

Monday, December 15, 2025  
6:00 P.M.

## **REGULAR EDA MEETING – AGENDA #16**

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

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

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

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

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

### **I. ORGANIZATIONAL BUSINESS**

#### **1. CALL TO ORDER/ROLL CALL**

### **II. PUBLIC INVOLVEMENT**

#### **2. PUBLIC COMMENT AND RESPONSE**

Provides an opportunity for Brooklyn Park residents and business owners in Brooklyn Park to address the Council about matters relating to City business not otherwise on the agenda. Public Comment may not be used to make personal attacks, to air personality grievances, to make political endorsements, or for political campaign purposes. Commissioners will not engage in a dialogue with speakers. Questions from the Commissioners will be for clarification only. Public Comment will not be used as a time for problem solving or reacting to the comments made, but rather for informational purposes only. Public Comment will be limited to 15 minutes, and individual comments are limited to three minutes.

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

#### **2B. PUBLIC COMMENT**

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

### **III. STATUTORY BUSINESS AND/OR POLICY IMPLEMENTATION**

#### **4. CONSENT**

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

#### **5. PUBLIC HEARINGS**

##### **5.1** Consider Approving a Housing Improvement Area Fee Resolution for River Walk Estates Homeowners' Association Inc

- A.** RIVERWALK ESTATES FEE RESOLUTION
- B.** ORDINANCE – RIVER WALK ESTATES
- C.** LOCATION MAP
- D.** RIVERWALK ESTATES HOMEOWNERS' ASSOCIATION APPLICATION
- E.** HIA PUBLIC HEARING NOTICE
- F.** BROOKLYN PARK HIA POLICY

- 5.2** Public Hearing to Consider Conveying Brooklyn Park Economic Development Authority Owned Land Located at 8600 Zane Avenue North to the City of Brooklyn Park for the Development of the Brooklyn Park Fire Station 2
  - A.** RESOLUTION
  - B.** LOCATION MAP

**6. GENERAL ACTION ITEMS**

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

**7. DISCUSSION ITEMS**

- 7.1** Verbal Commissioner Reports and Announcements

**VI. ADJOURNMENT**

**Since we do not have time to discuss every point presented, it may seem that decisions are preconceived. However, background information is provided for the EDA on each agenda item in advance from city staff; and decisions are based on this information and past experiences. Items requiring excessive time may be continued to another meeting.**

The Brooklyn Park Economic Development Authority's agenda and packet is posted on the City's website.  
To access the agenda and packet, go to [www.brooklynpark.org](http://www.brooklynpark.org).  
**The next scheduled EDA meeting is Tuesday, January 20, 2026.**

# City of Brooklyn Park Request for EDA Action

<b>Agenda Item:</b>	5.1	<b>Meeting Date:</b>	December 15, 2025
<b>Agenda Section:</b>	Public Hearing	<b>Prepared By:</b>	John Kinara, Housing and Redevelopment Coordinator
<b>Resolution:</b>	X	<b>Presented By:</b>	John Kinara, Housing and Redevelopment Coordinator
<b>Attachments:</b>	6		
<b>Item:</b>	Consider Approving a Housing Improvement Area Fee Resolution for River Walk Estates Homeowners' Association Inc		

## Executive Director's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION 2025-\_\_\_\_\_, APPROVING A HOUSING IMPROVEMENT AREA FEE RESOLUTION FOR RIVER WALK ESTATES HOMEOWNERS' ASSOCIATION INC.

## Overview:

On November 24, 2025, the City Council held a public hearing on the fee resolution and the first reading of an ordinance to establish a Housing Improvement Area for River Walk Estates Homeowners' Association. On December 8, the City Council adopted the ordinance that designated the Brooklyn Park Economic Development Authority (EDA) as the Implementing Entity for River Walk Estates Housing Improvement Area. During the council meeting, staff provided a detailed description of the proposed improvements and the maximum Fee that could be assessed to each property.

The Housing Improvement Area allows the City to impose a Fee on the units within the Association to collect assessments to pay for the improvements. As the final steps to move forward with the project, the EDA must adopt the Fee Resolution that establishes the maximum Fee and approve the Development Agreement in a future EDA meeting.

The Housing Improvement Act under Minnesota Statute Section 428A.11 to 428A.21 (the "HIA Act") was enacted to allow cities to establish "Housing Improvement Areas" (HIAs) to assist common interest communities, such as townhome associations, with a mechanism for financing housing improvements. The Statute allows the City to establish an HIA within which housing improvements are made and the costs of the improvements are paid on the whole or in part from fees imposed and then assessed against the units within the area. In September 2010, the City Council adopted the Housing Improvement Area Policy to provide guidance in the processing and reviewing of applicants requesting HIA financing.

## Background:

The River Walk Estates Homeowners' Association consists of 24 units in 12 buildings located at 1200 - 1247 Dupont Lane North in Brooklyn Park. The buildings were constructed between 2002 and 2018. The Association is seeking a Housing Improvement Area loan from the Brooklyn Park Economic Development Authority in the amount of \$200,000 to finance the common areas critical improvements identified by the Association's reserve study in 2024 while maintaining affordable monthly dues and avoiding the need for large special assessments.

These improvements are essential to preserve property values, protect the structural integrity of the homes, address drainage and safety concerns, and enhance the overall curb appeal of the community. Presently, the foundations of the homes have deteriorated due to constant stagnating water, improper installation and/or missing gutters and lack of an efficient drainage system. The Association worked diligently with independent

vendors to identify several deferred maintenance issues which includes gutters, proper drainage, clearing the retention basin and stucco painting.

The Board of Directors has spoken with the entire River Walk Estates community and the majority agree that without HIA financing, the association could face significant dues increases that would burden homeowners. especially, considering the rising cost of HOA insurance, and the effects this has on monthly HOA dues. With the HIA loan, the projects can be completed in a timely and equitable manner, with repayment distributed fairly across all owners through property tax special assessments.

In September 2025, River Walk Estates Homeowners Association applied in accordance with the HIA policy to establish an HIA for their Association. Staff reviewed the application and supporting documentation in consultation with Ehlers financial advisors as well as the EDA's Kennedy and Graven legal team. The submitted application had 16 yes petitions, 0 no petitions and 8 no responses indicating that about 67% of homeowners support the creation of the HIA. The EDA HIA policy requires a threshold of at least 50% support from homeowners.

During a 45-day veto period required by the HIA Act, owners may file an objection with the City Clerk before the effective date of the HIA Ordinance and Resolution. If 45 percent or more of the owners' object, the Ordinance or Fee Resolution will not be adopted. If the HIA Ordinance and Fee Resolution are approved, there will be a future EDA meeting to consider the approval of the development agreement.

### **Primary Issues/Alternatives to Consider:**

#### **What are the proposed property improvements?**

The project will consist of common area improvements including the installation of gutters, proper drainage systems, clearing the retention basin, landscaping, housing units' foundation repairs and stucco painting.

The Association received several project bids that were competitively sourced. Better Yards, Sela, Get Fresh Paint and Ben and Eddies were ultimately selected for the project based on the reasonableness of their pricing levels and the completeness of their scopes of work required.

#### **What are the terms of the loan and the proposed source of financing?**

A 4% interest rate is proposed for a loan term of 10 years. The rate was set at the current rate the city established for special assessment projects. The source of funding for the project is the Home Improvement Area Revolving Loan Fund that was established in 2010.

#### **How is the loan secured?**

The HIA legislation allows the Economic Development Authority (EDA) as the Implementing Entity to impose the fees in the form of a special assessment to each housing unit. Under the HIA, if the taxes which include the prorated HIA fees are not paid, they will be assessed to the property. The annual assessment for each owner has been estimated at \$1,146.69 based upon the estimated cost of the proposed improvements. A notice has been sent to each owner notifying them of the proposed Housing Improvement Area and the Estimated Fee.

#### **What are the budgetary/ Fiscal Issues?**

The source of funding for the project is the Home Improvement Area Revolving Loan Fund that was established in 2010. The total development cost for the improvements is estimated at \$225,000.00 based on the redevelopment costs and other soft fees associated with the project. The application fee to the EDA of \$3,000 has been paid and will not be included in the loan. The total costs are allocated equally to each unit. The estimated Total Fee to be imposed on each housing unit in the HIA is approximately \$9,375, or \$1,146.69 annually inclusive of interest and fees. Sources and uses are summarized in Table 1.

Table 1

## River Walk Estates Housing Improvement Area

**Sources and Uses of Loan Funds  
10-Year Term**

Sources and Uses of Funds	
SOURCES OF FUNDS	
EDA Loan Funds	\$225,000.00
Association Funds	\$0.00
<b>TOTAL</b>	<b>\$225,000.00</b>
USES OF FUNDS	
Common Costs	\$200,000.00
Limited Common Costs	\$0.00
Rebate of prepaids special assessments	\$0.00
<b>Total Project Costs</b>	<b>\$200,000.00</b>
Soft Costs	\$25,000.00
<b>Total Soft and Loan Costs</b>	<b>\$25,000.00</b>
<b>TOTAL</b>	<b>\$225,000.00</b>
Term (years)	10
Average Coupon	4.00%
Semi-Annual Debt Service Payment	\$13,760.26
Average Annual Debt Service	\$27,520.52
<b>Required Coverage (100%)</b>	<b>\$27,520.52</b>
<b>Annual Dues Paid</b>	<b>\$27,520.52</b>
Breakdown of Soft Costs	
City Administrative Fees	\$4,000.00
City Legal Fees (estimate)	\$12,000.00
City Financial Advisor Fees (estimate)	\$9,000.00
<b>TOTAL</b>	<b>\$25,000.00</b>

**Next Steps:**

The process for establishment and deployment of an HIA is as follows:

**November 24** - City Council meeting – public hearing on the establishment of the HIA (first reading of the ordinance and fee resolution).

**December 8 - Council meeting** – the second reading and adoption of the HIA ordinance

**December 15** - EDA meeting – the EDA considers adopting a fee resolution regarding the assessment to property owners (Tonight)

**January 2026** - EDA meeting – approves a development agreement and associated loan and amends 2026 EDA Budget to include this loan & amount.

**Recommendation:**

The Executive Director of the EDA recommends approval.

**Attachments:**

- 5.1A RIVER WALK ESTATES FEE RESOLUTION
- 5.1B ORDINANCE – RIVER WALK ESTATES
- 5.1C LOCATION MAP
- 5.1D RIVER WALK ESTATES HOMEOWNERS' ASSOCIATION APPLICATION
- 5.1E HIA PUBLIC HEARING NOTICE
- 5.1F BROOKLYN PARK HIA POLICY

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

RESOLUTION NO. 2025-\_\_\_\_\_

APPROVING A HOUSING IMPROVEMENT FEE FOR RIVER WALK ESTATES HOUSING  
IMPROVEMENT HOUSING IMPROVEMENT AREA

Section 1. Recitals.

1.01. The City of Brooklyn Park, Minnesota (“City”) is authorized under Minnesota Statutes, Section 428A.11 to 428A.21, as amended (the “Housing Improvement Act”), to establish by ordinance a housing improvement area within which housing improvements are made or constructed and the costs of such improvements are paid in whole or in part from fees imposed within the area.

1.02. By ordinance adopted by the City Council of the City (the “City Council”) on December 1, 2025 (the “Enabling Ordinance”), the City Council established the River Walk Estates Housing Improvement Area (the “River Walk Estates HIA”) in order to facilitate certain improvements to property known as “River Walk Estates,” and designated the Brooklyn Park Economic Development Authority (the “EDA”) as the implementing entity, all in accordance with the Housing Improvement Act.

1.03. Owners of approximately 67% of the housing units within the River Walk HIA (which exceeds the requirement for owners of at least 50% of the housing units pursuant to Section 428A.12 of the Housing Improvement Act) have filed a petition with the City Clerk requesting a public hearing regarding imposition of a housing improvement fee for the River Walk HIA.

1.04. On November 24, 2025, the City Council conducted a public hearing, duly noticed in accordance with the Housing Improvement Act, regarding adoption of this resolution (the “Resolution”) and the Enabling Ordinance at which all persons, including owners of property within the River Walk HIA, were given an opportunity to be heard.

1.05. Prior to the date hereof, River Walk Property Owners Association Inc. (the “Association”) has submitted to the EDA a financial plan prepared by an independent third party, acceptable to the EDA and the Association, that provides for the Association to finance maintenance and operation of the common elements in the River Walk HIA and a long-range plan to conduct and finance capital improvements therein, all in accordance with Section 428A.14 of the Housing Improvement Act.

1.06. For the purposes of this Resolution, the term “Housing Improvements” has the meaning provided in the Enabling Ordinance.

Section 2. Housing Improvement Fee Imposed.

2.01. The total estimated costs of the Housing Improvements are approximately \$225,000, all of which is proposed to be paid for by the fee imposed hereby. The EDA hereby imposes a fee on each housing unit within the River Walk HIA (the “Housing Improvement Fee”) in the amount of \$9,375 (plus interest as provided in Section 2.03 hereof). The total costs of the Housing Improvements are allocated equally to each unit. The City Council specifically found in the Enabling Ordinance, and the Board of Commissioners of the EDA (the “Board”) specifically finds, that such

allocation is more fair and reasonable than a fee based upon the tax capacity or square footage of each housing unit (i) because all of the Housing Improvements are to common areas as defined by the Declaration of Covenants, Conditions and Restrictions related to the River Walk Property Owners Association, dated \_\_\_\_\_ (the "Declaration") and such Declaration provides for an equal allocation to each unit of the costs of capital improvements to common areas and (ii) because the nature of the Housing Improvements does not create a different benefit to different housing units on the basis of the tax capacity or square footage thereof.

2.02. The owner of any housing unit against which the Housing Improvement Fee is imposed may, at any time between January 29, 2026 (the effective date of this Resolution) and February 29, 2026, pay the total Housing Improvement Fee imposed against such housing unit to the City Finance Director, in full, without interest thereon. To prepay in full, the amount due shall be \$9,375. Any Housing Improvement Fee not prepaid by February 28, 2026, shall not thereafter be pre-payable except in full upon sale of such housing unit but instead shall be paid only in accordance with Section 2.03 hereof.

2.03. If not prepaid in accordance with Section 2.02 hereof, the Housing Improvement Fee shall be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable in calendar year 2027, which annual payment shall be deemed to include interest on the unpaid Housing Improvement Fee at the rate of 4.00% accruing from February 28, 2026. The estimated annual fee imposed on each of the housing units is \$\_\_\_\_. \_\_\_\_.

2.04. The Housing Improvement Fee, unless prepaid in accordance with Section 2.02 hereof, shall be payable at the same time and in the same manner as provided for payment and collection of ad valorem taxes, as provided in Sections 428A.14 and 428A.15 of the Housing Improvement Act.

### Section 3. Notice of Right to File Objections.

3.01. Within 5 days after the adoption of this Resolution, the City Clerk is authorized and directed to mail to the owner of each housing unit in the River Walk HIA (a) a summary of this Resolution; (b) notice that owners subject to the Housing Improvement Fee have a right to veto this Resolution if owners of at least 45% of the housing units within the River Walk HIA file an objection with the City Clerk before the effective date of this Resolution; and (c) notice that a copy of this Resolution is on file with the City Clerk for public inspection.

### Section 4. Effective Date.

4.01. This Resolution shall be effective 45 days after adoption hereof, subject to (a) the veto rights of housing unit owners under Section 428A.18 of the Housing Improvement Act; and (b) execution in full of a development agreement between the EDA and the Association providing for construction of the Housing Improvements.

### Section 5. Filing of Housing Improvement Fee.

5.01. After January 29, 2026, the effective date of this Resolution, the City Clerk shall file a certified copy of this Resolution to the Hennepin County Director of Taxation to be recorded on the property tax lists of the county.

## ORDINANCE 2025-1320

AN ORDINANCE ESTABLISHING RIVER WALK ESTATES  
HOUSING IMPROVEMENT AREA

The City Council (the "City Council") of the City of Brooklyn Park, Minnesota (the "City") hereby ordains:

Section 1. Recitals.

1.01. The City is authorized under Minnesota Statutes, Sections 428A.11 to 428A.21, as amended (the "Housing Improvement Act"), to establish by ordinance a housing improvement area within which housing improvements are made or constructed and the costs of such improvements are paid in whole or in part from fees imposed within the area.

1.02. The City has determined a need to establish the River Walk Estates Housing Improvement Area as further defined herein (the "River Walk Estates HIA"), in order to facilitate certain improvements to property known as "River Walk Estates," all in accordance with the Housing Improvement Act.

1.03. The City has consulted with the River Walk Estates Homeowners Association (the "Association") and with residents in the River Walk Estates HIA regarding the establishment of such area and the housing improvements to be constructed and financed under this ordinance.

Section 2. Findings.

2.01. The City Council finds that owners of approximately 67% of the housing units within the River Walk Estates HIA (which exceeds the requirement for owners of at least 50% of the housing units pursuant to Section 428A.12 of the Housing Improvement Act) have filed a petition with the City Clerk requesting a public hearing regarding establishment of such housing improvement area.

2.02. On 11/24/2025, the City Council conducted a public hearing, duly notified in accordance with the Housing Improvement Act, regarding adoption of this ordinance at which all persons, including owners of property within the River Walk Estates HIA were given an opportunity to be heard.

2.03. The City Council finds that, without establishment of the River Walk Estates HIA, the Housing Improvements (as hereinafter defined) could not be made by the Association or the housing unit owners.

2.04. The City Council further finds that designation of the River Walk Estates HIA is needed to maintain and preserve the housing units within such area.

2.05. The Brooklyn Park Economic Development Authority (the “EDA”) will be the implementing entity for the River Walk Estates HIA and the Housing Improvement Fee (as defined in Section 5 below).

2.06. For the purpose of providing full disclosure of public expenditures and financing arrangements for the River Walk Estates HIA (as required under Section 428A.13, subd. 1a(1) of the Housing Improvement Act), the City Council determines that the EDA expects to finance the Housing Improvements with available funds of the EDA which will be reimbursed by a housing improvement fee imposed on unit owners within the River Walk Estates HIA.

2.07. In accordance with Section 428A.13, subd. 1a(2) of the Housing Improvement Act, the City Council determines that the Association will contract for construction of the Housing Improvements.

### Section 3. Housing Improvement Area Defined.

3.01. The River Walk Estates HIA is hereby defined as the area of the City including the property addresses and identification numbers listed in **Exhibit A** hereto.

3.02. The River Walk Estates HIA contains 24 housing units as of the date of adoption of this ordinance, along with common areas.

### Section 4. Housing Improvements Defined.

4.01. For the purposes of this ordinance and the River Walk Estates HIA, the term “Housing Improvements” shall mean improvements to common areas within the River Walk Estates HIA including without limitation:

- Installing Gutters
- Installing Drainage Systems
- Clearing Retention Basin
- Foundation Repair
- Stucco Painting

4.02. Housing Improvements shall also be deemed to include:

(a) all costs of architectural and engineering services, overhead, and all similar soft costs in connection with the activities described in Section 4.01 hereof, including without limitation costs of a professional construction manager.

(b) all administration, legal and consultant costs in connection with the River Walk Estates HIA; and

(c) costs of financing the Housing Improvements under the Housing Improvement Act.

## Section 5. Housing Improvement Fee.

5.01. The EDA may, by resolution adopted in accordance with the petition (the "Fee Resolution"), hearing and notice procedures required under the Housing Improvement Act, impose a fee on the housing units within the River Walk Estates HIA, at a rate, term or amount sufficient to produce revenues required to provide the Housing Improvements (the "Housing Improvement Fee"), subject to the terms and conditions set forth in this Section. The EDA intends to adopt such a resolution imposing the Housing Improvement Fee on December 15, 2025 (the "Fee Resolution").

5.02. Any Housing Improvement Fee shall be allocated equally to each unit. The City Council specifically finds that such allocation is more fair and reasonable than a fee based upon the tax capacity or square footage of each housing unit (i) because all of the Housing Improvements are to common areas as defined by the Declaration of Covenants, Conditions and Restrictions Relating to the River Walk Estates HIA, dated [date] (the "Declaration") and such Declaration provides for an equal allocation to each unit of the costs of capital improvements to common areas and (ii) because the nature of the Housing Improvements does not create a different benefit to different housing units on the basis of the tax capacity or square footage thereof.

5.03. The Housing Improvement Fee shall be imposed and payable for a period no greater than 10 years after the first installment is due and payable.

5.04. Any Housing Improvement Fee shall be prepayable as specified in the Fee Resolution.

5.05. The Fee Resolution may provide that any fee not prepaid by the housing unit owner shall be deemed to include interest on unpaid Housing Improvements costs at a rate equal to 4.00%.

5.06. The Housing Improvement Fee shall be collected at the same time and in the same manner as provided for payment and collection of ad valorem taxes, in accordance with Section 428A.15 of the Housing Improvement Act and Minnesota Statutes, Section 428A.05. As set forth in Section 428A. 14, subd. 2 of the Housing Improvement Act, the Housing Improvement Fee is not included in the calculation of levies or limits on levies imposed under any law or charter.

5.07. The Housing Improvement Fee shall not exceed the amount specified in the notice of public hearing regarding the approval of such fee; provided, however, that the Housing Improvement Fee may be reduced after approval of the Fee Resolution, in the manner specified in such resolution.

## Section 6. Annual Reports.

6.01. On August 15, 2026 and each August 15 thereafter until the Housing Improvement Fee and all interest thereon is paid in full and all Housing Improvement Fee

revenues have been expended, the Association (and any successor in interest) shall be required to submit to the EDA, as the implementing entity, a copy of the Association's audited financial statements.

6.02. The Association (and any successor in interest) shall also submit to the City any other reports or information at the times and as required by any contract entered into between that entity and the City or the EDA.

Section 7. Notice of Right to File Objections.

7.01. Within 5 days after the adoption of this ordinance, the City Clerk is authorized and directed to mail to the owner of each housing unit in the River Walk Estates HIA (a) a summary of this ordinance; (b) notice that owners subject to the proposed Housing Improvement Fee have a right to veto this ordinance if owners of at least 45% of the housing units within the River Walk Estates HIA file an objection with the City Clerk before the effective date of this ordinance; and (c) notice that a copy of this ordinance is on file with the City Clerk for public inspection.


Section 8. Amendment.

8.01. This ordinance may be amended by the City Council upon compliance with the public hearing and notice requirements set forth in Section 428A.13 of the Housing Improvement Act.

Section 9. Effective Date.

9.01. This ordinance shall be effective 45 days after adoption hereof, or on the date of publication of this ordinance, whichever is later, subject to the veto rights of housing unit owners under Section 428A.18 of the Housing Improvement Act.

Adopted by the City Council of the City of Brooklyn Park this 8<sup>th</sup> day of December, 2025.

  
HOLLIES WINSTON, MAYOR

ATTEST:  
  
DEVIN MONTERO, CITY CLERK

Approved as to Form by City Attorney  
Passed on First Reading: 11-24-2025  
Passed on Second Reading: 12-08-2025  
Summary Published in Official Newspaper: 12-18-2025

**EXHIBIT A**  
**DESCRIPTION OF PROPERTY**

<b>Parcel Number</b>	<b>House Number</b>	<b>Address</b>
1311921330096	1200	Dupont Lane North
1311921330073	1203	Dupont Lane North
1311921330095	1204	Dupont Lane North
1311921330074	1207	Dupont Lane North
1311921330094	1208	Dupont Lane North
1311921330075	1211	Dupont Lane North
1311921330093	1212	Dupont Lane North
1311921330076	1215	Dupont Lane North
1311921330092	1216	Dupont Lane North
1311921330077	1219	Dupont Lane North
1311921330091	1220	Dupont Lane North
1311921330078	1223	Dupont Lane North
1311921330090	1224	Dupont Lane North
1311921330079	1227	Dupont Lane North
1311921330089	1228	Dupont Lane North
1311921330080	1231	Dupont Lane North
1311921330088	1232	Dupont Lane North
1311921330081	1235	Dupont Lane North
1311921330087	1236	Dupont Lane North
1311921330082	1239	Dupont Lane North
1311921330086	1240	Dupont Lane North

1311921330083	1243	Dupont Lane North
1311921330085	1244	Dupont Lane North
1311921330084	1247	Dupont Lane North



Map Scale = 1: 905

75 ft  1 in

## City of Brooklyn Park

### Housing Improvement Area (HIA): Overview and Application

A Housing Improvement Area (HIA) is a defined area within a city where housing improvements to Common Interest Communities, such as townhome associations, are made and the cost of the improvements are paid in whole or in part from fees imposed on the properties within the area.

- Basically, the Association borrows low interest money from the City;
- Permanent, common area improvements are completed; and
- Unit owners repay the loan through fees imposed on their properties and collected with property tax payments.
- The City may establish an HIA within a Common Interest Community only at the request of the Association.
- Improvements must be common area improvements such as siding, roofs, etc.
- Financing is available as “last resort” option for associations that cannot obtain other financing.
- Over 50% of the owners must sign a petition requesting the City Council hold a public hearing to consider implementing the HIA.
- Owners may veto the process if 45% of the owner’s object to the ordinance.
- The average market value for units must be at or less than the value of homes in the first-time homebuyer programs, for 2024, this is \$515,200 based upon the Minnesota Housing cost limit for homes.

If your association is interested in learning more about this finance tool, please review the application procedure and policy and contact John Kinara, Housing and Redevelopment Coordinator, at [John.Kinara@brooklynpark.org](mailto:John.Kinara@brooklynpark.org) or call 763-493-8054.

#### Eligible Applicants:

Eligible applicants include town home associations that are requesting last resort financing for common area improvements. The town home association must include findings that without the housing improvement area, the proposed improvements could not be made by the associations or housing unit owners, and the HIA designation is needed to maintain and preserve the housing units within the housing improvement area.

As a matter of adopted policy, the City will consider using HIA financing to assist private property owners only in those circumstances in which the proposed private projects address one or more of the following goals:

- a. Ensure stable neighborhoods through revitalization and upgrading of the existing housing stock in the neighborhood.
- b. Stabilize or increase the owner-occupancy level within a neighborhood or Association.
- c. Increase or prevent the loss of the tax base of the City in order to ensure the long-term ability of the City to provide adequate services for its residents.

#### Eligible Improvements

1. Housing improvements may include improvements to common elements of a condominium or other common interest community. All work must be completed by licensed contractors and the City may require additional work to be completed based on City inspections. Improvements include, but are not limited to:
  - a. Siding, roofing, grading, driveways, decks, porches, exterior doors, public safety improvements, community building repairs and energy efficiency improvements.

- b. Comprehensive exterior improvements that enhance the overall architectural character and add value to an Association.
- c. Projects that utilize Crime Prevention through Environmental Design (CPTED) guidelines, such as: installing improved lighting, improving landscaping to maximize visibility, installing perimeter fencing, and for the installation of surveillance cameras.

### **Payment and Fees**

1. The association must provide a \$3,000 processing fee upon approval of the HIA.
2. The interest rate shall be adjusted annually and set at the same rate the city establishes for special assessment projects.
3. The minimum loan amount is \$100,000 and the maximum will be determined based upon availability of funds.
4. The term of the HIA should be the shortest term possible while still making the annual fee affordable to the association members. The Loan Term must not exceed ten years for projects less than \$500,000 or fifteen years for projects exceeding \$500,000.
5. The City will impose fees and collect payments along with the collection of property taxes

### **Application Procedure**

1. Meet with EDA staff to discuss the scope of the project, application requirements, and timeline for project.
2. Complete the application for the establishment of a Housing Improvement Area. Submit application with required documents to the Project Manager for review.
3. The EDA staff will review the application and the feasibility of the project.
4. Staff will prepare a report for the City Council and the applicant; the report will contain a financial and legal analysis of the project. In addition, there will be a public hearing held on the establishment of the Housing Improvement Area. (1<sup>st</sup> Council Meeting, 1<sup>st</sup> reading of ordinance, 1<sup>st</sup> Public Hearing)
5. At the second City Council meeting, the HIA ordinance will have a second reading and the City Council will approve or deny the establishment of the HIA ordinance. There will also be a public hearing to establish the fees for the Association. (2<sup>nd</sup> Council Meeting, 2<sup>nd</sup> reading of HIA ordinance, 2<sup>nd</sup> Public Hearing for fee establishment)
6. If the HIA is approved, the EDA will review the Development Agreement between the City and the Association. If approved, the Development Agreement will be executed subject to the successful passage of the veto period of 45 days. (If 45% or more of the owners file a written objection within the veto period, the City cannot establish the HIA). (1<sup>st</sup> EDA Meeting)
7. It is understood that City Staff or City Council may from time to time determine that a different process which is outlined is more appropriate, given the circumstances of each individual request.

**City of Brooklyn Park Preliminary HIA Application**Legal Name of Association River Walk Estates Homeowners AssociationMailing Address 1331 Tyler St NE, Ste 202, Minneapolis, MN 55413Name of Association Contact Person Tasha Alexander Phone: 612-202-8094Name of Management Company/Agent Cities Managment, Steve Kvasnik, Community Association ManagerPhone: 612-381-8600Location of the Project Site 1200 - 1247 Dupont Lane N, Brooklyn Park, MN 55444

Provide a description of the proposed project. Please include:

1. A general description of the project
2. A list of improvements and estimated project budget
3. The number of buildings and units
4. An explanation for why the Housing Improvement Area financing is necessary to undertake the project. Include any documentation regarding efforts to secure financing.

What is the anticipated loan amount? \$200,000

How do you propose the fee to be charged to the property owners? (Select one)

1. Equally among all properties X
2. Based on unit size, other: \_\_\_\_\_

Attach a copy of the following documents:

- X The Association Bylaws
- X Financial statements for the previous two years
- X A financial plan prepared by an independent third party that provides for the association to finance maintenance and operation of the common elements in the town home association and a long-range plan to conduct and finance future capital improvements
- X Evidence that the association has been in existence for 10 years
- X Evidence that the average market value is less than \$515,200
- X Signed petition documents from at least 50% of the owners
- \_\_\_\_\_ At least 3 project bids

Please submit the preliminary HIA application to:

City of Brooklyn Park  
 Economic Development & Housing Division C/O John Kinara  
 5200 85<sup>th</sup> Ave N  
 Brooklyn Park, MN 55443

For questions or electronic document submission please contact John Kinara, Housing and Redevelopment Coordinator, at [John.Kinara@brooklynpark.org](mailto:John.Kinara@brooklynpark.org) or 763-493-8054.

**NOTICE OF PUBLIC HEARING  
RIVER WALK ESTATES  
HOUSING IMPROVEMENT AREA**

NOTICE IS HEREBY GIVEN that the City Council of the City of Brooklyn Park, Minnesota (the “City”) will hold a public hearing on

**Monday, November 24, 2025, at 6:00pm or as soon thereafter as the matter may be heard**

in the City Council chambers in City Hall located at 5200 85th Avenue North in the City, regarding *adoption of an ordinance* to establish the River Walk Estates Housing Improvement Area (the “HIA) and regarding a *resolution imposing fees* on housing units within the HIA under Minnesota Statutes, Sections 428A.11 to 428A.21, as amended (the “Housing Improvement Act”).

**The boundaries of the proposed HIA are shown in the map below.** Within the HIA, the City proposes to facilitate various improvements to the River Walk Estates Homeowners Association. The improvements would be financed by fees imposed on the owners of units. Details regarding the hearing, the improvements and the fees are described below:

1. **Persons to be heard:** All persons owning housing units in the proposed HIA that would be subject to a fee for housing improvements, and all other interested persons, will be given an opportunity to be heard at the hearing.
2. **Proposed Housing Improvements:** The project will include installing gutters, installing drainage systems, clearing retention basin, foundation repair, and stucco painting.
3. **Estimated Cost of Improvements to be paid in whole or in part by housing improvement fee:** approximately \$225,000, including construction costs, administrative costs, soft costs, and financing costs.
4. **Amount to be charged against each housing unit:** The total costs are allocated equally to each unit. The estimated Total Fee to be imposed on each housing unit in the HIA is approximately \$9,375 and the estimated Annual Fee\* fee to be imposed on each of the housing units in the HIA is approximately \$1,146.69.  
  
\*The Annual Fee includes interest at the rate of 4.00% per annum and is payable if the unit owner does not prepay the Total Fee as described below.
5. **Owner’s right to prepay:** Housing unit owners may prepay the Total Fee in full, without interest, by February 28, 2026. *After February 28, 2026, the fee may not be prepaid except in full upon sale of such housing unit.* The unpaid balance will be imposed as an Annual Fee as described in paragraph 6, below.
6. **Number of years the fee will be in effect:** If owners do not prepay the Total Fee in full by February 28, 2026, the Annual Fee will be imposed in equal installments over a 10-year period. The first installment will be due and payable with taxes payable in 2027. The annual installments will be in the amount of the Annual Fee, described in paragraph 4 above.
7. **Compliance with Petition Requirement:** Owners of more than 50% of the housing units that would be subject to the proposed fee in the HIA have filed a petition with the City Clerk requesting a public hearing on both the ordinance creating the HIA and the proposed fee, in accordance with Section 428A.12 of the Housing Improvement Act.

For further information on the proposed HIA, ordinance and housing improvement fee, contact John Kinara at 763-493-8054 or via e-mail to [john.kinara@brooklynpark.org](mailto:john.kinara@brooklynpark.org).

Some members of the City Council will participate in the meetings by telephone pursuant to Minnesota Statutes, Section 13D.021 rather than in person at the City Council’s regular meeting place at City Hall, 5200 85th Avenue North, Brooklyn Park, Minnesota. Members of the public can monitor the Council meetings in person or by watching it on CCX Media Channel 16 or by livestreaming it at [https://nwsccc-brooklynpark.granicus.com/ViewPublisher.php?view\\_id=5](https://nwsccc-brooklynpark.granicus.com/ViewPublisher.php?view_id=5).

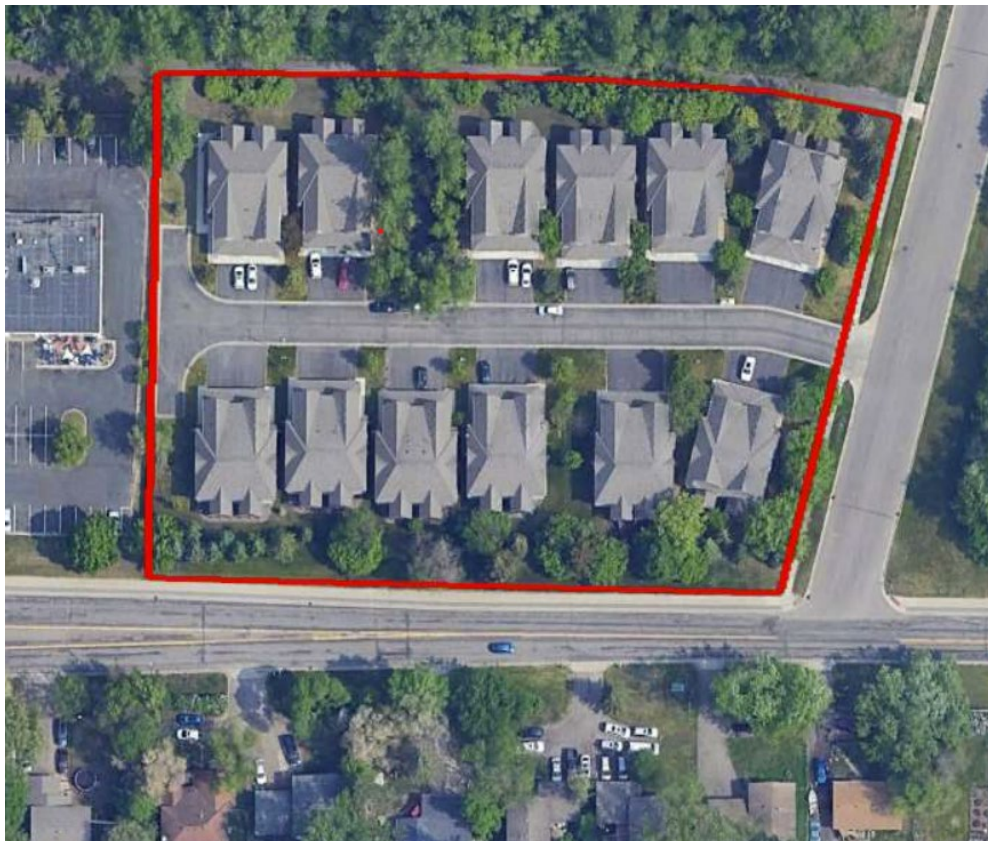
Anyone who wants to address the Council during the Public Comment period or on an Agenda Item may do so in person or by calling 763-493-8180 or emailing Devin Montero by 4:30 p.m. on the meeting day. You will be asked to provide your name, address, email, and phone number. You will then be registered to speak during the Public Comment period or on the agenda item and will be provided with the call-in number to address the Council.

Members of the public who desire to give input or testimony during the meeting may do so in person or by texting City Clerk Devin Montero at 763-439-8180 or emailing him at [devin.montero@brooklynpark.org](mailto:devin.montero@brooklynpark.org) (Subject line: “Council Testimony”).

If you need these materials in an alternative format or need reasonable accommodations for a City Council meeting, please provide the City with 72-hours’ notice by calling 763-424-8000 or emailing [Cindy Devonish](mailto:Cindy.Devonish@brooklynpark.org) at [Cindy.Devonish@brooklynpark.org](mailto:Cindy.Devonish@brooklynpark.org)

Para asistencia, 763-424-8000; Yog xav tau kev pab, 763-424-8000.

Dated: **November 13, 2025**





## **THE CITY OF BROOKLYN PARK & BROOKLYN PARK HOUSING IMPROVEMENT AREA POLICY**

### ***1. Purpose***

- A. The purpose of this policy is to establish the City's position relating to the use of Housing Improvement Area (HIA) financing for private housing improvements. This policy shall be used as a guide in processing and reviewing applications requesting HIA financing.
- B. The City shall have the authority to amend or waive sections of this policy when determined necessary.

### ***2. Authority***

- A. The City of Brooklyn Park is authorized under Minnesota Statutes, Section 428A.11 to 428A.21 (the "Housing Improvement Act") to establish by ordinance a Housing Improvement Area (HIA) within which housing improvements are made or constructed and the costs of the improvements are paid in whole or in part from fees imposed within the area.
- B. Within a HIA, the City has the authority to:
  - (1) Make housing improvements to common elements of a condominium or other common interest communities
  - (2) Use EDA loan funds as financing for HIA improvement
  - (3) Impose fees and collect payments along with the collection of property taxes
  - (4) Issue bonds
- C. The City has the authority to review each HIA petition to determine eligibility based up on the scope of improvements, the association's finances, and long term financial plans.
- D. The City has the authority to refuse HIA establishment if the common interest community is unable to prove the HIA improvements could not be made by the association or housing unit owners, and that the improvements are needed to maintain and preserve the housing units within the proposed HIA.
- E. The City may delegate "implementing authority" to the EDA.

### ***3. Eligible Uses of HIA Financing***

- A. Housing improvements may include improvements to common elements of a condominium or other common interest community. All work must be completed by

licensed contractors and the City may require additional work to be completed based on City inspections. Improvements include, but are not limited to:

- (1) Siding, roofing, grading, driveways, decks, porches, exterior doors, public safety improvements, community building repairs and energy efficiency improvements.
- (2) Comprehensive exterior improvements that enhance the overall architectural character and add value to an association.
- (3) Projects that utilize Crime Prevention through Environmental Design (CPTED) guidelines, such as: installing improved lighting, improving landscaping to maximize visibility, installing perimeter fencing, and for the installation of surveillance cameras.

B. As a matter of adopted policy, the City will consider using HIA financing to assist private property owners only in those circumstances in which the proposed private projects address one or more of the following goals:

- (1) Ensure stable neighborhoods through neighborhood revitalization and upgrading of the existing housing stock in the neighborhood.
- (2) Stabilize or increase the owner-occupancy level within a neighborhood or association.
- (3) Increase or prevent the loss of the tax base of the City in order to ensure the long-term ability of the City to provide adequate services for its residents.

#### ***4. HIA Approval Criteria***

- A. Each association shall provide a copy of their bylaws for the City to review. Evidence of organization under *Minnesota Statutes 515B* is desired but not required. Bylaws must allow the association to enter into a Development Agreement with the City.
- B. The association shall provide financial statements for the previous two (2) years so the City can determine the association's level of fiscal responsibility. This review shall include all outstanding payables, liens, loans and any other outstanding financial obligations.
- C. All applicants must be town home associations that have been in existence for 10 years or more.
- D. Prior to approval the association must submit to the City a financial plan prepared by an independent third party, such as a professional management company, that provides for

the association to finance maintenance and operation of the common elements and a long-range plan to conduct and finance capital improvements.

- E. The average market value of units in the association must not exceed the maximum home purchase price for existing homes under the State's first time homebuyer program. For 2010, the metro amount is \$298,125, amount to be adjusted annually.
- F. The proposed project, including the use of HIA financing, must be supported by a majority of 50% or more of the owners within the association. The association must include the results of a membership vote along with the petitions to create the area.
- G. HIA financial assistance is last resort financing and will not be provided to projects that have the financial feasibility to proceed without the benefit of HIA financing. Evidence that the association has sought other financing for the project should be provided and should include an explanation and verification that an assessment by the association is not feasible along with letters from private lenders or other evidence indicating a lack of financing options.
- H. The City may require a needs assessment to determine and prioritize the scope of improvements.

### ***5. Project Financing***

- A. The association must provide a \$3,000 processing fee upon approval of the HIA.
- B. The interest rate shall be adjusted annually and set at the same rate the city establishes for special assessment projects.
- C. The minimum loan amount is \$100,000 and the maximum will be determined based upon availability of funds.
- D. The term of the HIA should be the shortest term possible while still making the annual fee affordable to the association members. The Loan Term must not exceed ten years for projects less than \$500,000 or fifteen years for projects exceeding \$500,000.

<b>City of Brooklyn Park Request for EDA Action</b>			
<b>Agenda Item:</b>	5.2	<b>Meeting Date:</b>	December 15, 2025
<b>Agenda Section:</b>	Public Hearing	<b>Prepared By:</b>	Tim Gladhill, Executive Director; and Josephine Thao, Project Facilitator
<b>Resolution:</b>	X	<b>Presented By:</b>	Tim Gladhill, Executive Director
<b>Attachments:</b>	2		
<b>Item:</b>	Public Hearing to Consider Conveying Brooklyn Park Economic Development Authority Owned Land Located at 8600 Zane Avenue North to the City of Brooklyn Park for the Development of the Brooklyn Park Fire Station 2		

**Executive Director’s Proposed Action:**

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-\_\_\_\_\_, AUTHORIZING THE CONVEYANCE OF BROOKLYN PARK ECONOMIC DEVELOPMENT AUTHORITY-OWNED LAND LOCATED AT 8600 ZANE AVENUE NORTH TO THE CITY OF BROOKLYN PARK FOR THE DEVELOPMENT OF THE BROOKLYN PARK FIRE STATION 2.

**Overview:**

The purpose of this report is to request that the Economic Development Authority (EDA) consider transferring EDA-owned property located at 8600 Zane Avenue North (PID 1611921340006) to the City of Brooklyn Park (City) for the Brooklyn Park Fire Station 2. This site was originally purchased when the opportunity arose for potential economic development projects or City facility needs. Ultimately, it was decided that this site would be used for a new fire station, therefore necessitating the sale to the City and reimbursement to the EDA. There are two steps to the action: 1) hold the public hearing; and 2) consider authorizing the conveyance of the property to the City.

The 4.45-acre parcel is zoned Institutional, making it appropriate for public facility development. The City has identified this site as strategically important for enhancing fire and emergency services coverage, particularly to support the growing residential and commercial areas in central Brooklyn Park.

Transferring the property from the EDA to the City would facilitate the development of critical public safety infrastructure. In accordance with Minnesota Statute 469.105 (economic development statutes), a public hearing is required for the conveyance of EDA-owned property (even to the City). The notice of hearing was published in the Sun Post on November 27, 2025. During the hearing, taxpayers may provide testimony for or against the proposed transfer, after which the EDA will determine whether the transfer is advisable.

**Background:**

In 2016, Hennepin County (County) relocated the Brooklyn Park Library from its former site at 8600 Zane Avenue North to its current location at 8500 West Broadway Avenue. In 2019, the County expressed interest in disposing of the former library property and inquired whether the City would be interested in acquiring it.

On June 2019, the City Council discussed the potential acquisition during a work session and directed city staff to pursue the purchase of the property to ensure adequate parking for the Community Activity Center (CAC) and to preserve opportunities for potential CAC expansion or future redevelopment. The property was subsequently acquired by the EDA in September 2020.

At the same time, the City initiated a Fire Station Facilities Assessment in 2019 to evaluate current and future service needs. The assessment identified the former library site as a preferred location for a new fire station. By 2023, further analysis confirmed that the site would serve as the future Brooklyn Park Fire Station 2, with final authorization for development granted in 2025. In October 2025, the City Council approved the City Manager to execute the necessary contract for the project.

**Primary Issues/Alternatives to Consider:**

The EDA utilized \$400,000 in EDA funds to acquire the property as well as another \$100,000 for demolition of the former library building. The Fire Station budget includes \$500,000 for reimbursement to the EDA. The terms of the sale proposed by city staff include the City paying the EDA \$400,000. The EDA may choose to reduce the amount transferred as part of the sale or waiving reimbursement in recognition of the property's intended public use for essential city services.

**Budgetary/Fiscal Considerations:**

The land transfer will incur minimal fees, including costs associated with legal counsel's preparation of documentation, a material compliance review, and recording fees required by the County.

**Next Steps:**

If approved by the EDA, the next step will be to have the City Council take action accepting the property. City staff will then work with legal counsel to execute all necessary documents to convey the property.

**Recommendation:**

The Executive Director of the EDA recommends approval of the conveyance of Brooklyn Park Economic Development Authority Owned Land Located at 8600 Zane Avenue North to the City for the Development of the Brooklyn Park Fire Station 2 and authorize the execution of any necessary documents.

**Attachments:**

- 5.2A RESOLUTION
- 5.2B LOCATION MAP

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

RESOLUTION #2025-\_\_\_\_

AUTHORIZING THE CONVEYANCE OF BROOKLYN PARK  
ECONOMIC DEVELOPMENT AUTHORITY-OWNED LAND AT 8600 ZANE AVENUE NORTH  
TO THE CITY OF BROOKLYN PARK FOR THE DEVELOPMENT OF  
THE BROOKLYN PARK FIRE STATION 2

WHEREAS, the Brooklyn Park Economic Development Authority (the "Authority") is the fee owner of real property legally described as:

Lot 1, Block 1, City of Brooklyn Park Addition, according to the recorded plat thereof, Hennepin County, Minnesota

PID: 16-119-21-34-0006  
(the "EDA Property"); and

WHEREAS, the City of Brooklyn Park, Minnesota (the "City") is interested in owning the EDA Property and has identified the EDA Property as an appropriate location for the development of public safety infrastructure, and strategically important for enhancing fire and emergency services coverage, and propose constructing Fire Station 2 at the Property; and

WHEREAS, the EDA Property was acquired via quit claim deed from Hennepin county on September 9, 2020; and

WHEREAS, the City has offered to pay the Authority \$500,000 for the acquisition of the EDA Property, which is based on the \$400,000 the EDA expended to acquire the property and approximately \$100,000 used to demolish the existing building; and

WHEREAS, the Authority has determined that it is in the best interest of the public to convey the EDA Property to the City; and

WHEREAS, the Authority and City have followed applicable statutory provisions, including but not limited to, Minnesota Statutes, section 465.035 and 471.64; and

WHEREAS, the Authority desires to convey the EDA Property to the City of Brooklyn Park.

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

1. The recitals set forth in the preamble to this resolution and the exhibits attached to this resolution are incorporated into this resolution as if fully set forth herein.
2. The conveyance of the Property by the Authority to the City is hereby authorized pursuant to a quit claim deed.
3. The Board of Commissioners hereby authorizes the President and Executive Director, in their discretion and at such time, if any, as they may deem appropriate, to execute on behalf of the

Authority all appropriate documents to convey title of the Property to the City, including but not limited to a quit claim deed (the "Conveyance Documents"), and to carry out, on behalf of the Authority, the Authority's obligations thereunder when all conditions precedent thereto have been satisfied. The Conveyance Documents shall be in substantially the form on file with the Authority and the approval hereby given to the Conveyance Documents includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by legal counsel to the Authority and by the officers authorized herein to execute said documents prior to their execution; and said officers are hereby authorized to approve said changes on behalf of the Authority. The execution of any instrument by the appropriate officers of the Authority herein authorized shall be conclusive evidence of the approval of such document in accordance with the terms hereof. This resolution shall not constitute an offer and the Conveyance Documents shall not be effective until the date of execution thereof as provided herein.

4. In the event of absence or disability of the officers, any of the documents authorized by this resolution to be executed may be executed without further act or authorization of the Board by any duly designated acting official, or by such other officer or officers of the Board as, in the opinion of EDA Legal Counsel, may act in their behalf. Upon execution and delivery of the Conveyance Documents, the officers and employees of the Board are hereby authorized and directed to take or cause to be taken such actions as may be necessary on behalf of the Board to implement the Conveyance Documents.

# 8600 ZANE AVENUE NORTH



Map Scale = 1: 905

75 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)