facilities.
- g. Community Events

### **3. Prohibited Expenditures**

Use of City funds for meals and/or refreshments for elected and appointed City officials and employees are prohibited:

---

- a. Food and refreshments for routine work meetings. Bottled water can be provided to officials, members and staff at City associations, Commission, and Council meetings.
- b. Alcoholic beverages
- c. Employee functions or celebrations that are solely social in nature (e.g., birthdays, holiday luncheon)
- d. Fundraisers for non-City related events
- e. Participation in optional activities unless included as part of an overall conference registration fee (e.g., optional golf rounds, sporting events, concerts)
- f. Employee-sponsored fundraising events (e.g., charitable giving campaign)
- g. For funeral flower arrangements upon death of an employee, elected official, or one of their immediate family members. (Sunshine club administered separately covers this expense see appendix)
- h. Employee coffee and supplies, coffee services. Coffee can be provided on a limited basis for strategic in-person meetings.

### **Community Outreach**

Community Events and other events that involve or invite participation by the general public: Representative staff members/Council members may participate in events that directly benefit the marketing of the City. These events and any City expenditures for them require prior specific approval by the City Council and also include City expenditures for participation fees, donated gifts, door prizes, etc.

---

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	7.4	<b>Meeting Date:</b>	January 5, 2026
<b>Agenda Section:</b>	General Action Items	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Katrina Doshier
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Jay Stroebel, City Manager
<b>Item:</b>	Request by Mayor Winston to Travel to and Attend the Mayors Innovation Project Winter Meeting in Washington, D.C. from January 29-31, 2026		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPROVE MAYOR WINSTON TO TRAVEL TO AND ATTEND THE MAYORS INNOVATION PROJECT WINTER MEETING IN WASHINGTON, D.C. FROM JANUARY 29-31, 2026.

## Overview:

Mayor Winston has requested to travel to the Mayors Innovation Project Winter Meeting in Washington, D.C. from January 29-31, 2026. The conference is held January 30-31, 2026. Mayor Winston will fly out the evening before the conference (1/29) and return in the evening after the conference is completed (1/31).

## **Approximate costs as of December 29, 2025:**

Registration: Free of charge

Airfare and baggage: ~\$320 (Delta)

Hotel: \$454.52

Per Diem: \$92 x 2 = \$184

Per Diem (first day): \$60 x 1 = \$60

Supplemental Council Pay: \$50 x 3 = \$150

**Total: \$1168.52 plus rideshare/taxi costs**

This expenditure would be covered under 2026 budgeted resources in the Mayor and Council travel/lodging and conferences/schools expense lines.

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

## Budgetary/Fiscal Issues:

### City Travel Policy for Elected Official Travel (Out-of-State Travel):

The Mayor/Mayor Pro Tem and three Council Members (alternating) have the opportunity to travel out-of-state (domestically) one time annually, pending Council's approval. This approach would allow for the Mayor/Mayor Pro Tem to travel up to four times per term and Council Members to travel two times per term. If necessary, and if approved by Council, additional out-of-state travel could be approved for the Mayor/Mayor Pro Tem or Council Members using unused Council travel budget resources or other funding resources (e.g. EDA, Administration budget, etc.) Expenses for out-of-state travel are encouraged to not exceed \$2500.

There has been no prior travel or expenses for 2026.

The 2026 budget for conferences, schools and travel is \$16,733.00 for the City Council.

## Attachments:

7.4A AGENDA



**Agenda: Winter 2026 Meeting**

**Friday, Jan. 30 - Saturday, Jan. 31st**

LiUNA Conference Center, 905 Black Lives Matter Plz NW, Washington, DC 20006

\*This agenda is under construction, and will be updated as we confirm details. Exact timing is subject to change; it is being provided now to help you make travel arrangements. If you have any questions, please reach out to [knspear@mayorsinnovation.org](mailto:knspear@mayorsinnovation.org)\*

## Friday, Jan. 30

1:30 - 3pm	Check-in & networking (light snacks)
1:30 - 2:30pm	<p><b>Mayors Resource Fair!</b></p> <p>All mayors are invited to join us for a networking and resource fair aimed to help mayors understand and interact with the vast national network of associations and organizations that provide mayor-focused resources and support. We'll have representatives from the following organizations on hand to answer your questions and share more information about the work they do (this list will be updated as additional organizations confirm their participation):</p> <ul style="list-style-type: none"> <li>● Abundance Electeds Network</li> <li>● Accelerator for America</li> <li>● African American Mayors Association</li> <li>● Climate Mayors</li> <li>● Mayors Alliance to End Childhood Hunger</li> <li>● Mayors for A Guaranteed Income</li> <li>● Mayors Innovation Project</li> <li>● Welcoming America</li> <li>● Young Elected Officials Network</li> </ul>
3 - 3:30pm	<p><b>Welcome &amp; Introductions</b></p> <ul style="list-style-type: none"> <li>● Joel Rogers, Director, Mayors Innovation Project &amp; High Road Strategy Center</li> </ul>

3:30 - 4:15pm	<p><b>Leading Under Pressure: an update on our governance work</b></p> <ul style="list-style-type: none"> <li>• Katya Spear, Managing Director, Mayors Innovation Project</li> <li>• Isabella Ulloa, Founder &amp; CEO, Public Service Alliance</li> </ul>
4:15 - 5:45pm	<p><b>Leading Through Uncertainty: A Fiscal Playbook for a Thriving Community</b> How do you fund a bold future when the present is unpredictable? Across the country, forward-looking leaders are realizing that resilience is becoming a new engine for a thriving community. We will explore how treating resilience as a strategy—rather than a safety net—can unlock new forms of capital and signal stability to insurers, investors, and developers who want to build in places preparing for the future. By integrating these principles into budgeting, asset management, and land-use planning, cities can strengthen their balance sheets and accelerate critical projects. Join us for a fiscal playbook designed to turn uncertainty into the foundation for your city to thrive.</p> <p><b>Confirmed speakers:</b></p> <ul style="list-style-type: none"> <li>• Mayor Peter Donovan, City of Mount Vernon, WA</li> <li>• Shayne Kavanagh, Government Finance Officers Association</li> <li>• Matt Posner, The Resiliency Company</li> </ul>
5:45 - 6:30pm	<p><b>Innovation Showcase</b> The Innovation Showcase offers mayors the opportunity to present an innovative policy/program idea that they've successfully implemented in 3 minutes or less!</p>
6:30 - 7:30pm	<p><b>Reception &amp; Networking</b></p>
7:30 - 8:30pm	<p><b>Dinner &amp; Keynote</b></p>

## Saturday, Jan. 31

8 - 9am	<p><b>Breakfast &amp; Networking</b></p>
9 - 10:30am	<p><b>From Crisis to Community Asset: Building a Supportive Childcare Ecosystem for Families and Workers</b> Childcare expenses are crushing family budgets, pushing thousands below the poverty line. Meanwhile, the childcare workforce struggles with low pay and poor benefits. This panel examines the childcare crisis while showcasing how strategic municipal investments—in training for workers, reducing barriers to starting</p>

	<p>childcare facilities and worker compensation—are essential to creating social equity, driving workforce participation, and ensuring long-term local economic health.</p> <ul style="list-style-type: none"> <li>● Moderator: Mayor Sangeetha Rayapati, City of Moline, IL</li> <li>● Diane Girouard, Child Care Aware of America</li> <li>● Mayor Arunan Arulampalam, City of Hartford, CT</li> </ul>
10:30 - 10:45am	<b>Break</b>
10:45 - 12:15pm	<p><b>Building an Age Friendly City: The Imperative of Aging in Place</b> As the number of older adults rapidly increases, seniors have become the fastest growing homeless demographic in the nation. This stark reality makes keeping older adults safe, independent, and secure in their homes and communities an urgent municipal priority. This panel will explore successful ‘aging in place’ strategies. We’ll focus on proactive solutions—from ensuring seamless healthcare access and support services to implementing critical eviction prevention and housing stability programs—all aimed at allowing seniors to live independently and comfortably thrive within their communities.</p> <p><b>Confirmed Speakers:</b></p> <ul style="list-style-type: none"> <li>● AARP Livable Communities , speaker TBD</li> <li>● Mayor Justin Bibb, City of Cleveland, OH</li> <li>● Mayor Alyia Gaskins, City of Alexandria, VA</li> <li>● Shelisa Howard-Martinez, Executive Director, Durham Aging Well (Durham, NC)</li> </ul>
12:15 - 12:30pm	<b>Closing Remarks</b>
12:30pm	<b>Adjourn &amp; Lunch</b>
12:45 - 1:30pm	<p>Steering Committee Meeting <i>For steering committee members</i></p>

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	8.1	<b>Meeting Date:</b>	January 5, 2026
<b>Agenda Section:</b>	Discussion Items	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Devin Montero, City Clerk; Katrina Doshier, Program Assistant
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Jay Stroebel, City Manager
<b>Item:</b>	Discussion on Council Compensation		

## City Manager's Proposed Action:

Discussion regarding supplemental council compensation and council salary compensation, considering adjustments for 2027.

## Overview:

At the June 23, 2025 Council meeting, the Charter Commission presented their recommendation related to the Council's compensation. Chair Secara wrote:

"At the Charter Commission meeting on May 14, 2025, the Charter Commissioners and Budget Advisory Commissioners reviewed 2025 mayor and council member salary and compensation comparison data for various Twin Cities communities, as provided by the City Manager. Based on this information, the Charter Commission recommends that the City Council approve a 3% annual salary increase for council members from \$12,578.04 to \$12,995.38 in 2027 and a 5% increase for the mayor from \$21,995.88 to \$23,099.67 in 2027. Per statute, if approved by the City Council before the November 2026 general election, these increases would take effect in January 2027."

"The Commissioners also requested that the City Council consider the \$50-per-day supplemental compensation allowed for the mayor and council members for approved activities. The mayor is frequently called to testify during legislative sessions or invited to speak at community-related events, often without sufficient time to obtain prior council approval. In such cases, the mayor should be eligible for compensation, with the activities reviewed and approved at the next council meeting."

This discussion will consider updates to the supplemental and salary compensation to begin January 1, 2027.

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

## Budgetary/Fiscal Issues:

This expenditure would be covered under budgeted resources in the Mayor and Council travel/lodging and conferences/schools expense lines.

## Attachments:

8.1A LETTER TO THE CITY MANAGER FROM CHARTER COMMISSION CHAIR SECARA



To: City Manager Jay Stroebel  
From: Dennis Secara, Chair, Brooklyn Park Charter Commission  
Date: May 20, 2025  
Subject: Council Compensation

City of Brooklyn Park  
City Hall  
5200 85th Ave. N.  
Brooklyn Park, MN 55443  
763-424-8000  
[www.brooklynpark.org](http://www.brooklynpark.org)

At the Charter Commission meeting on May 14, 2025, the Charter Commissioners and Budget Advisory Commissioners reviewed 2025 mayor and council member salary and compensation comparison data for various Twin Cities communities, as provided by the City Manager. Based on this information, the Charter Commission recommends that the City Council approve a 3% annual salary increase for council members from \$12,578.04 to \$12,995.38 in 2027 and a 5% increase for the mayor from \$21,995.88 to \$23,099.67 in 2027. Per statute, if approved by the City Council before the November 2026 general election, these increases would take effect in January 2027.

Upon reviewing compensation data, the Commissioners observed a salary disparity between the mayors of Brooklyn Park and Bloomington. The Mayor of Bloomington receives an annual salary of \$26,400, while the Mayor of Brooklyn Park earns \$21,996. Given the cities' comparable population sizes—89,298 in Bloomington and 86,478 in Brooklyn Park—the Commissioners concluded that the Mayor of Brooklyn Park should receive a salary more in line with, though not exceeding, that of Bloomington's mayor. They also acknowledged the growing demands of the mayoral role, the unique responsibilities it entails, and the significant level of commitment required to serve Brooklyn Park residents.

The Commissioners also noted that in 2022, the city council approved a 20% salary increase for the mayor, while the council members were approved for a 3% increase to align with inflationary trends. These increases took effect on January 1, 2023, and January 1, 2024, respectively.

The Commissioners also requested that the City Council consider the \$50-per-day supplemental compensation allowed for the mayor and council members for approved activities. The mayor is frequently called to testify during legislative sessions or invited to speak at community-related events, often without sufficient time to obtain prior council approval. In such cases, the mayor should be eligible for compensation, with the activities reviewed and approved at the next council meeting.

If requested, I'd be happy to present this recommendation to the city council.

A full text of the charter commission's deliberations is available in the minutes for the April 9 and May 14, 2025 meetings.

Sincerely, -

A handwritten signature in black ink that reads "Dennis Secara". The signature is written in a cursive, flowing style.

Dennis Secara, Chair  
Brooklyn Park Charter Commission

Attachment: Mayor and Council Member Salary Comparison Data (2025)

cc: Charter Commission Members  
City Attorney