

MONTHLY COMMISSION UPDATE

from the City Manager

January 2026

COMMISSION INFORMATION

Events/Other Attachments

- Quarterly Attendance Reports – Budget Advisory Commission, Charter Commission, Community Long-range Improvement Commission, Human Rights Commission, Planning Commission, Recreation and Parks Advisory Commission
- August 3, 2026 Annual Joint Council Commission Meeting

City Boards/Commissions Reports

- **Charter Commission**
ATTACHMENTS...
 - Packet: January 14, 2026
- **Community Long-range Improvement Commission**
ATTACHMENTS...
 - Packet: January 8, 2026
- **Human Rights Commission**
ATTACHMENTS...
 - Packet: January 15, 2026
- **Planning Commission**
ATTACHMENTS...
 - Packet: January 14, 2026
- **Recreation and Parks Advisory Commission**
ATTACHMENTS...
 - Packet: January 21, 2026

Reports from Joint Commissions/Other Organizations

- **Metropolitan Airports Commission**
 - Approval of December Minutes: January 21, 2026
- **Shingle Creek and West Mississippi Watershed Management Commissions**
ATTACHMENTS...
 - Packet: January 8, 2026

- Fair School Update: January 2026
- SCWS Treasurer's Report: January 2026
- WMWS Treasurer's Report: January 2026
- WMWA Update: January 2026

**City of Brooklyn Park
BUDGET ADVISORY COMMISSION
2025 Attendance**

LEGEND		
X = Present	X* = Came Late	X** = Left Early
R = Resigned	C = Canceled	S = Special
NA = Appointed After This Meeting	A* = Notified Absence	A = Absent

Commissioner	Term Exp (April)	1/28	2/25	3/25	Spec 4/14 Council	4/22	5/27 (No Quorum)	6/24	8/26	9/23	Spec Mtg 10/14	10/28	Joint BAC/CLIC Mtg 11/13	Council Mtg 11/24	11/25 - Canceled
Adeniji, Akeem	2025	X	X	X	R	R	R	R	R	R	R	R	R	R	R
Ajiboye, Theresa	2025	A	A	A	R	R	R	R	R	R	R	R	R	R	R
Blake, Henry	2028	X	X	X*		X	X	X	X	X	X	X	A	X	C
Cokie, Farquema	2026	X	X	X		X	A*	X	X	X	X	X	A	X	C
Green, Patrina	2028	N/A	N/A	N/A		A	A	A	A	X	X	X	A	A	C
Mattox, Michael	2027	Guest	N/A	N/A		X	X	X	X	X	X	X	A*	X	C
Meuers, Amy	2026	X	X	A*		X	A*	X	X	A*	X	A	A	X	C
Mobisa, Nahashon	2027	A*	X	X		A	A*	X*	A	A*	A*	X	A	X	C
Petty, William	2026	X	X*	X		X*	X	X*	X	X	X	X	X*	A*	C
Pone, Eric	2028	N/A	N/A	N/A			A	X	X	A*	R	R	R	R	R
Walker, Erica	2028	N/A	N/A	X		X	X	X	X	X	X	A*	A	X	C
VACANT-YOUTH (2)	2026	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Shelle Page (Council Liaison)		X	X	A		X	A*	X	X	X	A*	X	A	X	C
Green, LaTonia (Staff Liaison)		X	X	X		X	X	X	X	X	X	X	A	X	C
Lopez, Molly (Staff Liaison)		X	X	A*		A*	X	X	X	X	X	X	X	X	C
Keene, Cheryl (Staff Liaison)		X	X	X		X	X	X	R	R	R	R	R	R	R
Bounsavath, Kayli (Staff Liaison)												X	X	X	C
Pavelka, Kristen (Guest)		X													
Sarah Kraabel (HR)							X								
Tim Gladhill (CD)							X								

**CHARTER COMMISSION
2025 ATTENDANCE RECORD**

COMMISSIONER NAME	2025 MEETING DATES											
	1/8	2/12	CANX 3/12/2025	4/9	5/14	6/11	CANX 7/9/2025	CANX 8/13/2025	CANX 9/10/2025	10/8	11/12	12/10
Sunday Alibi	X	X	-	X	X	A*	-	-	-	A*	X	X
Barbara Bor	X	X	-	X	X	X	-	-	-	X	X	A*
Shamara Freeman	X	A	-	X	X	X	-	-	-	X	X	X
Amy Hanson	X	X	-	X	X	X	-	-	-	X	X	X
Adam Hunt	X-R	R	-	R	R	R	-	-	-	R	R	R
Peggy Larkin	X	X	-	X	A*	X	-	-	-	X	X	X
Susan Mabera	A	A*	-	A*	A*	X	-	-	-	X	A*	A*
Dennis Secara	X	A*	-	X	X	X	-	-	-	X	X	A*
LaDawn Severin	X	X	-	A*	X	X	-	-	-	X	A	X
Scott Simmons	A*	X-R	-	R	R	R	-	-	-	R	R	R
Gregory Szach	X	X	-	X	X	A*	-	-	-	X	X	A*
Paula Weakly (March Appt)	-	-	-	X	X	X	-	-	-	X	X	A*
Sheldon Williams (March Appt)	-	-	-	X	X	A*	-	-	-	X	A*	X
COUNCIL AND STAFF LIAISONS												
Nichole Klonowski, Council Member	A	A*	-	X	A*	A	-	-	-	X	X	A*
Amanda Xiong, Council Member				-	X	A	-	-	-			X
Devin Montero, Staff	A*	X	-	X	X	A*	-	-	-	X	X	
Jenny Gooden, Staff	X	-	-	-	-	X	-	-	-			

X = In Attendance
A* = Notified Absent
A = Absent
R = Resigned

NQ=NO QUORUM

Subcommittee Meetings				

2025 Attendance - COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION

MEMBERS	DISTRICT	TERM EXPIRES	1/9/2025 - Meeting Cancelled	13-Feb	13-Mar	10-Apr	8-May	12-Jun	10-Jul	14-Aug	11-Sep	9-Oct	13-Nov	11-Dec
Stephenie Cole	East	4/1/2028				X	A	X	X	A	X	X	X	
Tekoa Cochran	West	4/1/2026		X	x	A/E	A	X	X	A	A	A/E	X	
Ashyante Gill	At Large	4/1/2026		A/E	A	X	A/E	X	X	A	X	X	X	
Mark Hayes Regan	At Large	4/1/2028				A/E	X	X	X	X	X	X	X	
Nailah Hendrickson	East	4/1/2027		A/E	A	A	A	A/E	X	X	X	A	A/E	
Mary Hoogheem	Central	4/1/2027		X	x	X	A/E	X	A	A/E	A/E	X	X	
Patrick Hoth	At Large	4/1/2027		X	x	X	X	X	A/E	X	A/E	X	X	
Cindy Johnson	At Large	4/1/2027		A/E	A/E	A/E	X	A/E	X	A	X	X	X	
Shelley Marbut	Central	4/1/2026		X	x	A/E	X	A/E	X	X	A/E	X	A/E	
Jorge Martinez	West	4/1/2025		X	x	X	X	A/E	X	X	X	A/E	X	
Edna McKenzie	West	4/1/2027		X	A	X	A/E	A/E	A/E	A	A	X	X	
Jared Momanyi	At Large	4/1/2028				X	A/E	X	A	A	A	X	A/E	
Umebe Onyejekwe	Central	4/1/2025		A/E	A/E	A/E	X	X	A/E	A	X	X	A/E	
Brenda Reeves	East	4/1/2026		X	x	A/E	X	X	X	A	X	X	A/E	
John Schaefer	At Large	4/1/2026		X	x	A/E	A/E	X	X	X	X	X	X	
Former Members														
Nicholas Campbell	East	4/1/2025		A	A									
Patrick Chittester	At-large	4/1/2025		X	x									
Theo Harris	At Large	4/1/2025		A/E	A									
QUORUM				X	-	X	X	X	X	-		X	X	
				9	8	7	7	10	10	6	9	12	10	
XP Lee	CC Liaison			X										
Mitch Robinson	Staff Liaison			X	A/E	X	X	X	A/E	X	X	X	X	
Christian Eriksen	CC Liaison				x	A	X	A	A	A	A	X	X	
Marc Culver	Staff Liaison				X				X				X	
LaTreasure Dickson	City Staff				X									
Tim Gladhill	City Staff					X								
Zach Kramka	City Staff									X				
Greg Hoag	City Staff												X	
Brad Tullberg	City Staff												X	
Molly Lopez	City Staff												X	

LEGEND			
X = Present	A = Absent	A/E = Notified Absence	A/E
	R = Resigned		A

**HUMAN RIGHTS COMMISSION
2025 Attendance Record**

MEMBER NAME	2025 MEETING DATES											
	16-Jan	1/23	2/15	3/21	4/17	5/15	5/16	6/18	7/18	8/15	9/19	10/17
Bernice David	A*	X	A*	X	X							
Blackhawk, Brenda	X	X	X	X	X	X		X	X	A*	X	X
Best, Jen	A*	A*	R	R								
Anako, Marvelous	A*	A*	A*	A*								
Wirth, Amanda					X	X		X	X	A*	X	X
Perez-Maikkula, Andrea	X	X	X	X	X	X		X	X	X	X	X
Goby, Gunderson					A	X		A	X	X	X	X
Garley, Nehemiah	A*	X	A*	X	X	A		X	A	X	X	A
Knipe, Mallory	X	X	X	A*	X	X		X	X	X	A*	X
Arabi, Amna					X	A		X	X	X	X	X
Vicki Richardson	X	X	X	A*	X	X		X	X	X	X	X
Valen Ademondi	X	A*	X	A*	X	X		A	X	A*	A*	A
EMERGING LEADERS												
(Emerging Leader)												
(Emerging Leader)												
Council and Staff Liaisons												
Amanda Xiong Council Liaison	X	A*	A*	X	X	A		X	X	X	A*	A
Marcellus Davis Staff Liaison	X	X	X	A*	X	A		X	X	X	X	A

X = In Attendance S = Special Meeting
 A* = Notified Absent C = Cancelled Meeting
 A = Absent
 XL = Present Late
 R = Resigned
 V = Substitute In Attendance
 Gray fill = Not Active
 -- = new appt - inadequate notice

	11/14	12/12
	X	X
	X	X
	X	X
	X	X
	X	X
	X	A*
	X	X
	X	X
	X	X
	X	X
	X	A

2025 MEETING DATE/TYPE		1/8 RM	1/24 WS	2/12 RM
Commissioner	Residing District			
Cavin, Liam	Central Rep. At-Large	P	X	E
Wako, Teshite	Central Rep. At-Large	P	X	P
Borer, Maggie	Central Rep. At-Large	P	X	E
Korosso, Abdo	Central	P	X	P
Fraser, Kathy	Central	P	X	P
Arah, Chukwunedu	West	E	X	P
Udomah, Christopher	West	P	X	P
Gaye-Bai, Phillip	East	P	X	P
Turner, Shereese	East	P	X	E
COUNCIL LIAISON				
CM McGarvey, Tony	City Council	P	X	P
CITY STAFF				
Mogush, Paul	Planning Director	P	X	P
McDermott, Erin	Senior Planner	P	X	P
Donovan, Cara	Senior Planner	P	X	P
Hayes-Regan, Matt	Associate Planner	P	X	P
Jihad, Asma	Program Assistant	A	X	P

2/12 WS	3/12 RM	3/17 WS	4/9 RM	4/24 WS	5/14 RM	5/22 WS	6/11 RM	6/26 WS
E	P	P	P	X	P	X	P	X
P	P	E	P	X	P	X	P	X
E	E	P	P	X	P	X	P	X
P	P	P	P	X	E	X	A	X
P	P	P	P	X	P	X	P	X
P	E	A	A	X	P	X	P	X
P	P	A	P	X	P	X	P	X
P	P	P	A	X	A	X	P	X
E	P	P	P	X	P	X	P	X
P	E	P	E	X	P	X	P	X
P	P	P	P	X	P	X	P	X
P	E	E	P	X	P	X	P	X
P	E	P	P	X	P	X	P	X
P	E	P	P	X	P	X	P	X
P	P	E	P	X	P	X	P	X

7/10 RM	7/24 WS	8/13 RM	8/27 WS	9/10 RM	9/25 WS	10/8 RM	10/8 WS	11/12 RM
X	X	P	X	P	X	X	P	P
X	X	P	X	P	X	X	P	A
X	X	P	X	P	X	X	A	A
X	X	P	X	P	X	X	P	E
X	X	P	X	P	X	X	P	P
X	X	P	X	P	X	X	P	P
X	X	P	X	P	X	X	A	P
X	X	P	X	P	X	X	P	A
X	X	P	X	P	X	X	P	E
X	X	P	X	E	X	X	P	E
X	X	P	X	P	X	X	P	P
X	X	P	X	P	X	X	P	P
X	X	P	X	P	X	X	P	P
X	X	P	X	P	X	X	P	P
X	X	E	X	P	X	X	P	P

11/26 WS	12/10 RM	12/24 WS
X	X	X
X	X	X
X	X	X
X	X	X
X	X	X
X	X	X
X	X	X
X	X	X
X	X	X
X	X	X
-	X	X
X	X	X
X	X	X
X	X	X
X	X	X

**Recreation and Parks
2025 Attendance Record**

	2025 MEETING DATES											
MEMBER NAME	1/15	2/19	3/19	4/16	5/21	6/18	7/16	8/20	9/17	10/15	11/19	12/18
Arias, Emily	x	x	X	x	A*	C	C	X	X	A*	A*	
Caldwell, Latrina	x	A	X	x	A*	C	C	X	X	X	X	
Crandal, Doug	x	x	X	X	x	C	C	A*	X	X	A*	
Dang, Long				x	x	C	C	X	A*	X	A*	
Krysinski, Kyle				x	x	C	C	X	X	X	X	
Erickson, Dwain	x	x	X									
Matthews, Mercy	A	A	A	resigned								
Murray, Taylor	x	x	X	x	x	C	C	X	X	X	X	
Osammor, Miriam	x	A*	X	A*	A*	C	C	A	A*	A*	X	
Parks, Terry	x	x	X	A*	x	C	C	A	X	X	X	
Purcell, Judith	x	x	X	x	x	C	C	X	X	X	A*	
Quigley, Kelina	x	x	X	x	A	C	C	X	X	A*	X	
Uloth, Joshua	x	x	X	x	x	C	C	X	X	X	X	
Vangehn, Jenkins	x	A*	X									
Wanyama, Judi											A	
<i>Youth Liaisons</i>												
<i>Anako, Abundance</i>				A*	A*	C	C	A	A	A*	A	
<i>Ramirez, Keesha</i>				x	A*	C	C	X	A*	A*	A	
Klarissa Yu	A	x	A									
Aria Reickard	x	x	A									
<i>Council and Staff Liaisons</i>												
Shelle Page Council Liaison	x	x	A*	A*	A*	C	C	X	X	X	X	
Bradd Tullberg Staff Liaison	x	x	X	A*	x	C	C	X	X	X	X	

X = In Attendance

S = Special Meeting

A* = Notified Absent

A = Absent

XL = Present Late

R = Resigned

V = Substitute In Attendance

Gray fill = Not Active

-- = new appt - inadequate notice

C = Cancelled Meeting

Brooklyn Park Charter Commission Meeting Agenda
Wednesday, January 14, 2026, 7:00 p.m.
City Hall Room A203

If you need these materials in an alternative format or need reasonable accommodations for a Charter Commission meeting, please provide the City with 72-hours' notice by calling 763-424-8000 or emailing Josie Shardlow at josie.shardlow@brooklynpark.org. Para asistencia, 763-424-8000; Yog xav tau kev pab, 763-424-8000.

1. Call to Order/Roll Call
2. Public Comment
3. Additions/Approval of the Agenda of January 14, 2026
4. Approval of Minutes
 - 4.1** DECEMBER 10, 2025, REGULAR MEETING MINUTES
5. Old Business
 - 5.1 Second Reading of an Ordinance 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
6. New Business
 - 6.1 2025 Treasurer's Annual Report
 - 6.1A** 2025 TREASURER'S ANNUAL REPORT
 - 6.2 Work Plan for 2026
 - 6.2A** CHARTER COMMISSION WORK PLAN
 - 6.3 Review of By-Laws
 - 6.3A** CHARTER COMMISSION BY-LAWS
 - 6.4 Review Meeting Schedule
 - 6.4A** CHARTER COMMISSION 2026 MEETING SCHEDULE
 - 6.5 Review of 2025 Draft Annual Report
 - 6.5A** CHARTER COMMISSION 2025 ANNUAL REPORT (*Draft*)
 - 6.6 Charter Amendment List
 - 6.6A** CHARTER AMENDMENT LIST 2026 (*Draft*)
7. Reports of Officers, Boards, and Standing Committees
 - 7.1 Council Liaison Update on Council Actions
8. Correspondence/Communications
9. Adjournment

Commission members are asked to let Devin Montero, Staff Liaison, know if you won't be able to attend this meeting. Devin can be reached by phone (763-493-8180) or by email (devin.montero@brooklynpark.org).

City of Brooklyn Park

CHARTER COMMISSION Attachments

Agenda Item No.:	4.1	Meeting Date:	January 14, 2026
Prepared by:	Devin Montero	Presented By:	Amy Hanson, Chair

Attachments:

4.1 DECEMBER 10, 2025, MEETING MINUTES

**Brooklyn Park Charter Commission Meeting Minutes
Wednesday, December 10, 2025**

1. Call to Order/Roll Call

Present: Chair Amy Hanson, Commissioners Sunday Alabi, Peggy Larkin, LaDawn Severin, Paula Weakly, Sheldon Willaims, Alternate Council Liaison Amanda Xiong, and Staff Liaison Devin Montero

Absent: Commissioners Barbara Bor, Susan Maberera (excused), Dennis Secara(excused), Gregory Szach (excused), Shamara Freeman (excused)

2. Public Comment – None.

3. Additions/Approval of the Agenda of December 10, 2025

Motion Chair Hanson, Second Commissioner Alabi to approve the agenda as submitted. The motion passed unanimously.

4. Approval of Minutes

4.1 NOVEMBER 12, 2025, MEETING

Chair Hanson asked the Commissioners if there were any substantial changes to the minutes. Commissioner Larkin had a sentence correction:

“He stated due to a shift change at his employment; he would take a leave from the Charter Commission and step down as Chair.”

Motion Chair Hanson, Second Commissioner Larkin to approve November 12, 2025, meeting minutes as amended. The motion carried unanimously.

5. Old Business

5.1 Public Hearing Set to Consider Amendments to Chapter 4, Section 4.07 and Chapter 6, Sections 6.04 and 6.12 of the Home Rule City Charter

Chair Hanson stated the public hearing would be held on January 5, 2026, and previously past Chair Secara prepared a speech for her and would use it for the January Council meeting.

6. Reports of Officers, Boards, and Standing Committees – None.

7. New Business

7.1 Nomination Petition Requirements Follow Up.

Staff Liaison Montero stated at a past Charter Commission meeting, Commissioner Larkin brought up the question on the nomination petition that had “residence” at the top of the petition and if it was needed.

“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...”

He stated he sent that question to the city attorney's staff and Attorney Tierney responded with an email saying that it could be removed from the petition. He stated the reason for the question was because of the assassination of Representative Hortman in June that started things to protect addresses. He stated there was another part of the petition at the bottom that had:

*"This petition, if found insufficient, shall be returned to _____
at _____."*

He stated if the candidate was the circulator and found the petition to be insufficient, the petition would be returned to the candidate at their address and it could probably be changed too.

Commissioner Severin asked if those documents were publicly posted.

Staff Liaison Montero stated the petitions were not publicly posted and if someone made a data request, he would have to provide the petitions. He stated he didn't have authority to redact the addresses from the petition.

Commissioner Alabi clarified that anyone could ask for the petitions and the petitions would be provided including the address.

Staff Liaison Montero stated he would have to provide the petitions, including the addresses. He stated Hennepin County provided a flyer, "Candidates-Private Residence Address", regarding how to protect their address when filing as a candidate. He stated the candidate would also submit an Affidavit of Candidacy and had to check a box to protect their address. Doing so would require them to fill out another form, "Address of Residence Form". He stated that the Commission would have to decide on amending the nomination petition.

Commissioner Alabi asked if that would give authorization to protect the address or would the Commissioners still need to take action on the nomination petition.

Staff Liaison Montero stated the Affidavit of Candidacy would be sent to Secretary of States office and would not have the candidates residential address on it but would be on the Address of Residence form. He stated they could use a P.O. box or someone else's address.

Chair Hanson stated when she ran for office, she had the Treasurer's address listed. She stated a candidate would have to prove where they lived when they filed.

Commissioner Alabi stated when the candidate put their address on it, it would validate the candidate running for city council was living within the district they represent.

Commissioner Larkin stated that it was by oath.

Staff Liaison Montero stated the address was also on the top of the nomination petition.

Commissioner Larkin stated they were talking about taking that out of the nomination petition.

Staff Liaison Montero stated when a candidate filed, they would use the Affidavit of Candidacy and if they wanted to protect their address, he would still know where the candidate lived, but would require the second form completed.

Commissioner Weakly stated if the nomination petition was being circulated by the candidate, they had a right to know where they lived. She stated she wouldn't sign the petition if she didn't know for sure where they lived. She suggested the nomination petition could be changed to, "*whose residence is in the West District of the City of Brooklyn Park.*" She stated if people had problems or didn't want to sign the petition because of that, the candidate would have to explain to the people what the nomination petition was. She stated that on the other part of the petition, the address would be provided. She stated the Commissioners would have to amend the Charter to make those changes.

*"This petition, if found insufficient, shall be returned to _____
at _____."*

Commissioner Severin asked if there would be an option to amend the Charter to redact or block out the information if a data request was received. She stated normally no one would see the nomination petitions except the people the candidate was asking to sign the nomination petition.

Commissioner Alabi clarified that if the candidate asked people to sign the petition, they probably knew the candidate and knew where they lived. He stated if someone wanted to get the petitions, they could be given but the addresses would be redacted.

Staff Liaison Montero stated he didn't have the authority to redact the address.

Commissioner Weakly stated they could amend the petition to not have the address of the candidate.

Commissioner Alabi stated they could amend the heading and asked if the city attorney was okay with the change to the petition.

Staff Liaison Montero stated the staff attorney was okay with the heading change as indicated in her email.

Council Liaison Xiong asked if they could find the Affidavit of Candidacy publicly on the Secretary of State's website and would they still have access to the address.

Staff Liaison Montero stated there was a box on the Affidavit of Candidacy, stating "*my residents address is to be classified as private data*" and the address would be protected. He stated the candidate would have to complete a second form to make the address private.

He stated that next year in 2026 he was going to encourage candidates to open a P.O. box, but they would still have to provide their official address on the Affidavit of Candidacy and check the box as wanting their address classified as private data.

Chair Hanson asked how often the nomination petitions were requested through a data request.

Staff Liaison Montero stated it was less than five times while he has been the City Clerk.

Commissioner Larkin asked if the candidates were made aware if someone made a data request for the petitions.

Staff Liaison Montero stated he would notify the candidates and currently there were two 2026 candidates that started submitting their campaign financial reports and understood those were public documents. He stated one had a P.O. box and the other had the Treasurer's address and not the candidate's address.

Commissioner Larkin stated there were two competing things, the elected officials who were assassinated, an attempted assassination and had a situation where someone gave a false address in a special election. She stated she saw two things. She saw the public's need to know because how would someone make a challenge to an address and what would happen. She asked if she called and said she believed a candidate didn't live in the West District, what would happen.

Staff Liaison Montero stated he would start investigating to make sure their address was in the district and would go to Hennepin County and check on the property address.

Commissioner Larkin asked if the address was not in the district, what would be done.

Staff Liaison Montero stated he would notify the candidate and let them know they were in the wrong district. He stated when the candidate was filing, he would make sure the address was in the district they were representing.

Commissioner Weakly asked what if it was a rental situation and couldn't tell that from Hennepin County records. She asked if the city clerk would ask for a copy of the lease as it would be the only way to prove they lived in the district.

Staff Liaison Montero stated the candidate was affirming they lived in the district they were representing and qualified as a candidate. He stated it was also based on the signatures the candidate got from the registered voters in that district and he looked up every address.

Commissioner Williams asked about a candidate who moved from one address to a new address and how would the city clerk know what the real address was.

Staff Liaison Montero stated the candidate had to live at their new address 30 days prior to the election and if they moved, they would have to meet that requirement. He stated he had a call from a potential candidate who wanted to run as a candidate but did not want to compete with Council Member Klonowski. She had property in the West District and was thinking about moving to the West District. He stated she could run for council in the West District as long as she lived on that property at least 30 days before the election.

Chair Hanson asked if the Commissioners wanted to move on the change and give direction to the staff liaison to see what the form looked like for the January meeting and then make motions for it.

Staff Liaison Montero stated it would require a Charter amendment, with setting the public hearing, first reading and second readings of the ordinance and had to have the form in time for the filing period in May 2026.

Chair Hanson stated that knowing the Affidavit of Candidacy would be on the Secretary of States webpage for everyone to see, the address could be private, the candidate had that option, only had five data requests in all of the years the City Clerk had been doing elections, and given the situation that happened in the city this year, she was okay with leaving the nomination petition as it was. She stated the city clerk would be encouraging candidates to use a P.O. box and took other measures of protection. She thought of it over the past few days and anyone could Google anyone's name and find out the address easily just by using the internet. She stated she didn't know how much they were saving of private information if they were to remove the candidate's address requirement from the nomination petition. She stated she did like the address where the candidate lived, when people were circulating the petition.

Commissioner Alabi stated he knew anyone could Google anyone's address, only had five requests for the petitions and didn't think that made a difference. He stated even one request could lead to someone getting harmed. He thought they should do their part and not make it easy for anyone. He stated if they didn't Google the address, and wanted to use the petitions, they needed to find a way to close that.

Commissioner Larkin stated she heard the City Clerk would notify the candidate. She stated when residents spoke at the council meeting during public comment, they had to give their address, and her opinion was to leave it for now.

She stated if someone ran for council, they wanted them to be safe but also owed it to their constituents to let them see that they are their neighbor. She stated she would have to give her address if she spoke at the council meeting during public comment. She stated when she emailed the council, her email address was public data. She stated if there were data request for the petitions, the city clerk would notify the candidate and would take the appropriate steps needed. She thought the public should not have to give their address if they were considering protecting the candidates. She thought there were measures in place.

Commissioner Alabi stated they should not be handling the candidates filing with their address in light of what happened in the city. He acknowledged a person could use Google or other ways, but the Commission should not be making it easy for someone that might harm someone else.

Commissioner Weakly asked if he had a suggestion.

Commissioner Alabi stated they could give the city clerk the authority or whatever it took to allow him to redact the address. He stated he could still verify if that candidate lived at the address they had filed. He asked about the situation in Roseville where someone challenged the candidate's address.

Commissioner Larkin stated someone challenged a candidate where they lived because they knew where the candidate lived. She stated that was because the public was able to access that information and determine that person did not live there.

Commissioner Alabi stated if he had personal knowledge that his neighbor did not live in the West District, that was personal knowledge. He stated if someone did that, they didn't have to jeopardize everyone. He stated something bad might happen and the Commissioners didn't legislate it but they also had to protect everyone. He stated some people might abuse it and live in the West and run in the East districts.

Commissioner Wheatly stated if anyone had worked for a campaign for a major party, used the VAN, Voter Action Network, they would know their address, know how they voted, and other things. She stated that information was out there anyway, out on Google and everything else, and they couldn't put a stop to it. She stated it seemed to be over-kill to not have it there.

Council Liaison Xiong asked if that was something the Charter had authority over or was it a Secretary of State issue regarding the Affidavit of Candidacy. She asked if they could turn it into an opt-out box instead, where it automatically then turns it to the candidate to fill out the Address of Residence form as a requirement. If the candidate wanted their residency to be public, they would opt-in, instead of opting-in for private data.

Staff Liaison Montero stated it was a state form and would have to go to the state for that recommendation. He stated that on the nomination petition, it also asked for the registered voters addresses too.

Commissioner Williams asked about the candidate's address if it was a statutory mandate that it had to be done when a candidate was applying for the position.

Chair Hanson stated that according to the attorney, it was not required on the nomination petition and there was no state law about it.

Commissioner Larkin stated it was required by the Charter and had the authority to change it in the Charter or not. She stated it only impacted the petitions in the Charter and not the State form.

Commissioner Alabi asked if they knew the reason why it was not required by Secretary of State to have the address there.

Staff Liaison Montero stated it was required on the Affidavit of Candidacy form, however, if they marked the box to have the address classified as private data, the address would be omitted but would be on the Residence of Address form and would not be on the Secretary of States website.

Commissioner Alabi asked if they could request the forms.

Staff Liaison Montero stated if someone requested the forms, it would fall under a different authority, if that form was sent out, the address was going to be redacted because it was private data.

8. Correspondence/Communications

8.1 Council Liaison Update on Council Actions.

Council Member Xiong briefed the Commissioners on the items from Monday's council meeting.

State Legislative Priorities-She stated they went over the council's state legislative priorities and a lot of them had to do with the development and asked for money from the legislature. She stated they didn't see much money for the last couple of years. She stated they had a list of Legislative priorities and some items on the list were: housing, displacement, blue line extension, HOAs and was a diverse list.

Staff Liaison Montero stated one of the items on the list was the absentee voting. He stated the absentee voting was 46 days prior to an election and 18 days of early voting before the election where the ballot box was used. He stated the city's stance was to shorten the 46 days because it cost money and should have the choice of shortening it.

Tax Levies-She stated the council approved the tax levies, including the EDA tax levies and reduced it down to 4.25% when originally, they were trying to aim at 7.5%, but staff were able to lower it down to 4.25%.

Commissioner Larkin asked if she had some highlights on what was cut to get it down from 7% to 4%.

Council Liaison Xiong stated it was the bonding for the fire station that was pushed to next year and a lot of the increases to the budget came down to the employee full-time wages.

She stated Council Member Klonowski was attending a conference and wanted to acknowledge Chair Secara for leading the Charter Commission and contributing to the community. Council Liaison Xiong thanked Chair Hanson for volunteering to be the new Chair.

Chair Hanson stated Commissioner Bor asked about how the process worked regarding the agenda. She stated the Staff Liaison would email her and Commissioner Bor a draft agenda before the final packet went to the Commissioners. She stated Commissioner Bor thought of recognizing Chair Secara for his work on the Commission and knew a lot of times the council would recognize outgoing commissioners at their meeting and didn't know if the council did a proclamation. She asked if the staff liaison could check in January or February to get the recognition before the council.

Staff Liaison Montero stated Chair Secara had not officially resigned and would need his resignation before he would be recognized by the council and getting a plaque.

Chair Hanson stated they would move forward with something when he resigned.

9. Adjournment

Motion Commissioner Larkin, second by Commissioner Alabi to adjourn the meeting. The motion carried unanimously.

The meeting adjourned at 7:36 p.m.

Respectfully submitted,

Devin Montero
Staff Liaison

City of Brooklyn Park

CHARTER COMMISSION Attachments

Agenda Item No.:	6.1A	Meeting Date:	January 14, 2026
Prepared by:	Devin Montero	Presented By:	Amy Hanson, Chair

Attachments:

6.1A 2025 TREASURER'S ANNUAL REPORT



Memorandum

Date: January 14, 2026

To: Charter Commission

From: Chair Amy Hanson

Subject: **TREASURER'S ANNUAL REPORT 2025**

No expenses were accrued for the Charter Commission for calendar year 2025.

City of Brooklyn Park

CHARTER COMMISSION Attachments

Agenda Item No.:	6.2A	Meeting Date:	January 14, 2026
Prepared by:	Devin Montero	Presented By:	Amy Hanson, Chair

Attachments:

6.2A CHARTER COMMISSION WORK PLAN

Work Plan | CHARTER COMMISSION

JANUARY 2026

Time Frame CC Meeting	Project or Task(s)	BP2025	Purpose (see next page for info)	Outcome (fill in after completed)
TBD	Review Non-Planning ordinance changes not affecting land use that affect city laws and City Charter	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input checked="" type="checkbox"/> Council <input type="checkbox"/> City Manager	Note: From the Governance Task Force Recommendation, Final Report-5/17/2011; Work Plan reviewed and updated 1/11/23; 1/8/24; 1/8/25
TBD	Review what other Charter Commissions are doing (work plans, ordinances, etc.)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	Note: Discussed at December 11, 2019 meeting. Work Plan reviewed and updated 1/11/23; 1/8/24; 1/8/25
TBD	Review of Charter Sections - For Outdated Information	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	Notes: Discussed June 8 2022. Work Plan reviewed and updated 1/11/23; 1/8/24; 1/8/25;

1: Inclusive & Engaged Community 2: Safe Community 3: Equitable Outcomes 4: Beautiful Places 5: Thriving Economy 6: Innovative Responsive Gov't

City of Brooklyn Park

CHARTER COMMISSION Attachments

Agenda Item No.:	6.3A	Meeting Date:	January 14, 2026
Prepared by:	Devin Montero	Presented By:	Amy Hanson, Chair

Attachments:

6.3A CHARTER COMMISSION BY-LAWS

BROOKLYN PARK CHARTER COMMISSION BY-LAWS

1. **Meetings:** Regular meetings of the Charter Commission shall be convened on the second Wednesday of each month at 7:00 p.m. at the City Hall. Special meetings shall be held at the call of the Chair of the Commission. Members of the Commission shall have a minimum of a three-day notice prior to the call of any Charter Commission meeting. The Charter Commission is required to have at least one meeting per (calendar) year.
2. **Quorum:** No meeting shall be convened, and no official action taken by the Commission if less than a majority of the duly appointed members of the Commission then serving are present.
3. **Conduct of Meetings:** The most recent version of "Robert's Rules of Order" shall govern the proceedings of the Brooklyn Park Charter Commission.
4. **Notice of Meetings:** Regular meetings shall adjourn to a time and place certain. If a regular meeting is not adjourned to a time and place certain, the recording secretary of the Commission shall notify all members of the Commission by mail and or email as to the date and place where the meeting will reconvene and said written notice shall be sent at least three days before said meeting.
5. **Telephone or Email Notice:** A notice reminding Commission members of a regular meeting is for the convenience of the membership only and failure of a member to receive notice shall not be a valid excuse for an absence from the meeting.
6. **Statutory Meetings:** Notwithstanding any provision of these bylaws to the contrary, the Charter Commission shall be convened upon presentation of a petition signed by at least ten percent of the voters of the city as shown by the returns of the last General municipal election. The Charter Commission shall also convene upon an approved resolution by the City Council.
- 7a. **Removal:** Any member of the Commission may be removed at any time from office by written order of the Hennepin District Court, the reason for such removal being stated in the order.
- 7b. **Unexcused Absences.** When any member has failed to attend four scheduled meetings of the Commission without excuse in a rolling 12 month period, the Commission shall determine whether said member is still performing the duties of his/her office satisfactorily. However, the Commission shall give strong consideration to said member's failure to attend four scheduled meetings of the Commission. If at any time the Commission determines that the Commissioner has failed to attend four scheduled meetings of the Commission without excuse, the Chief Judge shall be notified of the Commissioner's failure to perform the duties. The District Court may thereupon make its order of removal and the Chief Judge shall fill the vacancy.

This section shall not be interpreted to imply automatic removal upon meeting a threshold listed above. The Commission shall retain the right to consider any special circumstances a member may wish to present.

- 7c. **Failure to Perform the Duties:** If at any time the Commission determines that a

Commissioner has failed to perform the duties of his/her office, the Chief Judge shall be notified. The District Court shall thereupon make its order of removal, and the Chief Judge shall fill the vacancy.

- 8a. **Reporting Requirements:** The Commission's Chair shall prepare a draft annual report and present it to the Commission at its first meeting in January for approval by the Commission. The Commission's Chair shall submit to the Chief Judge of the Hennepin District Court on or before February 1 of each year an annual report outlining its activities and accomplishments for the preceding year. The Commission Chair shall forward a copy of the report to the Clerk of the City of Brooklyn Park. The secretary/treasurer shall obtain an annual expense report from the City and present it to the Commission at their first meeting in January. The report shall be entered into the minutes.
- 8b. **Legislative Update:** Within 60 days of the conclusion of any legislative session, the Commission shall contact the City Attorney to receive a written update on legislative changes that may have been imposed by the Legislature that affect the City Charter.
9. **Commission Year:** A Commission year will commence January 1 and terminate December 31 of each calendar year.
10. **Members Term:** Terms of Commission members are for four years, with appointments on June 1 of an even numbered year. Terms are staggered with six members being appointed to serve four years and five members being appointed two years later to serve four years.
11. **Officers, Terms, Duties:** The officers of the Commission shall be the chair, two vice-chairs and a secretary/treasurer. A recording secretary may be hired by the City of Brooklyn Park to take the minutes of all meetings. Officers terms are two years. Officers may not be elected to serve more than two full consecutive officer terms unless there are no other nominees. Officers shall be elected by a majority of the Commission at the regularly scheduled meeting on the second Wednesday of January of each odd numbered year, provided that a quorum of the Commission is present. Notice of the convening of the meeting of the election of officers shall be sent to each member of the Commission at least three days prior to said meeting. The officers shall serve until their successors have been duly elected. The Chair shall preside at all Commission meetings and shall be empowered to call a special meeting upon complying with the notice requirements herein before set forth. The vice-chair shall exercise all of the powers of the Chair in the absence or disability of the Chair. The secretary/treasurer shall keep the minutes of all Commission meetings and ensure the same are preserved in the official records maintained and preserved by the Commission. The recording secretary shall also be charged with the responsibility of giving notice of the convening of any special meeting of the Commission.
12. **Officer Vacancy:** If an officer of the Commission shall resign or be unable to perform the duties of his/her office, the Commission shall be empowered to fill said vacancy at a regularly scheduled meeting of the Commission by majority vote of the members present so long as a quorum is present. An officer elected to complete an unexpired term may be subsequently elected to a full two-year term in that office.
13. **Committees:** The Chair shall designate and appoint any committee he/she feels is necessary to conduct the business of the Commission. The membership of the committee shall be made up of members of the Commission only, and the Chair may designate one

of the committee members to serve as Chair. A committee so designated shall report its recommendations to the Charter Commission, which has the power to either accept, reject, or modify said recommendations.

The Commission may appoint a subcommittee and or task force(s) as it deems necessary to facilitate investigations and research for the Commission. These members serve in an advisory capacity only to the Commission. Subcommittees and or task force(s) shall not contain a quorum of the Commission.]

14. **Attendance:** Members of the Commission are expected to faithfully participate in the meetings or other activities of the Commission to which they have been appointed. A Commission member shall notify his/her staff liaison, Commission chair, or designated officer if he/she is unable to attend a Commission meeting.
15. **Order of business.** The order of business shall be as follows:
 - Call to Order/Roll Call
 - Public Comment
 - Additions/Approval of the Agenda
 - Approval of Minutes
 - Old Business
 - Reports of Officers, Boards, and Standing Committees
 - New Business
 - Correspondence/Communications
 - Adjournment
16. **City Charter Amendment Process.** The Charter Commission shall give equal weight and appropriate consideration to all proposed amendments to the City's Charter.
 - 16a. *Proposals originating from either the city council, or residents must come to the Commission through the city clerk.*
 - 16b. *Proposals originating from within the Commission shall be considered received by the city clerk.*
 - 16c. *If Commissioners determine that an issue is not Charter related, the issue shall be returned to its' originator with an explanation of the Commission's decision. Issues that Commissioners determine to be Charter related, may be added to the Commission's work plan.*

City of Brooklyn Park
CHARTER COMMISSION Attachments

Agenda Item No.:	6.4A	Meeting Date:	January 14, 2026
Prepared by:	Devin Montero	Presented By:	Amy Hanson, Chair

Attachments:

6.4A CHARTER COMMISSION 2026 MEETING SCHEDULE



**CHARTER COMMISSION
2026 REGULAR MEETING SCHEDULE
7:00 P.M.**

The Charter Commission meets on the second Wednesday of each month.
The 2026 schedule is as follows:

January 14	July 8
February 11	August 12
March 11	September 9
April 8	October 14
May 13	November 11
June 10	December 9

City of Brooklyn Park

CHARTER COMMISSION Attachments

Agenda Item No.:	6.5A	Meeting Date:	January 14, 2026
Prepared by:	Devin Montero	Presented By:	Amy Hanson, Chair

Attachments:

6.5A CHARTER COMMISSION 2025 ANNUAL REPORT (Draft)

BROOKLYN PARK CHARTER COMMISSION

2025 Annual Report

MEETINGS

- The Charter Commission held monthly meetings on **January 8, February 12, April 9, May 14, June 11, October 8, and November 12, December 10**. The meetings of **March 12, July 9, August 13, and September 10**, meetings were canceled.

CHARTER ACTION ITEMS IN 2025

City Charter Section 2.06 and 4.03

April 9, 2025, Charter Commission meeting. Chair Secara and Vice Chair Bor briefed the Commissioners on their presentation to the Council at the April 7 Council Work Session. They briefed on the Commission's work up to last October on Sections 2.06 and 4.03, shortening the council vacancies and reducing costs of special elections. He also briefed on the previous elections and vacancy gaps, options they discussed included appointments and the proposed amendments to Section 2.06 and 4.03. The basis for the amendment to Section 2.06, if the council declared a vacancy and called for a special election on the same day, instead of the 45 days duration, they could have the election on an earlier date. He gave an example-if their proposal of the 50% plus one vote had been in effect on May 9, 2023, (Special Primary), Tony McGarvey had 69% of the vote more than enough to clear the threshold. Mr. McGarvey would have filled in the vacancy that day and not need the special election, saving costs, and not being a delay in any city business.

Chair Secara stated, based on the consensus of the Council, they liked what they saw and put things in clear and concrete terms for them and the Council was willing to give it another try. He also briefed on the uniform dates to hold a special election, as determined by the state. He briefed the Council prior to 2014 there weren't special primaries regardless of the number of candidates according to the Charter and that same year, the Charter was amended to include special primary elections.

A motion was unanimously approved by the Commissioners to resubmit Charter amendments to Section 2.06 and 4.03 as proposed. (*Note: The Second reading of the ordinance amending sections 2.06 and 4.06 failed at the October 28, 2024, Council meeting.*)

May 27, 2025, City Council meeting. Chair Secara presented the Charter's recommendations to Sections 2.06 and 4.03. The public hearing and first reading of the ordinance was held and the first reading of the ordinance passed unanimously.

June 11, 2025, Charter Commission meeting. Chair Secara reported the amendments could not be presented to the Council for a second reading because there were not enough Council Members in attendance at the June 9, 2025, City Council meeting. He stated the second reading of the amendments would be held on June 23, 2025, City Council meeting.

June 23, 2025, Council meeting. Chair Secara presented the Charter Commission's amendment recommendations to Sections 2.06 and 4.03 and the second reading of the ordinance was adopted by the Council.

Population Report

June 11, 2025, Charter Commission meeting. The Commissioners reviewed the population estimates and deviation percentages in the Central, East and West Districts. Discussions were held on the 2020 Census and the 2022 Redistricting process. It was the consensus of the Commissioners not to proceed with any redistricting based on the estimated population and deviation percentages in each district. Chair Secara stated the next City Manager's Population Report would be in 2027 and the Census population report in 2030.

City Charter Petition Requirements Charter Sections 4.07, 5.02, 6.04, and 6.12

October 8, 2025, Charter Commission meeting. Chair Secara stated the city received information from the League of Minnesota Cities (LMC) bringing attention to a potential compliance issue on petitions in the City Charter as the result of a Minnesota Rule. He stated there was the requirement for a column or space for the "date of birth" when signing the petition. He stated the city charter had various petition forms and the LMC provided an example petition to follow. The petitions in the Charter were to Sections 4.07, Nomination Petitions, 6.04, Form of Petition and Signature Papers (Initiative), and 6.12, Form of Petition and Signature Papers (Referendum).

He stated there were additional items to add to the petition according to the Minnesota Rule and would clarify them with the city attorney:

- *Signers 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.*
- *All information on this petition is subject to public inspection.*

November 12, 2025, Charter Commission meeting. The Commissioners reviewed examples of the amended petitions of the Charter.

Discussions were held on the nomination petition being available on one page, removing quotation marks from the statements, candidates printing the nomination petition and candidate packets available two weeks prior to the filing period.

A motion was unanimously approved to forward the recommended amendments to the nomination, initiative and referendum petitions to the Council for consideration.

December 10, 2025, Charter Commission meeting. Chair Hanson reported the public hearing and first reading of the ordinance regarding the amendments to the petitions in the Charter would be held on January 5, 2026.

Discussion was held on the language of the Nomination Petition relating to the residency of the candidate on the 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..."

Discussion was held on classifying the candidate's residence address as private per Hennepin County's information, "Candidates – Private Residence Address" as the result of the tragic events that occurred in June, if the nomination petition could be amended to remove the "residence" address to protect the candidates. Per city attorney staff, the nomination petition could be amended to remove the "residence" portion on the Nomination Petition.

Further discussion was held on validating the candidate's address and the district they were representing; if the nomination petitions were posted online or were provided during a data request-the minimal amount of data requests for the nomination petitions and the registered voters provided their addresses on the petitions.

It was the consensus of the Commissioners to leave the nomination petition as is related to the "residence" of the candidate.

CHARTER PROVISIONS AND ISSUES DISCUSSED IN 2025

By - Laws

January 8, 2025, Charter Commission meeting. Commissioners held discussions on their By-Laws, Section 11, Officers, Terms, Duties relating to terms and nominees where an officer could serve more than two full terms if there were no other nominees. A motion was made and approved to amend the By-Laws to read:

"Officers may not be elected to serve more than two full consecutive officer terms unless there are no other nominees."

The Commissioners held discussions on 7B, Unexcused Absences, clarifying the unexcused absence and amending it to read:

When any member has failed to attend four ~~consecutive~~ scheduled meetings of the Commission without excuse in a rolling 12 month period, the Commission shall determine whether said member is still performing the duties of his/her office satisfactorily. However, the Commission shall give strong consideration to said member's failure to attend four ~~consecutive~~ scheduled meetings of the Commission. If at any time the Commission determines that the Commissioner has failed to attend four ~~consecutive~~ scheduled meetings of the Commission without excuse, the Chief Judge shall be notified of the Commissioner's failure to perform the duties. The District Court may thereupon make its order of removal and the Chief Judge shall fill the vacancy.

Mayor Council Salaries

April 9, 2025, Charter Commission meeting. The Commissioners began discussions of the mayor and council salaries per the city manager's memo regarding council compensation. The Commissioners reviewed the Mayor/Council salary comparisons for 2025 from a list of cities of similar size in the metro area; responsibilities of the Mayor and Council Members and tabled the discussion to the May meeting to get more information from Bloomington, Plymouth and Lakeville.

May 14, 2025, Charter Commission meeting. Some members of the Budget Advisory Commission (BAC) were in attendance for the discussion of the Council salaries. BAC Chair Blake addressed the Charter Commissioners relating to the adjustments, making it sustainable and other parameters they would like to see.

Chair Secara briefed the BAC on what the Charter Commission had previously discussed relating to comparing neighboring communities, strong mayor versus mayor or city manager format, duties and responsibilities of other city councils and salary comparison data.

Other discussions were held on the two-year budget provided by Finance Director Green; the last salary adjustment made in 2024 was 20% for the mayor and no recommendation for the council members; the \$50 supplemental compensation per meeting and the history of paying the supplemental compensation; and suggesting a 5% increase for the Mayor and a 3% increase for the Council Members effective January 2027 and recommending to the Council and updated process relating to the supplemental compensation to approve \$50 in instances where a council member or mayor might request it.

A motion was made to recommend to the city manager a 5% increase for the mayor and 3% for the council members effective 2027.

June 23, 2025, Council Meeting. Vice Chair Bor presented the Charters recommendation on the Mayor and Council salaries.

OTHER

- **February 24 2025**, City Council meeting. Chair Dennis Secara gave the Annual Verbal Charter Commission report.
- **March 28, 2025**, Paula Weakly and Sheldon Williams met all statutory requirements and were appointed as a duly qualified member of the Brooklyn Park Charter Commission by Chief District Court Kerry Meyer.
- **August 4, 2025**. The Charter Commissioners attended the Annual Commission Joint Goal Setting meeting with the City Council.
- **November 12, 2025**, Charter Commission meeting. Chair Secara stepped down as Chair and Commissioner Amy Hanson was elected as the new Chair for the remainder of the term. Commissioner Peggy Larkin was elected as the new Secretary/Treasurer vacated by Commissioner Hanson for the remainder of the term.

Respectfully submitted,

Amy Hanson, Chair
Brooklyn Park Charter Commission

cc: Mayor & Council Members
Jay Stroebel, City Manager
Jim Thomson, City Attorney

Devin Montero, City Clerk
Chief Judge Kerry Meyer
Charter Commission Members

City of Brooklyn Park

CHARTER COMMISSION Attachments

Agenda Item No.:	6.6A	Meeting Date:	January 14, 2026
Prepared by:	Devin Montero	Presented By:	Amy Hanson, Chair

Attachments:

6.6A CHARTER AMENDMENT LIST 2026 (Draft)

CHARTER AMENDMENT LIST

As of January 2026

ORDINANCE#

EFFECTIVE DATE

CHAPTER 1

1.01	#2009-1098	7/30/2009
1.03	#2009-1098	7/30/2009
1.04	#2014-1167	7/2/2014 (added)

CHAPTER 2

2.01	#2009-1098	7/30/2009
2.02	#2009-1098	7/30/2009
2.03	#1975-208A	11/23/1975
	#1986-537A	11/28/1986
	#2009-1098	7/30/2009
2.04	#1971-33A	2/17/1972
	#1981-357A	7/2/1981
	#1982-388A	8/20/1982
	#1986-538A	12/1/1986
	#1992-691	7/7/1992
	#1994-757	9/5/1994
	#2000-941	3/06/2001
	#2002-968	9/10/2002
	#2003-993	7/3/2003
	#2009-1098	7/30/2009
	#2019-1244	11/20/2019
2.05	#2005-1037	8/31/2005
2.06	#1972-124A	12/20/1972
	#1998-883	9/3/1998
	#2003-995	7/3/2003
	#2009-1098	7/30/2009
	#2014-1167	7/2/2014
	#2017-1213	8/4/2017
	#2025-1314	9/30/2025
2.07	#1972-125A	12/20/1972
	#2009-1098	7/30/2009
2.08	#2009-1098	7/30/2009
2.09	#1999-907	1/20/2000
	#2009-1098	7/30/2009
2.10	#2009-1098	7/30/2009

CHAPTER 3

3.01	#1978-277A	1/20/1979
	#1993-736	1/10/1994

	<u>ORDINANCE#</u>	<u>EFFECTIVE DATE</u>
	#2006-1066	3/7/2007
3.02	#2006-1066	3/7/2007
3.04	#1972-126A	12/20/1972
	#2005-1035	8/10/2005
	#2006-1066	3/7/2007
3.06	#1972-127A	12/20/1972
3.07	#1972-105A	8/16/1972
	#1982-394A	11/5/1982
	#2000-941	3/06/2001
	#2003-1001	11/28/2003
	#2019-1244	11/20/2019
3.11	#2009-1102	10/30/2009
	#2019-1244	11/20/2019

CHAPTER 4

4.01	#2019-1244	11/20/2019
4.02	#1986-537A	11/28/1986
	#2019-1244	11/20/2019
4.03	#2019-1244	11/20/2019
	#2021-1260	6/6/2021
	#2021-1265	1/7/2022
	#2025-1314	9/30/2025
4.04	#2019-1244	11/20/2019
4.06	#1995-782	8/15/1995
	#2000-941	3/06/2001
	#2007-1073	10/30/2007
	#2011-1129	1/6/2012
	#2014-1167	7/2/2014
4.07	#2000-941	3/06/2001
	#2007-1073	10/30/2007
	#2011-1129	1/6/2012
	#2019-1244	11/20/2019
	#2026-XX	4/21/2026
4.08	#2000-941	3/06/2001
4.09	#2000-941	3/06/2001
	#2006-1066	3/7/2007
	#2011-1129	1/6/2012

CHAPTER 5

5.02	#2006-1066	3/7/2007
5.03	#2019-1244	11/20/2019
5.04	#2006-1066	3/7/2007
5.05	#2006-1066	3/7/2007
5.06	#2006-1066	3/7/2007

	<u>ORDINANCE#</u>	<u>EFFECTIVE DATE</u>
5.07	#2019-1244	11/20/2019

CHAPTER 6

6.01	<i>Amended by Election held.....</i>	11-7-2000
	#2019-1244	11/20/2019
6.02	<i>Amended by Election held.....</i>	11-7-2000
	#2019-1244	11/20/2019
6.03	<i>Amended by Election held.....</i>	11-7-2000
	#2007-1073	10/30/2007
	#2019-1244	11/20/2019
6.04	<i>Amended by Election held.....</i>	11-7-2000
	#2007-1073	10/30/2007
	#2019-1244	11/20/2019
	#2026-XX	4/21/2026
6.05	<i>Amended by Election held.....</i>	11-7-2000
	#2019-1244	11/20/2019
6.06	<i>Amended by Election held.....</i>	11-7-2000
6.07	#2019-1244	11/20/2019
6.09	<i>Amended by Election held.....</i>	11-7-2000
6.10	<i>Amended by Election held.....</i>	11-7-2000
6.11	<i>Amended by Election held.....</i>	11-7-2000
	#2007-1073	10/30/2007
	#2019-1244	11/20/2019
6.12	<i>Amended by Election held.....</i>	11-7-2000
	#2007-1073	10/30/2007
	#2019-1244	11/20/2019
	#2026-XX	4/21/2026
6.13	<i>Added by Election held.....</i>	11-7-2000
	#2019-1244	11/20/2019
6.14	<i>Added by Election held.....</i>	11-7-2000

CHAPTER 7

7.01	#2019-1244	11/20/2019
7.02	#1971-35A	2/17/1972
	#1980-329A	10/10/1980
	#1986-518A	5/20/1986
	#1989-631A	2/2/1990
	#2000-941	3/06/2001
	#2006-1053	4/26/2006
7.04	#1980-329(A)	10/10/1980
	#2000-941	3/06/2001
	#2005-1035	8/10/2005

	#2006-1053	4/26/2006
	#2006-1066	3/7/2007
7.05	#1975-193(A)	8/28/1975

ORDINANCE#

EFFECTIVE DATE

	<i>*Amended by Election Held</i>	11/8/1994
	<i>Effective: 12/8/1994</i>	
7.06	#1975-193(A)	11/26/1975
	#1999-908	1/20/2000
	#2019-1244	11/20/2019
7.07	#2002-980	12/17/2002 (Added)
	#2005-1037	8/31/2005
	#2023-1298	3/19/2024
7.08.....	#2006-1053	4/26/2006 (Added)

CHAPTER 8

8.04	#1976-217A	5/18/1976
	#1999-893	5/3/1999
	#2002-979	11/19/2002
	#2019-1244	11/20/2019
8.05	#1994-758	9/5/1994
	#1999-909	1/20/2000
8.06	#1999-758	9/5/1994
	#1999-909	1/20/2000
	#2019-1244	11/20/2019
8.07	#1999-909	1/20/2000
	#2008-1094	2/27/2009
8.08	#1999-909	1/20/2000
8.10	#1999-909	1/20/2000
	#2008-1094	2/27/2009
8.11	#1999-909	1/20/2000
	#2008-1094	2/27/2009
8.12	#1994-759	9/5/1994
	#1999-909	1/20/2000
	#2008-1094	2/27/2009
	#2019-1244	11/20/2019
8.13	#1980-329A	10/10/1980
	#2008-1094	2/27/2009
8.15	#1971-36A	2/17/72
8.16	#1999-909	1/20/2000
8.17	#1978-276A	1/20/1979 (Added)
	#2008-1094	2/27/2009

CHAPTER 9

9.01	#1999-910	1/20/2000
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	<u>ORDINANCE#</u>	<u>EFFECTIVE DATE</u>
	#2006-1053	4/26/06
9.02	#1980-329(A)	10/10/1980
	#1999-910	1/20/2000
9.03	#1993-730	12/13/1993
9.04	#1975-178(A)	4/13/1975
	#1986-518(A)	5/20/1986(repealed)
	<i>Added by Election held</i>	11/8/94 <i>Effective: 12/8/1994</i>
9.04.....	#1998-866	5/27/1998
	#2006-1053	4/26/2006
	#2006-1066	3/7/2007
	#2018-1229	7/4/2018
	#2020-1251	7/1/2020

CHAPTER 10

10.02	#2007-1073	10/30/2007
10.03	#1986-539A	11/28/1986
10.04	#1986-539(A)	11/28/1986 (repealed)
10.05	#1976-222A	6/10/1976
	#1986-539(A)	11/28/1986 (repealed)
10.06	#1999-911	1/20/2000
	#2007-1073	10/30/2007

CHAPTER 11

11.01	#1993-731	12/13/1993
	#2020-1251	7/1/2020
11.02	#1993-731	12/13/1993
	#2020-1251	7/1/2020
11.03	#1993-731	12/13/1993 (repealed)
11.04	#1999-731	12/13/1993 (repealed)
11.05	#1993-731	12/13/1993 (repealed)

CHAPTER 12

12.03	#2019-1244	11/20/2019
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CHAPTER 13

13.07	#2019-1244	11/20/2019
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CHAPTER 14

14.01	#2005-1035	8/10/2005
14.01A.....	#2019-1244	11/20/2019
14.02	#2022-1272	5/25/2022
14.03	#2000-941	3/06/2001

#2005-1035

8/10/2005

ORDINANCE#

EFFECTIVE DATE

14.04	#1991-670(A)	5/6/1991 *(repealed 14.04 A-4)
	#2005-1035	8/10/2005
	#2017-1218	11/24/2017
14.05	#1980-329(A)	10/10/1980
	#2002-966	7/3/2002
	#2019-1244	11/20/2019
14.11	#2005-1035	8/10/2005
14.13	#2005-1037	8/31/2005 (Repealed)
14.14	#1997-852	10/2/1997
	#2005-1037	8/31/2005 (Repealed)
14.15	#2005-1035	8/10/2005
14.17	#2005-1035	8/10/2005
14.18	#1990-653A	8/21/1990
14.19	#1998-875	7/22/1998
	#2009-1102	10/30/2009

Thursday, January 8, 2026

Brooklyn Park City Hall – A203

6:00 P.M.

5200 85th Avenue North

COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION (CLIC)

CLIC Officers: Tekoa Cochran (Chair), Jorge Martinez (Vice Chair), Brenda Reeves (Secretary)
CLIC Members: Stephenie Cole, Ashyante Gill, Mark Hayes-Regan, Nailah Hendrickson, Mary Hoogheem, Patrick Hoth, Cindy Johnson, Shelley Marbut, Edna McKenzie, Jared Momanyi, Umebe Onyejekwe, John Schaefer

City: CLIC Council Liaison Christian Eriksen and Staff Liaison Mitch Robinson

If you need these materials in an alternative format or need reasonable accommodations for a Community Long-range Improvement Commission meeting, please provide the City with 72-hours' notice by calling 763-424-8000 or emailing access@brooklynpark.org. Si usted necesita esta información en español, llame al 763-424-8000 y solicite un intérprete; Yog xav tau kev pab, 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
 2. APPROVAL OF AGENDA

- II. CLIC STATUTORY BUSINESS
 3. CONSENT

 4. GENERAL AGENDA ITEMS
 - 4.1 Youth OnBoard Discussion
 - 4.2 Election of Officers
 - 4.3 Draft 2026 Work Plan

 5. STANDING ITEMS
 - 5.1 Sub-Committee Discussions

 6. VERBAL REPORTS AND ANNOUNCEMENTS
 - 6.1 City Council Report: Council Member Christian Eriksen
 - 6.2 Staff Liaison Update: Mitch Robinson
 - 6.3 Open Discussion

 7. ADJOURNMENT
 - 7.1 Adjournment

City of Brooklyn Park Community Long-Range Improvement Commission

Agenda Item:	4.1	Meeting Date:	January 8, 2026
Agenda Section:	GENERAL AGENDA ITEMS	Originating Department:	Staff Liaison
Resolution:	N/A	Prepared By:	Mitch Robinson, Staff Liaison
Ordinance:	N/A		
Attachments:	None	Presented By:	Mitch Vosejka, Youth OnBoard Coordinator
Item:	Youth OnBoard Discussion		

Proposed Action:

Overview:

Mitch Vosejka with the Brooklyn Bridge Alliance for Youth will give an overview of his work with Youth OnBoard. There is potential of CLIC utilizing the program to have youth members on the Commission.

Section 9.04 of the City Charter states “There shall be a Community Long-range Improvement Commission which shall consist of fifteen (15) members appointed by the Mayor with the approval of the City Council and up to two (2) non-voting city staff members recommended by the City Manager. The Mayor may appoint one additional non-voting youth liaison.”

In order to fully utilize the Youth OnBoard program, CLIC would need to be removed from the City Charter. The process would be:

- Present to Charter Commission on proposed removal
- Charter Commission to bring to City Council if they approve
- Public hearing and ordinance change at City Council meetings
- Effective 90 days after the publication

City of Brooklyn Park Community Long-Range Improvement Commission

Agenda Item:	4.2	Meeting Date:	January 8, 2026
Agenda Section:	GENERAL AGENDA ITEMS	Originating Department:	Staff Liaison
Resolution:	N/A	Prepared By:	Mitch Robinson, Staff Liaison
Ordinance:	N/A		
Attachments:	N/A	Presented By:	Mitch Robinson, Staff Liaison
Item:	Election of Officers		

Proposed Action:

MOTION _____, SECOND _____ TO ELECT _____ AS CHAIR OF THE BROOKLYN PARK COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION.

MOTION _____, SECOND _____ TO ELECT _____ AS VICE CHAIR OF THE BROOKLYN PARK COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION.

MOTION _____, SECOND _____ TO ELECT _____ AS SECRETARY OF THE BROOKLYN PARK COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION.

Overview:

The officers of the Committee shall consist of a Chair, a Vice Chair and Secretary. The officers shall be elected annually, and no Commissioner may serve as Chair and Vice Chair at the same time. Election of officers shall be held at the first scheduled January meeting, for a term of one year or until a successor is elected.

In the event of a vacancy in an office, the committee shall have an election to fill the term of the vacancy at the next meeting of the committee. Officers may only be elected from the voting membership of the committee.

The Chair shall preside over all attended regular and special meetings of the membership. The Vice-Chair shall assume these duties in the absence of or upon request of the Chair. The Secretary shall keep or cause to be kept minutes of all meetings.

City of Brooklyn Park Community Long-Range Improvement Commission

Agenda Item:	4.3	Meeting Date:	January 8, 2026
Agenda Section:	GENERAL AGENDA ITEMS	Originating Department:	Staff Liaison
Resolution:	N/A	Prepared By:	Mitch Robinson, Staff Liaison
Ordinance:	N/A		
Attachments:	1	Presented By:	Mitch Robinson, Staff Liaison
Item:	2026 Work Plan		

Proposed Action:

Discuss and fill out 2026 CLIC Work Plan.

Overview:

The items proposed to be worked on by CLIC is reviewed and approved by City Council on a yearly basis.

Workplan | Community Long-Range Improvement Commission

April 2025 – March 2026

Time frame	Project or Task(s)	BP2025	Purpose (see next page for info)	Outcome (fill in after completed)
Ongoing	<p>Friendly and Safe City For all Ages</p> <p><u>Purpose Statement</u> People of all ages have the resources they need to feel healthy and safe.</p>	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input checked="" type="checkbox"/> Recommend <input checked="" type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input checked="" type="checkbox"/> Council <input type="checkbox"/> City Manager	<ul style="list-style-type: none"> Keep this topic in front of the Council Participate in planning of Senior Center and Park System Plan Projects. Review BP's Age Friendly Plan and provide recommendations to include all age groups. Identify ways to stay engaged in state programs Incorporate best practices outlined in the AARP Age Friendly guidelines. Youth Wellbeing – improve existing programs and explore new ones. Create ways to celebrate all cultures in BP
Ongoing	<p>Strategic Planning</p> <p><u>Purpose Statement</u> Support City Council in development of future long term plan/community goals</p>	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input checked="" type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input checked="" type="checkbox"/> Council <input checked="" type="checkbox"/> City Manager	<ul style="list-style-type: none"> Provide input on the upcoming future planning for the City
Ongoing	<p>Housing</p> <p><u>Purpose Statement</u> Advocating for creating and maintaining habitable and affordable housing for all residents.</p>	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input checked="" type="checkbox"/> Recommend <input checked="" type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	<ul style="list-style-type: none"> Assess implementation of Housing Study recommendations (CURA) and City Policy on housing. Work with HRC to ensure policies / programs are included to promote home ownership that reflects the community. Collaborate and Support the HRC in their Housing efforts to improve housing. Continue to explore long term housing for life transitions. Look for ways to ensure safe housing for all. Look for ways to provide financial assistance to homeowners for home improvements
Ongoing	<p>Mobility</p> <p><u>Purpose Statement</u> To improve the ped environment and infrastructure to encourage walking, biking, and transit as a safe and accessible mode of transportation in BP.</p>	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input checked="" type="checkbox"/> Recommend <input checked="" type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	<ul style="list-style-type: none"> Make recommendations for improved East-West Mobility (Transit, trails, & sidewalks). Engage Development / transportation improvement (LRT and 252 projects) impacts on gentrification, rent levels, property taxes, & housing policy. Identify best practices for bike and ped safety.

Workplan | Community Long-Range Improvement Commission

April 2025 – March 2026

Future Planning		<input checked="" type="checkbox"/> Report/Comment <input checked="" type="checkbox"/> Recommend <input type="checkbox"/> Act	<ul style="list-style-type: none"> • Conduct self-assessment through the Walk Friendly Communities organization. • Add BP to PlacesForBikes City Ratings program • Complete Streets Policy • Promote progress for increasing steps in the GreenStep program • Review, comment, and question how the CIP / CEP supports CLIC's work plan. • 2025 CLIC work plan. • Use results of the Census to inform future recommendations and decisions. • Provide input on the City's Cannabis legalization process • Provide input on the City's Electric Mobility project • Keep informed about new Community Engagement strategies and provide recommendations. •
		Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
2024	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6		

1: United Community 2: Beautiful Places 3. Thriving Economy 4. Healthy & Safe People 5. Increased Equity 6. Effective & Engaging Gov't

Notes:

-

Main topics of concern. Sub-committees on the following projects:

1. Housing
 - a. Tekoa, Brenda, Cindy, Jorge, Ashyante
2. Friendly and Safe City for All Ages
 - a. Mary, Umebe, Patrick, Jared, Ashyante
3. Mobility
 - a. Shelley, Edna, John, Stephenie

Workplan Projects: What's the purpose?

Commissions can either initiate a project themselves OR be asked by the Council or City Manager to do one of the following:

Report/Comment

- Commission studies a specific issue or topic and **reports its findings or comments to the Council**, either in writing or in a Council meeting.
- Commission does not vote.
- No direct action is taken.

Example: Charter Commissioner provided a memo on the topic of Council Members being employed by the City part-time, at the Council's request.

Recommend

- Commission reviews a specific policy issue and **makes a formal recommendation** to City Council on what action to take.
- A recommendation requires a majority of the Commissioners' support.
- Individual member comments are not included.

Examples: Planning Commission recommends approval on land use actions; RPAC made a recommendation on amplified sound policy.

Act

- Commission **initiates or takes on a project**, approved by Council through their workplan.

Example: HRC partnered with a community organization on an event; City Manager requests that HRC coordinate the "All Are Welcome" sign contest.

Brooklyn Park 2025 Community Goals

**Working together to make Brooklyn Park a thriving community
inspiring pride where opportunities exist for all.**

We asked and you answered! Our community wants to accomplish these goals by the year 2025:

Unified Community

A united and welcoming community, strengthened by our diversity.

- We have connected neighbors who understand and celebrate our unique cultures.
- Brooklyn Park is unified with a strong positive identity and image.
- Our community's activities, events and services are inclusive, multi-cultural, and accessible.
- We have places and spaces for diverse communities to gather.
- Residents of every age contribute to our community.

Healthy and Safe People

People of all ages have what they need to feel healthy and safe.

- Neighborhoods are empowered and supported by strengthened positive relationships with police.
- Youth are engaged in positive and quality experiences.
- Aging adults have services and amenities to thrive and age in place.
- Everyone has access to quality healthy food options.
- People have access to quality medical and emergency care.

Beautiful Places

Beautiful spaces and quality infrastructure make Brooklyn Park a unique destination.

- Modern transportation options (drive, ride, walk, bike) connect people to education, jobs, and recreation.
- Quality recreation and park amenities inspire activity for all ages and interests.
- Our rich diversity is showcased through our vibrant music, art, food, entertainment, and cultural scene.
- Attractive key corridors, corners, and city centers create destinations that meet community needs.
- Neighborhoods are well-maintained with quality housing for all ages and incomes integrated throughout the community.

Increased Equity

Partnerships that increase racial and economic equity empower residents and neighborhoods to prosper.

- Each resident has access to the training and support needed to get and keep a living wage job.
- Each student graduates high school with a pathway to college or career.
- Aging neighborhoods and commercial centers are revitalized through continuous investment.
- The community provides necessary supports and services for community members to overcome life challenges such as hunger, mental illness, and homelessness.

Thriving Economy

A balanced economic environment that empowers businesses and people to thrive.

- People of all ages and backgrounds enjoy financial stability.
- Residents and visitors support an abundance of retail stores, restaurants, and entertainment venues.
- Our business environment inspires private investment and job growth.
- Business and organizations of all types, sizes and specialties start, stay and grow here.
- We are a leader in environmental sustainability, benefiting our economy and community.

Effective, Engaging Government

Effective and engaging government recognized as a leader.

- The City provides quality services at a reasonable cost.
- Elected officials, commissions, and City staff reflect the diversity of the community and are culturally competent.
- City information is clear, accessible, and delivered in ways that meet the community's needs.
- City laws are understandable, equitably enforced, and relevant to the community.
- The City is well-managed and recognized as a great place to work.

Brooklyn Park 
HUMAN RIGHTS COMMISSION
Thursday, January 15th, 2026
6-8:00pm
Brooklyn Park City Hall, Room A203

If you need these materials in an alternative format or need reasonable accommodations for a Human Rights Commission meeting, please provide the City with 72-hours' notice by calling 763-493-8394 or emailing Marcellus Davis at marcellus.davis@brooklynpark.org. Para asistencia, 763-424-8000; Yog xav tau kev pab, 763-424-8000.

AGENDA

1. Call to Order – Chair Andrea Perez-Maikkula – 6:00 p.m.
2. Roll Call/Attendance – Staff Liaison Cindy Devonish/Marcellus Davis – 6:02 p.m.
3. Approval of Agenda – All – 6:08 p.m.
4. Approval of December 12th, 2025, Meeting Minutes- All- 6:09 p.m.
5. Introduction of the new City Council Liaison Christian Eriksen-All- 6:10
6. Meeting with Clic All – 6:15 p.m. – 6:45 p.m.
7. I.C.E Deployment in Brooklyn Park and Brooklyn Center- All-6:45 p.m.-7:50 p.m.
8. City Council Liaison Report – Council Member Christian Eriksen – 7:50 p.m.
9. City Staff Report – Marcellus – 7:55 p.m.
10. Old Business – 7:58 p.m.
11. New Business – 7:59 p.m.
12. Adjournment – All – 8:00 p.m.

January 14, 2026
7:00 p.m.

Brooklyn Park Council Chambers
5200 85th Avenue North
Brooklyn Park, MN 55443

PLANNING COMMISSION REGULAR MEETING – AGENDA #1

For reasonable accommodations or alternative formats, please provide a 72-hour notice by calling 763-424-8000 or emailing Asma.Jihad@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.

Commissioners: Chair Liam Cavin, Vice Chair Kathy Fraser, General Officer Teshite Wako, Christopher Udomah, Philip Gaye-Bai, Maggie Borer, Shereese Turner, Abdo Korosso, and Chukwunedu Arah.
City Council Liaison Tony McGarvey.

Staff Liaison Planning Director Paul Mogush, Senior Planner Erin McDermott, Senior Planner Cara Donovan, Associate Planner Matt Hayes-Regan, and Program Assistant Asma Jihad

Members of the public can monitor the meeting by watching it on CCX Media Channel 16 or by livestreaming it at bplive.ccxmedia.org.

Anyone who wants to address the Planning Commission during the Public Comment period may do so in person or by calling **763-493-8057** or emailing planning@brooklynpark.org by 4:00 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 Planning Commission.

I. ORGANIZATIONAL BUSINESS

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

2. EXPLANATION BY CHAIR

Please be advised that the public hearings are recorded and televised live on cable television and web-streamed over the internet at brooklynpark.org. The audio system will not pick up comments from the seating area. If you want to be heard and made a part of the public record, please go to the podium or, if participating remotely, turn on your camera; speak into the microphone, stating your full name and address. Please sign the public hearing logbook on the table near the entrance to the Council Chambers if you are attending in person to ensure accuracy of name and address in the public record. Please note that the agenda for tonight's meeting indicates that the Commission Chair has the prerogative to invoke a time limit for speakers during any public hearing in the interest of maintaining focus and the effective use of time. Thank you in advance for your cooperation.

The Planning Commission consists of nine resident-volunteer members appointed by the City Council to advise the City Council on planning and land use issues. The Commission discusses and evaluates development proposals based on zoning regulations and comprehensive plan policies. The Planning Commission vote is a recommendation that is forwarded to the City Council for official and final action.

3. APPROVAL OF AGENDA

II. REQUIRED DUTIES

4. CONSENT AGENDA

4.1 Approval of Minutes November 12, 2025 Regular Meeting

5. PUBLIC HEARING

5.1 Planning Case #25-122 | 8557 Wyoming – Resurrecting Faith World Ministry | Conditional Use Permit

Resurrecting Faith World Ministries has submitted a conditional use permit (CUP) application to use an existing tenant suite at 8557 Wyoming Ave N., Suite 6, as a religious institution. The organization is currently operating out of 4501 Oak Grove Parkway in Brooklyn Park and has purchased the subject property.

STAFF RECCOMENDATION: Staff recommend approval of the conditional use permit as presented, subject to the conditions contained in the draft resolution.

Presented by: Matt Hayes-Regan, Associate Planner

5.2 Planning Case #25-123 | HAM Addition | Preliminary and Final Plat

A subdivision application has been submitted requesting that the existing parcel located at 10508 Winnetka Ave. N. be subdivided into two detached single-family lots. Chapter 151 of the Land Usage Code authorizes the Planning Commission to recommend approval, modification, or denial of a preliminary plat to the City Council.

STAFF RECOMMENDATION: Staff recommend approval of the preliminary plat.

Presented by: Matt Hayes-Regan, Associate Planner

5.3 Planning Case #25-124 | Crew Carwash | Conditional Use Permit and Site Plan

Crew Carwash has submitted planning applications for a site plan review and conditional use permit to operate a car wash at 7820 Lakeland Ave. N. The project involves the demolition of the existing structure and the property's redevelopment pursuant to the proposed site plan.

STAFF RECOMMENDATION: Staff recommend approval of the site plan review as presented and approval of the CUP as presented, subject to the provisions in the draft resolutions.

Presented by: Matt Hayes-Regan, Associate Planner

6. OTHER BUSINESS

III. DISCUSSION ITEMS

7. Brooklyn Boulevard Corridor Plan Presentation

IV. VERBAL REPORTS AND ANNOUNCEMENTS

8. COUNCILMEMEBR LIAISON COMMENTS
9. PLANNING COMMISSION COMMENTS
10. STAFF LIASION COMMENTS

V. ADJOURNMENT

UNAPPROVED MINUTES

MINUTES OF THE BROOKLYN PARK PLANNING COMMISSION Regular Meeting – November 12, 2025



I. ORGANIZATIONAL ITEMS

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

The meeting was called to order at 7:00 PM.

Those present were: Commissioners Cavin, Arah, Borer, Fraser, and Udomah; Planning Director Mogush; Senior Planner Cara Donovan, Senior Planner Erin McDermott, Associate Planner Matt Hayes-Regan, and Program Assistant Asma Jihad.

Those arrived late: None.

Those not present were: Commissioner Wako, Korosso, Turner, and Gaye-Bai (with prior notice).

2. EXPLANATION BY CHAIR

3. APPROVAL OF AGENDA

MOTION UDOMAH, SECOND FRASER TO APPROVE THE NOVEMBER 12, 2025 AGENDA.

MOTION CARRIED UNANIMOUSLY.

II. REQUIRED DUTIES

4. CONSENT AGENDA

4.1 Minutes – October 8, 2025 Work Session

MOTION FRASER, SECOND UDOMAH TO APPROVE THE NOVEMBER 12, 2025 CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

5. PUBLIC HEARING

5.1 Planning Case #25-104 (Kwik Trip) – Zoning Text Amendment, Conditional Use Permit and Site Plan Review at 9400 West Broadway

Senior Planner McDermott introduced the application from Kwik Trip for a site plan, CUP, and zoning text amendment for the property at 9400 West Broadway. She stated that at the last meeting, the Commission voted unanimously in support of the site plan, and the City Council also supported the site plan. She explained that the Planned Unit Development (PUD) tool will provide that path forward. She recommended approval of the three actions before the Commission as presented and stated within the packet.

Commission Chair Cavin opened the public hearing.

Tonya West-Hafner, 1005 Hampshire Terrace, thanked the Commission for supporting the project. She stated that, as a previous member of the Council, they were shortsighted in the planning for this property and believes that this development will be an amenity for those staying at the hotel.

Commission Chair Cavin closed the public hearing but reminded the public that comments can be submitted via email to City Staff for consideration in the City Council agenda packet.

MOTION BORER, SECOND UDOMAH TO RECOMMEND APPROVAL OF A ZONING TEXT AMENDMENT, AMENDING ORDINANCE 2016-1210 ORDINANCE AMENDING CHAPTER 152 OF CITY CODE TO REZONE PROPERTY FROM BUSINESS PARK WITH HIGHWAY OVERLAY (BP/HO) TO BUSINESS PARK WITH PLANNED DEVELOPMENT OVERLAY (BP/PD) AT THE SOUTHEAST CORNER OF HIGHWAY 610 AND WEST BROADWAY.

MOTION CARRIED UNANIMOUSLY.

MOTION BORER, SECOND UDOMAH TO RECOMMEND APPROVAL OF A CONDITIONAL USE PERMIT FOR THE OPERATION OF A FUEL STATION AT 9400 WEST BORADWAY, SUBJECT TO CONDITIONS IN THE DRAFT RESOLUTION.

MOTION CARRIED UNANIMOUSLY.

MOTION BORER, SECOND UDOMAH TO RECOMMEND APPROVAL OF A SITE PLAN REVIEW FOR THE CONSTRUCTION OF A FUEL STATION AT 9400 WEST BROADWAY, SUBJECT TO CONDITIONS IN THE DRAFT RESOLUTION.

MOTION CARRIED UNANIMOUSLY.

Planning Director Mogush stated the public hearing item is scheduled to be reviewed at the City Council meeting on November 24, 2025.

5.2 Planning Case #25-119 (Irtiqia Learning Center) – Conditional Use Permit

Associate Planner Hayes-Regan introduced the application from Irtiqia Learning Center for a Conditional Use Permit (CUP) to operate a K–12 school at an existing religious institution for the property located at 2100 93rd Way N. He provided details about the site, previous approvals provided for the site, and information related to zoning, adjacent uses, application, commercial building permit application, CUP, performance standards for schools, and conditions of approval. He recommended approval of the request, subject to the conditions as reviewed.

Commission Chair Cavin opened the public hearing.

Edna McKenzie, 2112 93rd Trail, asked the anticipated capacity for the school, as the property only has one access that already has high traffic.

Commission Chair Cavin closed the public hearing but reminded the public that comments can be submitted via email to City Staff for consideration in the City Council agenda packet.

Associate Planner Hayes-Regan stated that the five students are only being served at this time, but that could grow up to 50 in the future, noting additional review and approval that would be needed for future growth. He stated that he would need to speak with the Building Official to determine how many students the school could have under the current application/site plan. He stated that during the 2017 review, there was a traffic analysis was completed, and the expected daily traffic totals were well within the range for the roadways within the area. He stated that there are no concerns with the number of students proposed to be served in terms of traffic, and they would provide additional reviews if enrollment increases.

Commission Chair Cavin asked if this approval includes a capacity of up to 50 students.

Associate Planner Hayes-Regan replied that the Commission is not approving a number, but the function of a school and the other applicable Codes will dictate the number of students allowed on the property.

Commission Chair Cavin stated that the remodel will primarily provide classroom spaces, but does not include the bathrooms, which would seem to mean students of all ages and staff would be using the same bathrooms.

Associate Planner Hayes-Regan replied that there are Building Code requirements, and perhaps the applicant can provide additional details.

Hebba Aburia, representing the applicant, stated that because of the low number of students, the students would all use a single bathroom. She stated that there is currently a men's room, a women's room, and a single bathroom. She commented that as they grow, the different grade levels would take bathroom breaks at different times. She explained that they do not have in-person instruction and rely on virtual instruction, so there are set break times provided by the staff.

Commissioner Borer was unsure how these children could be separated appropriately. She asked where the space would be for passing in the halls, lunch breaks, and outside time. She asked the plan for security if there are no teachers on site.

Ms. Aburia replied that the building does lock for security, and for every 15 students, there is one learning coach. She stated that their model is based on small class sizes and they anticipate ten students per staff member. She stated that while they only have five students at this time, they hope to grow to 30 in the next year.

Commissioner Borer asked how grades are mixed.

Ms. Aburia replied that the rooms include separate spaces for different grade levels.

Commissioner Udomah asked the occupancy rate at which additional review would be triggered.

Associate Planner Hayes-Regan replied that he does not yet have that figure, as they will determine that once the building permit is finalized.

Commissioner Udomah commented that would seem to be important information to have before voting. He asked how the full capacity of the school would interfere with the church use and whether buses would be used for students.

Associate Planner Hayes-Regan replied that the model is based on parent pick-up and drop-off. He stated that the current application reviews the current circumstance of five children being served, as well as the direction from the building and fire department.

Commissioner Udomah asked if more accurate traffic information could be provided, as things have changed since 2017. He stated that he wants to make a decision that is both fair to the applicant and neighbors.

Planning Director Mogush stated that this is an existing building that has existed for some time and has been used as a religious institution for most of that time. He stated that the people in vehicles who access this site use neighborhood streets to get there, and there is nothing now that would limit how many people can worship or attend a festival at this site; therefore, staff did not feel it would be appropriate to set a number of students that would be different than life safety allowances under the Building Code. He stated that in all cases, this use would be far fewer people than the total activity that can occur on the property. He cautioned against putting a lot of regulatory pressure on this use because of the property rights that already exist for this site.

Commissioner Udomah referenced the statement that the applicant would need to come back at some point for additional approvals and asked for clarification on what that threshold would be.

Planning Director Mogush replied that if a building permit were pulled to expand the building to handle more students, then additional approval would be needed for this use.

Associate Planner Hayes-Regan replied that the total capacity for the school, based on the pending building permit, is 85 students, while the occupancy for the total building is 226.

Commissioner Arah stated that this is a virtual school and was unsure how they would get to 50 students.

Ms. Aburia provided additional details on the virtual element of school, noting that after the school work is completed, they also hold religious classes. She stated that their maximum growth capacity is 50 students, but they do not anticipate reaching that number in the next few years. She noted that the current five students come from three families and therefore, they plan to serve families with multiple children rather than 50 students from 50 families.

Commission Chair Cavin asked if the Building Official would review the facilities to ensure the building is sufficient for this type of use.

Associate Planner Hayes-Regan confirmed that would occur along with review from other City departments, as well as State requirements.

MOTION UDOMAH, SECOND TURNER TO RECOMMEND APPROVAL OF A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR A SCHOOL LOCATED AT 2100 93RD WAY N. WITHIN THE EXISTING RELIGIOUS INSTITUTION AND SUBJECT TO CONDITIONS IN THE DRAFT RESOLUTION.

MOTION CARRIED UNANIMOUSLY.

Planning Director Mogush stated the public hearing item is scheduled to be reviewed at the City Council meeting on November 24, 2025.

5.3 Planning Case #25-120 (Crestview New School) – Site Plan Review

Senior Planner McDermott introduced the application for a site plan review for Crestview Elementary for the property at 8200 Zane Avenue. She provided information on the site, zoning, adjacent uses, site plan, and recommended approval subject to the conditions within the draft resolution.

Commission Chair Cavin opened the public hearing.

Seeing no one approach the podium, Commission Chair Cavin closed the public hearing.

Commission Chair Cavin asked if sustainability has been considered.

Senior Planner McDermott replied that she is unsure of the considerations the School District has made, noting that is not a Code requirement. She stated that the water conservation in the youth play area is the only element she is aware of.

Eric Myer, Larson Engineering, stated that the building is being designed to house future solar panels should that be added in a future phase. He stated that in the areas around the school, they will have a stormwater pond and native plantings that will provide habitat for pollinators and require less irrigation. He stated that they will also have the Native American Cultural Center inside the building. He stated that they will meet the Watershed requirements for infiltration, but did not find that reuse of stormwater for irrigation would be cost-effective.

Commission Chair Cavin asked if the lacrosse field would be lit.

Mr. Myer replied that it would not be lit.

Commission Chair Cavin asked who would manage the field.

Senior Planner McDermott replied that the entire property is owned by the Osseo School District, which would manage and schedule the property.

Commission Chair Cavin asked if the cultural center would be open to the public.

Senior Planner McDermott replied that there would be areas of the school open to the public that would be separated by a safety wall/doors from the elementary use. She noted that the play area would be completely enclosed and secure during school hours.

Commissioner Borer referenced the fire pit and play area, which would be open to the public after hours. She asked if people could come onto the site on a Friday night to have a bonfire.

Senior Planner McDermott replied that it would not be a gas fire pit, and you would need to bring wood. She commented that there are similar amenities in many City parks, and they have not had any issues.

Mr. Myer stated that the plan would include a locked cover for the firepit, which would ensure it is only used for scheduled events.

Commission Chair Cavin asked if the entire site is fenced.

Mr. Myer replied that it would not be and it would remain generally open as it is now, noting landscaping.

MOTION FRASER, SECOND BORER TO RECOMMEND APPROVAL OF A SITE PLAN REVIEW FOR THE CONSTRUCTION OF A SCHOOL AT 8600 ZANE AVENUE NORTH, SUBJECT TO THE CONDITIONS IN THE DRAFT RESOLUTION.

MOTION CARRIED UNANIMOUSLY.

Planning Director Mogush stated the public hearing item is scheduled to be reviewed at the City Council meeting on November 24, 2025.

6. OTHER BUSINESS

No comments.

III. DISCUSSION ITEMS

No comments.

IV. VERBAL REPORTS AND ANNOUNCEMENTS

7. Council Comments

Planning Director Mogush provided an update on recent City Council actions.

8. Commission comments

No comments.

9. Staff Comments

Planning Director Mogush provided follow-up comments on the ability to make a U-turn, which was asked for by a resident at a previous meeting. He noted that the Commission will not hold a worksession in two weeks but invited the members of the Commission to attend the Business Forward Forum on November 19, 2025.

V. ADJOURNMENT

Commission Chair Cavin adjourned the meeting at 8:01 PM.

Respectfully submitted,

Paul Mogush
Planning Director

City of Brooklyn Park Planning Commission Staff Report

Agenda Item:	5.1	Meeting Date:	January 14, 2026
Agenda Section:	Public Hearing	Originating Department:	Community Development
Resolution:	X	Prepared By:	Matt Hayes-Regan, Associate Planner
Ordinance:	N/A		
Attachments:	4	Presented By:	Matt Hayes-Regan, Associate Planner
Item:	DEV25-122 (8557 Wyoming Ave N, Suite 6 – Resurrecting Faith World Ministry – Conditional Use Permit (CUP) Application		

Proposed Action:

MOTION _____, SECOND _____, TO RECOMMEND A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR THE OPERATION OF A RELIGIOUS INSTITUTION LOCATED AT 8557 WYOMING AVE N., SUITE 6, BROOKLYN PARK, MN 55445.

Summary:

Resurrecting Faith World Ministries has submitted a conditional use permit (CUP) application to use an existing tenant suite at 8557 Wyoming Ave N., Suite 6, as a religious institution. The organization is currently operating out of 4501 Oak Grove Parkway in Brooklyn Park and has purchased the subject property.

Resurrecting Faith World Ministries proposes to hold worship services on Sundays from 10:00 a.m. to 1:00 p.m. and Wednesdays from 6:00 p.m. to 8:00 p.m.

Current Conditions/Previous Approvals:

The subject property is one of seven parcels located within the Boblyn 2nd Addition, which was established in August 1985. The property is located north of 85th Avenue, between Highway 169 and Wyoming Avenue. The building was developed as a multi-tenant business park development containing office and professional service uses. There are six condominium suites within the building, which share parking areas and an interior waste storage enclosure.

The applicant does not propose any exterior modifications to the existing structure. A conditional use permit allowing the operation of a religious institution has not previously been granted for this tenant suite.

Future Land Use Plan	Business Park LRT Station Area
Current Zoning	Business Park
Proposed Zoning	No proposed change
Site Area	1.3 acres
Conforms to	
Land Use Plan	Yes
Zoning Code	Yes

Subdivision Ordinance	Yes
Notification	Legal notice was published in the Sun Post. 24 notices were mailed to properties within 500 feet, A Neighborhood email was sent to the Commerce neighborhood.
60- and 120- Days (§15.99)	January 6, 2026; March 9, 2026

Land Use/Zoning and Overlay:

The property is located within the City’s Business Park (BP) Zoning District. The zoning code defines the BP District as:

“Areas in which to locate businesses that enhance the city's tax base, have few customers coming to the site, but may have a large employee base, involve manufacturing, warehousing, office uses, and other accessory retail and service uses offered on site to service the primary use or their employees. The properties and buildings in this district must be designed to promote a campus-like setting that exhibits a landscape theme and high-quality exterior building materials” (§ 152.604(A)).

The zoning code defines a religious institution as:

“A building or campus in which worship, ceremonies, rituals, and education pertaining to a particular system of beliefs are held” (§ 152.105).

Religious institutions are allowed as a principal use in nonresidential districts subject to approval of a conditional use permit.

No overlay districts apply to this property. Adjacent properties are also zoned Business Park (BP).

Conditional Use Permit Analysis:

Pursuant to § 152.305 of the zoning code, the Planning Commission and City Council shall consider the following factors when reviewing a conditional use permit application:

- **Consistency with the Comprehensive Plan:**

The 2040 Comprehensive Plan land use designation for the subject property is Business Park (BP). The Plan describes Business Park areas as:

Largely single-use areas that have a consistent architectural style with a mix of employment-oriented use types. These uses may include office, mixed light industrial, limited retail, research and development, and uses of similar impact. With an increased focus on job creation, warehousing and distribution centers will be permitted if approved by the City as a part of a master plan. The scale of development in these areas is commensurate with their proximity to highways and major transportation corridors. Appropriate connections to transit should be included in Business Park developments (2040 Comprehensive Plan, 3-21-22).

The proposed use is identified in the Comprehensive Plan as a “place of worship.” While religious institutions are not a primary employment use, the proposed use is compatible with the scale and intensity of development within the Business Park designation and is consistent with institutional uses contemplated by the Plan.

- **Traffic Generation, Volume, and Safety:**

The applicant proposes to utilize existing site access points from Wyoming Avenue. Worship services would occur on Sundays and Wednesdays only.

At the request of the City's Transportation Engineer, the applicant provided anticipated attendance figures. Approximately 75–100 individuals are expected to attend Sunday services, and approximately 50 individuals are expected to attend Wednesday services.

The City's Transportation Engineer has reviewed the proposed schedule and attendance information and does not identify any traffic-related concerns. Planning staff similarly does not anticipate traffic or safety issues associated with the proposed use.

- **Parking, Site Design, and Circulation:**

Table 152.1019.2 of the zoning code establishes minimum parking requirements for nonresidential uses. For this application, parking requirements are based on two components:

- Office uses for day-to-day administrative operations; and
- Assembly use for worship services.

For day-to-day operations, the code requires a minimum of 3.5 parking spaces per 1,000 square feet of gross floor area. The applicant anticipates fewer than five parking spaces will be needed for staff and members during normal operations.

For worship services, the code requires one parking space per 2.5 seats based on the design capacity of the main assembly area. Using the maximum occupancy for the building (164 people), 65.5 parking spaces would be required prior to any reductions.

The property contains a total of 50 shared parking spaces. Per the condominium bylaws, the subject unit accounts for approximately 33 percent of the common area, equating to 16.5 parking spaces. Metro Transit Route 275 has multiple bus stops within 1,000 feet of the property, qualifying the use for a 20 percent reduction in required parking.

Applying the transit reduction results in a parking requirement of 52.5 spaces for worship services. Section 152.1019(3)(a) allows for shared parking arrangements on adjoining lots within 500 feet, subject to City approval. The applicant has secured agreements from other unit owners within the association to utilize additional parking spaces during worship service hours.

To meet the additional required parking minimums, the applicant proposes using on-street parking. The Zoning Code allows credit for on-street parking spaces when the following specific criteria are met:

- a) All on street parking facilities shall be designed in conformance with the standards established by the city.
- (b) Prior to approving any requests for on street parking, the development review team shall determine that the proposed on-street parking will not materially adversely impact traffic movements and related public street functions.
- (c) Credit for on street parking shall be limited to the number of spaces provided along the street frontage adjacent to the use.
- (d) A public sidewalk must be present or installed along the street used for on-street parking for the entire length of the property or the area anticipated for parking, whichever is greater, with a walkway connection to the entrance of the building.

Considering that the primary demand for parking occurs during Wednesday evening and Sunday worship services, which take place outside of general business hours, and that Wyoming Avenue N. has sufficient infrastructure to accommodate the remaining parking demand, Staff find that the on-street parking adjacent to the property meets the applicable code standards and may be credited toward the total parking requirement for the proposed use.

- **Public Infrastructure:**

Staff find that adequate public infrastructure exists to serve the site and proposed use. No additional public services or infrastructure improvements are anticipated.

- **Screening and Buffering:**

The subject tenant suite utilizes an interior waste enclosure shared with other tenants. The property is adequately screened and buffered from adjacent properties and the surrounding area.

- **Architectural Design:**

Based on prior approvals, the building and site meet the architectural design standards applicable at the time of construction. No exterior modifications are proposed as part of this application.

- **Compliance with Other Applicable Code Provisions:**

Religious institutions are subject to the nonresidential performance standards in § 152.903. Applicable standards include architectural materials, parking requirements, and operational limitations. Staff have reviewed the proposal against these standards and find them to be met or not applicable.

The applicant will also be required to comply with the City's Building Code and Minnesota State Fire Code prior to occupancy.

Conclusion:

The required findings of § 152.305 have been met. Planning staff recommend approval of the conditional use permit, subject to the conditions outlined below.

Conditions of Approval for the Operation of a Religious Institution at 8557 Wyoming Ave. N.:

1. The property shall maintain the required number of parking spaces during all operational periods.
2. All requirements of the International Building Code (IBC) shall be satisfied prior to occupancy, including obtaining all required permits and a Certificate of Occupancy.
3. Signage shall comply with all requirements of City Code Chapter 150: Signs.
4. The property shall remain compliant with Title VII: Traffic Code of the City's Code
5. The property shall remain compliant with Title IX: General Regulations of the City's Code.
6. The property shall remain compliant with Title XI: Business Regulations of the City's Code.
7. The property shall remain compliant with the Minnesota State Fire Code.
8. This resolution shall be recorded with the Hennepin County Recorder's office.

9. Failure to comply with the terms and conditions of this resolution may result in enforcement action or revocation of the permit pursuant to § 152.035(H)(1).

Staff Recommendation:

Staff recommend approval of the conditional use permit as presented, subject to the conditions contained in the draft resolution.

Budgetary/Fiscal Issues: N/A

Alternatives to Consider:

1. Recommend approval of the CUP with modifications.
2. Recommend denial of the CUP based on certain findings.

Attachments:

- 5.1A DRAFT RELIGIOUS INSTITUTION CONDITIONAL USE PERMIT RESOLUTION
- 5.1B LOCATION MAP
- 5.1C APPLICATION MATERIALS
- 5.1D PLAN SET

RESOLUTION #2026-__

RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR THE OPERATION OF A RELIGIOUS INSTITUTION LOCATED AT 8557 WYOMING AVE N., SUITE 6, BROOKLYN PARK, MN 55445.

Planning Commission File # 25-122

WHEREAS, Connell Lewis, of Resurrecting Faith World Ministries, has made an application for a Conditional Use Permit under the provisions of Chapter 152 of the Code of Ordinances on property legally described as:

See EXHIBIT A

WHEREAS, the zoning of the property is Business Park in which religious institutions are conditional uses; and

WHEREAS, the effect of the proposed use upon the health, safety, and welfare of surrounding lands, existing and anticipated traffic conditions, and its effect on the neighborhood have been considered; and

WHEREAS, the matter has been referred to the Planning Commission public hearing who have given their advice and recommendation to the City Council.

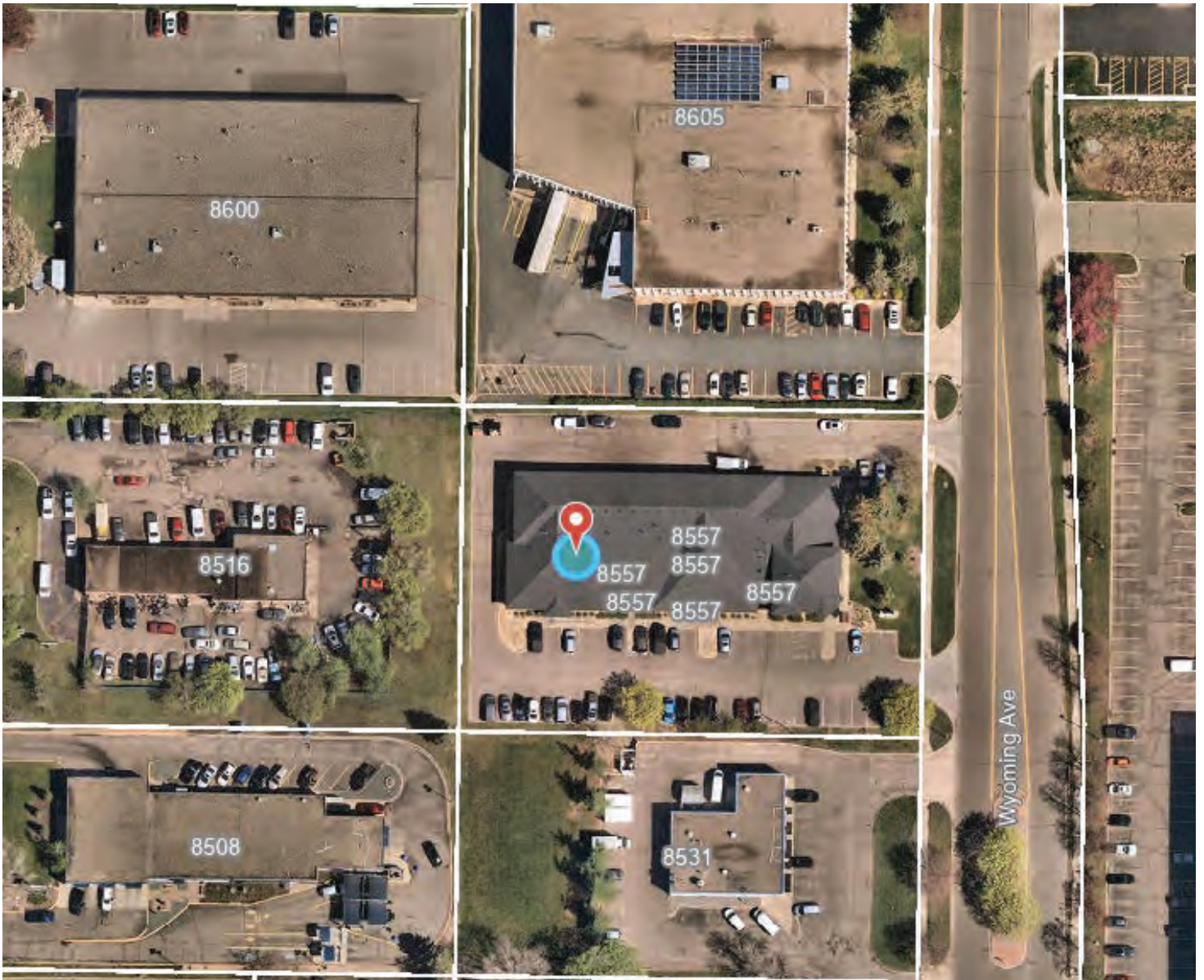
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park that a Conditional Use Permit is hereby granted for the operation of a religious institution at 8557 Wyoming Ave. N., Suite 6, as legally described in the attached EXHIBIT A, subject to the following conditions:

1. The property shall maintain the required number of parking spaces during all operational periods.
2. All requirements of the International Building Code (IBC) shall be satisfied prior to occupancy, including obtaining all required permits and a Certificate of Occupancy.
3. Signage shall comply with all requirements of City Code Chapter 150: Signs.
4. The property shall remain compliant with Title VII: Traffic Code of the City's Code
5. The property shall remain compliant with Title IX: General Regulations of the City's Code.
6. The property shall remain compliant with Title XI: Business Regulations of the City's Code.
7. The property shall remain compliant with the Minnesota State Fire Code.
8. This resolution shall be recorded with the Hennepin County Recorder's office.
9. Failure to comply with the terms and conditions of this resolution may result in enforcement action or revocation of the permit pursuant to § 152.035(H)(1).

This resolution expires one year from the date of approval unless all conditions are met. This resolution must be recorded with the Hennepin County Recorder's office within one year of the date of approval. The approvals can be revoked if not in compliance with the conditions stated above.

EXHIBIT A

Unit No. 6, CIC No. 1604, Wyoming Office Condominium as amended by Second Amendment to Declaration,
Hennepin County, Minnesota

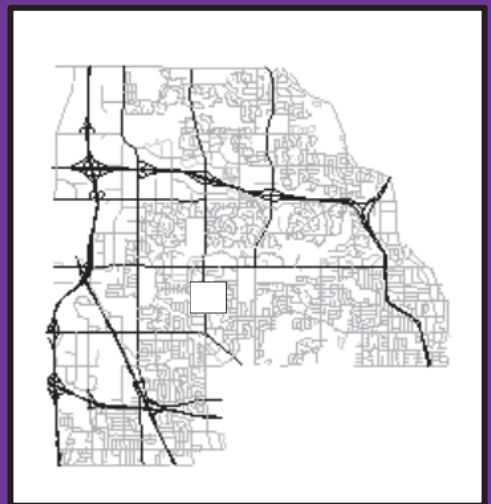


**Conditional Use Permit (CUP) Application
Case #25-122 – 8557 Wyoming – Resurrecting Faith
World Ministry**

Area of Request (August 2025 Air Photo)

8557 Wyoming Ave N, Unit #6

Brooklyn Park 





October 23, 2025

City of Brooklyn Park
Planning Division
5200 85th Avenue North
Brooklyn Park, MN 55443

Subject: Request for Conditional Use Permit – 8557 Wyoming Avenue N, Suite 6

Dear Planning Division,

Resurrecting Faith World Ministries respectfully submits this letter to request a Conditional Use Permit (CUP) for the property located at 8557 Wyoming Avenue North, Suite 6, Brooklyn Park, MN 55445 (PID: 18-119-21-44-0035). We are currently under contract to purchase this property from Randy's L.L.C., with the intent to use the space for religious purposes.

Our ministry plans to utilize the existing structure "as is," with no structural modifications. The main level of the building will serve as the sole area for worship services, prayer gatherings, and fellowship. We do not intend to operate a school, kitchen, or any other auxiliary services on-site.

We understand the importance of aligning with city zoning regulations and are committed to maintaining the integrity, safety, and peaceful use of the property. We kindly request your review and approval of our CUP application so that we may proceed with our mission to serve the spiritual needs of our community.

Thank you for your time and consideration. Please feel free to contact us with any questions or to request additional documentation.

Sincerely,

Connell F. Lewis, Sr.

Buyer Representative

Resurrecting Faith World Ministries

I Dan Smith (property owner) grant permission for Connell Lewis and Resurrecting Faith World Ministries to pursue a Conditional Use Permit on our property located at 8557 Wyoming Ave Suite 6 In Brooklyn Park.

Signed by:
Its Dan Smith
38AD0739E6E24E2...

Title owner

Date 10/27/2025



November 7, 2025

City of Brooklyn Park
Planning Division – Transportation Review
5200 85th Avenue North
Brooklyn Park, MN 55443

Subject: Transportation Response for Conditional Use Permit Application – 8557 Wyoming Avenue N, Suite 6

Dear Planning Division,

Resurrecting Faith World Ministries is pleased to provide the following information in response to the transportation department's review of our Conditional Use Permit (CUP) application for the property located at 8557 Wyoming Avenue North, Suite 6.

Our worship services are held on Sundays from 10:00 a.m. to 1:00 p.m. and Wednesdays from 6:00 p.m. to 8:00 p.m. We anticipate attendance of approximately 75–100 individuals on Sundays and around 50 individuals on Wednesdays.

The property includes 50 dedicated parking spaces, which are fully available during our service times. The other four suites within the complex do not operate or receive clients during these hours, ensuring that parking demand remains exclusive to our congregation. Based on this availability, we do not anticipate any parking challenges or overflow.

Additionally, on-street parking is accessible near the property if needed; however, we do not expect to utilize these spaces under normal circumstances.

We trust this information addresses your concerns and supports our application. Please feel free to contact us with any further questions or requests.

Sincerely,
Connell F. Lewis, Sr.
Buyer Representative
Resurrecting Faith World Ministries



December 2, 2025

City of Brooklyn Park
Planning Division – Transportation Review
5200 85th Avenue North
Brooklyn Park, MN 55443

Subject: Revised - Transportation Response for Conditional Use Permit Application – 8557 Wyoming Avenue N, Suite 6

Dear Planning Division,

In response to the concerns of one of the other owners of 8557 Wyoming Avenue N. We understand that they use parking spaces on weekday evenings and weekends. We amended our parking plan as previously stated to the following:

Resurrecting Faith World Ministries is pleased to provide the following information in response to the transportation department's review of our Conditional Use Permit (CUP) application for the property located at 8557 Wyoming Avenue North, Suite 6. Our worship services are held on Sundays from 10:00 a.m. to 1:00 p.m. and Wednesdays from 6:00 p.m. to 8:00 p.m. We anticipate attendance of approximately 75–100 individuals on Sundays and around 50 individuals on Wednesdays.

The property includes 50 parking spaces. **Our members will use approximately 25 parking spaces on Wednesday evenings and 30-40 spaces on Sunday mornings during our service times. These parking numbers align with our planned attendance as stated above.** During other times in the week, our staff and members would require fewer than 5 parking spaces. Based on information from the current owner, the other four suites within the complex do not operate or receive clients **regularly** during these hours, ensuring that parking demand remains available to our congregation and the existing owners in the other suites. Based on this availability, we do not anticipate any parking challenges or overflow.

Additionally, on-street parking is available near the property, and we may also contract with other businesses to share parking, if needed in the future.

We trust this information addresses your concerns and supports our application. Please feel free to contact us with any further questions or requests.

Sincerely,

Connell F. Lewis, Sr., Buyer Representative, Resurrecting Faith World Ministries

8525 Edinbrook Crossing, Suite 12, Brooklyn Park, MN 55443
Phone: 612-379-1257 | Email: info@rfmw.org | Web: www.rfmw.org



PARKING USE AGREEMENT

8557 Wyoming Avenue North Association

This Parking Use Agreement ("Agreement") is entered into by the undersigned owners and/or authorized representatives of the units within the 8557 Wyoming Avenue North Association ("Association").

Purpose

The purpose of this Agreement is to formally document the Association's collective consent to allow Resurrecting Faith World Ministries, the prospective owner and occupant of Suite 6, to utilize shared parking spaces during their designated service times in order to meet the City of Brooklyn Park's requirement of 40 available parking spaces during peak service hours.

Background

Resurrecting Faith World Ministries intends to use Suite 6 exclusively for worship services, prayer gatherings, and fellowship. Their peak parking needs occur during the following times:

- Sundays: 10:00 a.m. – 1:00 p.m.
- Wednesdays: 6:00 p.m. – 8:00 p.m.

Outside of these hours, the ministry anticipates needing fewer than five parking spaces.

Agreement

By signing below, the undersigned members of the 8557 Wyoming Avenue North Association agree to the following:

1. Parking Access:

The Association consents to allow Resurrecting Faith World Ministries access to the number of shared parking spaces necessary to meet the City of Brooklyn Park's requirement of 40 parking spaces during the ministry's peak service times listed above.

2. Cooperation and Good Faith:

All parties agree to cooperate in good faith to ensure smooth parking operations and to maintain a respectful and harmonious environment for all owners, tenants, and visitors.

3. Limited Scope:

This Agreement applies solely to the use of parking spaces during the ministry's designated service times and does not alter ownership rights, property boundaries, or any other Association agreements.

4. Effective Date:

This Agreement becomes effective on upon the date of the final signature below.

8525 Edinbrook Crossing, Suite 12, Brooklyn Park, MN 55443
Phone: 612-379-1257 | Email: info@rfmw.org | Web: www.rfmw.org



SIGNATURES

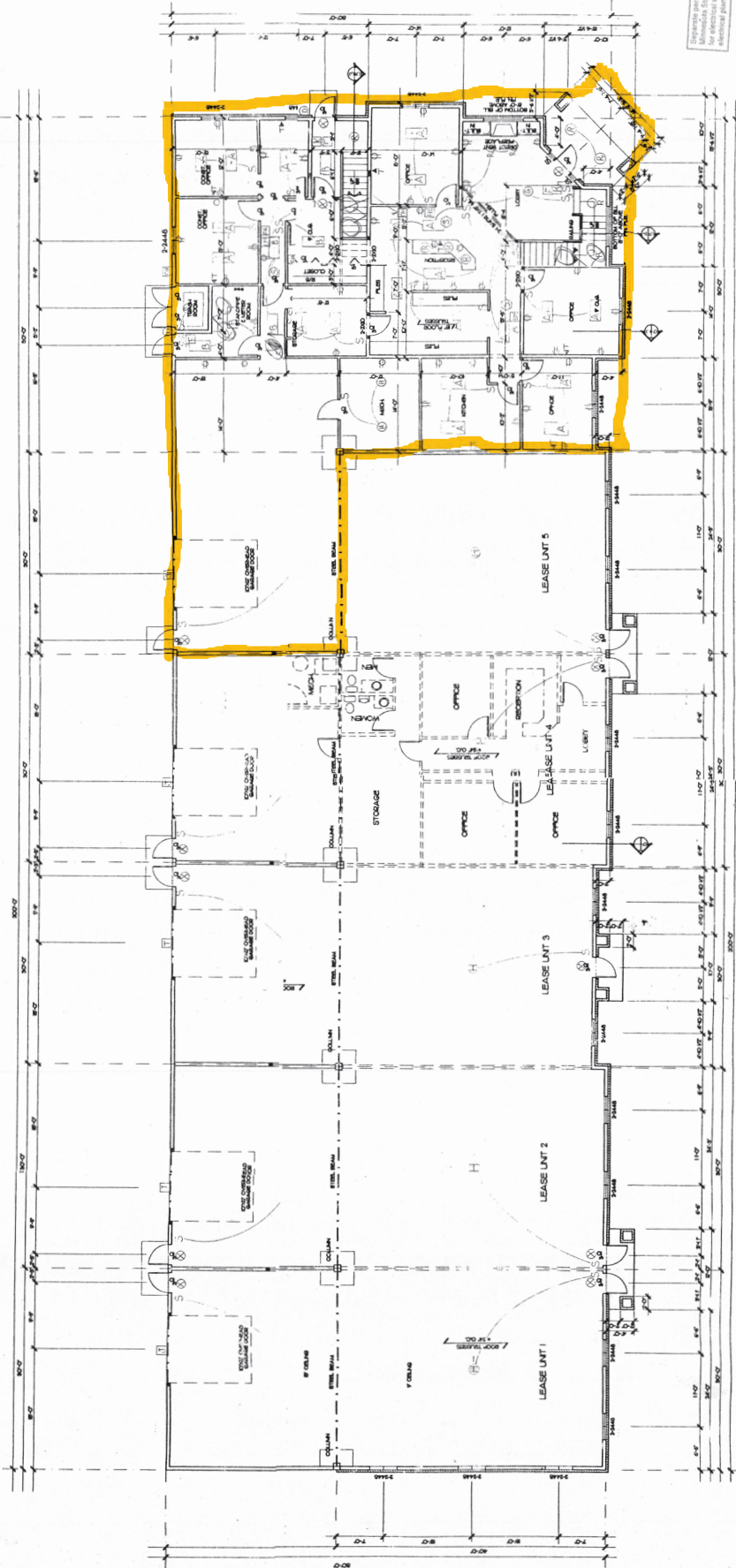
Name / Unit	Signature	Date
1. Stan Petrash 5		12/11/25
2. Sorey Fooks 4		12/11/25
3. Jose Vioque #273		12/11/25
4. Allison Carls #1		12/11/25
5. Paul Hester		12/11/25

ELECTRIC



Mark A. Amolli
 P.E.

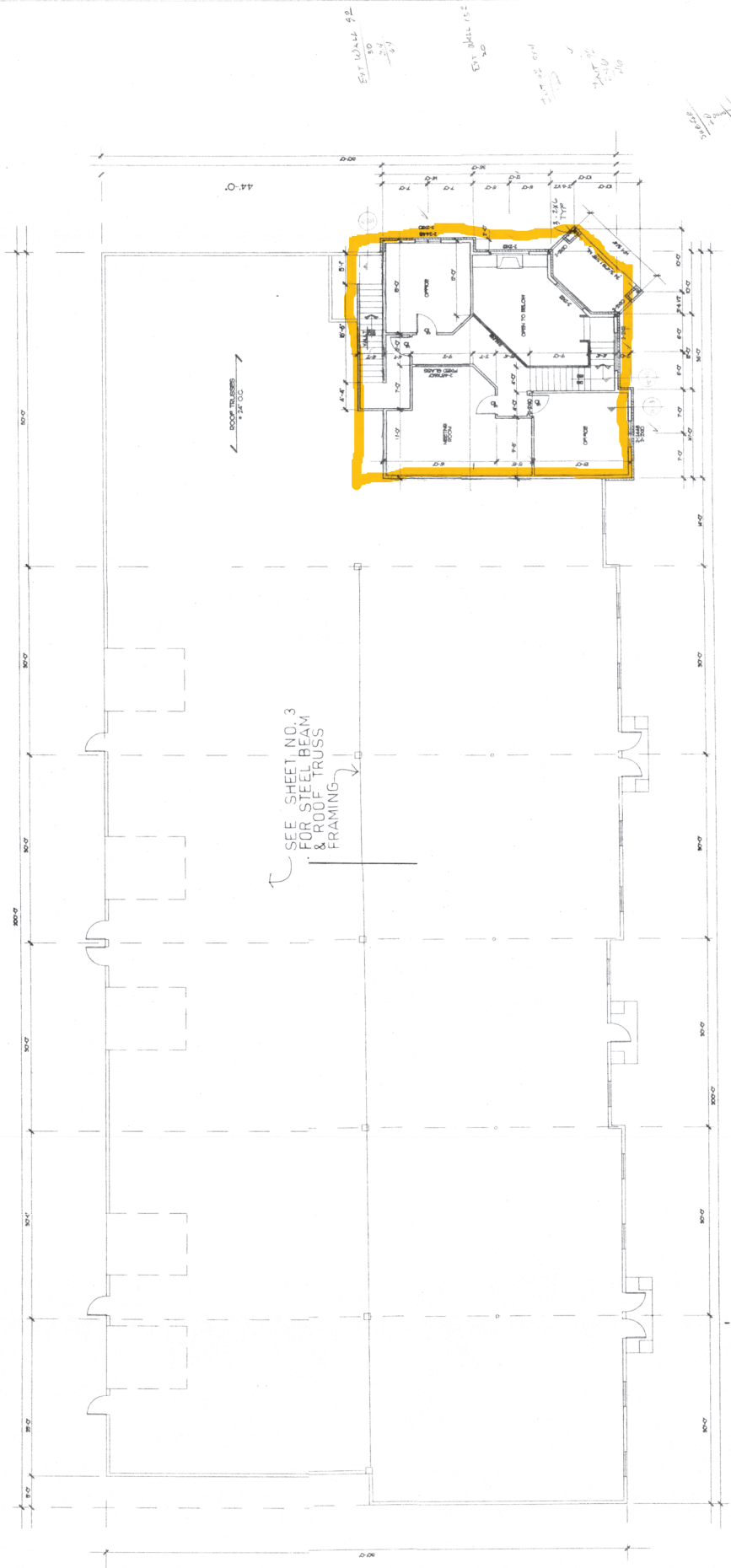
Separate general and specific notes to the Arizona State Board of Electrical Engineering regarding the proposed electrical plan to City of Phoenix.



MAIN FLOOR PLAN
 SCALE 1/8"=1'-0"

PROPOSED COMMERCIAL BUILDING FOR:
 SWANSON HOMES NW INC.

I HEREBY CERTIFY THAT THIS PLAN REPRESENTS AN ORIGINAL DESIGN BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED ARCHITECT IN THE STATE OF MINNESOTA.
 I HAVE REVIEWED THE PLAN AND I AM NOT PROVIDING ANY PROFESSIONAL SERVICES UNDER THE LICENSE OF ANY OTHER ARCHITECT.
 I HAVE REVIEWED THE PLAN AND I AM NOT PROVIDING ANY PROFESSIONAL SERVICES UNDER THE LICENSE OF ANY OTHER ARCHITECT.
 I HAVE REVIEWED THE PLAN AND I AM NOT PROVIDING ANY PROFESSIONAL SERVICES UNDER THE LICENSE OF ANY OTHER ARCHITECT.



SECOND FLOOR PLAN
 SCALE 1/8"=1'-0"

City of Brooklyn Park Planning Commission Staff Report

Agenda Item:	5.2	Meeting Date:	January 14, 2026
Agenda Section:	Public Hearing	Originating Department:	Community Development
Resolution:	X	Prepared By:	Matt Hayes-Regan, Associate Planner
Ordinance:	N/A		
Attachments:	4	Presented By:	Matt Hayes-Regan, Associate Planner
Item:	DEV25-123 (HAM Addition) – Subdivision of 10508 Winnetka Ave. N. into two single family lots.		

Proposed Action:

MOTION _____, SECOND _____, TO RECOMMEND A RESOLUTION APPROVING A PRELIMINARY PLAT SUBDIVIDING 10508 WINNETKA AVE. N. INTO TWO SINGLE-FAMILY LOTS.

Overview:

A subdivision application has been submitted requesting that the existing parcel located at 10508 Winnetka Ave. N. be subdivided into two detached single-family lots. Chapter 151 of the Land Usage Code authorizes the Planning Commission to recommend approval, modification, or denial of a preliminary plat to the City Council.

Project Description:

The property at 10508 Winnetka Ave. N. is located in the City's Northwoods neighborhood, southeast of the intersection of 109th Ave. and Highway 169. The property is zoned Detached Single-Family Estate (R-1). Properties to the north, east, and south are also zoned R-1, while the property to the west is zoned Business Park (BP).

The existing parcel was created in 1957 with the platting of the Marvella Addition. The site is approximately 0.6 acres in size and contains an existing single-family residence and detached two-stall garage located on the western portion of the property. The eastern portion of the parcel, which abuts Sumter Ave., is currently open space and is proposed as Lot 1, Block 2.

While parcels directly to the north and south have dimensions similar to the existing parcel, many parcels within the Marvella Addition have lot dimensions comparable to those proposed as part of this subdivision application.

Comprehensive Plan Alignment:

The 2040 Comprehensive Plan designates the property at 10508 Winnetka Ave. N. as Low-Density Residential, which is intended to accommodate "single-family detached homes generally with a density between 1.5 and three units per acre" (Brooklyn Park 2040 Comprehensive Plan, p. 3-19).

The density for this district is 1.5-3 units/acre. The use is limited to single family residential. The proposed scale and intensity are small-scale and low-intensity in nature and are compatible with the surrounding neighborhood.

Zoning & Development Standards Review:

1. Dimensional Standards.

Table 152.506.1 of the Zoning Code establishes residential zoning district standards. For the R-1 District, these standards include a minimum lot area of 9,750 square feet, a minimum lot width of 75 feet as measured from the front setback line, a maximum of 40% impervious surface area in front yards, and a maximum 40% building footprint.

Table 152.506.2 establishes required setbacks for residential districts. Setbacks in the R-1 District include a 25-foot front setback from public streets, 7.5-foot interior side yard setbacks, and a 25-foot rear yard setback.

Lot 1 Block 1.

The proposed dimensions of Lot 1, Block 1 include approximately 15,060 square feet of lot area, a 100-foot lot width measured from the front setback, and an approximate 16% building footprint. The impervious surface area within the front yard would remain unchanged.

The preliminary plat shows the existing residence on Lot 1. The residence meets all required setback standards, as shown by the Building Setback Line (BSBL). Although the existing garage, shed, and patio encroach into the required interior side and rear yard setbacks, these structures were established prior to adoption of the current Zoning Code and are therefore considered legal nonconforming structures. The proposed preliminary plat does not alter the location of these structures or adjust lot lines in a manner that increases the degree of nonconformity.

Lot 2 Block 1.

The dimensions of the proposed Lot 2 Block 1 include: 11,641 sq. ft. in lot area and 100 ft. lot width as measured from the front set back. No buildings currently exist in the proposed lot area.

Both proposed lots satisfy the dimensional standard requirements.

2. Access & Circulation.

Lot 1, Block 10 will continue to be accessed from Winnetka Ave. N. Lot 2, Block 10 would be accessed from Sumter Ave. N. Any future development on either lot will be required to comply with all applicable zoning and development standards in effect at the time of construction.

3. Utilities and Stormwater.

Lot 1, Block 2 will continue to be served by existing utility connections. The preliminary plat indicates that Lot 2, Block 10 has access to adequate utility services should future development occur. The property is located within the West Mississippi Watershed District, and both proposed lots would continue to be regulated accordingly.

To continue maintaining utilities to the existing principal structure located on what is proposed as Lot 1, Block 1, the applicant proposes that a private utility easement over Lot 2, Block 1 be recorded along with the final plat.

4. Park Dedication.

Section 151.005(4) of the Land Usage Code requires park dedication in the form of land or cash. Because land dedication is not feasible for this subdivision, the City will collect cash in lieu of land dedication prior to the final plat being released for recording.

The established fee for residential subdivisions is \$4,600 per newly created lot, resulting in a total fee of \$4,600 for this subdivision. Funds collected are deposited into the Open Space Land Acquisition and Development (OSLAD) fund and may only be used for park land acquisition and development, as required by state law. The nearest neighborhood park is Northwood Park, located northeast of the subject property.

5. Addressing.

The address for Lot 1, Block 10 will remain 10508 Winnetka Ave. N.

The address for Lot 2, Block 10 will be 10509 Sumter Ave. N.

Public Engagement & Notifications:

In accordance with public hearing requirements, notice of the hearing was published in the SunPost, the City's official legal newspaper, and 40 mailed notices were sent to properties located within 500 feet of the subject property. As of the publication of this staff report, no public comments have been received.

Final Plat:

The final plat and title commitment are currently under review by the City Attorney's Office. All required revisions resulting from this review will be completed prior to the request for City Council action on the final plat.

Staff Recommendation:

Staff recommends approval of the preliminary plat.

Budgetary/Fiscal Issues: N/A

Alternatives to consider:

1. Recommend approval of the preliminary plat with modifications.
2. Recommend denial of the preliminary plat based on certain findings.

Attachments:

- 5.2A DRAFT RESOLUTION
- 5.2B LOCATION MAP
- 5.2C APPLICATION MATERIALS
- 5.2D PRELIMINARY PLAT

RESOLUTION #2025-

RESOLUTION APPROVING A PRELIMINARY PLAT SUBDIVIDING 10508 WINNETKA AVE. N. INTO TWO SINGLE-FAMILY LOTS.

Planning Commission File #25-123

WHEREAS, the plat for the property addressed 10508 Winnetka Ave. N. has been submitted in the manner required for platting of land under the Brooklyn Park Codes and under Chapter 462 of the Minnesota Statutes and all proceedings have been duly had thereunder on properties currently legally described as:

See Exhibit A

WHEREAS, said plat is in all respects consistent with the City plan and the regulations and requirements of the laws of the State of Minnesota and codes of the City of Brooklyn Park, Chapters 151 and 152.

WHEREAS, the granting of this plat will not be detrimental to the public welfare nor injurious to the other property in the neighborhood, and

WHEREAS, the granting of this plat will not have an adverse effect upon traffic and traffic safety or pedestrians and pedestrian safety, and

WHEREAS, the proposed subdivision meets the minimum requirements of the Low Density Residential designation of the Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park, Preliminary Plat Request #25-123 for the property addressed 10508 Winnetka Ave. N. shall be approved subject to the following conditions:

1. Approval of Title by the City Attorney and all conditions therein.
2. A final plat showing the correct square footage for each lot area must be submitted prior to recording of the final plat.
3. All comments provided by Hennepin County must be addressed prior to building permitting.
4. Payment of any special assessments on the property shall be paid prior to recording the final plat.
5. Payment of park dedication in the amount of \$4,600 shall be paid prior to recording the final plat.

BE IT FURTHER RESOLVED that such execution of the certificate upon said plat by the Mayor and City Manager shall be conclusive showing of proper compliance therewith by the sub divider and City officials and shall entitle such plat to be placed on record forthwith without further formality, all in compliance with M.S.A. 462 and the Ordinance of the City.

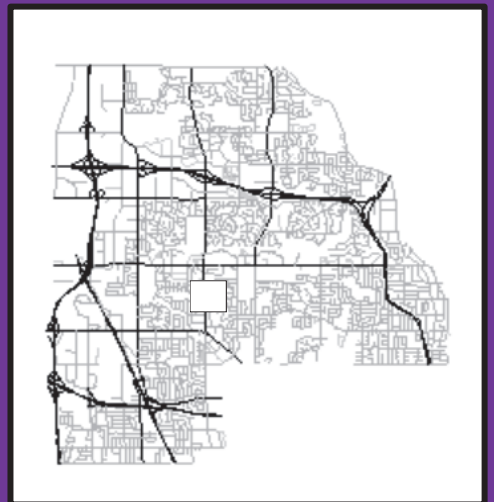
Exhibit A

Lot 1, Block 10, Marvella, Hennepin County, Minnesota



Preliminary and Final Plat
Case #25-123 – HAM Addition
Area of Request (August 2025 Air Photo)
10508 Winnetka Ave N, Brooklyn Park MN

Brooklyn Park 



10/30/2025

10508 Winnetka Ave. N.
Brooklyn Park, MN 55445

RE: Lot Split Letter of Consent

To Whom it may Concern:

I, Steve Hegedus, Owner of HAM Properties, LLC and the property at 10508 Winnetka Ave. N., Brooklyn Park, MN 55445, consent to the subdivision application.

Thank you-

Steve Hegedus



HAM Properties
38868 12th Ave
Suite #2096
North Branch, MN 55056

City of Brooklyn Park Planning Commission Staff Report

Agenda Item:	5.3	Meeting Date:	January 14, 2026
Agenda Section:	Public Hearing	Originating Department:	Community Development
Resolution:	XX	Prepared By:	Asma Jihad, Program Assistant III; Matt Hayes-Regan, Associate Planner
Ordinance:	N/A		
Attachments:	5	Presented By:	Matt Hayes-Regan, Associate Planner
Item:	DEV25-124 (Crew Carwash) Site Plan Review and Conditional Use Permit (CUP) Applications		

Proposed Action:

MOTION _____, SECOND _____, TO RECOMMEND A RESOLUTION APPROVING A SITE PLAN REVIEW FOR THE CONSTRUCTION OF A CAR WASH LOCATED AT 7820 LAKELAND AVE. N., BROOKLYN PARK, MN 55445.

MOTION _____, SECOND _____, TO RECOMMEND A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR THE OPERATION OF A CAR WASH LOCATED AT 7820 LAKELAND AVE. N., BROOKLYN PARK, MN 55445.

Summary:

Crew Carwash has submitted planning applications for a site plan review and conditional use permit to operate a car wash at 7820 Lakeland Ave. N. The project involves the demolition of the existing structure and the property's redevelopment pursuant to the proposed site plan.

Future Land Use Plan	Community Commercial LRT Station Area
Current Zoning	General Business District
Proposed Zoning	No proposed change
Site Area	1.22 acres
Conforms to	
Land Use Plan	Yes
Zoning Code	Yes
Subdivision Ordinance	Yes
Notification	Legal notice was published in the Sun Post. 13 notices were mailed to properties within 500 feet. A Neighborhood email was sent to the College Park neighborhood.
60- and 120- Days (§15.99)	January 20, 2026; March 23, 2026

Previous Approvals:

This parcel was created by the subdivision named “Coopers Industrial Park” in 1969 and was developed through site plan review in 1980. The property was granted a conditional use permit to operate a motor fuel station, convenience store, and car wash in 1989 and a conditional use permit for an auto repair service in 2024. Because the car wash use has not been maintained for more than 365 days, and because this would be an expansion of the intensity of the conditional use, the new conditional use permit application is required.

Land Use/Zoning (and Overlay):

The site is zoned General Business District (B3). Per §152.302 of the zoning code, the purpose of the General Business District is “to provide centralized areas for businesses that have a community or regional customer base in that they generally draw customers from farther away than the adjacent neighborhood” (§152.302(A)). Car washes are allowed conditionally as a principal use in the General Business District via a conditional use permit.

Surrounding zoning districts include the General Business District to the east, south, and north and the General Industrial (I) District to the west. The property is not located in an overlay district.

Site Plan Review:

Site plan reviews must be reviewed against the evaluation criteria detailed in §152.303 Site Plan, of the City's Zoning Code. Site plan approval is required for the construction of a structure, for the grading or taking any action to prepare a site for development, and for when removing earth, soils, gravel, or other natural material from or place the same on a site.

The Planning Commission has advisory authority and City Council has final approval authority to approve a site plan.

The Applicant's site plan that was submitted with the application includes the following: 1) a cover sheet; 2) general notes; 3) ALTA topography survey; 4) phase 1 erosion and sediment control plan; 5) phase 2 erosion and sediment control plan; 6) erosion and sediment control details; 7) Stormwater Pollution Prevention Plan (SWPPP); 8) site dimension plan; 9) fire access exhibit; 10) site details; 11) grading and drainage plan; 12) utility plan and details; and a 13) landscaping plan and details.

Also included in the application were: a property owner's letter of consent, a letter from the applicant, a sign plan overview, a preliminary floor plan, building elevations, and 3D views exhibit, a photometric plan, a traffic summary and supporting spreadsheet from the Crew Carwash Wayzata Boulevard location, which the applicant asserts is commensurate with the Brooklyn Park proposed development, and an estimated bonding and escrow spreadsheet.

Erosion and Sediment Control Plan:

Section 153.08 of the City Code requires submission of an Erosion and Sediment Control Plan for applicable projects. The plan must identify temporary and permanent erosion and sediment control measures, including sediment retention devices, surface runoff and erosion controls, vegetative stabilization measures, and their locations, installation timing, removal, and maintenance. The plan must also include a construction and restoration schedule, cost estimates, and responsible party contact information.

Engineering Staff reviewed the erosion and sediment control plan and confirmed that it provides the required information.

Stormwater Pollution Prevention Plan (SWPPP):

Engineering Staff reviewed the Stormwater Pollution Prevention Plan (SWPPP) and confirmed that it provides the required information.

Proposed Site Plan:

The City Code does not contain a single section that specifies required contents for site plan submittals. Instead, site plans are reviewed for compliance with multiple applicable sections of the Zoning Code, including standards related to use, site layout, access, parking, and public infrastructure. Staff have reviewed the proposed site plan for compliance against these requirements. Below is an analysis of the proposed site plan:

Property Summary:

The property is zoned General Business, which requires a minimum lot area of 25,000 square feet and allows a maximum impervious surface coverage of 80 percent (Table 152.608.1).

The subject property contains 53,112 square feet. Impervious surface coverage increases from 33,386 square feet (63.1%) under existing conditions to 40,392 square feet (76.2%) as proposed, resulting in a net increase of 7,006 square feet. The proposed impervious coverage complies with the maximum permitted by the zoning district.

Building and Parking Setbacks:

The General Business District does not require front or interior side yard setbacks but does require a 30-foot rear interior setback (Table 152.608.2).

Due to the configurations of this parcel, Staff suggested to the applicant that the site plan be reviewed as if there was one front yard and two side yard. The General Business district does not have front or side setback requirements.

In addition, the Zoning Code requires minimum parking setbacks of 5 feet from side and/or rear property lines and 15 feet from public rights-of-way (§152.1010(B)). The proposed site plan reflects compliance with these parking setback standards where applicable.

Building Data:

The proposed building contains approximately 6,200 square feet, representing 11.7 percent of the total property area. The maximum proposed building height is 40 feet. While the General Business District limits building height to 40 feet when adjacent to residential uses, this standard is not applicable to the subject property (Table 152.608.1).

Parking Summary:

Off-street parking requirements for nonresidential uses are established in §152.1019 of the Zoning Code. Although car washes are listed in Table 152.1019.2, the code does not specify a minimum number of required surface parking or bicycle parking spaces for this use.

The proposed site plan includes two off-street parking spaces, including one accessible parking space, which is consistent with applicable code requirements.

Site Layout, Access, and Circulation:

The proposed site plan retains the two existing access points along Lakeland Ave. N., one located near the northeast portion of the property and one near the southern portion of the site. The applicant also proposes an additional access point between these two existing driveways.

Under the proposed circulation plan, the northeast access point would function as a one-way entrance to the car wash, directing vehicles into the on-site stacking lanes. The southern access point would function as a one-way exit for vehicles leaving the car wash. The proposed additional access point

would serve the self-service vacuum area, allowing vehicles to both enter and exit that portion of the site independently of the car wash circulation.

Also proposed is a kiosk building located on the south end of the stacking bay entrances. The kiosk building meets the accessory structures in nonresidential district requirements.

The Zoning Code requires sidewalks along existing and future minor arterials, including 79th Ave. N. The applicant proposes to install sidewalk improvements along 79th Ave. N. and extend pedestrian connectivity south along Lakeland Ave. N., providing direct pedestrian access to the site and building.

At the request of the City's Transportation Engineer, the applicant submitted operational data from an existing car wash location (Wayzata Boulevard) to estimate anticipated vehicle demand and stacking needs. The data indicates that peak activity typically occurs on Fridays and Saturdays during the late morning to early afternoon hours. Based on this information, the applicant indicates that the proposed site design provides adequate on-site vehicle stacking capacity to accommodate anticipated demand without causing off-site congestion. The City's Transportation Engineer reviewed the submitted information and found the proposed access and circulation layout to be acceptable.

Properties in the General Business District are required to store trash either indoors or outdoors, with screening required in the case of outdoor storage. The site plan shows a waste enclosure that is fully screened and located off of the property's northeast access point.

Grading and Drainage Plan:

Engineering Staff reviewed the grading and drainage plan and confirmed it provides the information required.

Utility Plan:

Engineering Staff reviewed the utility plan and confirmed it provides the information required.

Exterior Elevations:

Section 152.1005 of the Zoning Code establishes architectural design and exterior material standards for development in all business districts. The purpose of these standards is to ensure high-quality, durable construction that is compatible with surrounding development, contributes to long-term visual character, and avoids impermanent or deteriorating building materials.

Exterior materials are classified as Class 1 or Class 2, with Class 1 materials representing higher-quality, durable finishes such as brick, stone, glass, architectural metal panels, and textured concrete products. The Zoning Code requires minimum percentages of Class 1 materials on building facades, with higher standards applied to facades visible from public rights-of-way or adjacent properties.

Office, service, and retail buildings must provide at least 65 percent Class 1 materials on front facades and other facades visible from public view. Facades not visible from public view may use a combination of Class 1 and Class 2 materials.

The applicant provided building elevations showing the full elevation area, proposed material types, the material area and percentages for each of the elevations. The materials proposed by the applicant meet the materials required in the Zoning Code; the percentage of materials on each of the elevations also meets the required materials percentage.

Landscaping Plan:

Section 152.1013 of the Zoning Code requires a landscape plan for new nonresidential development. The applicant has submitted a landscape plan and landscape summary prepared by a licensed landscape architect for the B-3, General Business District.

Canopy Cover.

The Zoning Code requires one large tree or two medium trees per 360 square feet of required parking lot green space. Based on the site design, 977 square feet of parking lot green space is required, resulting in a requirement of three large trees (or six medium trees). The submitted plan provides five canopy trees, exceeding the minimum requirement.

Foundation Landscaping.

The Zoning Code requires foundation landscaping along at least 40 percent of the building perimeter, with a minimum width of six feet. The proposed building has a perimeter of 394 linear feet, resulting in a minimum requirement of 158 linear feet of foundation landscaping. The submitted plan provides 169 linear feet, exceeding the minimum standard.

Open Space Landscaping.

The Zoning Code requires a minimum amount of open space and a minimum number of trees and shrubs based on open space area. The site includes 5,311 square feet of open space, which requires a minimum of two trees, along with a mix of additional trees and shrubs. The submitted plan provides 11 trees within open space areas, exceeding the minimum requirement.

Street Trees.

Street trees are required at a rate of one tree per 70 linear feet of street frontage:

- County Road 81: 330 linear feet requires five trees; six trees are provided.
- 79th Avenue N.: 261 linear feet requires four trees; four trees are provided.
- Lakeland Avenue N.: 280 linear feet of applicable frontage requires four trees; four trees are provided.

All street tree requirements are met or exceeded.

Plant Diversity.

The Zoning Code limits tree planting to no more than 25 percent of the same family and 15 percent of the same species. Based on the total number of trees required, the submitted landscape plan complies with the City's plant diversity standards.

Parking Lot Landscaping.

The Zoning Code requires interior parking lot landscaping equal to 10 percent of the interior parking lot impervious area, resulting in a minimum requirement of 977 square feet. The submitted plan provides 1,271 square feet, exceeding the minimum requirement.

Based on the landscape plan and summary, the proposed development complies with the landscaping requirements of § 152.1013 of the Zoning Code.

Lighting Plan:

Section 152.1014 regulates lighting requirements for new development and outlines height maximums of free-standing lights and minimum and maximum light intensities based on use.

The applicant provided a photometric schedule showing that the minimum and maximum light intensities are met based on the submitted photometric schedule

Conditional Use Permit:

Car washes are a conditional use in the B3 District. Pursuant to §152.305 of the zoning code, Planning Commission and City Council shall consider the following factors when making its determination on a conditional use permit application:

- **Consistency with the Comprehensive Plan.**

The 2040 Comprehensive Plan land use designation of this property is Community Commercial (CC) and Light Rail Station Area (LRT) Overlay. The Plan defines these land uses as the following:

The Community Commercial land use designation is defined as areas “located on larger transportation thoroughfares and are of higher intensity/larger scale than other commercial areas in the city. Community Commercial districts are appropriate for large-format retail businesses and automobile-intensive uses that benefit from close proximity to highways. Design within the Community Commercial district should include appropriate sound and visual buffers between commercial and residential land uses” (2040 Comprehensive Plan, 3-21).

The LRT Overlay district is defined as an area “located along the LRT corridor and affects the mapped Development/Redevelopment Areas within a half-mile of LRT stations. Underlying primary zoning districts will govern land uses in these locations, except that any residential development occurring in the overlay must be at a minimum of 20 dwelling units per acre. Residential development should be well-connected to and accessible by those traveling by LRT line transit” (2040 Comprehensive Plan, 3-22).

Together with the CC and LRT zoning district, this project is consistent with the 2040 Comprehensive Plan.

- **Traffic generation, volume, and safety associated with the use and driveway location on adjacent roads, sidewalks, and trail connections.**

The proposed site plan retains the two existing access points along Lakeland Ave. N., one located near the northeast portion of the property and one near the southern portion of the site. The applicant also proposes an additional access point between these two existing driveways.

At the request of the City’s Transportation Engineer, the applicant submitted operational data from an existing car wash location (Wayzata Boulevard) to estimate anticipated vehicle demand and stacking needs. The City’s Transportation Engineer reviewed the submitted information and found the proposed access and circulation layout to be acceptable.

- **The characteristics of the parking area of the use, including the number and design of parking spaces, landscaping, traffic circulation, drainage, and lighting.**

Although the Zoning Code does not require a specific number of surface parking spaces or bicycle parking for car washes, the proposed site plan includes two off-street parking spaces, including one accessible parking space, which is consistent with applicable code requirements.

The applicant submitted a landscaping plan that Planning Staff reviewed against the Zoning Code. Based on the landscape plan and summary, the proposed development complies with the landscaping requirements of § 152.1013 of the Zoning Code.

The applicant also submitted a photometric plan that Planning Staff reviewed against the Zoning Code. The applicant provided a photometric schedule showing that the free-standing lights used meet the maximum height requirements and that the minimum and maximum light intensities are met based on their light intensity schedule.

Finally, the applicant submitted a drainage plan that the City's Engineering Department reviewed and confirmed provides the information required.

- **The provision of adequate public infrastructure to the site where the use is proposed.**

The property will use existing public infrastructure located around it. Staff has determined that the existing infrastructure is adequate for the proposed use.

- **The ability to screen and buffer incompatible off-site impacts of the proposed use on adjacent property and the surrounding neighborhood.**

The site plan proposes an interior trash area. The exterior area housing the waste enclosure has been reviewed by Planning Staff and they determined that it meets the City's code requirements. Landscaping design requirements exist to help buffer incompatible off-site impacts. The submitted landscape plans meet the City's landscape requirements.

- **The degree that the site or building associated with the proposed use meets or exceeds the architectural design standards for the district in which it is located.**

The applicant provided building elevations showing the full elevation area, proposed material types, the material area and percentages for each of the elevations. The materials proposed by the applicant meet the materials required in the Zoning Code; the percentage of materials on each of the elevations also meets the required materials percentage.

- **Compliance with any other applicable section of this chapter or the city code.**

In addition to the zoning code requirements referenced in this report, car washes are also a specific principal use listed in §152.903, the section that sets the regulations for nonresidential performance standards. The performance standards that car washes are to comply with include:

- (1) All car wash operations shall be staffed during operating hours.
- (2) All drive-through car washes shall contain room for a minimum stacking of six cars and must not extend into drive aisles.
- (3) All car wash bays shall have a separate entrance and exit.
- (4) If within 200 feet of a residential district or use, the car wash bays shall be closed when in operation.

Planning Staff have reviewed the plan against these requirements, and they determined that the requirements are met.

The Applicant will also need to meet the standards of the City's Building Code and Fire Code.

The required findings of §152.305 have been met and Planning Staff recommends approval of the CUP request.

Conditions of Approval:

1. All car wash operations shall be staffed during operating hours.
2. The car wash shall contain room for a minimum stacking of six cars and must not extend into drive aisles.
3. The car wash bay shall have a separate entrance and exit.
4. Signage must comply with all requirements of City Code Chapter 150: Signs.
5. The property must remain compliant with Title VII: Traffic Code of the City's Code.
6. The property must remain compliant with Title IX: General Regulations of the City's Code.
7. The property must remain compliant with Title XI: Business Regulations of the City's Code.
8. The property must remain compliant with the Minnesota State Fire Code.
9. This resolution must be recorded with the Hennepin County Recorder's office.
10. If the holder of the conditional use permit fails to comply with the terms and conditions of this resolution, the city may impose penalties or discipline for noncompliance, which may include revocation of the permit in accordance with § 152.035(H)(1) of the Municipal Code.

Staff Recommendation:

Staff recommend approval of the site plan review as presented and approval of the CUP as presented, subject to the provisions in the draft resolutions.

Budgetary/Fiscal Issues: N/A

Alternatives to consider:

1. Recommend approval of the site plan review and approval of the CUP with modifications.
2. Recommend denial of the site plan review and approval of the CUP based on certain findings.

Attachments:

- 5.3A DRAFT SITE PLAN RESOLUTION
- 5.3B DRAFT CONDITIONAL USE PERMIT RESOLUTION
- 5.3C LOCATION MAP
- 5.3D APPLICATION MATERIALS
- 5.3E PLAN SET

RESOLUTION #2026-__

RESOLUTION APPROVING A SITE PLAN REVIEW FOR THE CONSTRUCTION OF A CAR WASH
LOCATED AT 7820 LAKELAND AVE. N., BROOKLYN PARK, MN 55445.

Planning Commission File # 25-124

WHEREAS, Austin Eisch, of Kimley-Horn, on behalf of Crew Carwash, has made an application for a Site Plan Review under the provisions of Chapter 152 of the Code of Ordinances on property legally described as:

See EXHIBIT A

WHEREAS, the zoning of the property is General Business in which car washes are conditional uses; and

WHEREAS, the effect of the proposed use upon the health, safety, and welfare of surrounding lands, existing and anticipated traffic conditions, and its effect on the neighborhood have been considered; and

WHEREAS, the matter has been referred to the Planning Commission public hearing who have given their advice and recommendation to the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park that the Site Plan Review is hereby granted at an address to be determined at 7820 Lakeland Ave. N., Brooklyn Park, MN 55445, as legally described in the attached EXHIBIT A, subject to the following conditions:

1.00 DRAWINGS

- 1.01 Site, utility, landscaping, and grading plans for this development on file in the City Clerk's office dated December 9, 2025 are approved, subject to the conditions listed below.
- 1.02 Building elevations for the car wash dated December 9, 2025 are approved to proceed to building permit, subject to the conditions listed below.

2.00 BONDS, ESCROWS AND DIRECT PAYMENTS

- 2.01 A Development Contract and bonding shall be required as a development bond or letter of credit in the amount of **\$973,700.00**, a cash bond in the amount of **\$51,200.00**, and a developer's escrow in the amount of **\$30,700.00** as required by Chapter 152. The developer's escrow must be posted with the City to cover engineering, legal and administrative costs incurred by the City. If this account becomes deficient, it shall be the developer's responsibility to deposit additional funds. This must be done before final bonding obligations are complete.

3.00 REQUIRED DOCUMENTS

- 3.01 All utility construction, drainage, grading and development plans must be approved by the City Engineer prior to receiving a building permit.

4.00 GENERAL CONDITIONS

- 4.01 It shall be the developer's responsibility to keep active and up to date the developer's contract and financial surety (Letter of Credit, bonds, etc.). These documents must remain active until the developer

has been released from any further obligation by City Council motion received in writing from the Engineering Department.

- 4.02 Before final bonding obligations are released, a certificate signed by a registered engineer must be provided. This certificate will state that all final lot and building grades are in conformance to drainage development plan(s) approved by the City Engineer.
- 4.03 No burying of construction debris shall be permitted on the site.
- 4.04 Dust control and erosion measures must be in place to prevent dust and erosion including, but not limited to, daily watering, silt fences, and seeding. The City Engineer may impose measures to reduce dust and run-off.
- 4.05 Adequate dumpsters must be on site during construction. When full, they must be emptied immediately or replaced with an empty dumpster.
- 4.06 Signs must conform to the requirements of Chapter 150. The sign plans will be approved by staff to verify code compliance at time of building permit.
- 4.07 A copy of this resolution shall be recorded with the Hennepin County Recorder prior to issuance of a building permit.

EXHIBIT A

Lot 2, Block 1, MENARDS ADDITION TO BROOKLYN PARK, Hennepin County, Minnesota.

RESOLUTION #2026-__

RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR THE OPERATION OF A CAR WASH
LOCATED AT 7820 LAKELAND AVE. N., BROOKLYN PARK, MN 55445.

Planning Commission File # 25-124

WHEREAS, Austin Eisch, of Kimley-Horn, on behalf of Crew Carwash, has made an application for a Conditional Use Permit under the provisions of Chapter 152 of the Code of Ordinances on property legally described as:

See EXHIBIT A

WHEREAS, the zoning of the property is General Business in which car washes are conditional uses;
and

WHEREAS, the effect of the proposed use upon the health, safety, and welfare of surrounding lands, existing and anticipated traffic conditions, and its effect on the neighborhood have been considered; and

WHEREAS, the matter has been referred to the Planning Commission public hearing who have given their advice and recommendation to the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park that a Conditional Use Permit is hereby granted for the operation of a car wash at an address to be determined at 108th Court as legally described in the attached EXHIBIT A, subject to the following conditions:

1. All car wash operations shall be staffed during operating hours.
2. The car wash shall contain room for a minimum stacking of six cars and must not extend into drive aisles.
3. The car wash bay shall have a separate entrance and exit.
4. Signage must comply with all requirements of City Code Chapter 150: Signs.
5. The property must remain compliant with Title VII: Traffic Code of the City's Code.
6. The property must remain compliant with Title IX: General Regulations of the City's Code.
7. The property must remain compliant with Title XI: Business Regulations of the City's Code.
8. The property must remain compliant with the Minnesota State Fire Code.
9. This resolution must be recorded with the Hennepin County Recorder's office.
10. If the holder of the conditional use permit fails to comply with the terms and conditions of this resolution, the city may impose penalties or discipline for noncompliance, which may include revocation of the permit in accordance with §152.035(H)(1) of the Municipal Code.

This resolution expires one year from the date of approval unless all conditions are met. This resolution must be recorded with the Hennepin County Recorder's office within one year of the date of approval. The approvals can be revoked if not in compliance with the conditions stated above.

EXHIBIT A

Lot 2, Block 1, MENARDS ADDITION TO BROOKLYN PARK, Hennepin County, Minnesota.



Site Plan Review and Conditional Use Permit
Case #25-124 – Crew Carwash
Area of Request (August 2025 Air Photo)
7820 Lakeland Ave N, Brooklyn Park MN



Brooklyn Park 

October 27, 2025

TO: City of Brooklyn Park, MN
FROM: Excel III LLC

RE: 7820 Lakeland Ave N lot, in City of Brooklyn Park being purchased by Crew Carwash

Dear City of Brooklyn Park:

Excel III LLC, land owner of 7820 Lakeland Ave N, in City of Brooklyn Park, gives Crew Carwash permission to apply for a site plan review, a conditional use permit, and other required applications and permits that Crew Carwash will need to build on the 7820 Lakeland Ave N lot.

Best regards,

Excel III LLC

Zulfiqarali Punjani

Name

 _____
Signature

10/28/2025

Date



CONDITIONAL USE PERMIT LETTER OF REQUEST

Date: October 31, 2025
To: City of Brooklyn Park
From: Matt Schwartz, P.E. & Dan Elenbaas, P.E.
Subject: Crew Carwash – Brooklyn Park New Build

Executive Summary

On behalf of Crew Carwash, Kimley-Horn is pleased to present a Conditional Use Permit to the City of Brooklyn Park for review and approval. The development team has been in contact with city staff to ensure the proposed project will be developed in accordance with the applicable ordinances.

Crew Carwash is planning a redevelopment of the existing site located at 7820 Lakeland Ave. N, Brooklyn Park, MN. This site encompasses approximately 1.22 acres and will retain its current General Business (B3) zoning classification. Following preliminary consultations with city staff, the development team recognizes the necessity of obtaining a Conditional Use Permit to proceed with the redevelopment of the site.

Improvements for this project will consist of a new Crew Carwash building along with vacuuming areas. A public sidewalk will also be included along 79th Ave. N and part of Lakeland Ave. N. The existing site will be demolished to make space for these improvements.

Upon completion of the project, the carwash will be able to accommodate 24 stacking spaces. The vacuum area will be able to accommodate up to 10 vehicles. The proposed improvements will comply with the required setback for parking and building locations.

The Preliminary Civil Engineering and Landscape Architecture drawings have been included as part of this application. It is understood that the Final Civil Engineering and Landscape Architecture drawings will be provided at a later date.

We look forward to and greatly appreciate your thoughts and consideration.

KIMLEY-HORN AND ASSOCIATES, INC.

A handwritten signature in black ink that reads "Matthew Schwartz".

Matt Schwartz, P.E.
Matt.Schwartz@kimley-horn.com

A handwritten signature in black ink that reads "Dan Elenbaas".

Dan Elenbaas, P.E.
Dan.Elenbaas@kimley-horn.com



EXPECTED HOURLY TRAFFIC MEMO

Date: November 20, 2025
To: City of Brooklyn Park
From: Matt Schwartz, P.E. & Dan Elenbaas, P.E.
Subject: Crew Carwash – Brooklyn Park Traffic Summary

Executive Summary

The spreadsheet presents detailed averages of car washes at the Wayzata #65 location (1405 Wayzata Blvd.), broken down by day of the week and hour, with a focus on both overall and January–February performance. Across the data, the average number of washes per day ranges from about 566 to 724, with the highest activity typically occurring on Fridays and Saturdays between the hours of 11:00 AM – 2:00 PM. The average number of washes per hour is generally between 40 and 52 while the peak times on Fridays and Saturdays are around 60 washes. Weekly totals average around 4,734 washes, with the Friday–Sunday period accounting for roughly 2,153 washes.

For the January–February period, the data shows an increase in activity: average daily washes rise to between 697 and 920, and average hourly washes climb to 53–71, again with the highest numbers on Fridays and Saturdays. Peak wash hours are now between the hours of 12:00PM – 4:00PM, and the average during this time raises to 87 washes per hour. The average weekly total during these months are about 5,583 washes, and the Friday–Sunday segment sees approximately 2,545 washes.

The data highlights clear patterns: Fridays and Saturdays in the late morning to early afternoon are consistently the busiest times and days, and the first two months of the year see a notable increase in wash volume compared to the overall average. The expected traffic generation at 7820 Lakeland is consistent with these patterns, and the site’s design provides sufficient stacking capacity to manage both average and high-volume days without causing off-site congestion.

KIMLEY-HORN AND ASSOCIATES, INC.

Matt Schwartz, P.E.
Matt.Schwartz@kimley-horn.com

Dan Elenbaas, P.E.
Dan.Elenbaas@kimley-horn.com

Wayzata #65

Average Washes

January-February

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
7:00 AM	11.43	18.29	18.00	16.67	20.89	24.67	11.75	17.38
8:00 AM	23.00	37.50	37.88	33.67	47.33	61.67	28.88	38.56
9:00 AM	38.38	39.50	37.25	41.56	49.67	59.00	51.38	45.25
10:00 AM	66.63	47.75	44.50	47.56	60.56	65.33	75.75	58.30
11:00 AM	87.75	60.88	56.88	60.33	78.44	85.00	84.50	73.40
12:00 PM	93.38	67.50	67.75	68.44	81.22	93.11	88.63	80.00
1:00 PM	104.25	72.50	70.88	71.56	85.22	96.33	89.50	84.32
2:00 PM	98.13	83.13	75.88	82.67	94.56	102.11	91.50	89.71
3:00 PM	97.25	89.13	81.75	88.56	98.56	100.33	96.13	93.10
4:00 PM	89.00	91.75	79.25	76.56	99.44	95.56	81.00	87.51
5:00 PM	56.38	64.88	60.50	59.22	78.11	69.33	57.13	63.65
6:00 PM	28.88	43.86	40.25	42.22	52.33	41.67	31.88	40.15
7:00 PM	20.71	27.71	27.00	26.56	34.11	26.22	21.50	26.26

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Average Day	815.14	744.36	697.75	715.56	880.44	920.33	809.50
Average Hour	62.70	57.26	53.67	55.04	67.73	70.79	62.27

Average Week 5,583.08

Average Fri-Sun 2,544.98

Average Hour 61.35

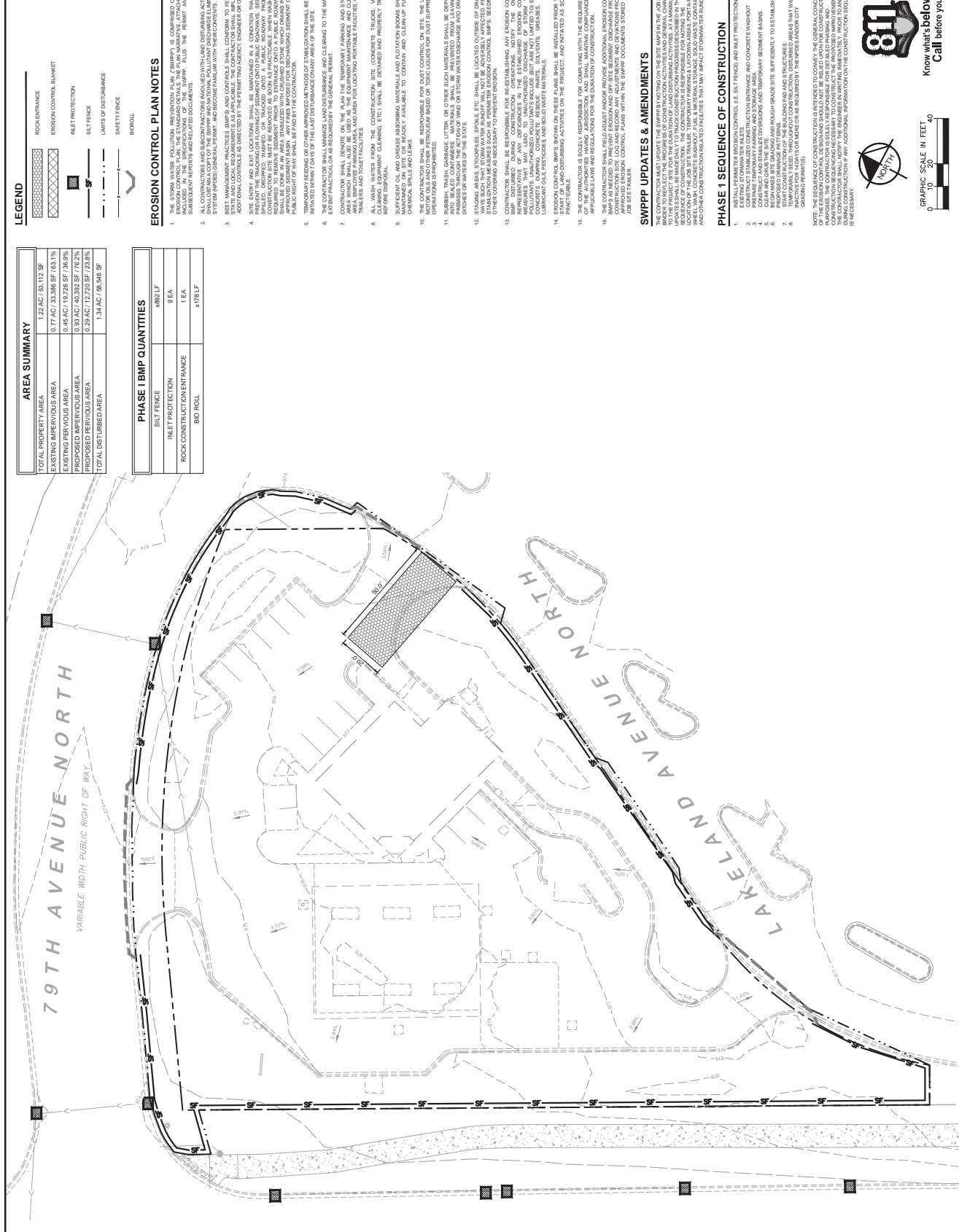
**Wayzata #65
Average Washes**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
7:00 AM	13.72	27.70	29.11	24.16	24.05	29.42	19.20	23.91
8:00 AM	28.89	41.85	46.79	35.45	42.55	48.35	36.25	40.02
9:00 AM	45.00	42.25	49.05	40.79	45.50	47.80	52.95	46.19
10:00 AM	60.68	48.10	57.72	40.95	43.20	53.80	66.85	53.04
11:00 AM	70.20	54.35	58.53	41.90	48.75	64.15	76.70	59.23
12:00 PM	74.79	57.50	58.00	46.25	52.15	67.10	68.55	60.62
1:00 PM	67.37	57.90	54.90	46.95	52.55	68.70	70.55	59.85
2:00 PM	68.47	65.15	57.95	45.40	53.80	66.85	71.50	61.30
3:00 PM	60.89	69.25	61.35	47.42	54.25	68.10	63.05	60.62
4:00 PM	62.37	74.15	60.15	48.10	52.80	62.30	58.90	59.82
5:00 PM	55.74	62.10	58.25	45.85	46.95	51.00	42.35	51.75
6:00 PM	47.00	43.85	48.50	43.60	39.75	43.45	40.74	43.84
7:00 PM	34.68	33.95	36.55	36.50	36.47	34.50	32.95	35.09
8:00 PM	18.84	20.32	22.15	22.75	23.89	18.89	19.84	20.96

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Average Day	708.65	698.41	699.00	566.07	616.67	724.42	720.38
Average Hour	50.62	49.89	49.93	40.43	44.05	51.74	51.46

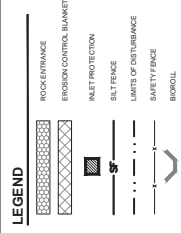
Average Week 4,733.59
Average Fri-Sun 2,153.45
Average Hour 48.30

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AREA SUMMARY	
TOTAL PROPERTY AREA	1.22 AC / 53,172 SF
EXISTING IMPERVIOUS AREA	0.77 AC / 33,368 SF / 63.1%
EXISTING PERVIOUS AREA	0.46 AC / 19,728 SF / 36.9%
PROPOSED IMPERVIOUS AREA	0.83 AC / 36,392 SF / 79.2%
PROPOSED PERVIOUS AREA	0.29 AC / 12,720 SF / 22.8%
TOTAL DISTURBED AREA	1.34 AC / 58,948 SF

PHASE 1 BMP QUANTITIES	
SILT FENCE	±892 LF
INLET PROTECTION	5EA
ROCK CONSTRUCTION RANGE	1EA
BIO ROLL	±178 LF



EROSION CONTROL PLAN NOTES

- THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) IS COMPOSED OF THE EROSION CONTROL PLAN, THE SWPPP, AND THE PERMIT AND ALL REGULATIONS IN THE SPECIFICATIONS OF THE SWPPP. PLUS THE PERMIT AND ALL REGULATIONS IN THE SPECIFICATIONS OF THE SWPPP. PLUS THE PERMIT AND ALL REGULATIONS IN THE SPECIFICATIONS OF THE SWPPP.
- ALL CONTRACTORS AND SUBCONTRACTORS INVOLVED WITH DISTURBING ACTIVITIES SHALL OBTAIN A COPY OF THE SWPPP AND NATIONAL DISCHARGE ELIMINATION STATE AND LOCAL REQUIREMENTS AS APPLICABLE. THE CONTRACTOR SHALL IMPLEMENT BEST MANAGEMENT PRACTICES (BMPs) AND EROSION CONTROL MEASURES AS DIRECTED BY THE PERMITTING AGENCY, ENGINEER OR OWNER.
- THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND PUBLIC ROADS AT ALL TIMES. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND PUBLIC ROADS AT ALL TIMES.
- THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND PUBLIC ROADS AT ALL TIMES. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND PUBLIC ROADS AT ALL TIMES.
- TEMPORARY SEEDING OR OTHER APPROVED METHODS OF STABILIZATION SHALL BE INSTALLED WITHIN 7 DAYS OF THE LAST DISTURBANCE ON ANY AREA OF THE SITE.
- THE CONTRACTOR SHALL MINIMIZE LAND DISTURBANCE AND CLEARING TO THE MAXIMUM EXTENT POSSIBLE. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND PUBLIC ROADS AT ALL TIMES.
- CONTRACTOR SHALL DEMOTE ON THE PLAN THE TEMPORARY PARKING AND STORAGE AREA WHICH SHALL ALSO BE USED AS THE EQUIPMENT MAINTENANCE AND CLEANING TRAILERS, AND TOILET FACILITIES.
- ALL WASH WATER FROM THE CONSTRUCTION SITE (CONCRETE TRUCKS, VEHICLE WASH, ETC.) SHALL BE COLLECTED AND STORED IN A DEDICATED WASH WATER TANK BEFORE DISPOSAL.
- SUFFICIENT OIL AND GREASE ABSORBING MATERIALS AND FLOTATION BOOMS SHALL BE PROVIDED TO THE CONSTRUCTION SITE TO PREVENT OIL AND GREASE FROM ENTERING ANY WATERWAY.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR DUST CONTROL ON SITE. THE USE OF WATER OR OILS AND OTHER METHODS BASED ON TOXIC LOGS FOR DUST SUPPRESSION SHALL BE PROHIBITED.
- RUBBER, TRASH, GARBAGE, LITTER, OR OTHER SUCH MATERIALS SHALL BE DEPOSITED INTO SEALED CONTAINERS. MATERIALS SHALL BE REMOVED FROM LEAVING THE CONSTRUCTION SITE TO PREVENT POLLUTION OF THE SURROUNDING ENVIRONMENT.
- STORAGE AREAS FOR FERTILIZERS, PESTICIDES, AND OTHER TOXIC MATERIALS SHALL BE LOCATED OUTSIDE OF DRAINAGE AREAS AND SHALL BE PROTECTED BY A DRAINAGE CURB AND A LOCKED GATE.
- OTHER CONDITIONS IN NECESSARY TO PREVENT EROSION, SEDIMENTATION, AND POLLUTION DURING CONSTRUCTION OPERATIONS. NOTIFY THE OWNER'S ENGINEER OF ANY SUCH CONDITIONS. NOTIFY THE OWNER'S ENGINEER OF ANY SUCH CONDITIONS.
- CONCRETE CURBING, CONCRETE PAVEMENT, PAINT, SOLVENTS, GREASES, FUELS, LUBRICANTS, OILS, PETROLEUM PRODUCTS, AND SOLID WASTE MATERIALS SHALL BE STORED IN SEALED CONTAINERS AND SHALL BE REMOVED FROM THE CONSTRUCTION SITE IMMEDIATELY UPON COMPLETION OF THE PROJECT.
- THE CONTRACTOR IS SOLELY RESPONSIBLE FOR COMPLYING WITH THE REQUIREMENTS OF ALL APPLICABLE LAWS AND REGULATIONS FOR THE EMERGENCY OF CONSTRUCTION.
- THE CONTRACTOR SHALL FIELD ADJUST AND/OR PROVIDE ADDITIONAL EROSION CONTROL MEASURES AS NECESSARY TO TRACK CONSTRUCTION PROGRESS DESCRIBED IN THE SWPPP. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND PUBLIC ROADS AT ALL TIMES.

SWPPP UPDATES & AMENDMENTS

THE SWPPP SHALL BE UPDATED AS NECESSARY TO REFLECT THE PROGRESS OF CONSTRUCTION ACTIVITIES AND GENERAL CHANGES TO THE PROJECT. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND PUBLIC ROADS AT ALL TIMES.

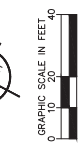
PHASE 1 SEQUENCE OF CONSTRUCTION

- INSTALL PERIMETER EROSION CONTROL (SILT FENCE) AND INLET PROTECTION AT THE PERIMETER OF THE CONSTRUCTION SITE.
- CONSTRUCT STABILIZED CONSTRUCTION ENTRANCE AND CONCRETE WASHOUT AREA.
- CONSTRUCT AND STABILIZE EROSION CONTROL MEASURES AND TEMPORARY SEDIMENT BASINS.
- CONSTRUCT AND STABILIZE EROSION CONTROL MEASURES AND TEMPORARY SEDIMENT BASINS.
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- CONSTRUCT AND STABILIZE EROSION CONTROL MEASURES AND TEMPORARY SEDIMENT BASINS.

NOTE: THE SEQUENCE OF CONSTRUCTION IS INTENDED TO COMPLY WITH THE GENERAL CONCEPTS OF THE SWPPP. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR FIELD ADJUSTING AND/OR PROVIDING ADDITIONAL EROSION CONTROL MEASURES AS NECESSARY TO TRACK CONSTRUCTION PROGRESS DESCRIBED IN THE SWPPP. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND PUBLIC ROADS AT ALL TIMES.



Know what's below. Call before you dig.



NO.	REVISIONS	DATE	BY
1		11/21/2025	JSO
2		01/06/2026	ARE

Kimley-Horn
 787 EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114
 © 2025 KIMLEY-HORN AND ASSOCIATES, INC.
 WWW.KIMLEY-HORN.COM
 PHONE: 651-645-1197

Matthew A. Schmitt
 MATTHEW L. SCHMITT, L.C., No. 63415
 JSO
 DATE: 10/13/2025
 SHEET: AS SHOWN
 DESIGNED BY: JSO
 CHECKED BY: MLS

EROSION AND SEDIMENT CONTROL PLAN - PHASE 1

CREW CARWASH BROOKLYN PARK
 PREPARED FOR: BROOKLYN PARK
 SHEET NUMBER: C-300
 PRELIMINARY - NOT FOR CONSTRUCTION

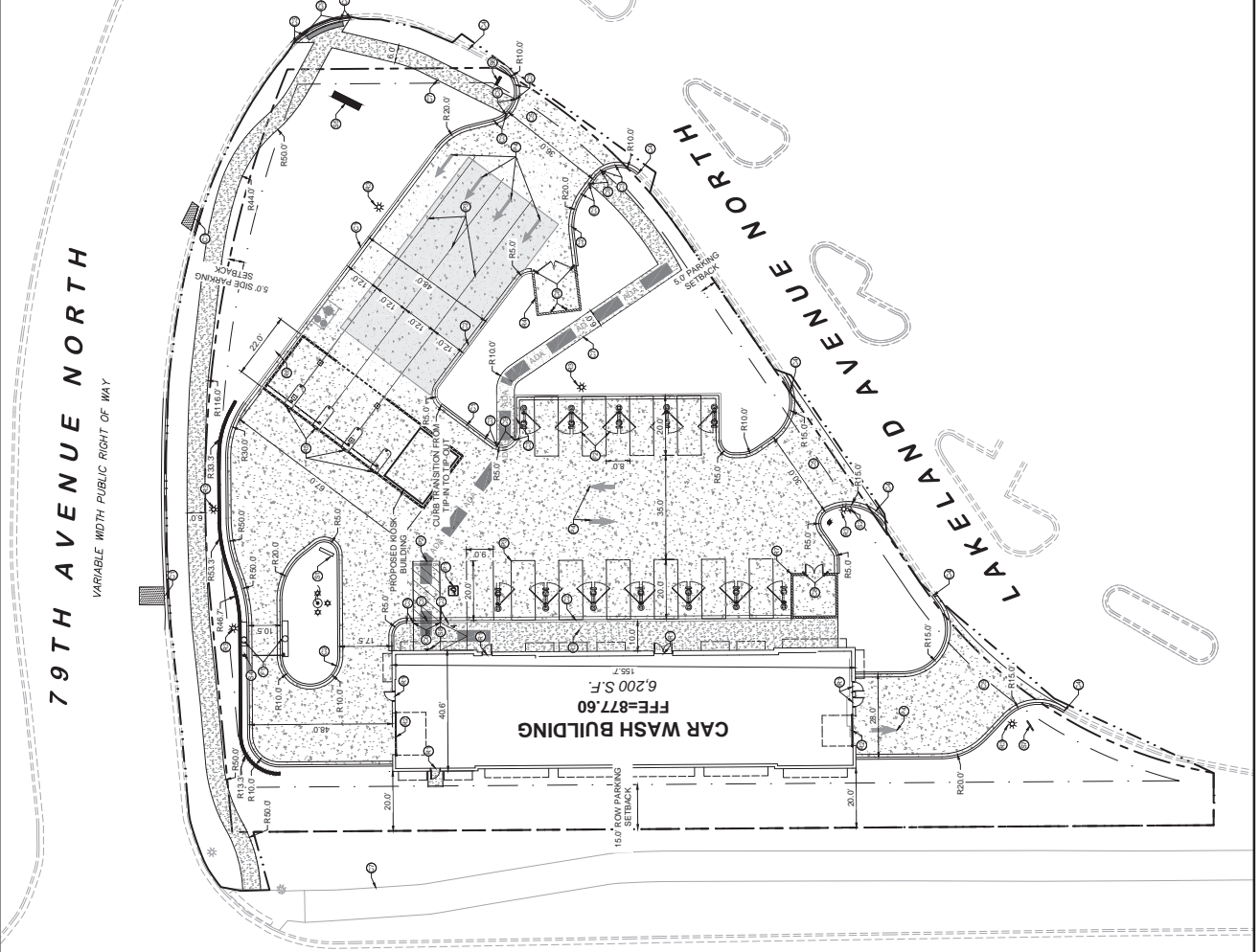
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PROPERTY SUMMARY	
TOTAL PROPERTY AREA	1.22 AC / 51,112 SF
DISTURBED AREA	1.34 AC / 58,548 SF
EXISTING IMPERVIOUS AREA	0.77 AC / 33,388 SF (63.1%)
EXISTING PERVIOUS AREA	0.45 AC / 19,726 SF (36.9%)
PROPOSED IMPERVIOUS AREA	0.93 AC / 40,392 SF (76.2%)
PROPOSED PERVIOUS AREA	0.29 AC / 12,720 SF (23.8%)
NET INCREASE IN IMPERVIOUS AREA	7,068 SF
AREA OF WETLAND IMPACT	0.00 AC

SITE DATA	
EXISTING ZONING	B3 - GENERAL BUSINESS
PROPOSED ZONING	B3 - GENERAL BUSINESS
PROPOSED LAND USE	CAR WASH
PARKING SETBACKS	SIDE REAR = 5' RIGHT OF WAY = 15'
BUILDING SETBACKS	FRONT = 0' SIDE = 0' REAR = 30'

BUILDING DATA	
TOTAL BUILDING AREA	6,200 SF
PERCENT OF TOTAL PROPERTY AREA	11.7%
MAXIMUM BUILDING HEIGHT	49 FT

PARKING SUMMARY	
REQUIRED PARKING	N/A
TOTAL PROPOSED PARKING	2 SPACES
REQUIRED ACCESSIBLE PARKING	1 SPACE
PROPOSED ACCESSIBLE PARKING	1 SPACE



NO.	REVISIONS	DATE	BY
1	ISSUE FOR PERMITS	11/21/2025	JSO
2	CITY COMMENTS AND KOSK BUILDING	01/06/2026	JAE

Kimley-Horn
 4025 KIMLEY-HORN AND ASSOCIATES, INC.
 787 WEST ST. SUITE 100, ST. PAUL, MN 55114
 WWW.KIMLEY-HORN.COM
 PHONE: 651-645-1197

Mattew & Associates
 MATTHEW L. SCHWARTZ
 LICENSED PROFESSIONAL ENGINEER
 LICENSE NO. 09310293
 STATE OF MINNESOTA
 I HEREBY CERTIFY THAT THIS PLAN AND SPECIFICATIONS ON THEREIN WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND I AM A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MINNESOTA.

SITE DIMENSION PLAN

DATE	10/01/2025
SCALE	AS SHOWN
DESIGNED BY	JSO
CHECKED BY	MLS

PRELIMINARY - NOT FOR CONSTRUCTION

811
 Know what's below.
 Call before you dig.

GRAPHIC SCALE IN FEET
 0 10 20 40

811 NORTH

79TH AVENUE NORTH
 VARIABLE WIDTH PUBLIC RIGHT OF WAY

CAR WASH BUILDING
 6,200 S.F.
 FFE=877.60

LAKELAND AVENUE NORTH

COUNTY ROAD 81
 112.5 FOOT WIDE PUBLIC RIGHT OF WAY

NO.	REVISIONS	DATE	BY

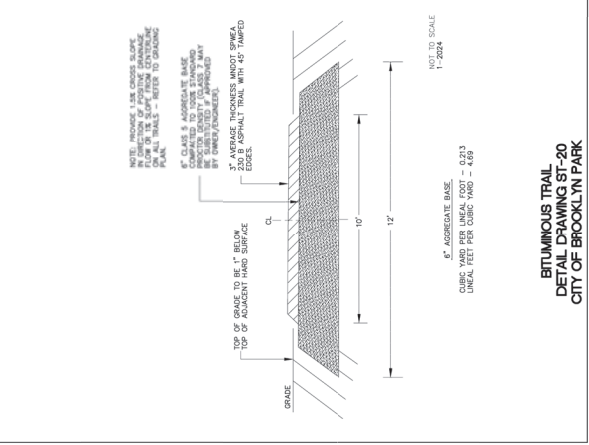
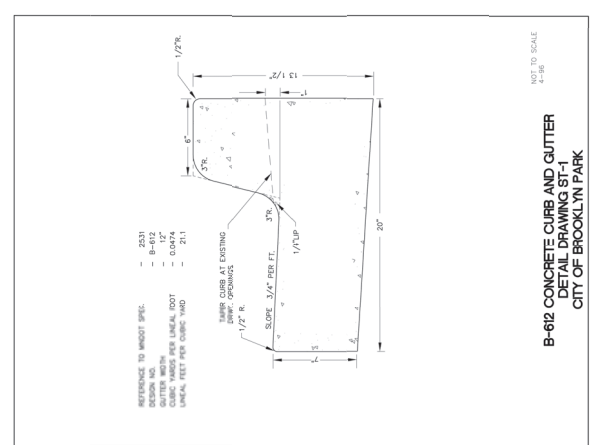
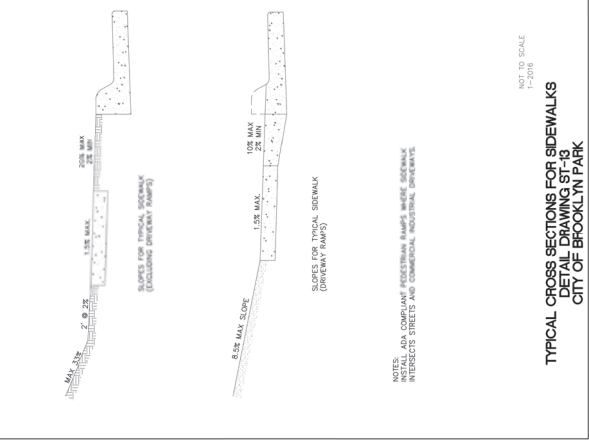
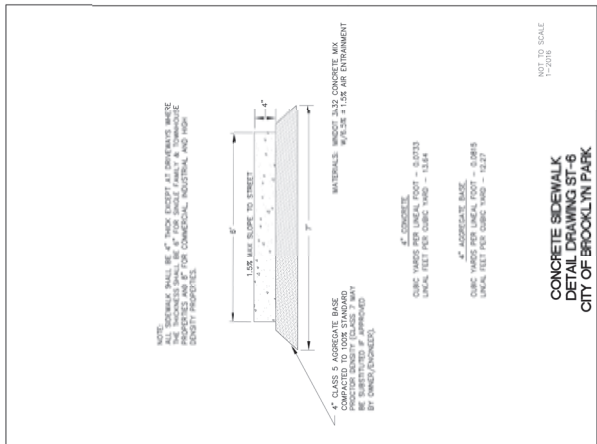
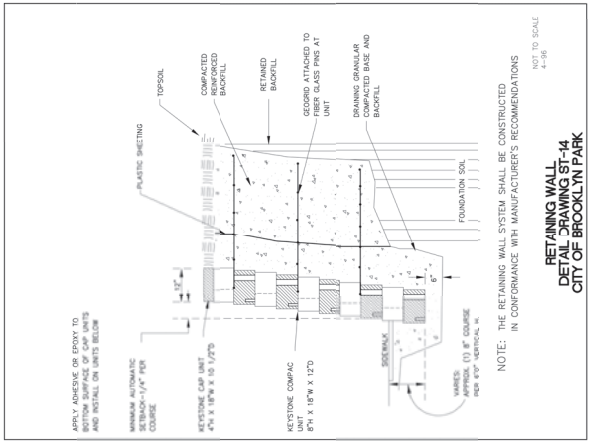
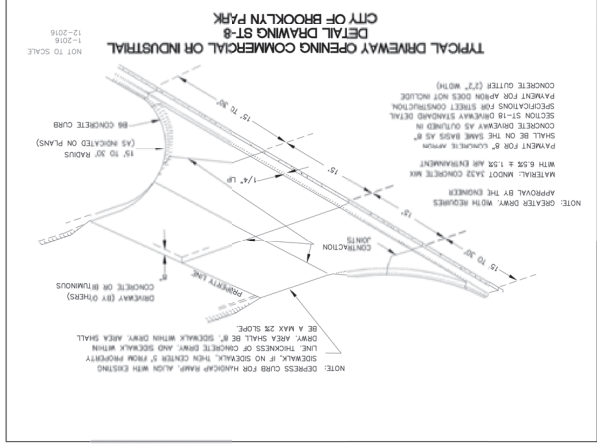
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 2025 KIMLEY-HORN AND ASSOCIATES, INC.
 747 EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114
 PHONE: 651-445-1197
 WWW.KIMLEY-HORN.COM

PRELIMINARY - NOT FOR CONSTRUCTION

SITE DETAILS

CREW CARWASH
 BROOKLYN PARK
 PREPARED FOR
CREW CARWASH
 BROOKLYN PARK

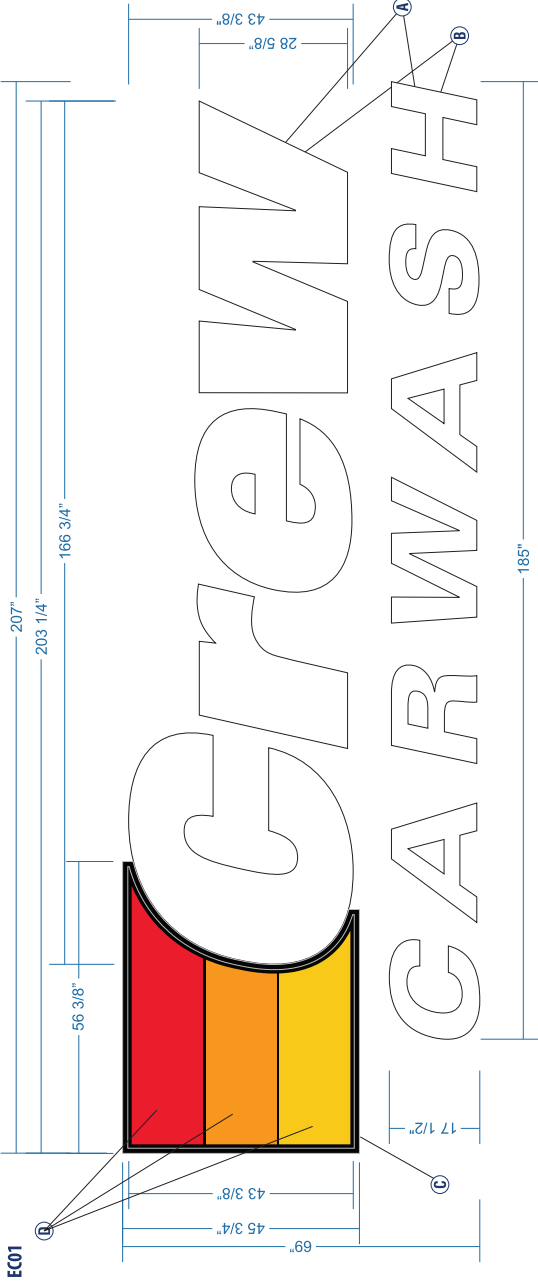
SHEET NUMBER
C-402





Brooklyn Park, MN





NORTH ELEVATION



SOUTH ELEVATION



WEST ELEVATION

PHOTO SCALE: 3/32" = 1'-0"

FABRICATE AND INSTALL QTY 3 INTERNALLY ILLUMINATED FACE-LIT BUILDING SIGNS

- RIBBON CABINET**
- BODY - 1" ALUMINUM ANGLE SKINNED IN .090 ALUMINUM
- RETURNS - 3" TO MATCH SPECS
- RETAINERS - 1" RIGID RETAINERS TO MATCH SPECS
- LEDS - WHITE - **ADD EXTRA LEDS**
- INSTALLATION - MOUNTED FLUSH TO FASCIA

- RIBBON FACES**
- MATERIAL - PAN FORMED, EMBOSSED PLASTIC PAINTED
- SECOND SURFACE TO MATCH SPECS
- FLANGE - 1 1/4"
- PAN DEPTH - 1"
- INSTALLATION - MOUNTED INTO RIGID RETAINERS

- "CREW" & "CARWASH"**
- FACES - 1/8" 2447 WHITE ACRYLIC
- RETURNS - 4" TO MATCH SPECS
- TRIM CAPS - 1" TO MATCH SPECS
- BACKS - .063 ALUMINUM
- LEDS - WHITE
- INSTALLATION - MOUNTED FLUSH TO FASCIA

signCraft INDUSTRIES

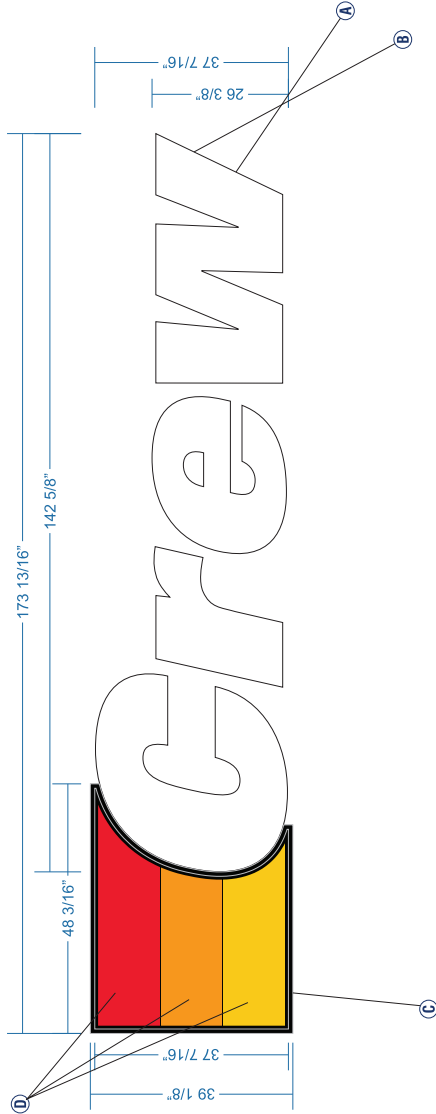
- COLOR SPECIFICATIONS:**
- F BLACK RETURNS
 - G BLACK TRIM CAPS
 - H BLACK RETAINERS
 - I MATCH COLOR SAMPLE
 - J

NOTE: THERE WILL BE COLOR VARIATIONS FROM THIS PRINTED DRAWING TO THE FINAL PRODUCT. COLORS SPECIFIED WILL ALWAYS BE MATCHED AS CLOSELY AS POSSIBLE. RENDERING IS BASED ON ESTIMATED DIMENSIONS. A FINAL SURVEY MAY ALTER ILLUSTRATED REPRESENTATION AND PLACEMENT.

IF ILLUMINATED: WILL BE WIRED TO 120VOLT UNLESS OTHERWISE SPECIFIED. THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

DESIGNER: JR	PERMIT INFORMATION: N/A
SC1 REP: MP	REVISION DATE:
DATE: 10/22/2025	FINAL DATE & BY: 1/11

EC02



**47.23 SQ FT
FABRICATE AND INSTALL QTY 1 INTERNALLY ILLUMINATED FACE-LIT BUILDING SIGN**

RIBBON CABINET

- BODY - 1" ALUMINUM ANGLE SKINNED IN .090 ALUMINUM
- RETURNS - 3" TO MATCH SPECS
- RETAINERS - 1" RIGID RETAINERS TO MATCH SPECS
- LEDS - WHITE - **ADD EXTRA LEDS**

INSTALLATION - MOUNTED FLUSH TO FASCIA

RIBBON FACES

- MATERIAL - PAN FORMED, EMBOSSED PLASTIC PAINTED
- SECOND SURFACE TO MATCH SPECS
- FLANGE - 1 1/4"
- PAN DEPTH - 1"

INSTALLATION - MOUNTED INTO RIGID RETAINERS

"CREW"

- FACES - 3/16" 2447 WHITE ACRYLIC
- RETURNS - 4" TO MATCH SPECS
- TRIM CAPS - 1" TO MATCH SPECS
- BACKS - .063 ALUMINUM
- LEDS - WHITE

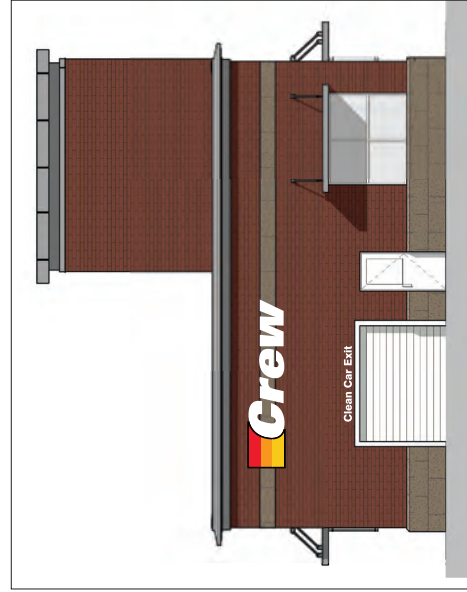
INSTALLATION - MOUNTED FLUSH TO FASCIA

signCraft INDUSTRIES

- COLOR SPECIFICATIONS:**
- F BLACK RETURNS
 - G BLACK TRIM CAPS
 - H BLACK RETAINERS
 - I MATCH COLOR SAMPLE
 - J

NOTE: THERE WILL BE COLOR VARIATIONS FROM THIS PRINTED DRAWING TO THE FINAL PRODUCT. COLORS SPECIFIED WILL ALWAYS BE MATCHED AS CLOSELY AS POSSIBLE. RENDERING IS BASED ON ESTIMATED DIMENSIONS. A FINAL SURVEY MAY ALTER ILLUSTRATED REPRESENTATION AND PLACEMENT.

IF ILLUMINATED: WILL BE WIRED TO 120VOLT UNLESS OTHERWISE SPECIFIED. THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

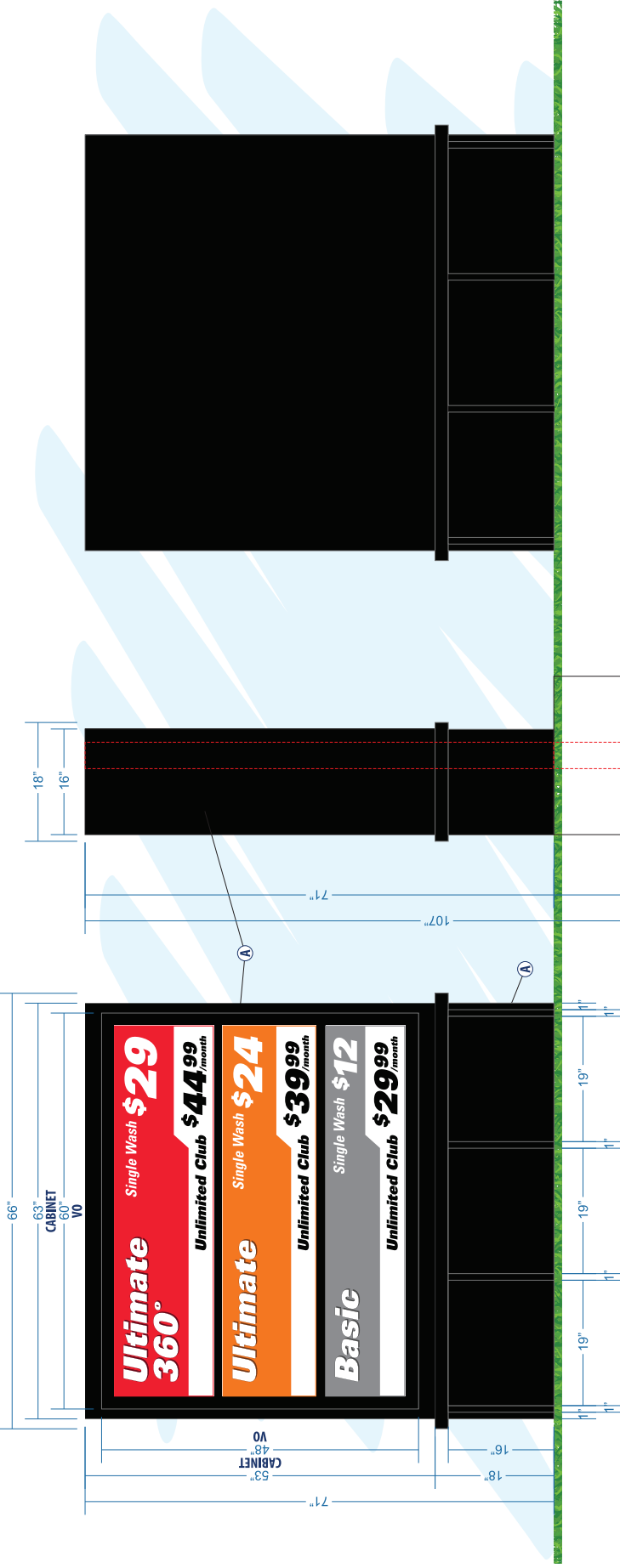


EAST ELEVATION

PHOTO SCALE: 3/32" = 1'-0"

DESIGNER: JR	SC1 REP: MP	PERMIT INFORMATION: N/A
REVISION DATE:	DATE: 10/22/2025	FINAL DATE & BY: 2/11

EC03



FABRICATE AND INSTALL QTY 1 INTERNALLY ILLUMINATED S/F GROUND SIGN WITH EMC

EMC
 RESOLUTION - 6mm
 COLOR - FULL COLOR
 DEPTH - 5"

BASE
 BODY - 2" ALUMINUM ANGLE SKINNED IN .090
 ALUMINUM PAINTED TO MATCH SPECS
 REVEAL DEPTH - 1"

INSTALLATION - MOUNTED TO SIGN BASE & POST **INSTALLATION** - MOUNTED AROUND 4" SCH 40 PIPE BURIED INTO GRADE



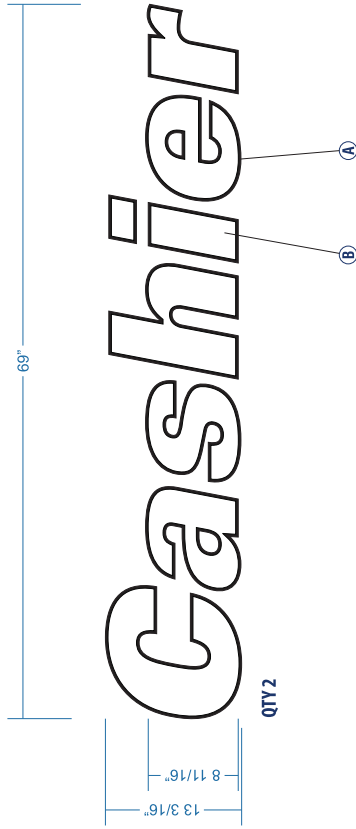
COLOR SPECIFICATIONS:
 F G
 A B C D E
 H I J
 ALL COLORS ARE BLACK

NOTE: THERE WILL BE COLOR VARIATIONS FROM THIS PRINTED DRAWING TO THE FINAL PRODUCT. COLORS SPECIFIED WILL ALWAYS BE MATCHED AS CLOSELY AS POSSIBLE. RENDERING IS BASED ON ESTIMATED DIMENSIONS. A FINAL SURVEY MAY ALTER ILLUSTRATED REPRESENTATION AND PLACEMENT.

IF ILLUMINATED: WILL BE WIRED TO 120VOLT UNLESS OTHERWISE SPECIFIED. THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

DESIGNER: JR	PERMIT INFORMATION: N/A	SCF REP: MP	REVISION DATE:	FINAL DATE & BY:	SHEET #:
		DATE: 10/22/2025			3/11

EC04

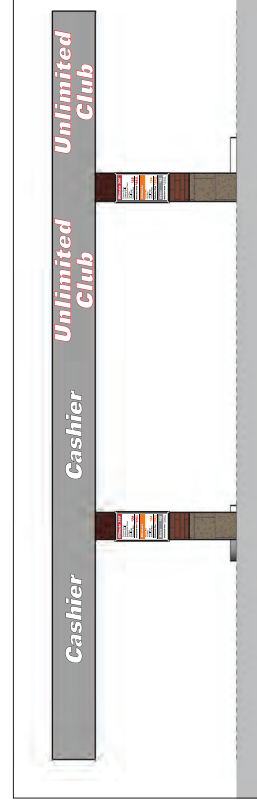


QTY 2

FABRICATE AND INSTALL QTY 2 NON-ILLUMINATED LETTER SETS

FACES - 1" WHITE PVC PAINTED TO MATCH SPECS
VINYL - MATCH SPECS

INSTALLATION - MOUNTED FLUSH TO CANOPY



EAST ELEVATION

PHOTO SCALE: 1/8" = 1'-0"

COLOR SPECIFICATIONS:

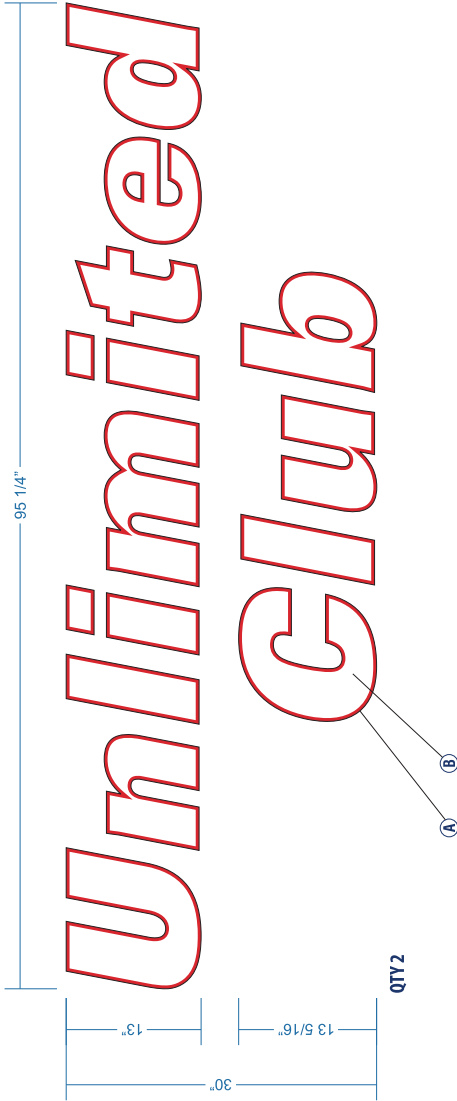
- A MP BLACK
- B ORACAL 651-010 WHITE
- C
- D
- E
- F
- G
- H
- I
- J

NOTE: THERE WILL BE COLOR VARIATIONS FROM THIS PRINTED DRAWING TO THE FINAL PRODUCT. COLORS SPECIFIED WILL ALWAYS BE MATCHED AS CLOSELY AS POSSIBLE. RENDERING IS BASED ON ESTIMATED DIMENSIONS. A FINAL SURVEY MAY ALTER ILLUSTRATED REPRESENTATION AND PLACEMENT.

IF ILLUMINATED: WILL BE WIRED TO 120VOLT UNLESS OTHERWISE SPECIFIED. THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

DESIGNER: JR	PERMIT INFORMATION: N/A	SCI REP: MP
REVISION DATE:	FINAL DATE & BY:	DATE: 10/22/2025
		SHEET #: 4/11

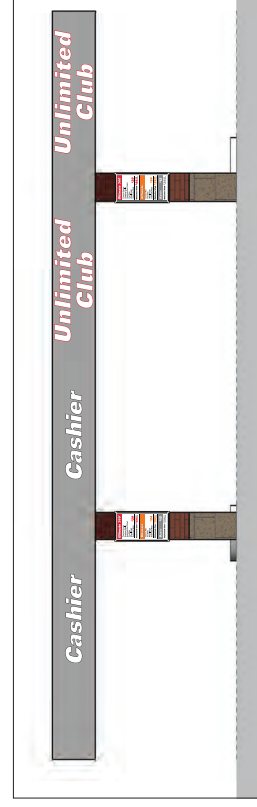
EC05



FABRICATE AND INSTALL QTY 2 NON-ILLUMINATED LETTER SETS

FACES - 1" WHITE PVC PAINTED TO MATCH SPECS
VINYL - MATCH SPECS

INSTALLATION - MOUNTED FLUSH TO CANOPY



EAST ELEVATION

PHOTO SCALE: 1/8" = 1'-0"

COLOR SPECIFICATIONS:

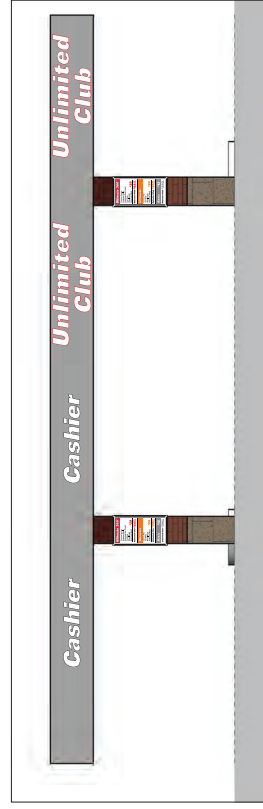
- A PMS 1795 C RED
- B ORACAL 651-010 WHITE
- C
- D
- E
- F
- G
- H
- I
- J

NOTE: THERE WILL BE COLOR VARIATIONS FROM THIS PRINTED DRAWING TO THE FINAL PRODUCT. COLORS SPECIFIED WILL ALWAYS BE MATCHED AS CLOSELY AS POSSIBLE. RENDERING IS BASED ON ESTIMATED DIMENSIONS. A FINAL SURVEY MAY ALTER ILLUSTRATED REPRESENTATION AND PLACEMENT.

IF ILLUMINATED: WILL BE WIRED TO 120VOLT UNLESS OTHERWISE SPECIFIED. THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

DESIGNER: JR	PERMIT INFORMATION: N/A	SCI REP: MP	REVISION DATE: 10/22/2025	DATE: 10/22/2025	SHEET #: 5/11
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EC06



EAST ELEVATION

PHOTO SCALE: 1/8" = 1'-0"

FABRICATE AND INSTALL QTY 4 NEW SNAP FRAMES

SIGN COMP KIT - 1899 & 1869A PAINTED TO MATCH SPECS

FACES - 3MM WHITE DIBOND PRINTED TO MATCH SPECS

INSTALLATION - MOUNTED FLUSH TO COLUMNS



COLOR SPECIFICATIONS:

- A DIG. PRINT
- B MP. BLACK
- C
- D
- E
- F
- G
- H
- I
- J

NOTE: THERE WILL BE COLOR VARIATIONS FROM THIS PRINTED DRAWING TO THE FINAL PRODUCT. COLORS SPECIFIED WILL ALWAYS BE MATCHED AS CLOSELY AS POSSIBLE. RENDERING IS BASED ON ESTIMATED DIMENSIONS. A FINAL SURVEY MAY ALTER ILLUSTRATED REPRESENTATION AND PLACEMENT.

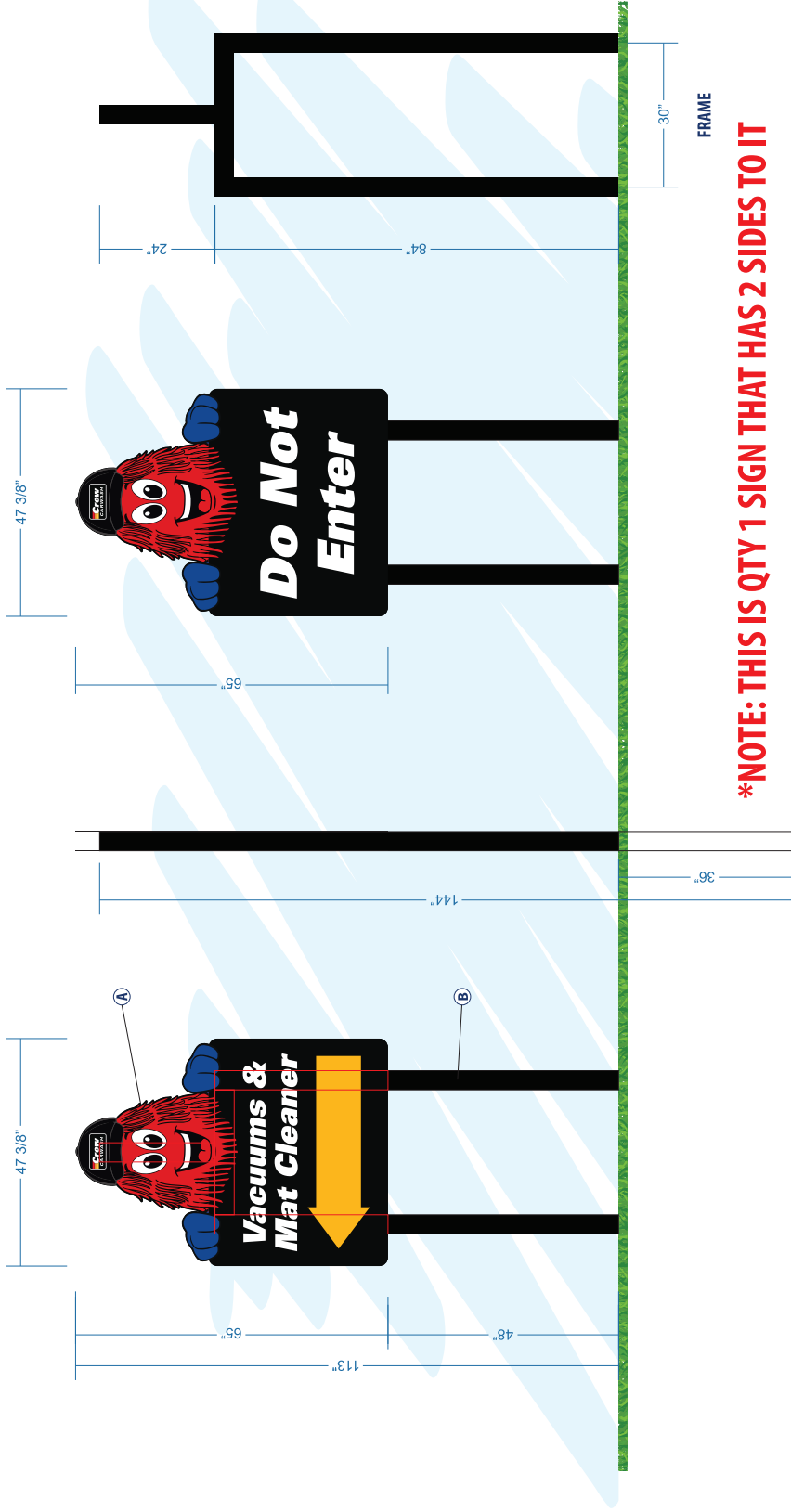
IF ILLUMINATED: WILL BE Wired TO 120VOLT UNLESS OTHERWISE SPECIFIED. THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

DESIGNER: JR	PERMIT INFORMATION: N/A
REVISION DATE:	FINAL DATE & BY: 6/11

SCI REP: MP	DATE: 10/22/2025
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EC07



FABRICATE AND INSTALL QTY 1 D/F VACUUM SIGN

FACE - 3MM BLACK DIBOND PRINTED TO MATCH SPECS
POSTS - 4" 50 ALUMINUM PAINTED TO MATCH SPECS

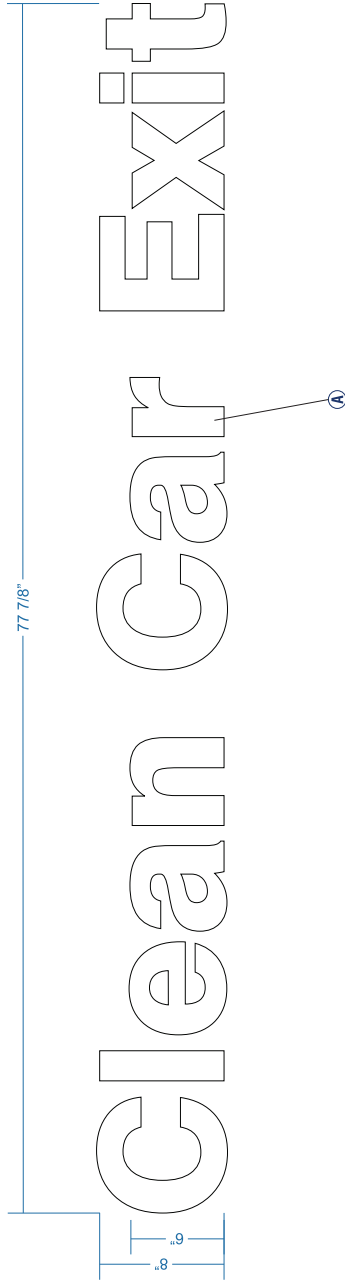
INSTALLATION - FACES MOUNTED TO POST, POST BURIED INTO GRADE

	COLOR SPECIFICATIONS: A DIG. PRINT B MP BLACK C D E		SC1 REP: MP	DESIGNER: JR	PERMIT INFORMATION: N/A
	IF ILLUMINATED: WILL BE WIRED TO 120VOLT UNLESS OTHERWISE SPECIFIED. THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.				

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ART SCALE: 1/2" = 1'-0"

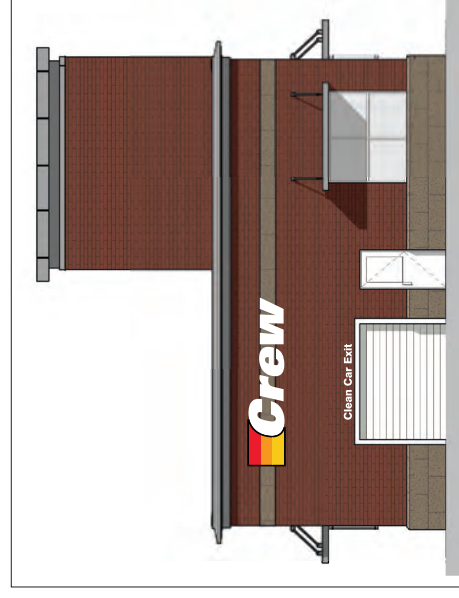
EC08



FABRICATE AND INSTALL QTY 1 SET OF NON-ILLUMINATED LETTERS

FACES - 1" WHITE PVC PAINTED TO MATCH SPECS

INSTALLATION - MOUNTED FLUSH TO FASCIA

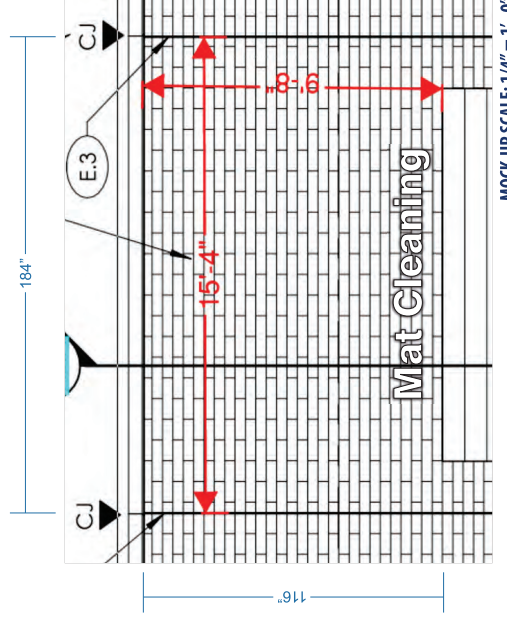
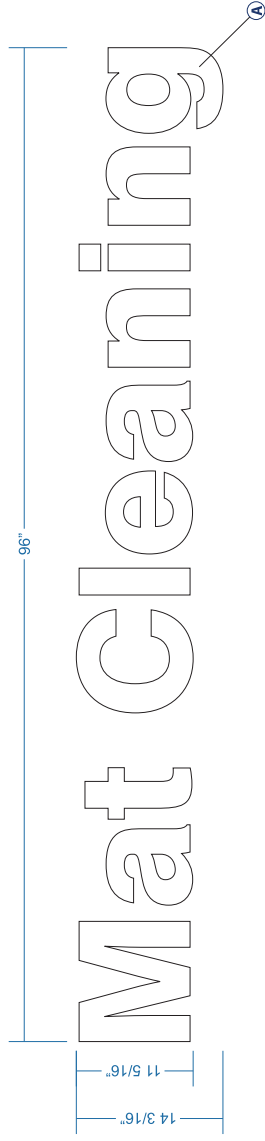


EAST ELEVATION

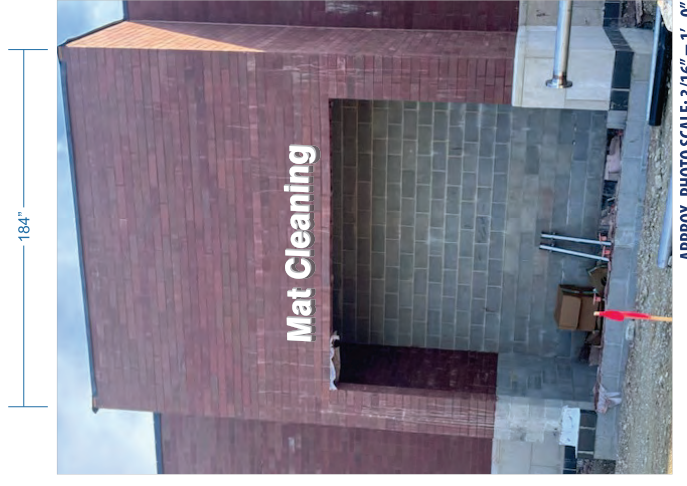
PHOTO SCALE: 3/32" = 1'-0"

		COLOR SPECIFICATIONS: A MP WHITE B C D E		F G H I J	
		NOTE: THERE WILL BE COLOR VARIATIONS FROM THIS PRINTED DRAWING TO THE FINAL PRODUCT. COLORS SPECIFIED WILL ALWAYS BE MATCHED AS CLOSELY AS POSSIBLE. RENDERING IS BASED ON ESTIMATED DIMENSIONS. A FINAL SURVEY MAY ALTER ILLUSTRATED REPRESENTATION AND PLACEMENT.		DESIGNER: JR	
PERMIT INFORMATION: N/A		SCI REP: MP		REVISION DATE: DATE: 10/22/2025	
IF ILLUMINATED: WILL BE WIRED TO 120VOLT UNLESS OTHERWISE SPECIFIED. THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.		FINAL DATE & BY: 8/11		SHEET #: 8/11	

EC09



MOCK-UP SCALE: 1/4" = 1'-0"



APPROX. PHOTO SCALE: 3/16" = 1'-0"

FABRICATE AND INSTALL QTY 1 SET OF NON-ILLUMINATED LETTERS

FACES - 1" WHITE PVC PAINTED TO MATCH SPECS

INSTALLATION - MOUNTED FLUSH TO FASCIA

signCraft INDUSTRIES

UL WORLD SPIN ASSOCIATE SCIA LSCA

COLOR SPECIFICATIONS:

- A MP WHITE
- B
- C
- D
- E
- F
- G
- H
- I
- J

NOTE: THERE WILL BE COLOR VARIATIONS FROM THIS PRINTED DRAWING TO THE FINAL PRODUCT. COLORS SPECIFIED WILL ALWAYS BE MATCHED AS CLOSELY AS POSSIBLE. RENDERING IS BASED ON ESTIMATED DIMENSIONS. A FINAL SURVEY MAY ALTER ILLUSTRATED REPRESENTATION AND PLACEMENT.

IF ILLUMINATED: WILL BE WIRED TO 120VOLT UNLESS OTHERWISE SPECIFIED. THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

DESIGNER: JR	PERMIT INFORMATION: N/A	SCI REP: MP
REVISION DATE:	FINAL DATE & BY: 9/11	DATE: 10/22/2025

EC10



FABRICATE AND INSTALL QTY 1 S/F SIGN

FACE - 3MM BLACK DIBOND PRINTED TO MATCH SPECS
 POST - 2" SQ ALUMINUM PAINTED TO MATCH SPECS

INSTALLATION - FACE MOUNTED TO POST, POST BURIED INTO GRADE



COLOR SPECIFICATIONS:

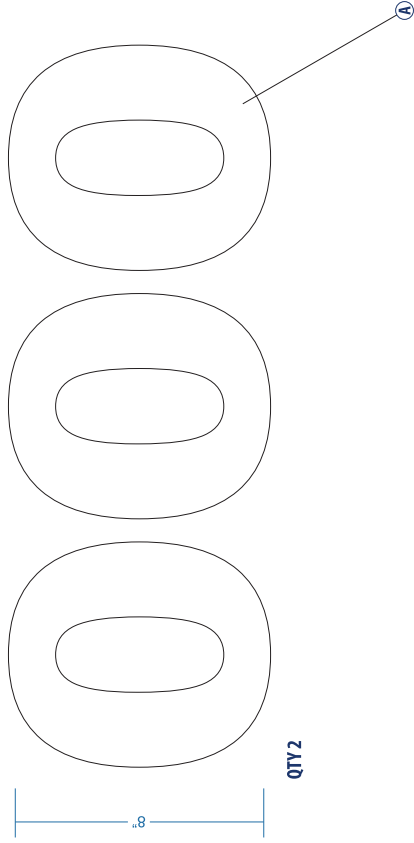
- A** M2 BLACK
- B** DIG. PRINT
- C**
- D**
- E**
- F**
- G**
- H**
- I**
- J**

NOTE: THERE WILL BE COLOR VARIATIONS FROM THIS PRINTED DRAWING TO THE FINAL PRODUCT. COLORS SPECIFIED WILL ALWAYS BE MATCHED AS CLOSELY AS POSSIBLE. RENDERING IS BASED ON ESTIMATED DIMENSIONS. A FINAL SURVEY MAY ALTER ILLUSTRATED REPRESENTATION AND PLACEMENT.

IF ILLUMINATED: WILL BE WIRED TO 120VOLT UNLESS OTHERWISE SPECIFIED. THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

DESIGNER: JR	PERMIT INFORMATION: N/A
SCI REP: MP	REVISION DATE:
DATE: 10/22/2025	FINAL DATE & BY: 10/11





QTY 2

***NOTE: ADDRESS NUMBERS ARE NEEDED**

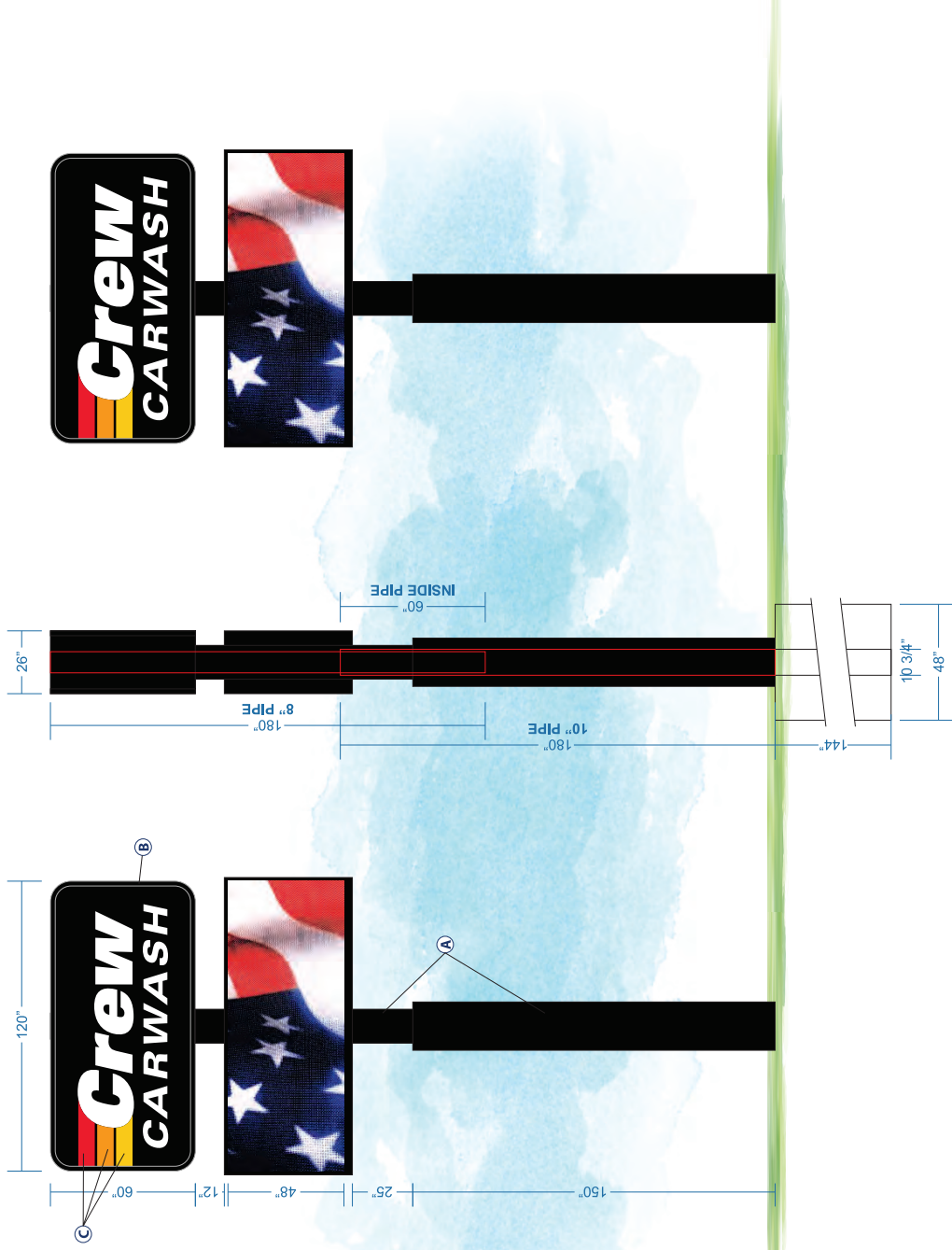
FABRICATE AND INSTALL QTY 2 SETS OF PVC NUMBERS

FACES - 1" WHITE PVC PAINTED TO MATCH SPECS

INSTALLATION - MOUNTED FLUSH TO FASCIA

		COLOR SPECIFICATIONS: A 1" MP WHITE B C D E		DESIGNER: JR		PERMIT INFORMATION: N/A	
		SC1 REP: MP		REVISION DATE:		FINAL DATE & BY:	
NOTE: THERE WILL BE COLOR VARIATIONS FROM THIS PRINTED DRAWING TO THE FINAL PRODUCT. COLORS SPECIFIED WILL ALWAYS BE MATCHED AS CLOSELY AS POSSIBLE. RENDERING IS BASED ON ESTIMATED DIMENSIONS. A FINAL SURVEY MAY ALTER ILLUSTRATED REPRESENTATION AND PLACEMENT.		IF ILLUMINATED: WILL BE WIRED TO 120VOLT UNLESS OTHERWISE SPECIFIED. THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.		DATE: 10/22/2025		SHEET #: 11/11	

EC11



50.00 SQ FT (CREW CABINET) + 48.00 SQ FT (EMC) = 98.00 SQ FT
 FABRICATE AND INSTALL QTY 1 D/F INTERNALLY
 ILLUMINATED POLE SIGN WITH EMC'S

CABINET

BODY - 2" ALUMINUM ANGLE SKINNED IN .090 ALUMINUM PAINTED TO MATCH SPECS
 FACES - PAN FORMED, EMBOSSED PLASTIC TO MATCH SPECS
 FACE FLANGE - 2-1/2"
 FACE DEPTH - 2"
 RETAINERS - 2" TO MATCH SPECS
 LEDS - WHITE

POLE

POLE - QTY 1 - 8" SCH 40 STUBBED TO 10" SCH 40 PIPE
 POLE COVERS - 2" ALUMINUM ANGLE SKINNED IN .090 ALUMINUM PAINTED TO MATCH SPECS

EMCS (QTY 2)

RESOLUTION - 10MM
 COLOR - FULL COLOR
 DEPTH - 6"

INSTALLATION - CABINETS MOUNTED AROUND POLE, POLE BURIED IN GRADE

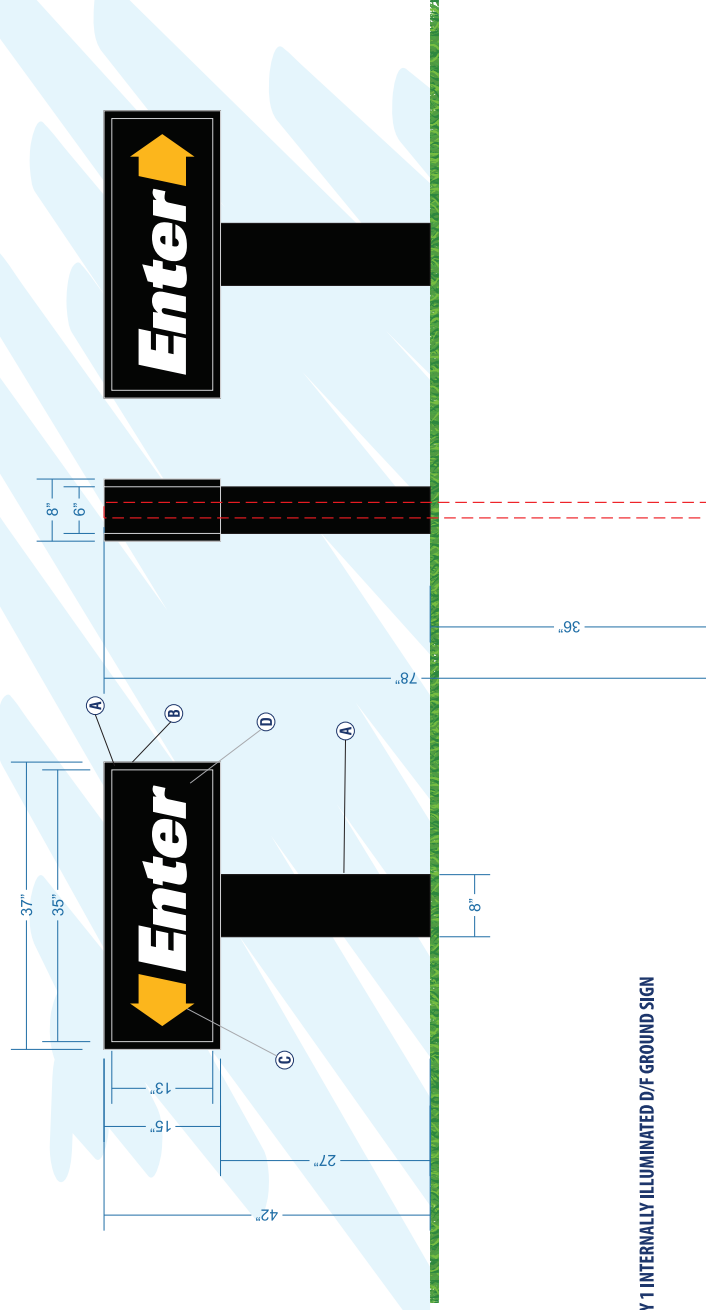
World Sign Association, SCA, LSSA

COLOR SPECIFICATIONS:
 F MIP BLACK
 A BLACK RETAINERS
 B MATCH COLOR SAMPLE
 C MIP BLACK
 D MIP BLACK
 E MIP BLACK

NOTE: THERE WILL BE COLOR VARIATIONS FROM THIS PRINTED DRAWING TO THE FINAL PRODUCT. COLORS SPECIFIED WILL ALWAYS BE MATCHED AS CLOSELY AS POSSIBLE. RENDERING IS BASED ON ESTIMATED DIMENSIONS. A FINAL SURVEY MAY ALTER ILLUSTRATED REPRESENTATION AND PLACEMENT.
IF ILLUMINATED: WILL BE WIRING TO 120VOLT UNLESS OTHERWISE SPECIFIED. THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE ELECTRICAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

DESIGNER: JR	PERMIT INFORMATION: N/A	SC1 REP: MP
REVISION DATE:	FINAL DATE & BY:	DATE: 10/24/2025
		SHEET #: 1/1

EC12



3.85 SQ FT
FABRICATE AND INSTALL QTY 1 INTERNALLY ILLUMINATED D/F GROUND SIGN

CABINET
BODY - 1" ALUMINUM ANGLE SKINNED IN .090 ALUMINUM PAINTED TO MATCH SPECS
FACES - 3/16" WHITE POLYCARBONATE
RETAINERS - 1" TO MATCH SPECS
VINYL - TO MATCH SPECS

INSTALLATION - MOUNTED TO BASE AND POST

BASE
BODY - 1" ALUMINUM ANGLE SKINNED IN .090 ALUMINUM PAINTED TO MATCH SPECS

INSTALLATION - INSTALLED AROUND 2" SQ ALUMINUM POST BURIED INTO GRADE



COLOR SPECIFICATIONS:

- A** MP BLACK
- B** MP BLACK RETAINERS
- C** ORACAL 8500-020 GOLDEN YELLOW
- D** ORACAL 651-070 BLACK
- E** _____
- F** _____
- G** _____
- H** _____
- I** _____
- J** _____

NOTE: THERE WILL BE COLOR VARIATIONS FROM THIS PRINTED DRAWING TO THE FINAL PRODUCT. COLORS SPECIFIED WILL ALWAYS BE MATCHED AS CLOSELY AS POSSIBLE. RENDERING IS BASED ON ESTIMATED DIMENSIONS. A FINAL SURVEY MAY ALTER ILLUSTRATED REPRESENTATION AND PLACEMENT.

IF ILLUMINATED: WILL BE WIRED TO 120VOLT UNLESS OTHERWISE SPECIFIED. THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE ELECTRICAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

DESIGNER:
JR

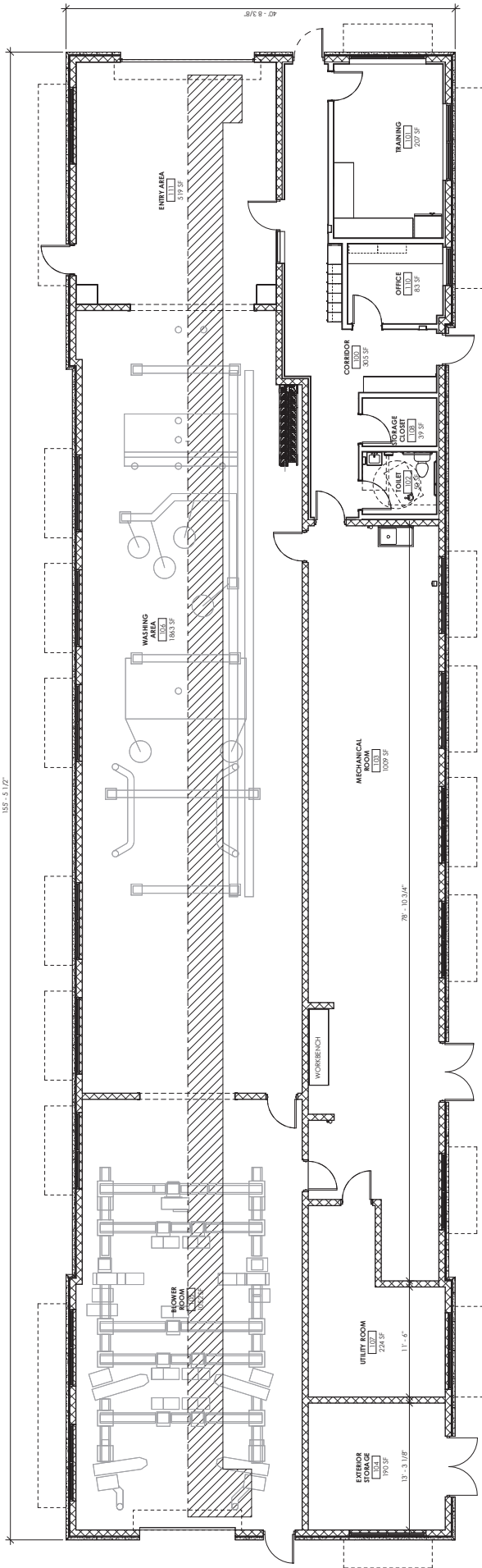
REVISION DATE:

PERMIT INFORMATION:
N/A

SCI REP:
MP

DATE:
11/18/2025

FINAL DATE & BY:
SHEET #:
1/1



ARCHITECTURAL FLOOR PLAN



PRELIMINARY FLOOR PLAN

CREW CARWASH, INC
BROOKLYN PARK, MN

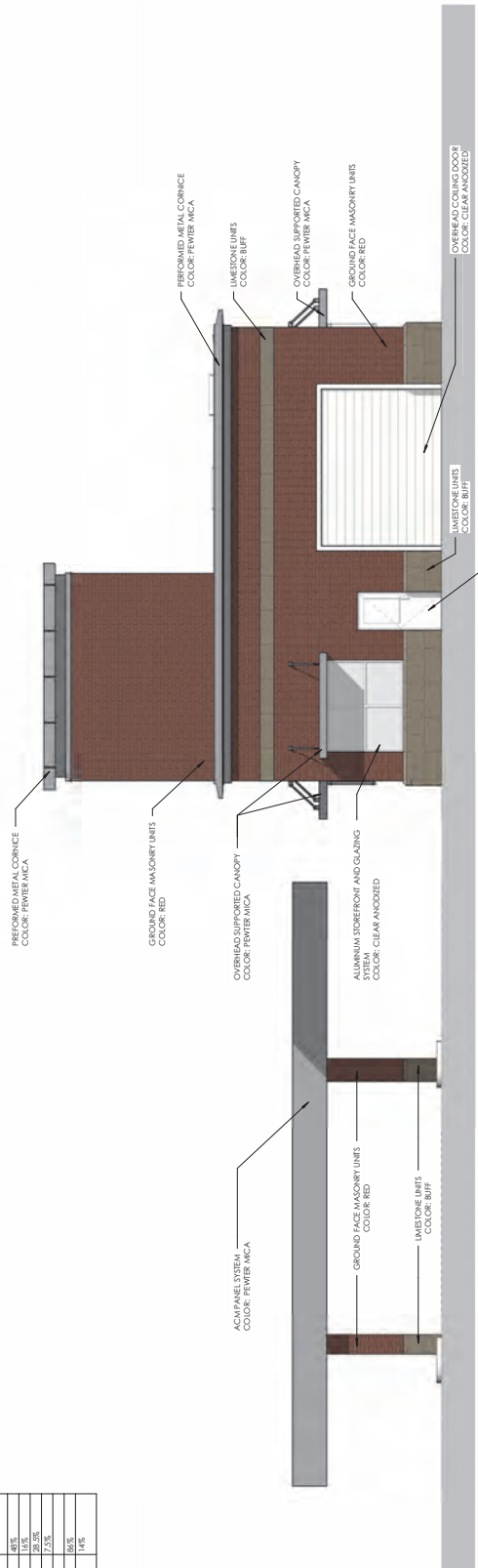


11/20/2025
PROJ2025
3/16" = 1'-0"



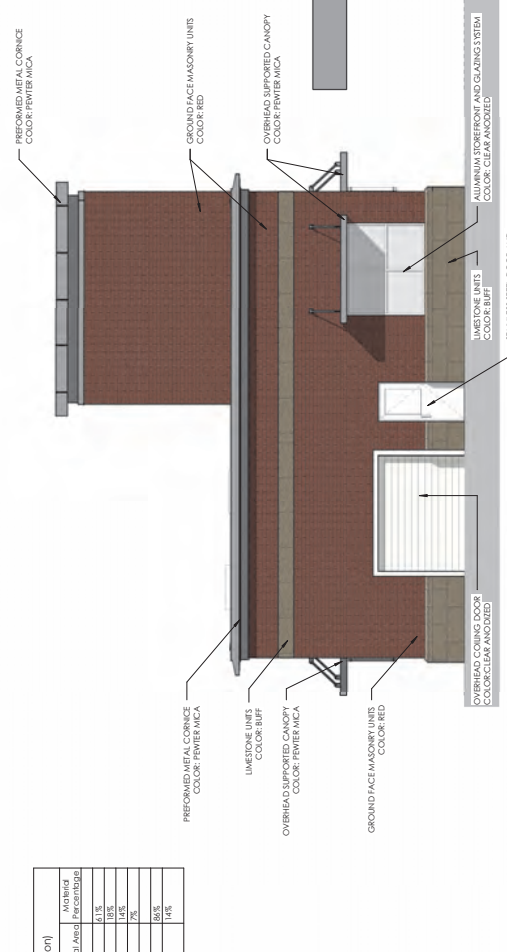
Solutions by Design Since 1937

Elevation Mark	Full Elevation Area	Material Type	Material Area	Material Percentage
WEST	793 SF	Preformed Metal Canopy	161 SF	20%
WEST		Ground Face Masonry Units	128 SF	16%
WEST		Overhead Supported Canopy	227 SF	29.5%
WEST		Aluminum Storefront and Glazing System	60 SF	7.5%
Lower Typical One Side	282 SF	Thin Brick Veneer	242 SF	86%
Lower Typical One Side		Aluminum Metal Panels	39 SF	14%



WEST ELEVATION

Elevation Mark	Full Elevation Area	Material Type	Material Area	Material Percentage
EAST	793 SF	Preformed Metal Canopy	161 SF	20%
EAST		Limestone	142 SF	18%
EAST		Overhead Supported Canopy	110 SF	14%
EAST		Thin Brick Veneer	60 SF	7%
Lower Typical One Side	282 SF	Thin Brick Veneer	242 SF	86%
Lower Typical One Side		Aluminum Metal Panels	39 SF	14%



EAST ELEVATION



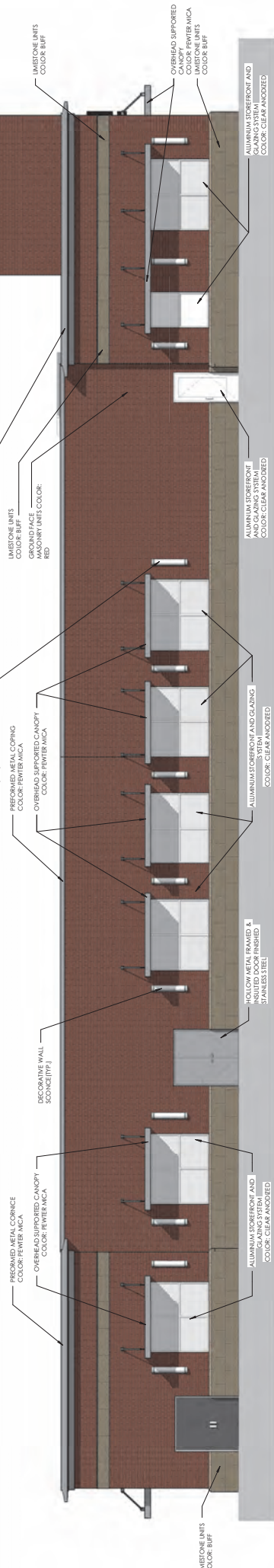
CREW CARWASH - BUILDING ELEVATIONS

CREW CARWASH, INC
BROOKLYN PARK, MN

11/20/2025
PROJ025
3/16" = 1'-0"

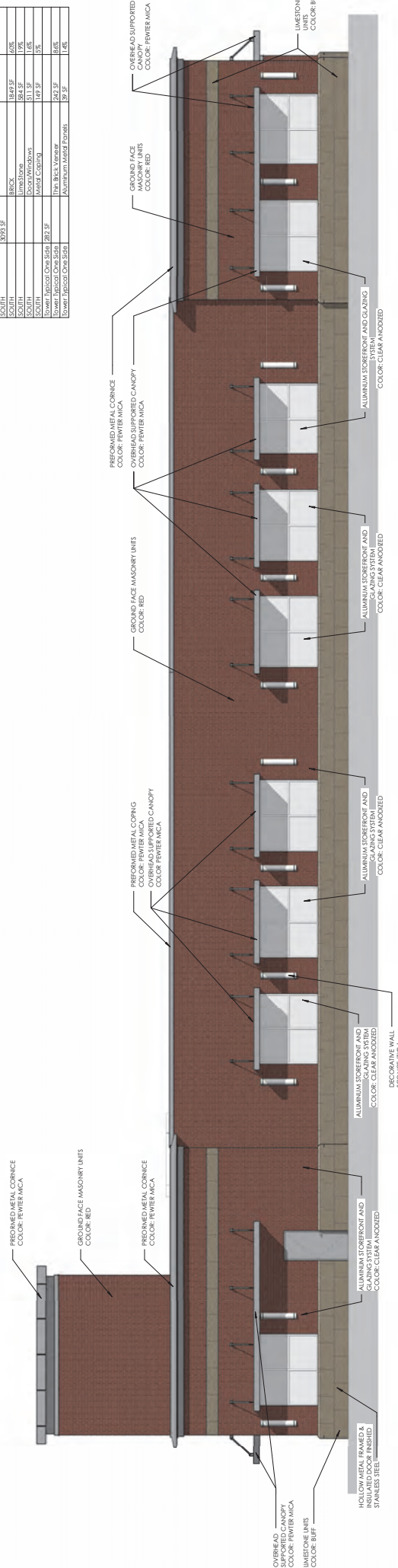


Material Percentage Schedule (North Elevation)			
Elevation Mark	Full Elevation Area	Material Type	Material Area Percentage
NCRH1	3093 SF	BRICK	59.9%
NCRH2	5293 SF	IMSTONE UNITS	6.1%
NCRH3	5203 SF	DOOR/WINDOWS	17%
NCRH4	148 SF	METAL CORNING	1.5%
NCRH5	282 SF	Thin Brick Veneer	3.6%
Lower Vertical One Side	Aluminum Metal Panels	Aluminum Metal Panels	14%
Lower Vertical One Side	Aluminum Metal Panels	Aluminum Metal Panels	14%



NORTH ELEVATION

Material Percentage Schedule (South Elevation)			
Elevation Mark	Full Elevation Area	Material Type	Material Area Percentage
SOUTH	3093 SF	BRICK	59.9%
SOUTH	5293 SF	IMSTONE UNITS	6.1%
SOUTH	5203 SF	DOOR/WINDOWS	17%
SOUTH	148 SF	METAL CORNING	1.5%
Lower Vertical One Side	Thin Brick Veneer	Thin Brick Veneer	3.6%
Lower Vertical One Side	Aluminum Metal Panels	Aluminum Metal Panels	14%
Lower Vertical One Side	Aluminum Metal Panels	Aluminum Metal Panels	14%



SOUTH ELEVATION

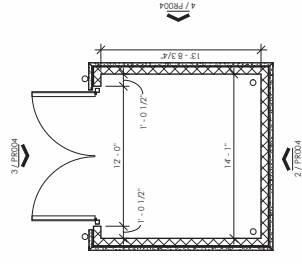


CREW CARWASH - BUILDING ELEVATIONS

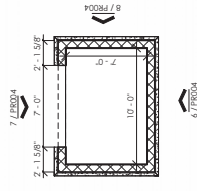
CREW CARWASH, INC
BROOKLYN PARK, MN

11/20/2025
PROJ2025
3/16" = 1'-0"

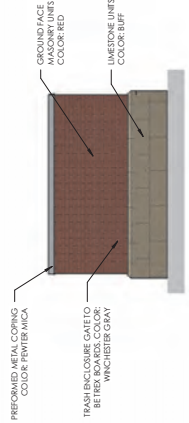




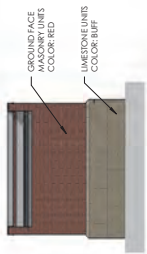
1 TRASH/ENCLOSURE FLOOR PLAN
3/16" = 1'-0"



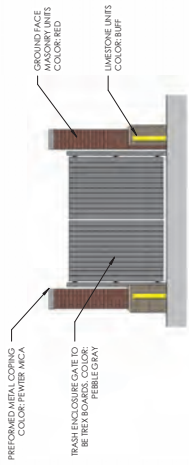
5 MAT WASH FLOOR PLAN
3/16" = 1'-0"



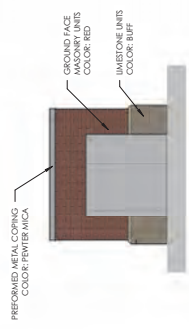
2 BACK TRASH ENCLOSURE ELEVATION
3/16" = 1'-0"



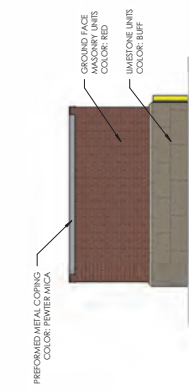
6 BACK MAT WASH ELEVATION
3/16" = 1'-0"



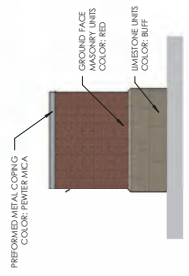
3 FRONT TRASH ENCLOSURE ELEVATION
3/16" = 1'-0"



7 FRONT MAT WASH ELEVATION
3/16" = 1'-0"



4 SIDE TRASH ENCLOSURE ELEVATION
3/16" = 1'-0"



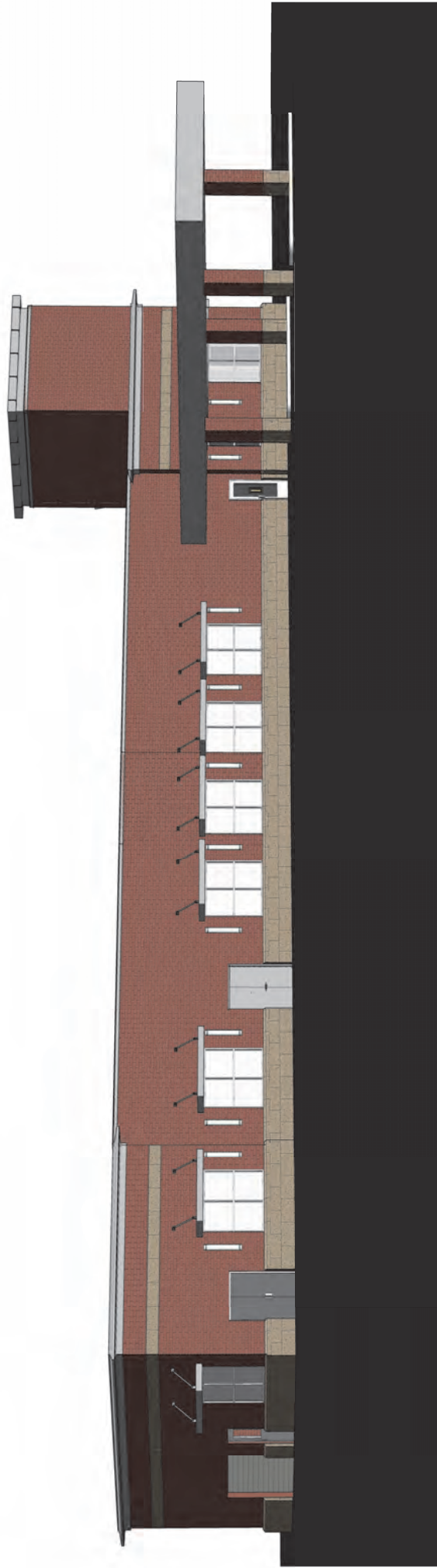
8 SIDE MAT WASH ELEVATION
3/16" = 1'-0"

CREW CARWASH - TRASH/STORAGE ENCLOSURE

CREW CARWASH, INC
BROOKLYN PARK, MN



11/20/2025
PRO2025
3/16" = 1'-0"



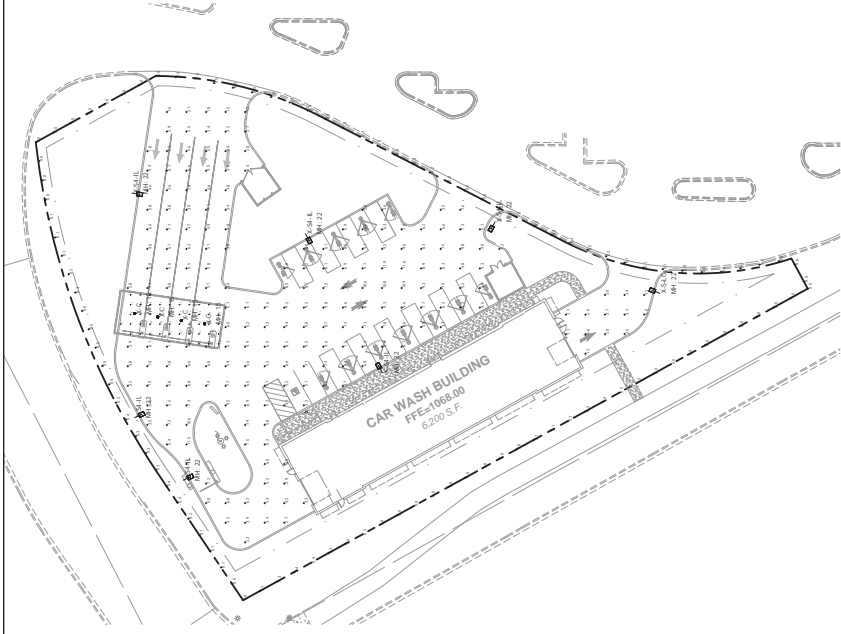
CREW CARWASH - 3D VIEWS

CREW CARWASH, INC
BROOKLYN PARK, MN

11/20/2025
PRO2025



Solutions by Design Since 1937



Luminaire Schedule

Symbol	Qty	Label	Arrangement	Lum. Lumens	LLF	Lum. Watts	Description
—□	1	X-S-LC	Single	8545	0.900	104	DL201261
—□	6	X-S4-1L	Single	28747	0.900	261	DL201260
□	4	X-C	Single	3549	0.900	20.28	DL200722

Calculation Summary

Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
_Property Line	Illuminance	Fc	0.18	0.5	0.0	N.A.	N.A.
Exit Drive	Illuminance	Fc	2.18	3.4	1.1	1.98	3.09
Paved Areas & Drives	Illuminance	Fc	5.97	11.9	1.2	4.98	9.92
Under Canopy	Illuminance	Fc	8.72	12.5	4.2	2.08	2.98

LIGHTING NOTES:

- Mounting Height = 20' Poles / 2' Base
- Light Loss Factor = 0.90
- Footcandle Values Calculated @ Grade

National Lighting Vendor:
 For pricing and technical assistance contact:
 Rosaleigh, Simpson or CBMC INC. tel#
 317-446-9601, rsimpson@cbmcinc.com

All electrical work shall comply with National, State, and Local codes including but not limited to the National Electric Code, NFPA 70E, Life Safety Code, ASHRAE and/or IEEE Energy Codes.
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CBMC LIGHTING SOLUTIONS
 5855 KOPETSKY DR., SUITE G. | INDIANAPOLIS, IN 46217
 317-780-8350 | WWW.CBMCINC.COM

SEE MORE

This lighting solution represents illumination levels calculated from laboratory data taken under controlled conditions in accordance with IESNA approved methods. Actual performance of any manufacturer's luminaire may vary due to variations in site color, voltage, tolerance in lamps and LED luminaire packages, location of application and other variables that are not listed.

Contractor to check and verify all dimensions on site before commencing any work shown.

Crew Carwash - Brooklyn Park, MN

SITE LAYOUT

Scale:	1" = 30' Drawing Size	UP
Date:	10/22/25	Project No:
Drawn By:	SM	Request No:
		Sheet No:

CB28644-SITE

City of Brooklyn Park Planning Commission Staff Report

Agenda Item:	7.1	Meeting Date:	January 14, 2026
Agenda Section:	Public Hearing	Originating Department:	Community Development
Resolution:	N/A	Prepared By:	Cara Donovan, Senior Planner
Ordinance:	N/A		
Attachments:	N/A	Presented By:	Cara Donovan, Senior Planner
Item:	Brooklyn Boulevard Corridor Plan Presentation		

Summary:

The City of Brooklyn Park is developing a small area plan on Brooklyn Blvd that is funded by the Economic Development Authority and a \$50,000 Planning Grant from Hennepin County. This plan will focus on Brooklyn Blvd between Bottineau Blvd and Regent Ave. The plan aims to guide future development such as housing and new spaces for businesses by studying the current real estate market, researching economic conditions, and working with property owners to determine what is achievable and desired in today's environment.

Tonight's presentation will introduce the project team, describe what work has been done so far, and explain next steps.

AGENDA

If you need this information in another language or format or disability accommodations, email access@brooklynpark.org or call 763-424-8000.

Si usted necesita esta información en español llame 763-424-8000.

Yog xav tau kev pab, thov hu rau 763-424-8000 lawv mam li nrhiav ib tus neeg txhais lus rau koj.

1. CALL TO ORDER/ROLL CALL

2. OPEN FORUM-PUBLIC COMMENT AND RESPONSE

Provides an opportunity for the public to address the Commission 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. Commissioners will not enter into a dialogue with citizens. Questions from the Commission 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 citizen for informational purposes only.

3. APPROVAL OF January 21, 2026 AGENDA

4. APPROVAL OF MINUTES FROM November 19, 2025

5. ACTION ITEMS

5.1 ELECTION OF OFFICERS

5.2 RPAC WORK PLAN

6. GENERAL INFORMATION - PRESENTATIONS

6.1 BYLAW REVIEW

7. OLD BUSINESS

8. WRITTEN REPORTS

8.1 PROGRAM AND EVENTS UPDATE

8.2 PARK PROJECTS UPDATE

8.3 DIRECTORS REPORT

8.4 RECENT CITY COUNCIL AGENDA ITEMS

9. DISCUSSION ITEMS

9.1 OPEN FORUM – QUESTION AND ANSWERS

10. VERBAL REPORTS AND ANNOUNCEMENTS

10.1 CITY COUNCIL UPDATE – Amanda Xiong

10.2 KEY TOPICS FOR DISCUSSION AT THE NEXT RPAC MEETING

- FEBRUARY 18
 - APPROVAL OF RPAC WORK PLAN
 - STRATEGIC WORK PLAN

11. KEY DATES FOR FUTURE MEETINGS/EVENTS

12. ADJOURNMENT

**Wednesday, November 19, 2025
Recreation & Parks Advisory Commission
Minutes**

- 1. CALL TO ORDER/ROLL CALL - The Recreation & Parks Advisory Commission meeting was held at the Zanewood Recreation Center and was called to order by Vice-Chair Uloth at 6:01pm.**

Commission Members present:

Joshua Uloth Vice-chair
Latrina Caldwell, At-large
Kyle Krysinski, Central
Taylor Murray, East
Miriam Osammor, East
Terry Parks, At-large
Kellina Quigley, At-large

City Council Liaison

Councilmember Shelle Page

Absent:

Judy Purcell Chairperson
Emily Arias, At-large
Doug Crandall, At-large
Long Dang, East
Judi Wanyama, West

Youth Liaison

Abundance Anako
Keesha Ramirez

Brooklyn Park Staff present:

Brad Tullberg, Director of Recreation and Parks
Greg Hoag, Parks and Buildings Maintenance Manager
Jeanine Machan, Administrative Assistant

- 2. OPEN FORUM-PUBLIC COMMENT AND RESPONSE**

N/A

- 3. APPROVAL OF AGENDA**

A Motion was made to approve the November 19th, 2025 Agenda by Commissioner Parks and second by Commissioner Caldwell.

Motion unanimously approved.

- 4. APPROVAL OF MINUTES**

A Motion was made to Approve October 15th, 2025 minutes by Commissioner Caldwell and second by Commissioner Krysinski.

Motion unanimously approved.

- 5. ACTION ITEMS**

N/A

- 6. GENERAL INFORMATION - PRESENTATIONS**

6.1 BUDGET

Director Tullberg provided the 2026 budget overview via PowerPoint (attachment 4.0A 6.1A 2026 Budget and CIP Presentation)

Questions/Comments:

Commissioner Osammor asked if the public hearing has ever made a difference? Director Tullberg stated that the public input does make a difference. The city council listens to the public and generates the

mandates from that information. There might not be much shift between Dec 1 and Dec 8. The feedback given all year and what is posted on social media.

Commissioner Parks stated that there are other taxes that homeowners are paying for such as Hennepin County.

Commissioner Parks asked how much is spent on the Community Band? Director Tullberg stated \$6000.00. Vice-Chair Uloth, has the city been able to keep the benefits costs under control? Director Tullberg stated it has increased but is more manageable than expected.

Commissioner Parks, when sitting on city council heard the argument for two sheets of ice, but if we continue to lose money why do we keep both sheets?

Commissioner Osammor is there a way to save? Director Tullberg stated that staff have looked through the budget and cut it where possible.

Commissioner Parks stated that Centennial takes the ice out and changes over to indoor soccer. Is that something staff have considered? Director Tullberg stated potentially. Staff takes the ice out of ring 1 for the summer. It is used for summer camp and other events if necessary.

Commissioner Parks asked why the number for the CAC renovation went from 9.5M to 11M. Director Tullberg stated it was inflation.

Commissioner Krynski asked if there would be additional parking added back in at the CAC. Manager Hoag responded there would be parking added that was lost due to the new fire station.

Vice-Chair Uloth stated that there appears an increase in security measures at Zanewood. Can the Police Department allocate any funds to help with that? Director Tullberg stated that the Police Department Budget has their own needs. The police department has been involved in the design of the security at Zanewood and the location is part of their own route to parole.

7. OLD BUSINESS

N/A

8. WRITTEN REPORTS

8.1 PROGRAM AND EVENTS UPDATE

8.2 PARK PROJECTS UPDATE

8.3 DIRECTORS REPORT

8.4 RECENT CITY COUNCIL AGENDA ITEMS

Director Tullberg highlighted the

- Success of the recent Resource Fair
- Strategic Plan of the BBA 2026 – 2029
- CAC / new Fire Station building and parking lot

9. DISCUSSION ITEMS

9.1 OPEN FORUM – QUESTION AND ANSWERS

Commissioner Krynski asked what the green circle arrows mean on the trails? Director Tullberg said it is part of the wayfinding system and to indicate you are on a Brooklyn Park trail.

Commissioner Parks asked if the skate park is still being moved to Central Park? Director Tullberg stated that it is potentially going where the softball field is since it is not used. Director Tullberg said that there is an informational meeting regarding the skate park tonight, November 15 at the CAC. A decision will come from the feedback received.

Vice-Chair Uloth asked why there was an amphibious backhoe on the Mississippi. Director Tullberg stated there was work being done on the Coon Rapids side but the contractor accessed the river in River Park as it is easier. Also Minneapolis Park Dept was also doing some work and needed a backhoe.

10. VERBAL REPORTS AND ANNOUNCEMENTS

10.1 CITY COUNCIL UPDATE – Councilmember Page

Councilmember Page stated the council is mindful to increase revenue

10.2 KEY TOPICS FOR DISCUSSION AT THE NEXT RPAC MEETING

- JANUARY 21, 2026
 - ELECTION OF OFFICERS
 - WORK PLAN

10.3 KEY DATES FOR FUTURE MEETINGS/EVENTS

N/A

11. ADJOURNMENT

A Motion was made by Commissioner Osammor to close the meeting, second by Commissioner Caldwell.

Motion unanimously approved.

Adjourned by Vice-Chair Uloth at 7:49 PM

Submitted respectfully,

Jeanine Machan

Secretary

Attachments:

4.0A 6.1A 2026 Budget and CIP Presentation

2026 Recreation & Parks Department Budget Overview

Recreation & Parks Advisory Commission

November 19, 2025

Department Purpose & Values

Provide programs and facilities that encourage physical activity for improved overall community health

Support the healthy development and engagement of young people to participate, grow and thrive

Provide prevention and intervention strategies to support Reimagining Public Safety.

Provide programs for skill development and events that encourage community connectivity

Operate parks and facilities that ensure the long-term sustainability of the City's assets

Develop spaces that create a sense of place and drive economic development

Preserve and protect the natural environment

2026 Budget Process & Timeline

- **July 31** – Dept. submit budget & CIP/CEP requests
- **July 31 – August 31** – City Manager/ Finance Director Review of Dept. Budget Requests
- **September 2** – Preliminary Budget Work Session with City Council
- **September 22** – Council Adopts Preliminary Budget and Tax Levy
- **November 3** - Department Presentations to Council at Work Session
- **November 10** – Presentation of CIP/CEP to City Council
- **November 10** – City Council Reviews 2026 Amended Budget

- **December 1** – Truth and Taxation Public Hearing
- **December 8** – Adopt final Budget, CIP/CEP and Tax Levy

General Fund Overview

(as of 11/17/25)

- 2026 General Fund Revenues (\$1,295,043)
 - Income from Program Registrations
 - Daily Fees
 - Merchandise for Sale
- 2026 General Fund Expenditures (\$7,441,061)
 - Staffing & Benefits (FT, PT, and Seasonal)
 - Contractual Services
 - Operating Supplies
 - Utilities
 - Training
 - Other (Chargebacks, Printing, Postage, etc.)
- 2026 Total Levy Request \$6,146,018

2026 Budget Priorities

- First Year of two-year budget process
 - 2027 budget is based on what we know now, can be adjusted in 2026
- Primarily shifting funds within department
- \$113k in reductions identified
- \$15k projected increase in non-resident fees
- \$150k - 200k startup and utility fees for Zanewood Expansion
- Inclusion services need continues to grow
- Possible eliminated programs/services
 - Community event grants
 - Community Band

2026 Proposed Recreation & Park Budget – General Fund

\$8,000,000
 \$7,000,000
 \$6,000,000
 \$5,000,000
 \$4,000,000
 \$3,000,000
 \$2,000,000
 \$1,000,000
 \$0

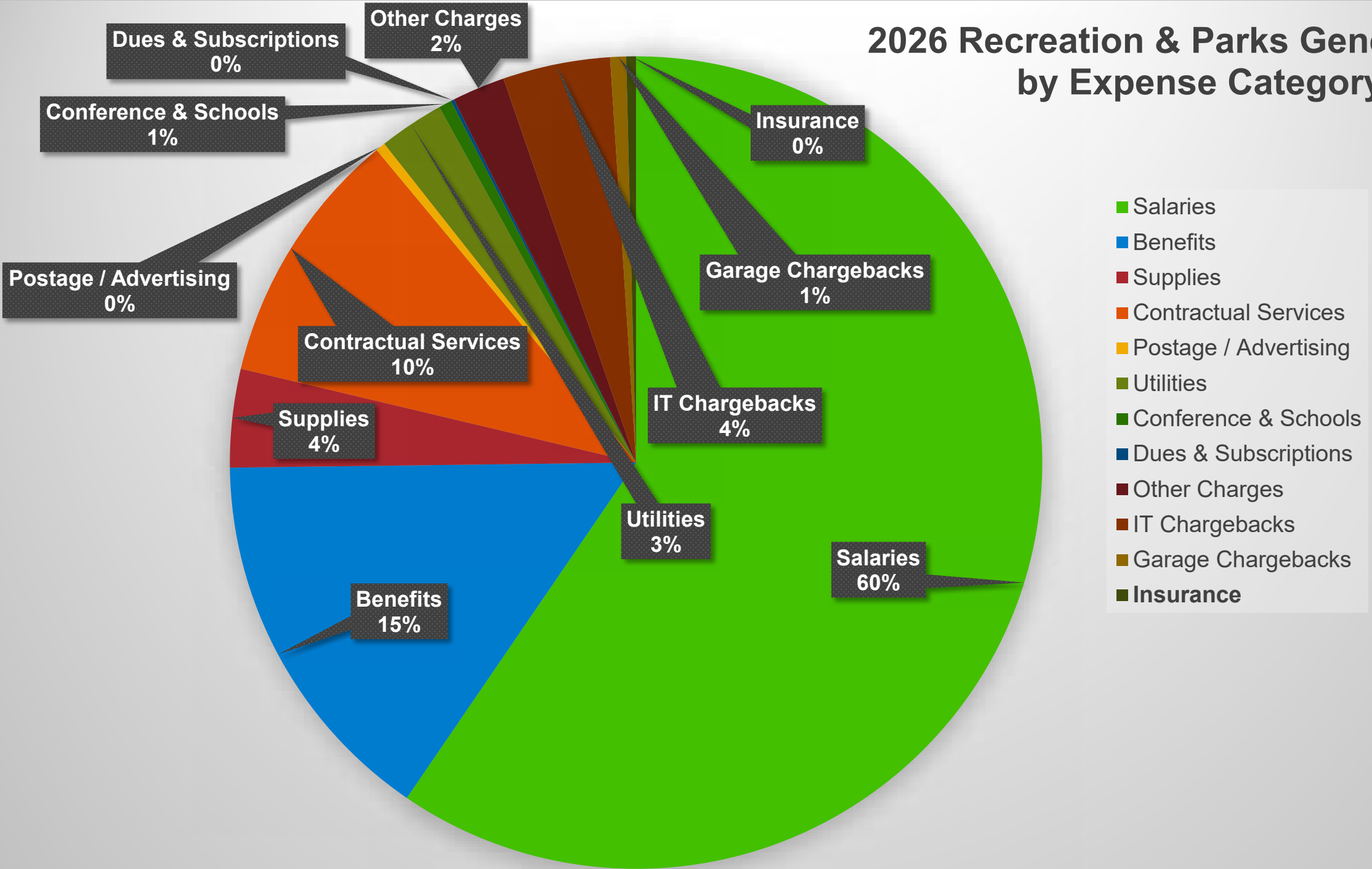


(\$1,000,000)

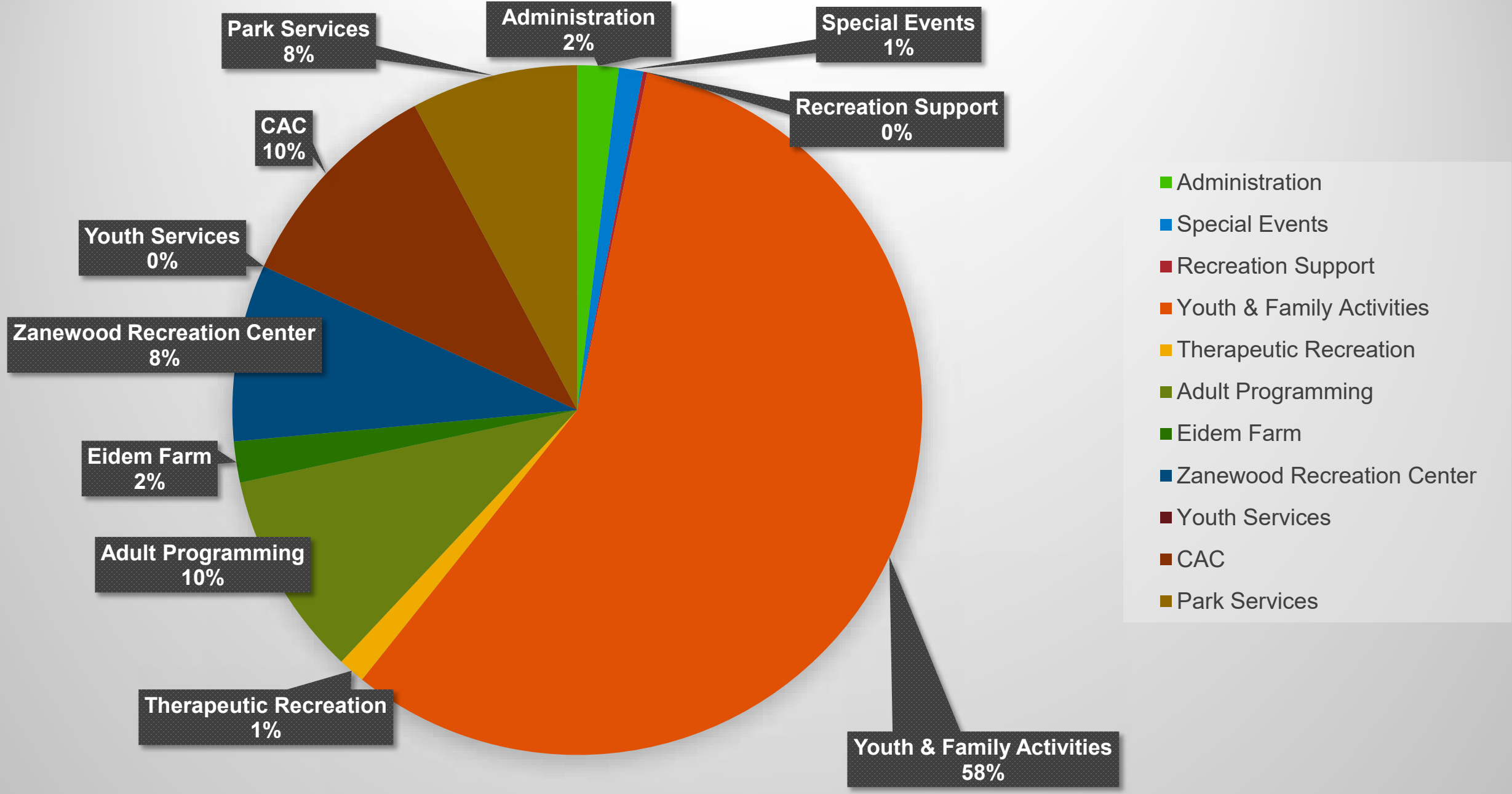
	Administra tion	Special Events	Recreatio n Support	Youth & Family Activities	Therapeuti c Recreatio n	Adult Programm ing	Eidem Farm	Zanewood Recreatio n Center	Youth Services	CAC	Park Services	Totals
■ Revenues	\$25,000	\$14,625	\$2,500	\$742,849	\$16,350	\$124,540	\$24,875	\$107,250	\$0	\$133,795	\$100,950	\$1,295,043
■ Expenditures	\$563,188	\$401,358	\$1,089,998	\$1,100,314	\$357,529	\$111,998	\$131,971	\$1,561,405	\$736,108	\$1,001,430	\$169,043	\$7,441,061
■ Net Property Tax Supported	\$538,188	\$386,733	\$1,087,498	\$357,465	\$341,179	(\$12,542)	\$107,096	\$1,454,155	\$736,108	\$867,635	\$68,093	\$6,146,018

■ Revenues ■ Expenditures ■ Net Property Tax Supported

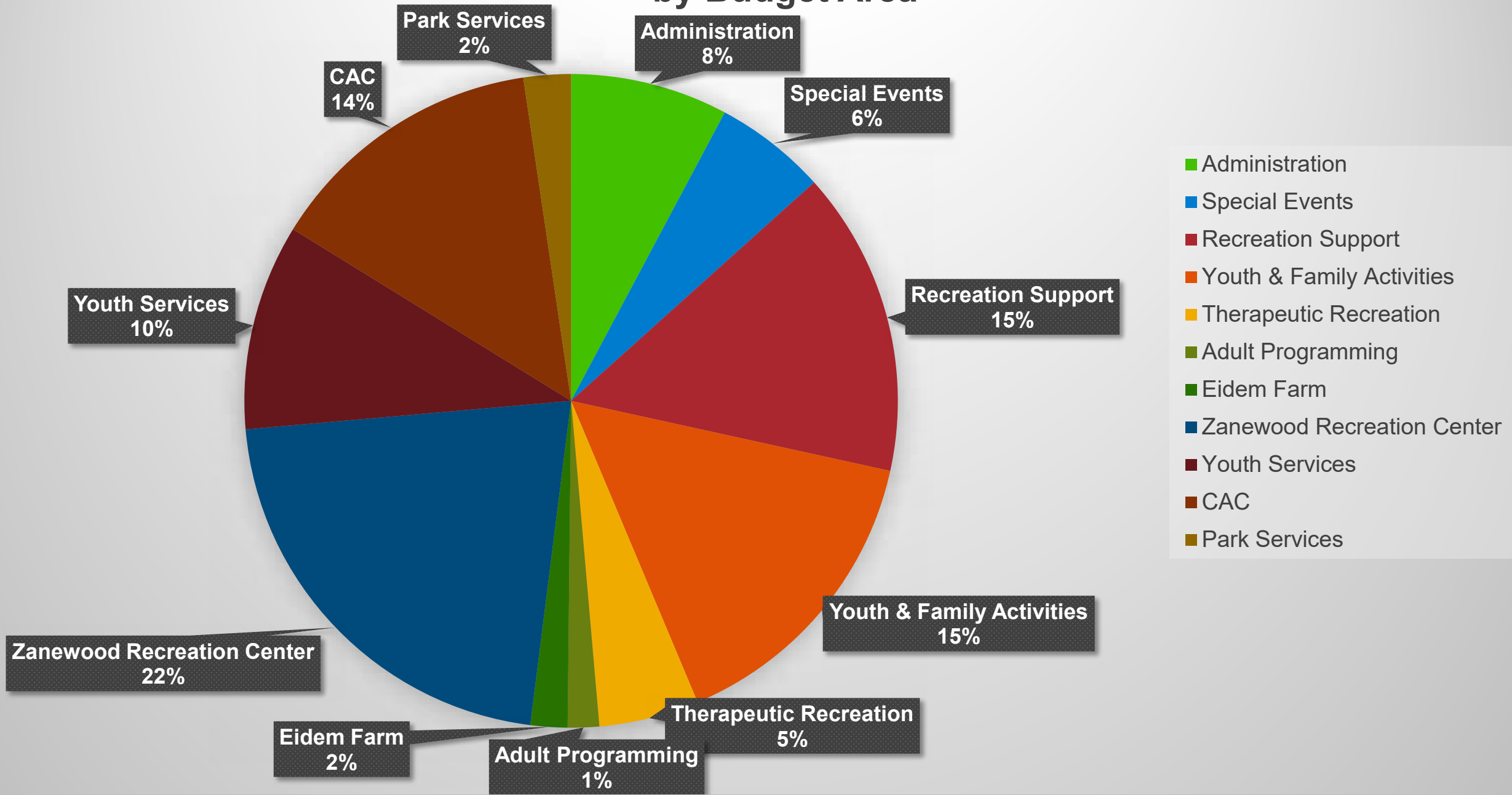
2026 Recreation & Parks General Fund by Expense Category



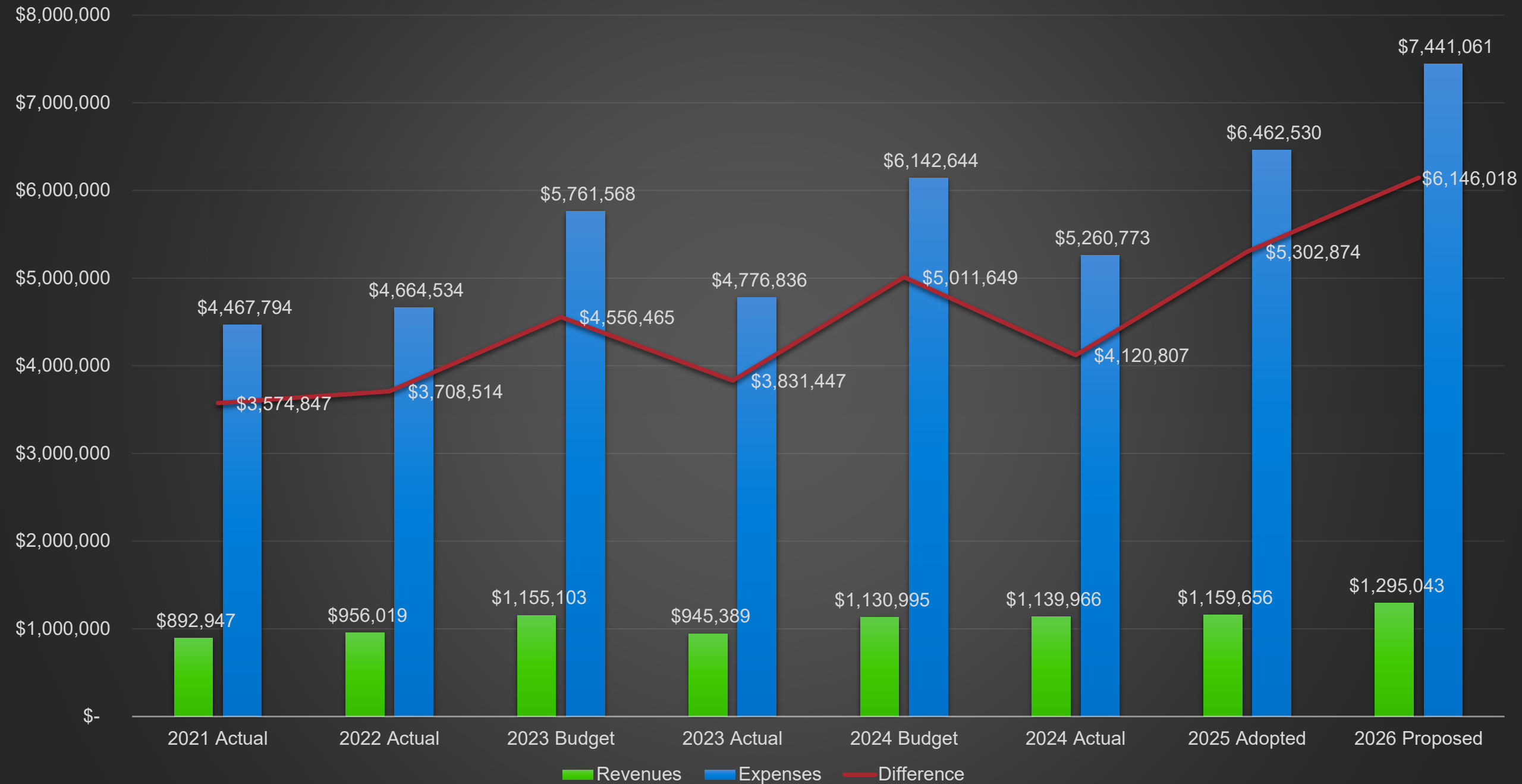
2026 Recreation & Parks Budget – General Fund Revenues



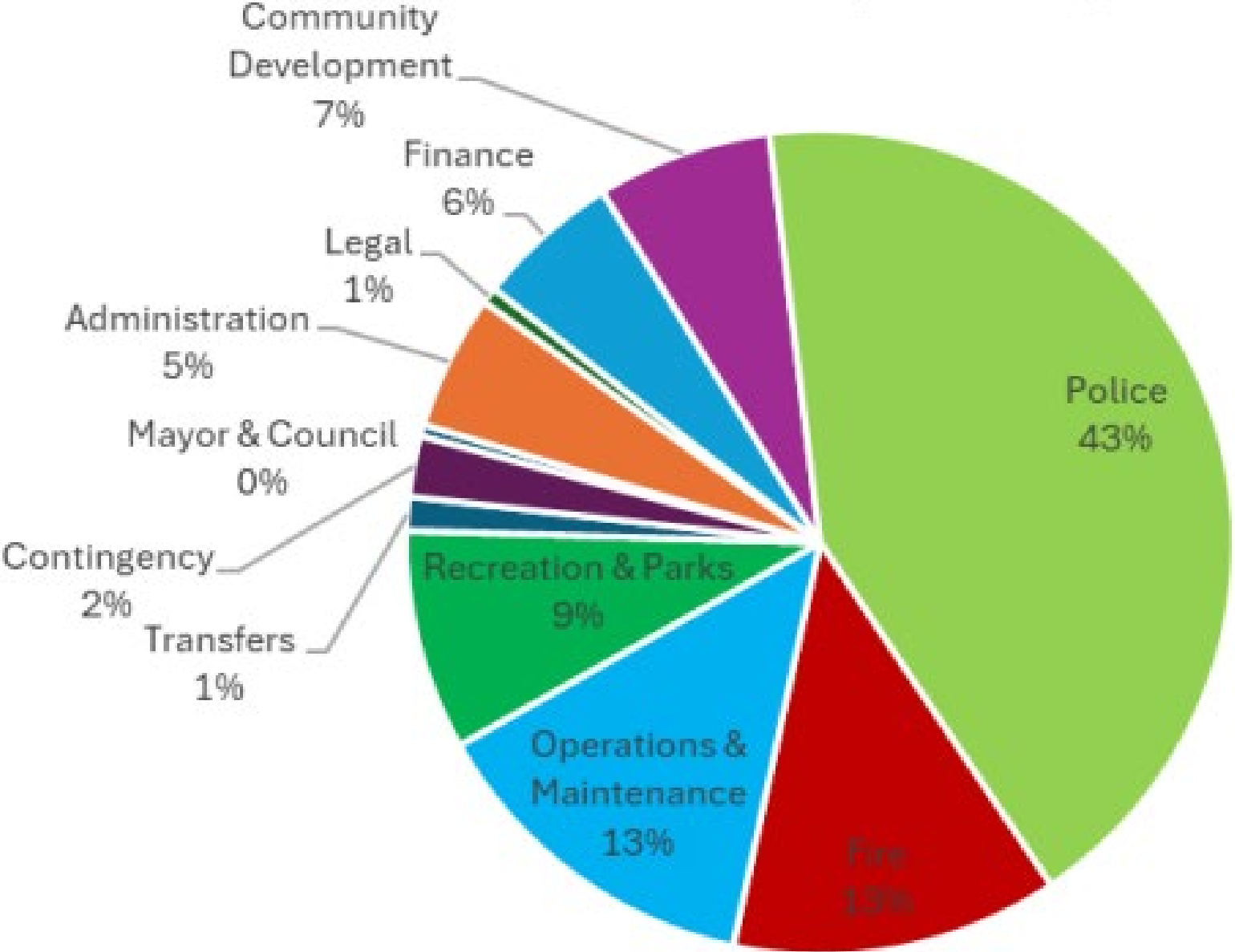
2026 Proposed Recreation & Parks Budget – General Fund Expenditures by Budget Area



RECREATION & PARKS GENERAL FUND



2025 CITY OF BROOKLYN PARK EXPENDITURES BY DEPARTMENT



Budget Fund Overview

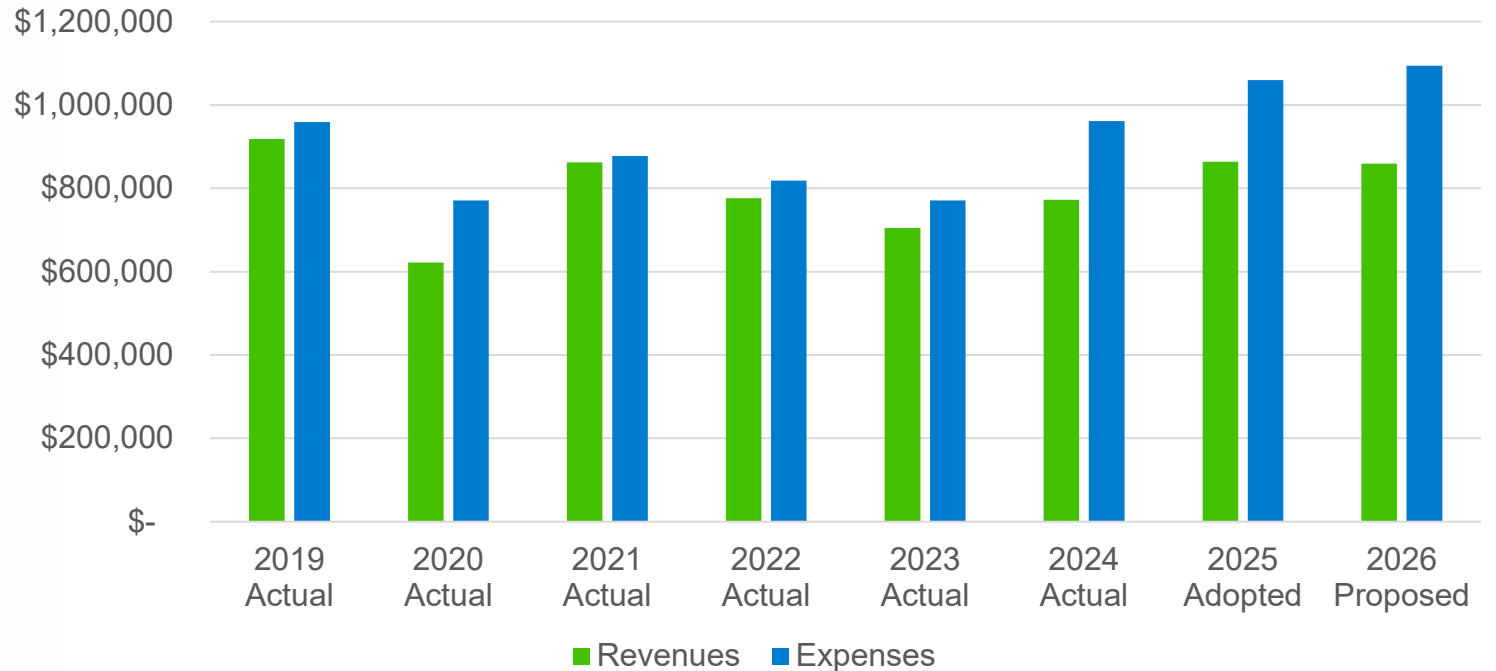
Special Revenue Fund

- Special Revenue Funds consist of funds generated from fees and charges collected from users of the **Brookland Golf Park and Ice Arena**.
- These funds are utilized to pay for general operations and maintenance.
- Levy support through Heritage for capital asset replacement.



2026 RECREATION & PARKS BUDGET ICE ARENA (Special Revenue Fund)

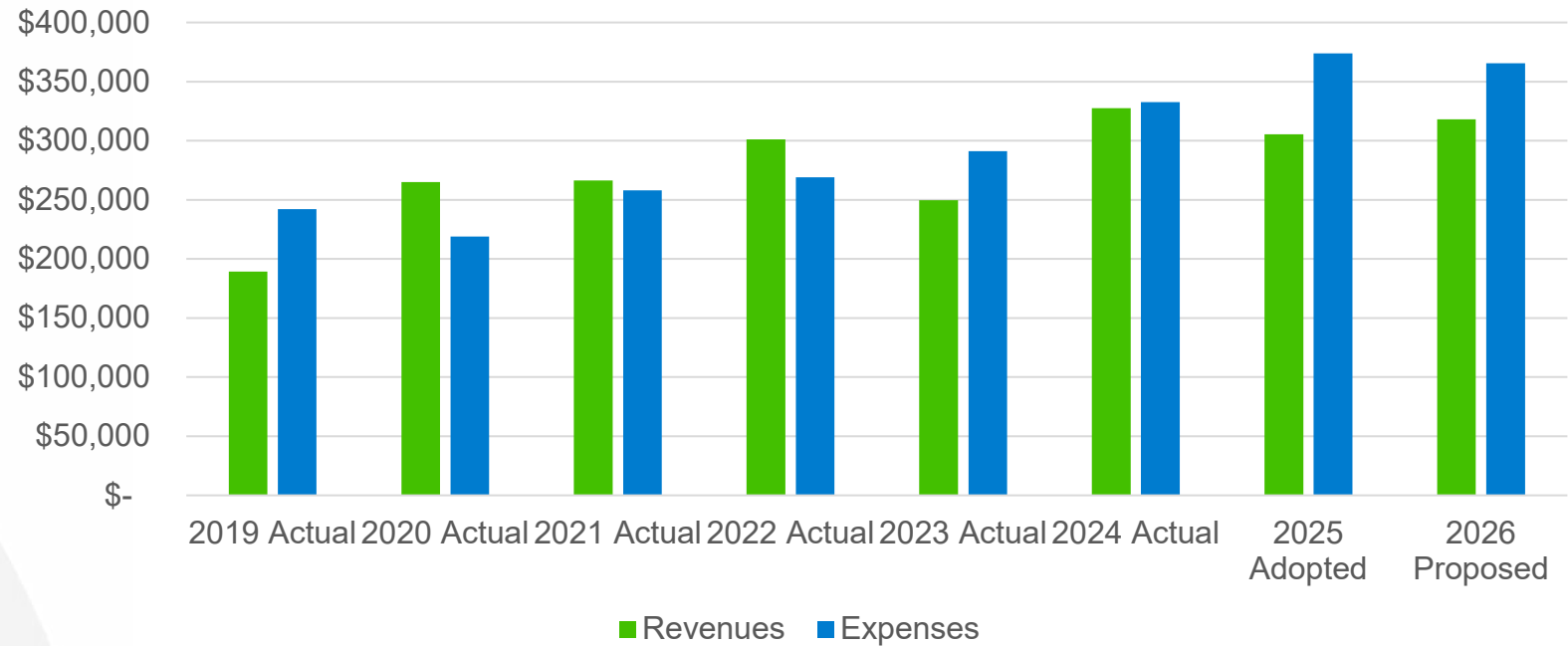
- Consistent annual budget
- Conservatively forecast to “average” year



Recreation General Fund	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2025 Adopted	2026 Proposed
Revenue	\$ 918,434	\$ 621,709	\$ 862,075	\$ 728,842	\$ 705,166	\$ 772,417	\$ 863,851	\$ 859,150
Expenditure	\$ 958,656	\$ 770,978	\$ 877,871	\$ 670,347	\$ 771,245	\$ 961,717	\$ 1,059,378	\$ 1,098,877
Balance (Levy)	(\$ 40,222)	(\$ 149,269)	(\$ 15,796)	\$ 58,485	(\$ 66,078)	(\$ 189,300)	(\$ 195,527)	(\$ 234,727)

2026 RECREATION & PARKS BUDGET BROOKLAND GOLF PARK (Special Revenue Fund)

- Consistent annual budget
- Forecast to “average” year
- Slight Increase in Rates
- \$ 47,591 projected shortfall in 2025
- \$ 25,000 CIP (clubhouse)



Recreation General Fund	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2025 Adopted	2026 Proposed
Revenue	\$ 189,256	\$ 264,952	\$ 266,305	\$ 301,055	\$ 312,767	\$ 327,623	\$ 305,533	\$ 317,982
Expenditure	\$ 242,168	\$ 218,898	\$ 258,089	\$ 269,117	\$ 313,761	\$ 332,709	\$ 373,750	\$ 365,573
Balance (Levy)	(\$ 52,912)	\$ 46,054	\$ 8,216	\$ 31,938	(\$ 994)	(\$ 5,086)	(\$ 68,217)	(\$ 47,591)

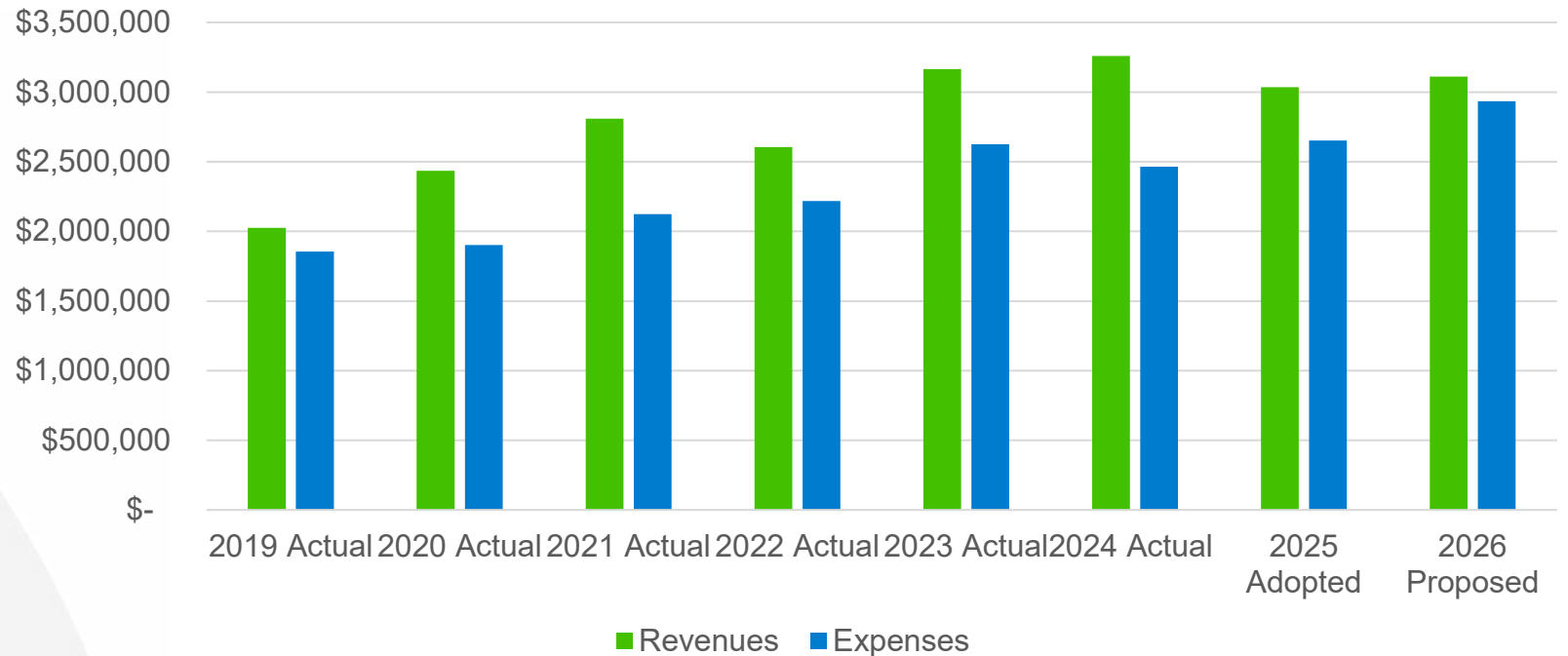


Recreation Enterprise Fund

- Recreation Enterprise Funds consist of funds generated from fees collected from users of the **Edinburgh USA (Golf Course & Clubhouse)** and **Brooklyn Park Sports Dome**
- These funds are utilized for operations, maintenance, capital asset replacement, and debt retirement expenditures for the facility.

2026 RECREATION & PARKS BUDGET EDINBURGH USA GOLF COURSE (Enterprise Fund)

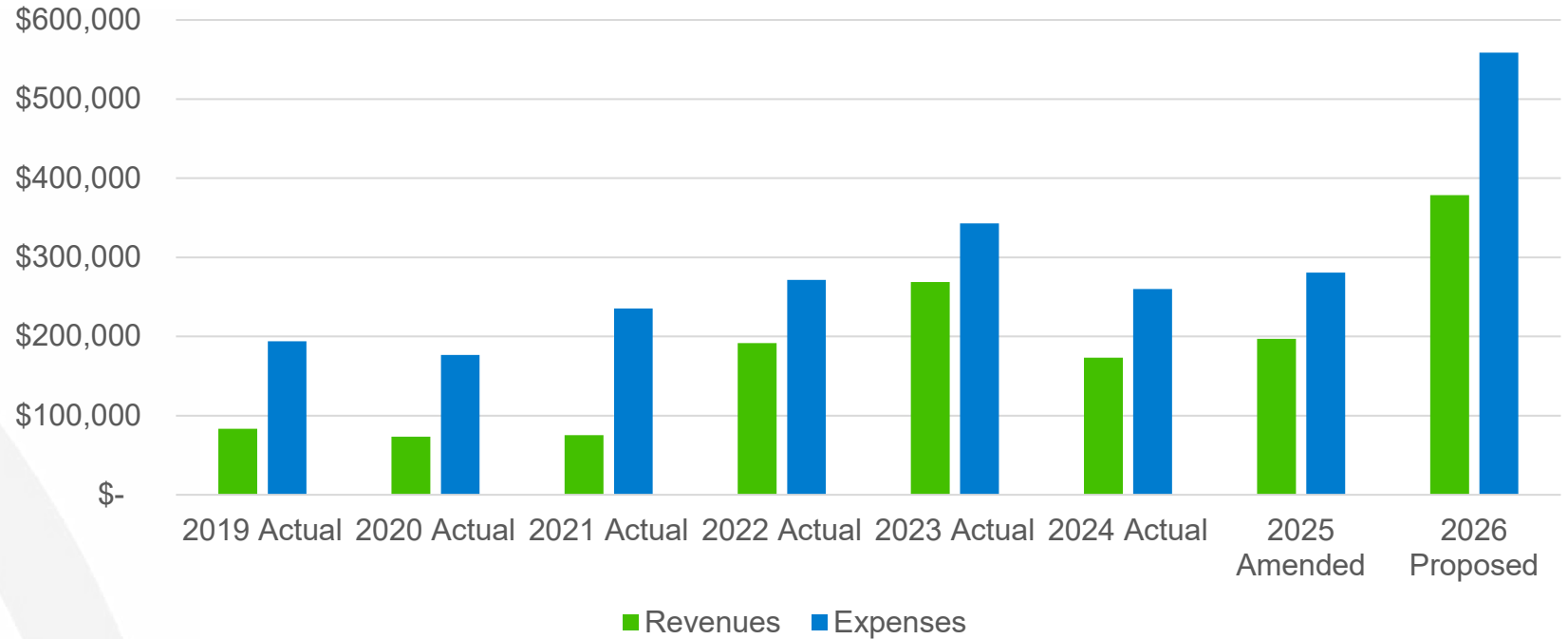
- Forecast to “average” year
- Slight increase in rates
- Includes \$115k annual payment of irrigation system loan
- Increased Capital Equipment expenses in 2026



Recreation General Fund	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2025 Adopted	2026 Proposed
Revenue	\$ 2,024,722	\$ 2,436,083	\$ 2,810,095	\$ 2,606,227	\$ 3,166,072	\$ 3,260,202	\$ 3,036,323	\$ 3,110,531
Expenditure	\$ 1,854,484	\$ 1,901,892	\$ 2,124,300	\$ 2,214,326	\$ 2,625,621	\$ 2,463,471	\$ 2,651,980	\$ 2,933,694
Balance (Levy)	\$ 170,237	\$ 534,191	\$ 685,795	\$ 391,901	\$ 540,450	\$ 796,731	\$ 384,343	\$ 176,837

2026 RECREATION & PARKS BUDGET EDINBURGH USA CLUBHOUSE (Enterprise Fund)

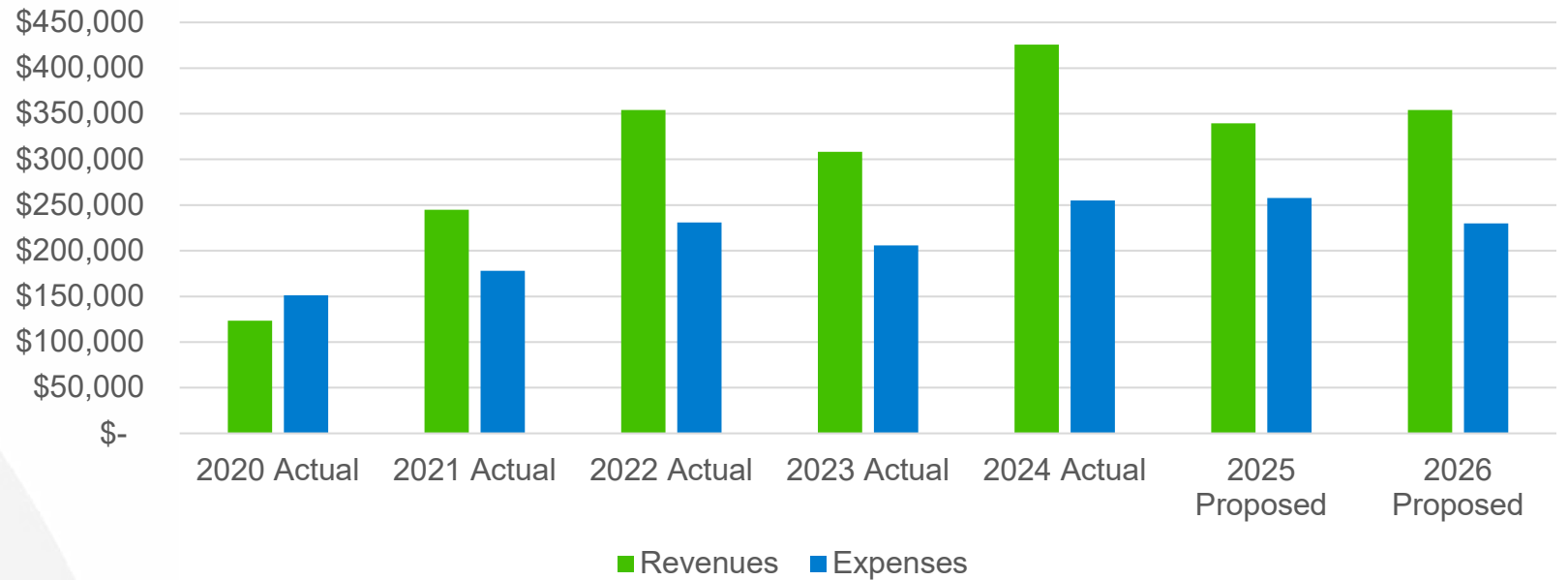
- Clubhouse utilities, maintenance and CIP
- 2025 First year of new clubhouse operating parameters
- \$378k in CIP Projects (roof)
- EDA owns facility, R&P Operates



Recreation General Fund	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2025 Proposed	2026 Proposed
Revenue	\$ 1,528,838	\$ 73,325	\$ 75,456	\$ 191,597	\$ 268,752	\$ 173,394	\$ 197,001	\$ 378,650
Expenditure	\$ 1,639,469	\$ 176,826	\$ 235,456	\$ 271,702	\$ 342,848	\$ 260,009	\$ 280,736	\$ 558,650
Balance (Levy)	(\$ 110,631)	(\$ 103,501)	(\$ 160,000)	(\$ 80,105)	(\$ 74,096)	(\$ 86,615)	(\$ 83,735)	(\$ 180,000)

2026 RECREATION & PARKS BUDGET BROOKLYN PARK SPORTS DOME (Enterprise Fund)

- Similar to original forecasted budget
- Developing budget consistency
- Rental Rate increase in 2026



Recreation General Fund	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2025 Adopted	2026 Proposed
Revenue	\$ 123,310	\$ 244,748	\$ 353,968	\$ 308,404	\$ 425,835	\$ 339,484	\$ 353,944
Expenditure	\$ 151,215	\$ 177,999	\$ 231,029	\$ 205,669	\$ 254,867	\$ 257,795	\$ 229,971
Balance (Levy)	(\$ 27,905)	\$ 66,749	\$ 122,939	\$ 102,735	\$ 170,968	\$ 81,689	\$ 123,973

CIP/ CEP Overview

- **Capital Improvement Plan (CIP)** is a 5-yr Infrastructure Plan for rehabilitation, replacement, enhancement and new projects (\$25,000+)
- **Capital Equipment Plan (CEP)** is a 5-yr Operational Equipment Plan for replacement and new items (\$10,000+)
- CIP/CEP are flexible plans based upon long-range planning, financial projections and annual review
- Only first year of projects are approved within each 5-year CIP/CEP
- Projects are approved and then included in the annual budget

CIP Project Types Overview

- **Rehabilitation** – restore to original condition (i.e. parking lot overlay)
- **Replacement** – replace old with new (HVAC, playground)
- **Enhancement** – expand/ improve an existing facility
- **New Facility** – construction of a new facility
- **Provisional** – Projects where funding is not identified

CIP Fund Overview

- **Heritage Infrastructure Fund (HI)** - This fund was created in 1999 by City Council action to fund general capital replacement expenditures on a pay as you go basis over fifty-year period. This first five years of the fifty-year plan are comprised of projects included in the current Capital Improvement Program.
- **Open Space Land Acquisition and Development Fund (OSLAD)** – This fund represents funding primarily via park dedication fees, cell tower lease revenue, sale of park land and waivers from developers funding may also be from grant-in-aid, bonds and donations. This fund is utilized to acquire and develop, replace and rehabilitate parks and facilities.
- **Park Referendum Bond (PB)** – The 2018 Park Bond Referendum that was approved includes up to \$26M in park projects. The city will bond for the various projects over the course of 5-7 years. Projects include natural resource management, trails, wayfinding, lighting, park reinvestments, community/senior center investments, fields and courts, teen center and Eidem Farm.
- **Grant-In-Aid (GA)** – This funding is received from the Federal, State or County government. Grants are often made on matching basis, which means the city shares a portion of the costs of the project.

CIP Fund Overview

- **Community Development Block Grant Funds (CDBG)** – This fund represents funding via Federal CDBG allocation program money passed through Hennepin County. These funds are used for various improvements as approved by the City Council
- **Capital Improvement Bonds (CIB)** – This project funding is enabled by MN Statutes 475.521 which allows general obligation bonds to be sold for acquisition or betterment (5-year minimum life) of city hall, public safety and maintenance facilities. A separate CIP must be adopted, a public hearing was held and a 30-day period allowed for a petition to require a vote on the project in question at the next general election.
- **Information & Technology Service Fund (ITS)** – this represents funding established in the Information & Technology Services Fund for replacement of computers, telephones, and other designated support. Funding is from various sources such as tax levy, fund transfers and others.

2026 Proposed CIP Projects

Heritage Fund Projects

• Playground Rehabilitation/Replacement	\$ 150,000
• Park Buildings, Shelters & Amenities	\$ 50,000
• Parking Lots	\$ 150,000
• Basketball & Tennis/Pickleball Court Rehab/Replacement	\$ 75,000
• Trail & Pedestrian Bridge Rehabilitation/ Replacement	\$ 200,000
• Central Park Improvements	\$ 150,000
• Skate Park Improvements	\$ 35,000
• Historic Eidem Farm	\$ 15,000
• Brookland Golf Park	\$ 15,000
• Community Activity Center	\$ 1,200,000
• Emerald Ash Borer Treatment & Removal	\$ 500,000
• Natural Resource Management	<u>\$ 35,000</u>

2026 TOTAL HERITAGE FUND PROJECTS \$ 2,575,000

2026-30 PARKS & FACILITIES TOTAL HERITAGE FUND PROJECTS \$ 9,120,000

QUESTIONS?

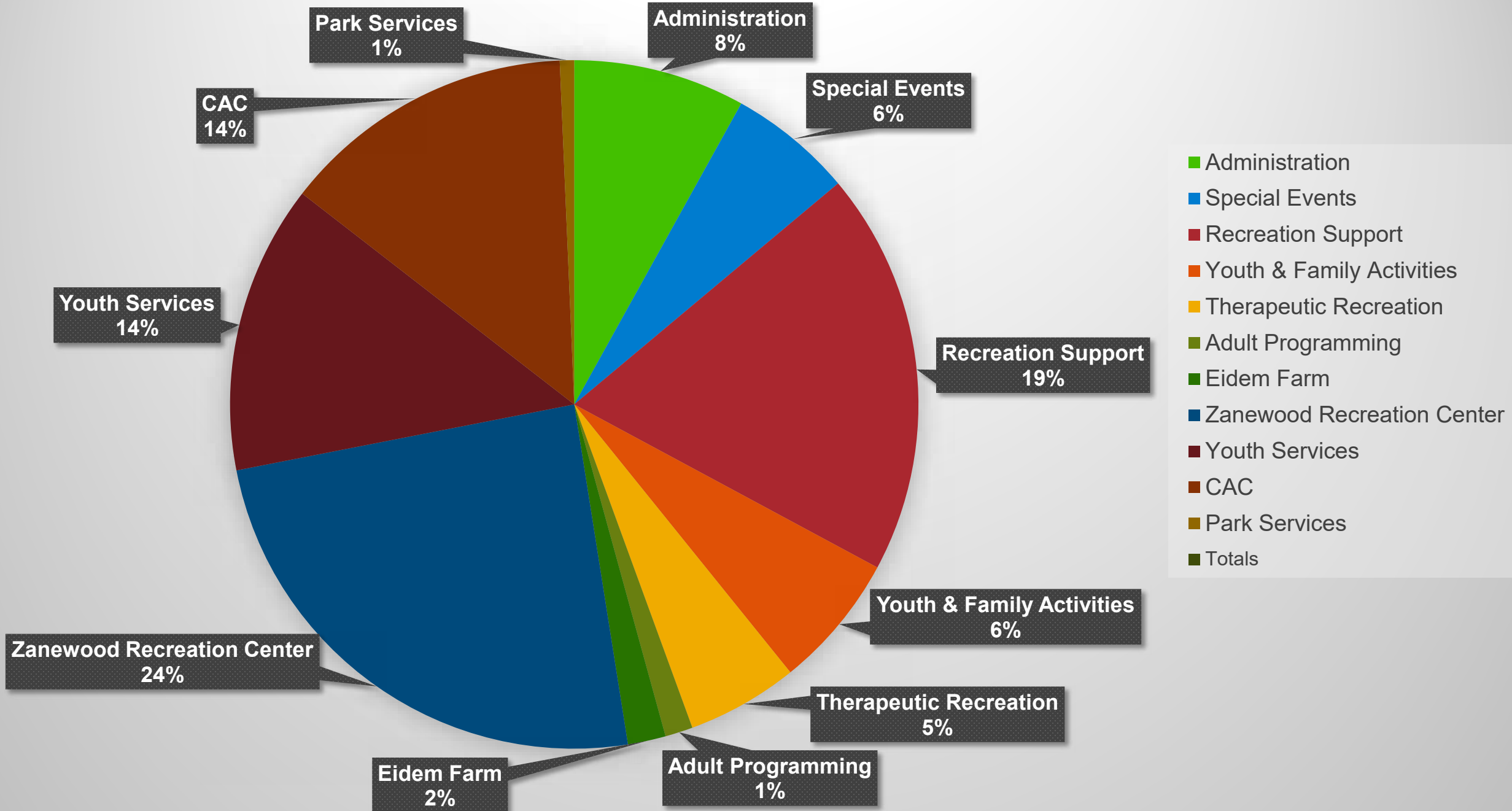
Brooklyn 
Park

Unique.

United.

Undiscovered.

2025 Proposed Recreation & Parks – General Fund Tax Levy Support



City of Brooklyn Park RECREATION AND PARKS ADVISORY COMMISSION			
Agenda Item	5.1	Meeting Date:	January 21, 2026
Agenda Section:	Action Items	Presented By:	Brad Tullberg, Director Recreation and Parks
Recreation & Parks Director Proposed Action	Election of Officer and Updated Bylaws		

Overview:

As per standards set for each of the City Commissions, each Commission shall endeavor to adopt uniform bylaws. **Attached is an updated copy of the RPAC ByLaws.**

As per the updated guidelines, the election of Officers should occur at the first official meeting of the year.

The following guidelines are provided for “Election of Officers” within the bylaws for the Recreation and Parks Advisory Commission (RPAC):

“Officers elected from its membership in January shall include a Chair, Vice-Chair and such other officers as it deems necessary.

- Chair - The Chair of each Commission shall conduct the meeting in such a manner that provides all members a fair and equal opportunity to express themselves.
- Vice Chair – The Vice Chair of each Commission shall conduct the meeting in the absence of the Chair.
- Secretary - The Commission Secretary is appointed by the Chair; provided, however, that the City Manager may assign members of the City Administrative staff to serve as secretary to a Commission as deemed necessary. The secretary performs the clerical duties of the commission. State Statutes authorize the Charter Commission to budget for secretarial expenses; other Commissions may budget for secretarial expenses as appropriate.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

5.1A RPAC BYLAWS

5.1B ROBERTS RULES OF ORDER – NOMINATIONS AND ELECTIONS

**CITY OF BROOKLYN PARK
BYLAWS
RECREATION AND PARKS ADVISORY COMMISSION**

ORGANIZATION:

Authority: Section 2.02 of the City Charter authorizes the Council to create Commissions, as the Council deems necessary. The Commissions are created pursuant to that authority and pursuant to applicable state law. The Authority, which established the Recreation and Parks Advisory Commission is:

Recreation and Parks Advisory Commission, City Code Section 31.45

Advisory Nature: Except as otherwise provided by law or City Charter, the Recreation and Parks Advisory Commission (RPAC) is advisory to the Council and to the City Manager in all matters pertinent to the duties of the Council and the City Manager but has no other official status or independent authority.

I. ELECTION OF OFFICERS:

- A.** The Commission, at the first meeting in January, shall elect from its group a Chair and a Vice Chair.

II. TERMS AND DUTIES OF OFFICERS:

- A. Term:** Officers shall serve in their official capacity for one year and may serve for up to three consecutive years.
- B. Commission Representation:** there shall be a RPAC which shall consist of twelve (12) members appointed by the Mayor with the approval of the City Council. The RPAC will be represented by members from each district and at-large members. The RPAC shall have six (6) seats by district and the remainder at-large.
- C. Duties:**
- 1. Chair:**
 - a. The Chair shall preside at all meetings of the Commission. The Chair shall conduct the meeting in such a manner that provides all members a fair and equal opportunity to express themselves.
 - b. The Chair shall preserve order and decorum and shall decide questions of order.
 - c. The Chair shall appoint all special committees requested by a majority of the members.
 - d. Special Meetings
 - The Chair may call special meetings by written notice stating the purpose of such meetings and delivered at least three (3) days in advance of the meetings.
 - The special meeting notice and agenda must be posted in the front entry of City Hall three (3) days in advance.
 - e. The Chair shall be responsible to have the staff report on the Status of Previous Recommendations made to the Council, stating the Park Commission's recommendations and Council action.
 - 2. Vice Chair:**
 - a. The Vice Chair shall preside at all meetings in the absence of the Chair.
 - 3. Secretary:** The Commission Secretary is appointed by the Chair; provided, however, that the Director of Recreation and Parks may assign members of the Department

administrative staff to serve as secretary to a Commission as deemed necessary. The secretary performs the clerical duties of the commission.

- a. The Secretary shall record and publish detailed minutes of all RPAC meetings. This position may be a non-voting staff member.
 - The proceedings of Commission meetings must be recorded in minute form and transmitted to the City Clerk, who must furnish copies to the City Manager and Council.
 - The Commission shall make copies of its minutes available to other advisory commissions and individuals as requested.
 - In addition to minutes, other commission-related information (written, audio and visual) is public record and city property, and is to be transmitted to the City Clerk, who is charged with maintaining the City's official records. Minutes are permanent records; audio/video media is retained for three months after the minutes are approved (state record retention requirements).
- b. In the absence of the Chair and Vice Chair, the Secretary shall facilitate identification of a RPAC member present to serve as acting Chair. After the call to order, an Acting Chair will be appointed so the Secretary may resume the Secretary role.

4. **Liaison:** The Mayor annually appoints one Council Member as an ex-officio member without voting rights to the advisory commission who shall serve as liaison between the Council and the Commission. The City Manager appoints a staff liaison without voting rights from the department most closely associated with the activities of the commission who shall arrange for meeting space and provide technical and/or clerical assistance.

III. **COMPOSITION OF TASK FORCES AND SUBCOMMITTEES:**

- A. The Commission shall be able to establish any subcommittees deemed necessary from time to time in order to more effectively perform its duties.
- B. The Commission may appoint a task force(s) as they deem necessary to facilitate investigations and research for the Commission. These task force members serve in an advisory capacity only to the Commission.
- C. Committees may be created or abolished by a two-thirds majority vote of the Commission members. Committees shall study and present to the Commission information and recommendations on the area of assigned responsibility. They will work for a strong, viable, and on-going parks and recreation program for the City of Brooklyn Park in cooperation with the City staff.
- D. Sub-committees and/or task forces shall not contain a quorum of the commission.

IV. **DATE AND MEETING TIMES:**

A. **Meetings:**

1. **Regular Meetings:** There shall be one regularly scheduled meeting each month, the third Wednesday of the month at 6:00 p.m., unless an alternative is scheduled due to unforeseen conflicts. Notice must be given in writing to members at least three days prior to meeting date. The procedure at meetings is governed by Robert's Rules of Order, Revised, and the bylaws of the commission.
2. **Open Meetings:** All meetings of the Commission (regular and special) shall be public and are subject to the Open Meeting Law. Dates, time and place of meetings

shall be posted on the City's principal bulletin board located in the entryway of City Hall three days in advance of the meeting and on the City's website.

3. **Special Meetings:** Meetings of the commission held for a specific purpose, outside of the regularly scheduled meetings, must have a special meeting notice posted on the City's principal bulletin board in the entryway of City Hall and on the City's website three days in advance of such special meeting, in accordance with state law. **Joint Meeting:** Council and the commission will have at least one joint meeting annually to discuss goals, major items/issues and miscellaneous items.

V. NUMBER OF MEMBERS TO CONSTITUTE A QUORUM:

- A. A majority of the appointed members present shall constitute a quorum.

VI. ORDER OF BUSINESS:

- A. The order of business shall be as follows:

- Call to Order
 - Open Forum-Public Comment and Response
 - Approval of Previous Minutes
 - Old Business
 - Report on the Status of Previous Recommendations
 - General Presentations
 - New Business (Action Items)
 - Reports of the Committees
 - Other Items
 - Adjournment
- The Chair, by Commissioner's approval of the agenda, can adjust the agenda to accommodate presentations by guest presenters.

VII. ATTENDANCE, VACANCIES, RESIGNATIONS, REMOVAL FROM OFFICE, AND RECOGNITION:

A. Attendance:

1. Members of the commission are expected to faithfully participate in the meetings or other activities of the commission. A member may be excused from an individual meeting for reasons of illness, work, or out-of-town trips. Information of absence must be communicated to the staff Liaison Chair prior to 6:00 p.m. on the date of said meeting.
2. A Commission Attendance Form shall be used by the commission for the Commission Secretary or Staff Liaison to record attendance. The City Manager's office staff shall forward the attendance record to the City Council each quarter ending March, June, September and December. The Council shall conduct a quarterly review of the attendance of members of city commissions.
3. If a Commissioner misses 25% or more of meetings in a 12-month period or is absent for two consecutive meetings without notification (unexcused absence) to the Staff Liaison, the Staff Liaison will contact the City Manager's office. Staff will create a Request for Council Action for the Council to remove the Commissioner. Staff will notify the Commissioner of the removal by mail.

4. These rules shall not be interpreted to imply automatic removal. The commission will retain the right to consider any special circumstances a member may wish to present.
- B. Vacancies:** Vacancies in the commission are filled for the remainder of the unexpired term. City Manager staff will advertise as appropriate to fill vacancies due to terms ending, resignations or removals from the commissions.
- C. Resignations:** Resignation from any commission member who elects not to complete his/her appointed term shall be in writing to the Staff Liaison and/or City Manager 30 days in advance of the date the resignation shall take effect. The Staff Liaison shall send a copy of the letter of resignation to the Chair of the Commission and to the City Manager's office. Staff will provide the resignation letter to the Council.
- D. Recognition: Commissioners are recognized for their contributions to the City, as outlined in the recognition policy adopted by the City Council.**

VIII. OTHER MATTERS NECESSARY TO DEFINE BYLAWS AND PROVIDE FOR THE CONDUCT OF THE BUSINESS OF THE COMMISSION.

- A. Annual Work Plan:** The Commission shall develop an annual work plan and present it to the City Council for acceptance in the first quarter of each year and report on the previous year's work.
- B. Reports:** The Commission shall make an annual verbal report to the Council containing a summary of the commission's activities, conclusions and recommendations. Other commission reports shall be made from time to time to the Council as may be requested by the Council or as the Commission deems appropriate.
- C. Requests for Budget:** Advisory commissions who have activities requiring the expenditures of funds must submit an itemized budget request to the staff liaison by July 1 of each year to be included in the appropriate departmental budget.
- D. Recommendations to Council:** All recommendations shall be sent to the Council by means of written minutes and shall include the record of the division of votes on each recommendation.
- E. Resolutions and Motions:**
 1. Any resolution or motion, except motion to adjourn, postpone, reconsider, table, or force the previous questions shall be reduced to writing if requested by the Secretary or the Chair.
 2. Any resolution or motion may be withdrawn at any time before action is taken on it.
 3. When a question is under debate, no other motion shall be entertained except to table or to call for the question, act on the question, postpone, refer to committee, or amend. Motions shall take precedence in that order and the first two shall be without debate.
 4. All motions shall be carried by a majority vote of the members present, except call for the "question." Any member or the Chair may call for a roll call vote on any issue.
 5. Motions can only be made by persons recognized by the Chair.
 6. "Question" is not a motion but only an indication to the Chair that the person making this statement is ready to have the motion or question put.
 7. Any member having a direct financial and/or personal interest in an individual action under consideration by the Commission shall excuse himself/herself from the Commission and not vote on that particular matter. Said member will have the same rights as any citizen who has an interest in any action being considered by the Park Commission.
 8. The Chair shall be empowered to receive committee reports without motion from the floor. On receiving of the report, the Chair shall state: "Thank you; are there any questions about the committee report? If not, the report will be received as read."

These rules shall not be repealed or amended except by a majority vote of the Commission and after notice has been given at a previous meeting.

Any rule of words not covered by these Work Rules shall be governed by Robert's Rules of Order or standard parliamentary procedure.

Approved March 2023

5.1B ROBERTS RULES OF ORDER – NOMINATIONS AND ELECTIONS

ROBERT’S RULES OF ORDER

66. Nominations and Elections. Before proceeding to an election to fill an office it is customary to nominate one or more candidates. This nomination is not necessary when the election is by ballot or roll call, as each member may vote for any eligible person whether nominated or not. When the vote is viva voce or by rising, the nomination is like a motion to fill a blank, the different names being repeated by the chair as they are made, and then the vote is taken on each in the order in which they were nominated, until one is elected. The nomination need not be seconded. Sometimes a nominating ballot is taken in order to ascertain the preferences of the members. But in the election of the officers of a society it is more usual to have the nominations made by a committee. When the committee makes its report, which consists of a ticket, the chair asks if there are any other nominations, when they may be made from the floor.

The committee's nominations are treated just as if made by members from the floor, no vote being taken on accepting them. When the nominations are completed the assembly proceeds to the election, the voting being by any of the methods including *Voting by Ballot; Yeas and Nays*, or *Roll Call; Absentee Voting; Voting by Mail or Proxy Voting*, unless the by-laws prescribe a method. The usual method in permanent societies is by ballot, the balloting being continued until the offices are all filled. An election takes effect immediately if the candidate is present and does not decline, or if he is absent and has consented to his candidacy. If he is absent and has not consented to his candidacy, it takes effect when he is notified of his election, provided he does not decline immediately. After the election has taken effect and the officer or member has learned the fact, it is too late to reconsider the vote on the election. An officer-elect takes possession of his office immediately, unless the rules specify the time. In most societies it is necessary that this time be clearly designated

City of Brooklyn Park RECREATION AND PARKS ADVISORY COMMISSION			
Agenda Item	5.2	Meeting Date:	January 21,2026
Agenda Section:	Action Items	Presented By:	Brad Tullberg, Director of Recreation and Parks
Recreation & Parks Director Proposed Action	RPAC PRIORITIES AND DEPARTMENT STRATEGIC PRIORITIES FOR 2026		

Overview:

The Recreation and Parks Advisory Commission established the following work plan priorities for 2025:

- Zanewood Recreation Center Construction
- Community Activity Center Improvements
- Programming for BIPOC adults
- Signature Park and Northwest Growth Area Discussion
- Community Health Resources
- Revitalize South of 610 – City of Brooklyn Park as Destination Sports City
- Memorial To Syoka Siko at Zanewood

Director Tullberg will provide a brief progress update on each item from 2025 prior to identifying work plan items for 2026.

As we move into 2026, the Recreation and Parks Advisory Commission will identify a minimum of three priority topics to research, evaluate and discuss for its annual work plan. Staff is requesting that each Recreation & Parks Advisory Commissioner should bring at least one topic for the commission to consider as an area of focus in 2026.

Primary Issues/Alternatives to Consider:

N/A

Budgetary/Fiscal Issues:

N/A

Attachments:

5.2A BROOKLYN PARK COMMUNITY GOALS

BROOKLYN PARK JEWEL OF THE NORTH COMMUNITY PLAN

Working together to make Brooklyn Park a thriving community
inspiring pride where opportunities exist for all



INCLUSIVE & ENGAGED COMMUNITY

Brooklyn Park is a thriving community, defined by a positive identity and image.

- Brooklyn Park is unified with a strong reputation across the region.
- Our community's activities, events, and services are inclusive, multicultural, and accessible.
- We have connected neighbors who understand and celebrate our unique cultures.
- The City pursues strategic partnerships with community members and organizations.
- The City fosters meaningful engagement opportunities for community members.



BEAUTIFUL PLACES

Unique amenities, art, and quality infrastructure make Brooklyn Park a community of choice.

- Brooklyn Park residents and business owners do their part to maintain clean and attractive neighborhoods, corridors, and commercial destinations.
- The City maintains and invests in quality green space, amenities, and natural resource preservation.
- Residents and visitors are served by reliable utilities, transportation network, and infrastructure.
- The City maintains and develops robust transportation options of all types.
- We are a leader in environmental sustainability, increasing the community's resilience to a changing climate.



SAFE COMMUNITY

Comprehensive and transparent public safety services create a sense of safety throughout the community.

- First responders are equipped to respond to all types of emergencies.
- Public safety professionals build legitimacy with the community in every interaction.
- The City is a leader in innovative public safety approaches.
- Prevention and intervention strategies for youth are of the utmost importance.
- The City is a catalyst for systems and policy change in public safety.
- The City engages all residents to contribute to public safety.



THRIVING ECONOMY

Brooklyn Park is home to an inclusive economy where people and businesses can prosper.

- Our rich diversity is showcased through our vibrant arts, food, entertainment, and retail offerings.
- Aging neighborhoods and commercial centers are revitalized through continuous investment.
- The City capitalizes on opportunities to expand and diversify Brooklyn Park's tax base and workforce.
- Businesses and organizations of all types, sizes, and specialties start, stay, and grow here.
- Neighborhoods are well-maintained with quality housing for all ages and incomes integrated throughout the community.



EQUITABLE OUTCOMES

The City maintains a focus on equity to remove barriers, address opportunity gaps, and build more just systems.

- The City's decisions and policies are guided by a racial equity lens to remove barriers.
- Quality recreation facilities and responsive programming for youth and families inspire activity for all interests and abilities.
- Aging adults have services and amenities to thrive and age in place.
- The City supports its emerging workforce to obtain the training and support needed to get and keep a living wage job.
- Community members have access to quality food, employment, healthcare, housing, and education to overcome life challenges.



INNOVATIVE & RESPONSIVE GOVERNMENT

The City continuously seeks creative solutions to drive effective service delivery.

- Elected officials, commissions, and City staff reflect the diversity and values of the community.
- The City effectively manages its resources.
- City information is clear, and accessible to all.
- The City is innovative, and recognized as a great place to work.
- City staff are responsive to community needs and strive for an excellent customer experience.

City of Brooklyn Park RECREATION AND PARKS ADVISORY COMMISSION			
Agenda Item	6.1	Meeting Date:	January 21, 2026
Agenda Section:	Action Items	Presented By:	Brad Tullberg, Director of Recreation and Parks
Recreation & Parks Director Proposed Action	ANNUAL REVIEW OF RPAC BYLAWS		

MOTION, _____; SECOND, _____ TO APPROVE THE RPAC BYLAWS.

Overview:

In order to be certain that each City of Brooklyn Park commission operates under the governance of current bylaws, and to offer the opportunity for commissioners to suggest changes, the City Council has requested that each commission review its bylaws at a meeting each year.

Recreation and Parks Advisory Commission members will be provided a copy of the current bylaws prior to the January meeting to allow for discussion and proposed changes during the meeting.

Primary Issues/Alternatives to Consider:

Budgetary/Fiscal Issues:

NA

Attachments:

6.1A RPAC Bylaws

**CITY OF BROOKLYN PARK
BYLAWS
RECREATION AND PARKS ADVISORY COMMISSION**

ORGANIZATION:

Authority: Section 2.02 of the City Charter authorizes the Council to create Commissions, as the Council deems necessary. The Commissions are created pursuant to that authority and pursuant to applicable state law. The Authority, which established the Recreation and Parks Advisory Commission is:

Recreation and Parks Advisory Commission, City Code Section 31.45

Advisory Nature: Except as otherwise provided by law or City Charter, the Recreation and Parks Advisory Commission (RPAC) is advisory to the Council and to the City Manager in all matters pertinent to the duties of the Council and the City Manager but has no other official status or independent authority.

I. ELECTION OF OFFICERS:

- A.** The Commission, at the first meeting in January, shall elect from its group a Chair and a Vice Chair.

II. TERMS AND DUTIES OF OFFICERS:

- A. Term:** Officers shall serve in their official capacity for one year and may serve for up to three consecutive years.
- B. Commission Representation:** there shall be a RPAC which shall consist of twelve (12) members appointed by the Mayor with the approval of the City Council. The RPAC will be represented by members from each district and at-large members. The RPAC shall have six (6) seats by district and the remainder at-large.
- C. Duties:**
- 1. Chair:**
 - a. The Chair shall preside at all meetings of the Commission. The Chair shall conduct the meeting in such a manner that provides all members a fair and equal opportunity to express themselves.
 - b. The Chair shall preserve order and decorum and shall decide questions of order.
 - c. The Chair shall appoint all special committees requested by a majority of the members.
 - d. Special Meetings
 - The Chair may call special meetings by written notice stating the purpose of such meetings and delivered at least three (3) days in advance of the meetings.
 - The special meeting notice and agenda must be posted in the front entry of City Hall three (3) days in advance.
 - e. The Chair shall be responsible to have the staff report on the Status of Previous Recommendations made to the Council, stating the Park Commission's recommendations and Council action.
 - 2. Vice Chair:**
 - a. The Vice Chair shall preside at all meetings in the absence of the Chair.
 - 3. Secretary:** The Commission Secretary is appointed by the Chair; provided, however, that the Director of Recreation and Parks may assign members of the Department

administrative staff to serve as secretary to a Commission as deemed necessary. The secretary performs the clerical duties of the commission.

- a. The Secretary shall record and publish detailed minutes of all RPAC meetings. This position may be a non-voting staff member.
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- b. In the absence of the Chair and Vice Chair, the Secretary shall facilitate identification of a RPAC member present to serve as acting Chair. After the call to order, an Acting Chair will be appointed so the Secretary may resume the Secretary role.

4. **Liaison:** The Mayor annually appoints one Council Member as an ex-officio member without voting rights to the advisory commission who shall serve as liaison between the Council and the Commission. The City Manager appoints a staff liaison without voting rights from the department most closely associated with the activities of the commission who shall arrange for meeting space and provide technical and/or clerical assistance.

III. **COMPOSITION OF TASK FORCES AND SUBCOMMITTEES:**

- A. The Commission shall be able to establish any subcommittees deemed necessary from time to time in order to more effectively perform its duties.
- B. The Commission may appoint a task force(s) as they deem necessary to facilitate investigations and research for the Commission. These task force members serve in an advisory capacity only to the Commission.
- C. Committees may be created or abolished by a two-thirds majority vote of the Commission members. Committees shall study and present to the Commission information and recommendations on the area of assigned responsibility. They will work for a strong, viable, and on-going parks and recreation program for the City of Brooklyn Park in cooperation with the City staff.
- D. Sub-committees and/or task forces shall not contain a quorum of the commission.

IV. **DATE AND MEETING TIMES:**

A. **Meetings:**

1. **Regular Meetings:** There shall be one regularly scheduled meeting each month, the third Wednesday of the month at 6:00 p.m., unless an alternative is scheduled due to unforeseen conflicts. Notice must be given in writing to members at least three days prior to meeting date. The procedure at meetings is governed by Robert's Rules of Order, Revised, and the bylaws of the commission.
2. **Open Meetings:** All meetings of the Commission (regular and special) shall be public and are subject to the Open Meeting Law. Dates, time and place of meetings

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V. NUMBER OF MEMBERS TO CONSTITUTE A QUORUM:

- A. A majority of the appointed members present shall constitute a quorum.

VI. ORDER OF BUSINESS:

- A. The order of business shall be as follows:

- Call to Order
 - Open Forum-Public Comment and Response
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 - General Presentations
 - New Business (Action Items)
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 - Other Items
 - Adjournment
- The Chair, by Commissioner's approval of the agenda, can adjust the agenda to accommodate presentations by guest presenters.

VII. ATTENDANCE, VACANCIES, RESIGNATIONS, REMOVAL FROM OFFICE, AND RECOGNITION:

A. Attendance:

1. Members of the commission are expected to faithfully participate in the meetings or other activities of the commission. A member may be excused from an individual meeting for reasons of illness, work, or out-of-town trips. Information of absence must be communicated to the staff Liaison Chair prior to 6:00 p.m. on the date of said meeting.
2. A Commission Attendance Form shall be used by the commission for the Commission Secretary or Staff Liaison to record attendance. The City Manager's office staff shall forward the attendance record to the City Council each quarter ending March, June, September and December. The Council shall conduct a quarterly review of the attendance of members of city commissions.
3. If a Commissioner misses 25% or more of meetings in a 12-month period or is absent for two consecutive meetings without notification (unexcused absence) to the Staff Liaison, the Staff Liaison will contact the City Manager's office. Staff will create a Request for Council Action for the Council to remove the Commissioner. Staff will notify the Commissioner of the removal by mail.

4. These rules shall not be interpreted to imply automatic removal. The commission will retain the right to consider any special circumstances a member may wish to present.
- B. Vacancies:** Vacancies in the commission are filled for the remainder of the unexpired term. City Manager staff will advertise as appropriate to fill vacancies due to terms ending, resignations or removals from the commissions.
- C. Resignations:** Resignation from any commission member who elects not to complete his/her appointed term shall be in writing to the Staff Liaison and/or City Manager 30 days in advance of the date the resignation shall take effect. The Staff Liaison shall send a copy of the letter of resignation to the Chair of the Commission and to the City Manager's office. Staff will provide the resignation letter to the Council.
- D. Recognition: Commissioners are recognized for their contributions to the City, as outlined in the recognition policy adopted by the City Council.**

VIII. OTHER MATTERS NECESSARY TO DEFINE BYLAWS AND PROVIDE FOR THE CONDUCT OF THE BUSINESS OF THE COMMISSION.

- A. Annual Work Plan:** The Commission shall develop an annual work plan and present it to the City Council for acceptance in the first quarter of each year and report on the previous year's work.
- B. Reports:** The Commission shall make an annual verbal report to the Council containing a summary of the commission's activities, conclusions and recommendations. Other commission reports shall be made from time to time to the Council as may be requested by the Council or as the Commission deems appropriate.
- C. Requests for Budget:** Advisory commissions who have activities requiring the expenditures of funds must submit an itemized budget request to the staff liaison by July 1 of each year to be included in the appropriate departmental budget.
- D. Recommendations to Council:** All recommendations shall be sent to the Council by means of written minutes and shall include the record of the division of votes on each recommendation.
- E. Resolutions and Motions:**
 1. Any resolution or motion, except motion to adjourn, postpone, reconsider, table, or force the previous questions shall be reduced to writing if requested by the Secretary or the Chair.
 2. Any resolution or motion may be withdrawn at any time before action is taken on it.
 3. When a question is under debate, no other motion shall be entertained except to table or to call for the question, act on the question, postpone, refer to committee, or amend. Motions shall take precedence in that order and the first two shall be without debate.
 4. All motions shall be carried by a majority vote of the members present, except call for the "question." Any member or the Chair may call for a roll call vote on any issue.
 5. Motions can only be made by persons recognized by the Chair.
 6. "Question" is not a motion but only an indication to the Chair that the person making this statement is ready to have the motion or question put.
 7. Any member having a direct financial and/or personal interest in an individual action under consideration by the Commission shall excuse himself/herself from the Commission and not vote on that particular matter. Said member will have the same rights as any citizen who has an interest in any action being considered by the Park Commission.
 8. The Chair shall be empowered to receive committee reports without motion from the floor. On receiving of the report, the Chair shall state: "Thank you; are there any questions about the committee report? If not, the report will be received as read."

These rules shall not be repealed or amended except by a majority vote of the Commission and after notice has been given at a previous meeting.

Any rule of words not covered by these Work Rules shall be governed by Robert's Rules of Order or standard parliamentary procedure.

Approved March 2023

City of Brooklyn Park Recreation and Parks Advisory Commission			
Agenda Item:	8.1	Meeting Date:	January 21, 2026
Agenda Section:	Written Reports	Presented By:	Pam McBride, Youth Services Manager; Jen Gillard, Recreation Manager
Recreation & Parks Director Proposed Action	Program and Events Update		

January

- 5 Luminary Snowshoe
- 10 Snowday at the Farm
- 15 Paint for Peace event
- 19 Nature Preschool Day Camp begins
- 20 Summer Camp registration opens
- 24 Snowday at the Farm
- 26 Preschooler and Parent Snowshoeing Fun at the Farm!

February

- 5 Winter Fun Fest with Three Rivers at Zanewood Rec Center
- 7 WinterFest
- 12 AOTM Valentine's Luncheon
- 19 All Abilities Resource Fair
- 20 Black History Month Showcase

Weekly drop-in activities for adults 50+ at the CAC Monday-Friday

Wednesday 2nd & 4th monthly Tech Support for Seniors at the CAC

Weekly Fitness classes at the CAC Mon/Tues/Wed/Fri

Weekly drop-in activities for youth and teens at Zanewood Recreation Center Monday-Friday 2-8pm

Program and Event Updates:

Brooklyn Park Youth Outreach Team and Intervention Services

The Brooklyn Park Youth Outreach Team works M-F from 5:00-9:00 pm each day in the community connecting young people to resources, redirecting negative energy, sharing positive activities, and working in partnership with police to maintain a safe and healthy community.

Intervention Team is increasing access to Intervention Services with a form that is accessible through a QR code to providers and people supporting young people. This form is used to connect and provide essential services.



Young Men's group- ages 16- 18-year-old, every Monday 4:00- 6:00pm at Zanewood

Adult Fitness

2026 Adult Fitness is off to a great start. In addition to our scheduled M, Tu, W, and Friday daytime classes, our regularly scheduled Tuesday evening Hatha Yoga session has been expanded to include a daytime option on Thursdays beginning this month. This addition will now mean that we're providing fitness instruction to our community 5 days a week. In addition, Brooklyn Park will again be partnering with Duniya Drum & Dance organization to offer classes within the community. Program begins in February 2026. With the development and implementation of our new check-in system at the Community Center in 2025, we were able to report & track 10,416 unique visits to the CAC in 2025, these visits could be participants for adult fitness, or pickleball open play who utilize their healthcare reimbursement programs to participate.

Pickleball

2025-2026 Pickleball is going well. Equipment available for use during open play hours. Daytime & Weekend pickleball began on October 13, offerings run 8am-2pm daily (M-F) and rotating weekends. The last day of indoor play will be Friday, April 17. There are currently 161 participants enrolled in our emailing list for indoor play in 2026.

Adults on the Move

The January - March Adults on the Move Guide is available at www.brooklynpark.org/adults The guide features luncheons, trips, lifelong learning opportunities, community programs, fitness classes, resources, and weekly activities. The guide is available online and mailed to about 890 people.

➤ Lifelong Learning

Several Lifelong Learning opportunities are available in January including: Learn to Play Mah Jongg, Introduction to Downsizing, and Avoiding Scams.

Technology Support 1:1 appointment with Senior Community Services continue to fill at the Community Activity Center the 2nd, 4th, and 5th Wednesday of each month and the community locations at Saint Therese, Tradition, and Urbana Place.

➤ Solo Seniors

The Solo Seniors peer group started six months ago, is going strong, making connections, and gaining more members. The residents that attended have several ideas they would like presented for the group and were appreciative that Brooklyn Park is starting a "Solos" group in our community. Group members work with each other to create a personal plan for help, support and friendship. Monthly solos group meetings keep members on track and provide an opportunity to learn about resources, build skills and social connections. The group will meet on the 3rd Wednesday of the month at the CAC.

➤ Trips

Upcoming trips are Tuesday, January 28 to "The Sons" a Branson show at the Cold Spring Inn and Thursday, February 5 to St Paul for a MN Railroad History Day at the James J Hill mansion and Union Depot.

➤ Luncheons

The Valentine's Day Luncheon is scheduled for Thursday, February 12.

➤ Weekly Adult Social Groups

204 individuals were enrolled in one or more weekly activities in 2025. In 2026, we already have over 100 enrolled. Members have access to 14 activity groups per week. Social activity groups include: several art/craft groups, cribbage, bingo, poker, Mah Jongh, 65 Rummy, 500 Cards, Dominoes, Scrabble, and a Book Club. The yearly fee is an affordable \$16/residents and \$22/non-residents for all programs throughout the year.

Events

Community Band Holiday Concert on Monday, December 8 featured the Brooklyn Community Band and light refreshments. Despite the heavy snow, 87 folks showed up to enjoy the music.

Brooklyns Hmong New Year was on Saturday, December 13 in partnership with MN Zej Zog, Hmong American Partnership, and the City of Brooklyn Center. 500 attendees, performers, and participants were welcomed to enjoy free food, performances, and a community resource fair.

A new event, Winter Trivia and Family Jigsaw Race took place on Friday, December 9 from 6-9pm at the CAC. This event featured a family jigsaw puzzle race, game lounge, elf movie streaming, pizza available for purchase, and trivia! 70 enthusiastic competitors participated in the puzzle race and 65 folks joined us in the game lounge.

There are no Celebrate Brooklyn Park events in January, but the events team looks forward to engaging with community in February for the annual Winterfest Saturday, February 7 and Black History Month Showcase Friday, February 20.

Aquatics

Registration for Winter (January – March) swim classes opened on Thursday, January 8th at 10 AM. With classes now nearly full, our Aquatics team looks forward to the kick-off of 2026 program on January 24. Saturday, Monday and Tuesday class offerings this Winter. 2025 aquatics wrapped up in December with a final participation number of 1,613 participants enrolled throughout the year with 356 unique aquatics classes offered. We hope to increase these numbers even more in 2026.

Adaptive Recreation/ Inclusion Services

Winter session of adaptive recreation programs begins on January 21. Program offerings include adaptive aquatics on Tuesdays & Saturdays, Adaptive Fitness on Wednesdays, and Beauty Within: Adaptive Art on Thursdays. Reach for Resources contracted programs are taking place at the Community Activity Center. Camp FUNdamentals, taking place Summer 2026, will open for registration on February 2. The All Abilities Resource Fair hosted in partnership with Osseo Area School District and their Special Education Advisory Council (SEAC) will take place on Thursday, February 19 from 5:30 – 7:30 pm at the Community Activity Center. Inclusion Services are being provided in a variety of programs this winter including swimming lessons, youth sports, K5 Fusion, teens, dance, ice skating, and more. The Inclusion and Adaptive Recreation Team wrapped up a busy year in 2025 after directly supporting 332 participants through 14,410 contact hours of inclusion support.

Youth Sports

Winter and Spring Lil' Tykes, Tiny Tots, PeeWee, and Youth Soccer and basketball registrations have begun and will start on the week of January 26. Summer planning is underway with some new options to be available.

Tobler Gymnastics Winter programming for Youth ages 3 to 14 at Park Center High School is underway and started the week of January 5th.

Adult Sports

Adult basketball League began on January 8th. We currently have 6 teams playing in the CAC Gymnasium on Thursdays.

Registration for Spring and Summer softball 2026 has just begun on January 12. Season will begin on May 7. We anticipate another full league for this summer.

Historic Eidem Farm

An Eidem Farm Christmas took place on Sunday, December 7 and welcomed just over 300 visitors. The event featured carolers from Osseo high school, cookie decorating, festive crafts, a mini-Christmas market in the barn, baking demonstrations, and a Storybook Trail. Despite cold temperatures, with a low of -2 degrees, community members still came out to celebrate the holiday season and stayed warm around the farm's bonfires.

The December 29 Nature Preschool Day Camp was canceled due to inclement weather. However, 10 preschoolers attended the December 30 camp, where they spent the morning learning about animal tracks, and winter adaptations and taking a nature hike to identify signs of wildlife around the east and west farm.

The January 5 Luminary Snowshoe event welcomed 24 participants who spent the evening snowshoeing the back loop lit by luminaries, after, they warmed up around the campfire with hot cocoa and s'mores.

The Snow Day on the Farm on January 10 brought in ~50 visitors who enjoyed the wintery grounds by creating snow art and trying out our kick sleds and snowshoes.

Upcoming January program offerings include a Nature Preschool Day Camp on Monday, January 19, where preschoolers will spend an active morning exploring the farm and enjoying some wintery fun. A Snowday is planned for Saturday, January 24. On Monday, January 26 we are excited to offer a new program: Preschooler and Parent Snowshoeing Fun. This winter program invites preschoolers and their guardians to explore the back loop of the farm on snowshoes while watching for animal tracks and enjoying the sights and sounds of winter. After the snowshoe walk, participants will gather around a bonfire for a storytime and hot cocoa.

Brooklyn Park Dance

All classes are underway for the year. New Hip Hop classes began in December and will participate in the spring recital. Lyrical and VIP (Very Important Person) classes continue to grow in popularity. All dancers have begun working on learning the dances they will perform in the spring recital.

Brooklyn Park Summer Camp

Registration for Brooklyn Park Summer Camp will begin on January 20. Camps are scheduled to be open June 16-August 7. Camp Norwood has been expanded to include flexible full day and half day schedule options.

Zanewood Programming- grand opening of new building in March

Zanewood Recreation Center offers recreation and youth development programs in a safe and positive environment for kids and teens. Zanewood also offers Outreach, community service, and youth mentoring opportunities delivered by committed and competent community partners.

Zanewood Programs for Grades 6-12 – All At Renovated Zanewood building

Zanewood Meals program: Free M-F from 2-5:00pm

Art Plug, Tuesday & Thursdays 4:00- 6:00pm

ZW Teen open gym: Hoop IT UP! Monday & Wednesdays from 6-8pm at Zanewood Recreation Center

ZW Open Volleyball: Mondays, Wednesdays, Fridays- 4:30- 8:00pm

TKO Drumline: Practices Tuesday & Thursday 6-8pm; performance schedule varies

Chess Club- January 12- May 22nd, Mondays and Friday's 4-6:00

Young men's Group-4:00- 6:00pm, Mondays

Young Women's Group- 4:00- 6:00pm, Fridays

Parent Involvement Day- 5:00- 7:30pm January 23rd

Teens Snow tubing 5:00- 7:00pm, January 29 Elm Creek Reserve

Young Adult programming

Young Adult Open gym-Wednesdays this summer from 8:00- 10:00pm. \$3 BP resident/ \$5 non-resident at Zanewood Recreation Center

Youth Entrepreneurship Program- February 11- March 5

Arts, Wellness & Engagement Programming

Sewing 101- 6:00- 8:00pm, January 26- March 16 , Hamilton Park

Citywide photo contest winners row review- Village Creek – upcoming in March

Citywide Re-beautification Survey- Give insight in Public Art and classes- Starting in January

K- 5 grade parogramming

Morning Mix Fusion Programming

- Session January 12- June 6th
- 6:00- 9:00am

After School K-5th grade Fusion programming

- Session January 12- June 6th
- 3:30- 6:30pm- Afterschool Fusion

Rec on the Go- restarting in January 12- May 15th

Autumn Ridge and Park Haven Apartments

Ages: K-5

Rec on the Go is a FREE program that brings recreation opportunities to youth, K–5th grade, all-over Brooklyn Park. Kids must be 5 years old by June 1, 2026 and entering kindergarten to participate.

Activities will include group games, team-building challenges, sports, arts and crafts, and science. Meals and snacks will be provided

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

City of Brooklyn Park Recreation and Parks Advisory Commission

Agenda Item:	8.2	Meeting Date:	January 21, 2026
Agenda Section:	Written Reports	Presented By:	Marcus Hill, Facilities and Parks Manager Greg Hoag, Parks & Building Maintenance Manager
Recreation & Parks Director Proposed Action	Park Project Updates		

Overview:

1. EAB UPDATE

Funding Source(s): Heritage Fund

Project Update:

Staff continues to remove public trees and complete work on DNR & Hennepin County Grants.

2. NATURAL RESOURCE MANAGEMENT

Funding Source(s): Park Bond Reinvestment Project & Heritage Fund

Project Update: A Five-Year Priority Implementation of the Natural Resource Management Plan has been developed by working with Stantec. Staff have been working with Great River Greening to develop grant-funded projects at Brookdale Park and River Park for 2026.

3. COMMUNITY ACTIVITY CENTER IMPROVEMENTS

(2026 planning, 2027-2028 construction)

Funding Source(s): Park Bond Reinvestment Projects

- **COMMUNITY ACTIVITY CENTER**

Project Overview: The plan is to improve the entrance to the facility, create an accessible customer service desk, update bathrooms, and create a welcoming and inviting community center for all customers.

Staff worked with the JLG/292 Design Group to evaluate the options for creating a multi-court gymnasium. A final concept design was provided to staff and JLG/292 Design Group provided cost estimates in the range of \$20 million for the improvements to the CAC including improved entrances and corridors, relocated office space, improved parking, enhanced outdoor event space and the addition of multi-court gym space. The City of Brooklyn Park was awarded \$5 million in state bonding funds during the 2023 Legislative Session to support the improvements to the Community Activity Center. This language was amended in the 2024 legislative session to remove language about the conversion of rink one.

Project Update: City Council approved a Task Force of Brooklyn Park residents to assist with the planning and community engagement for the Community Activity Center Improvements. The Task Force will work with Recreation & Parks Department staff and a consultant to help further develop the concept vision for the addition of a multicourt gymnasium, entrance and corridor improvements, and exterior events space at the CAC. The Task Force will also serve as a community engagement resource to share information about the importance of the project with the community.

The City of Brooklyn Park is requesting \$11M in State Bonding dollars to add a multi-court gymnasium to the existing Community Activity Center during the 2026 Legislative Session. This request will create the Northwest Regional Athletic Facility at the site of the existing Brooklyn Park Community Activity Center.

- **SENIOR CENTER (2026 planning, 2027 construction)**

Project Overview: This improvement would add dedicated space for senior programming and adult fitness space. Final design and components will be developed when the final location is determined. The Senior Center is being considered with the CAC improvements and Fire Station projects. A new Central Fire station is planned to be constructed on the site of the former Hennepin County Library. The plan is to then remodel the current Central Fire Station into a new space dedicated to fitness and social activities for older adults.

Project Update: Community Engagement and Planning is expected to resume late in 2026.

4. **TEEN CENTER (2023-24 planning, 2025 construction)**

Project Overview: The Zanewood Recreation Center has been a popular hub for youth services and recreation activities. The programming has outgrown the facility and additional program space is needed. Staff will work with the design consultant (Design by Melo) to develop plans to renovate the existing space for K-5 programming and create new space in the form of an addition for teen and young adult programming.

Project Update:

Teen Center construction is headed into the final few weeks of completion. We have completed all exterior construction of the building and are just waiting for the installation of our store front door, external signage, and finishing up some of the parking lot paving. Interior, they have installed the program spaces, painted all areas, installed all new doors and hardware and will be moving in furniture and program supplies next month. Staff are planning for an early March grand opening for city leadership and partners and an open house for the public to follow. Below are photos of the updated exterior of the building as well as the gym with bleachers being installed.





5. TRAILS, WAYFINDING AND LIGHTING

Funding Source(s): Park Bond Reinvestment Projects

Project Update: The Wayfinding Project provides signage and direction at key intersections and points of interest along the trails. The project was awarded to SignArt and installation of phase one and phase two is complete.

6. PLAYGROUND REPLACEMENT

Funding Source(s): Heritage Fund

Project Update: Staff is planning to replace Lad Park and Park Lawn Park playgrounds early in 2026. These playgrounds were approved by City Council on November 10, 2025. Due to the lateness of ordering them they will be installed in the Spring of 2026. Staff is planning to replace the playground at Stratford Crossing in 2026.

7. HISTORIC EIDEM FARM VISITOR CENTER (TDB planning, TBD construction)

Funding Source(s): Park Bond Reinvestment Projects

Project Update:

Brooklyn Park has been awarded the DNR Outdoor Recreation Grant, staff are in the early planning stages of designing the building. Staff are working with WSB to develop the project scope which includes an activity building with indoor restrooms and a picnic shelter. The project is expected to be completed in Fall 2026.

2026 PLANNED PROJECTS

- Park Lot Rehabilitation (Historical Farm & Edinburgh USA)
- Tennis & Basketball Court Rehabilitation (Willows of Aspen Park)
- Trail Rehabilitation (Willows of Aspen Park)

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

CITY OF BROOKLYN PARK RECREATION AND PARKS ADVISORY COMMISSION			
Agenda Item:	8.3	Meeting Date:	January 21, 2026
Agenda Section:	Written Reports	Presented By:	Brad Tullberg, Director of Recreation and Parks
Recreation & Parks Director Proposed Action	Directors Report		

Overview:

1. Staff Meeting with Legislators
On Thursday January 15th, the City Council (Mayor Winston, CM Page and CM McGarvey), City Manager and department directors met with the area legislators to discuss Brooklyn Park's priorities for the upcoming legislative session. Senator Hoffman, Senator Pha, Representative Hilstley, Representative Lee and Representative Vang were all present for the discussion. The Northwest Regional Athletic Facility remains the city's top priority for bonding projects along with water infrastructure in the Northwest Growth Area and the development of the Bio-Tech district.

2. Immigration and Customs Enforcement (ICE) operations impact
City staff have been working to support community members with information regarding the increased presence of Immigration and Customs Enforcement (ICE) in the Twin Cities and specifically in Brooklyn Park. Staff have added protocols for communications and actions to take if ICE agents were to show up at programs, events and/or facilities. Director Tullberg will give an update during the meeting and answer questions from commissioners.

Attachments:

City of Brooklyn Park RECREATION AND PARKS ADVISORY COMMISSION			
Agenda Item	8.4	Meeting Date:	January 21, 2026
Agenda Section:	Written Reports	Presented By:	Brad Tullberg, Director of Recreation and Parks
Recreation & Parks Director Proposed Action	Recent City Council Agenda Items and Community Engagement		

Overview:

There have not been any items brought to City Council since the last RPAC meeting.

Primary Issues/Alternatives to Consider:

NA

Budgetary/Fiscal Issues:

NA

Attachments:



Metropolitan Airports Commission

6040 - 28th Avenue South, Minneapolis, MN 55450 • 612-726-8100 • metroairports.org

January 21, 2026

RE: Metropolitan Airports Commission (MAC) 2026-2032 Capital Improvement Program

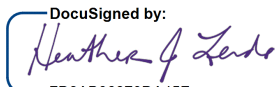
Dear Interested Party:

The December 15, 2025 commission meeting minutes, which included the final version of the 2026 Capital Improvement Projects (CIP), were approved by the Metropolitan Airports Commission at the January 20, 2026 full commission meeting.

The final version of the CIP can be found at <http://metroairports.org/resources/commission-meetings> in the December 1, 2025 Planning, Development, and Environment meeting section. The meeting minutes of the December 15, 2025 commission meeting can be found at the same link under full commission meetings.

If you have any questions, please contact me at 612.726.8128 or via email at heather.leide@mspmac.org.

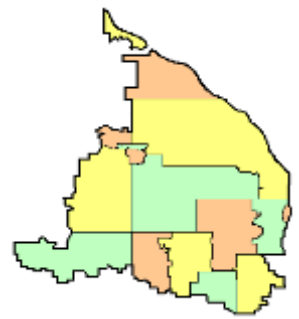
Sincerely,

DocuSigned by:


7D3AB06870DA45F...
Heather J. Leide, AIA., C.M.
Director, Airport Development (Project Initiation)

ft

c: Bridget Rief, VP of Planning & Development
Jenn Felger, PD&E Coordinator
Marisa Trapp, Manager of Environmental Affairs
CIP Files



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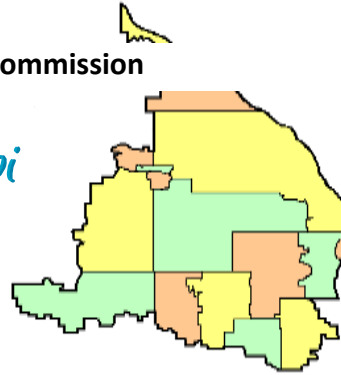
A combined regular meeting of the Shingle Creek (SC) and West Mississippi (WM) Watershed Management Commissions will be convened Thursday, January 8, 2026, at 12:45 p.m. Agenda items are available at <http://www.shinglecreek.org/minutes--meeting-packets.html>. *Black typeface denotes SCWM items, blue denotes SC items, green denotes WM items.*

A G E N D A | January 8, 2026

1. Call to Order.
 - ✓✓ SCWM a. Roll Call.
 - ✓✓ SCWM b. Approve Agenda.*
 - ✓✓ SCWM c. Approve Minutes of Last Meeting.*
2. Reports.
 - ✓✓ SCWM a. Treasurer’s Report and Claims** - voice vote.
3. Open forum.
4. Old Business.
 - ✓ WM a. Mississippi Gateway – Cooperative Agreement.*
 - 1) Exhibit A.*
5. Project Reviews.
 - ✓ SC a. SC2025-08 Joyful Way AG Church, Brooklyn Park.*
 - ✓ SC b. SC2025-010 Crest View Community School, Brooklyn Park.*
6. New Business.
 - ✓✓ SCWM a. 2026 Annual Progress Review – presentation.*
 - ✓ WM b. Mississippi Riverbank Stabilization Study.
 - 1) Two-page option.*
 - 2) Four-page option.*
7. Grant Opportunities.
- SCWM 8. Education and Public Outreach.
 - a. Update.**
 - b. WMWA – next meeting – 8:30 a.m., via Zoom, on January 13, 2026.
- SCWM 9. Communications.
 - a. Communications Log.*
 - b. Staff Report.*
- SCWM 10. Other Business.
 - a. Reminder of appointments due by the **cities of Osseo, Plymouth, and Robbinsdale for Shingle Creek** and by the **city of Osseo for West Mississippi**. Terms are three years.
 - b. Officers will be elected at the February meeting.
- SCWM 11. Adjournment.

Z:\Shingle Creek\Meetings\Meetings 2026 SCWM\Jan Agenda Regular meeting .docx

* In meeting packet or emailed ** Supplemental email / Available at meeting
 Previously transmitted * Available on website ✓ Item requires action



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REGULAR MEETING MINUTES

December 11, 2025

(Action by the SCWMC appears in blue, by the WMWMC in green and shared information in black.
*indicates items included in the meeting packet.)

I. CALL TO ORDER. A joint meeting of the Shingle Creek Watershed Management Commission and the West Mississippi Watershed Management Commission was called to order by Shingle Creek Chairman Andy Polzin at 12:47 p.m. on Thursday, December 11, 2025, at Plymouth Community Center, 14800 34th Avenue North, Plymouth, MN.

Present for Shingle Creek: David Mulla, Brooklyn Center; Burt Orred, Jr., Crystal; Chuck Lenthe, Maple Grove; Nicole Lovold-Egar, Minneapolis; John Roach, Osseo; Andy Polzin, Plymouth; and Wayne Sicora, Robbinsdale. Not represented: Brooklyn Park and New Hope.

Present for West Mississippi: David Mulla, Brooklyn Center; Gerry Butcher, Champlin; Chuck Lenthe, Maple Grove; and John Roach, Osseo. Not represented: Brooklyn Park.

Also present: Nate Musial, Brooklyn Park; Steven Touney, Champlin; Randy Bergstrom, Crystal; Derek Asche and Shane Awalt, Maple Grove; Kaitlen Osburn and Nico Cantarero, Minneapolis; Nick Macklem, New Hope; James Kelly, Osseo; Talori Dunsworth, Plymouth; Wendy Scherer, Jenna Wolf, and Gwen Casey, Robbinsdale; Eric Osterdyk, Ed Matthiesen, and Grace Neumiller, Stantec; Troy Gilchrist, Town Law Center; Judie Anderson, JASS; and Todd Shoemaker, AE2S.

II. AGENDAS AND MINUTES.

A. Motion by Lenthe, second by Lovold-Egar to approve the **Shingle Creek agenda*** as presented. *Motion carried unanimously.*

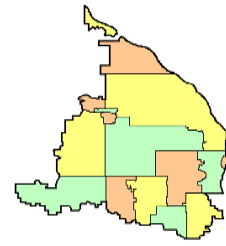
B. Motion by Butcher, second by Roach to approve the **West Mississippi agenda*** with the addition of item 8.b. Mississippi Gateway project. *Motion carried unanimously.*

C. Motion by Lenthe, second by Lovold-Egar to approve the **minutes of the November 13, 2025, regular meeting.*** *Motion carried unanimously.*

D. Motion by Roach, second by Lenthe to approve the **minutes of the November 13, 2025, regular meeting.*** *Motion carried unanimously.*

III. FINANCES AND REPORTS.

A. Motion by Lovold-Egar, second by Orred to approve the Shingle Creek **December Treasurer's Report* and claims** totaling \$49,298.55. Voting aye: Mulla, Orred, Lenthe, Lovold-Egar,



Roach, Polzin, and Sicora; voting nay: none; absent: Brooklyn Park and New Hope.

Staff were queried regarding the source of miscellaneous revenue totaling \$16,666.28 recorded in November. The source of that revenue was the proceeds from the stolen monitoring equipment insurance claim.

B. Motion by Butcher, second by Roach to approve the West Mississippi **December Treasurer's Report* and claims** totaling \$9,866.29. Voting aye: Mulla, Butcher, Lenthe, and Roach; voting nay: none; absent: Brooklyn Park.

IV. OPEN FORUM.

A. Members of the Technical Advisory Committee briefly recapped the meeting held prior to this meeting where they were given a presentation of the **Brooklyn Center Opportunity Site** redevelopment area by staff from the City and Tim Olson, Bolton & Menk, consulting engineer.

Motion by Mulla, second by Lovold-Egar to move this topic to item 5.c. to allow for Commission action. *Motion carried unanimously.*

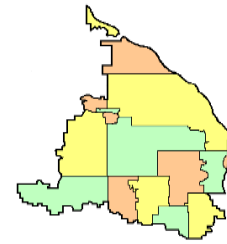
B. Kelly reported that the City of Osseo has failed to address drainage and erosion issues within and adjacent to the **Edinbrook channel** where it flows into a pipe under the St. Vincent de Paul Cemetery Mausoleum. He queried what entity has responsibility for maintenance of the channel. Commission staff responded that the Commission has no enforcement authority in this matter and that the City does not have maintenance authority.

V. OLD BUSINESS.

2025 Annual Progress Review.* The Fourth Generation Plan, adopted in 2023, states that the Shingle Creek and West Mississippi Watershed Management Commissions will annually review progress toward Fourth Generation Plan goals. This evaluation will become part of the 2025 Annual Report. At this meeting, Staff will present the 2025 Annual Progress Review.* In January, they will provide the formal 2026 Annual Progress Review Report for Commission discussion and acceptance, complete with a matrix showing Fourth Generation Plan goals and progress toward reaching each goal, similar to the format for the annual progress review used in previous years. These findings will be reported in the 2025 Annual Report to BWSR.

The purpose of the annual review is, first, to determine progress towards the goals and, second, to be sure the Commissions stay on track to reach them. The annual review is also an opportunity to discuss whether the goals and actions in the Plan still make sense or if they should be considered for modification or enhancement, and perhaps an opportunity to add new priorities. Ideally, this annual review is also an opportunity to start thinking about the 2026 work plan. A few of the highlights of 2025 are:

- 1.** Received a BWSR grant and began working on a Joint Chloride Management Plan with Elm Creek, as well as other initiatives such as partnering on Low Salt Design Standards and enhanced outreach through WMWA.
- 2.** Agreed to partner with Minneapolis and Robbinsdale on special monitoring of the 38th Avenue outfall into Crystal Lake.



3. Adopted a revised policy for infiltration credits in the Maple Grove Gravel Mining Area.
4. Completed the Twin Lake carp study and initiated the Twin Lake SWA and Lake Management Plan.
5. Continued management actions on Crystal, Meadow, and Eagle Lakes.
6. Completed the Mississippi Riverbank Stabilization study.
7. Completed the Bass Creek (TH 169 to 62nd Ave) Feasibility Study.
8. Completed the Shingle and Bass Creek Biotic and DO TMDL 5-year review.
9. Initiated the migration and update of the Commissions' and WMWA's websites.

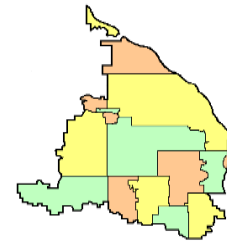
VI. NEW BUSINESS.

A. 2026 Work Plan.*

The Commissions will establish their 2026 work plans at their January 2026 meeting. The purpose of this item is to solicit input from the TAC members and Commissioners about potential items for consideration in 2026. Note that the Commissions have a very full plate already lined up for 2026 from both routine and carryover activities, so the capacity (and the budget) to take on new activities is relatively limited.

There are several routine items such as project reviews, the monitoring program, ongoing administration of the CIP/capital projects and the cost share programs, grant and project administration, education and outreach work with WMWA, etc. There are a number of ongoing subwatershed assessments (SWAs) and feasibility studies that are likely to turn into levy and/or grant projects, and some lake management plans with ongoing maintenance needs. The following are some notable additional actions for 2026:

1. Complete the migration and update of the website.
2. Implement projects and BMPs that come out of the Twin Lakes Subwatershed Assessment.
3. Implement projects and BMPs that come out of the TH252 Area Subwatershed Assessment.
4. Initiate the Lake Magda Subwatershed Assessment.
5. Complete the 38th Avenue Outfall special monitoring.
6. Enhance outreach to lake associations. This will focus on the lakes that already have or will have Lake Management Plans in implementation (Eagle, Bass, Meadow, and Crystal), although it will be open to all.
7. Complete the joint Chloride Management Plan with the Elm Creek WMO, and implement high priority activities, including continuing to work with WMWA to identify and implement additional targeted messaging on the proper use of chlorides for ice control and adopting Low Salt Design Standards for developers.



8. Develop a format and process to document potential impacts to and outreach to underrepresented populations to increase engagement and help improve equitable outcomes.

Staff are requesting feedback and suggestions for any additional high-priority activities in 2026. A complete workplan will be presented at the January 2026 meeting.

B. The purpose of **Winter Salt Week** is to educate the public and professionals about the negative impacts of excessive road salt on freshwater ecosystems, drinking water, and infrastructure, and to promote responsible salt use and alternative winter maintenance practices.

On behalf of the Shingle Creek Commission, motion by Lovold-Egar, second by Orred to replicate the January 2025 **Winter Salt Week Proclamation**,* and to encourage the Governor to proclaim January 26-30, 2026, as Winter Salt Week. *Motion carried unanimously.*

On behalf of the West Mississippi Commission, motion by Roach, second by Mulla to replicate the January 2025 **Winter Salt Week Proclamation**,* and to encourage the Governor to proclaim January 26-30, 2026, as Winter Salt Week. *Motion carried unanimously.*

C. **Brooklyn Center Opportunity Site**.* Based on discussion brought forward by members of the Technical Advisory Committee from their meeting prior to this meeting, motion by Sicora, second by Mulla directing Staff to create a scoping document in anticipation of developing a subwatershed assessment for this area. *Motion carried unanimously.*

VII. **PROJECT REVIEWS.**

VIII. **WATER QUALITY.**

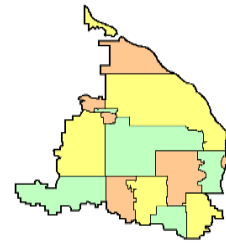
IX. **GRANT OPPORTUNITIES.**

A. The Minnesota Department of Natural Resources (DNR) opened the **2026 Invasive Aquatic Plant Management Grant Program** from November 10 to December 8, 2025. The program has up to \$1,060,000 available to lake associations, watershed organizations, cities, counties, and Tribal governments for the management of curly-leaf pondweed, Eurasian watermilfoil, flowering rush, and starry stonewort.

The application process is simple and includes providing contact information, the lake name, the target invasive species, and anticipated treatment method and area. Given the short turn-around time for grant applications, Stantec sought and received approval to submit grant applications from the Commission Chair. Staff submitted applications for Meadow Lake, Eagle Lake, Pike Lake, and Twin Lake on November 20. All four of these lakes were treated by the Commission in 2025 and are anticipated to require additional treatment in 2026 for curly-leaf pondweed.

Awards will be announced in January 2026 and are determined by the DNR based on the target species, method of treatment, and area of treatment. For more information on the treatment program, see the [DNR's webpage](#).

B. **Mississippi Gateway**. Three Rivers Park District submitted a Partnership Cost Share request- to the West Mississippi Commission in 2023. The project would stabilize approximately 2200 LF of Mississippi River shoreline located within the Gateway Regional Park in Brooklyn Park and was ap-



proved for the cost-share amount of \$75,000 at the Commission's September 14, 2023, meeting.

In his email to Staff on December 5, 2025, Brian Vlach, TRPD Sr. Water Resources Manager, provided an update on the project. He indicated that TRPD has executed an LCCMR grant to secure the remaining funds for construction of the project, bids have been received, and a contractor selected. Construction will begin in early January 2026.

Also included in the meeting packet is a copy of the Cost-Share Cooperative Agreement* between the Park District and the Commission. Since the Commission's attorney has not reviewed the agreement, motion by Butcher, second by Lenthe to table approval of the agreement to the January meeting. *Motion carried unanimously.*

X. EDUCATION AND PUBLIC OUTREACH.

A. West Metro Water Alliance (WMWA). Included in the meeting packet was an update from Grace Barcelow,* Hennepin County Environment and Energy Conservation Specialist, grace.barcelow@hennepin.us. Excerpts from her reports were also included in Staff's **December 2025 Education and Outreach Update.***

Attendees also recapped the discussion at the **WMWA Strategic Planning Meeting** which occurred after the regular WMWA meeting on December 9.

B. West Metro Water Alliance (WMWA) will meet via Zoom at 8:30 a.m., Tuesday, January 13, 2025. The link to join:

<https://us02web.zoom.us/j/922390839?pwd=TkIBQW1ZNXVXdzdtTDBTSDZkZmZuQT09>

C. Also included in the packet was Hennepin County's "Stewardship: Define your goal and take action," including the **Stewardship opportunity journey map.**

XI. COMMUNICATIONS.

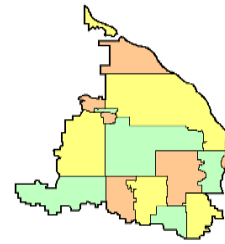
A. December Communications Log.* No action required.

B. December Staff Report.*

1. Mississippi Riverbank Stabilization Study. The feasibility study was presented to the TAC at the September meeting. Since additional budget remains, Staff intend to create a summary sheet explaining the study in simplified terms for educational purposes and distribution to landowners. Landowners will be encouraged to reach out to the Commission if they would like to pursue a project on their properties. Staff intend to deliver this summary sheet at the Commission's January 2026 meeting.

2. Joint Chloride Management Plan. Staff are working with TAC members to identify priority areas within the watersheds to target implementation actions, such as large parking lots, agricultural lands, or drainage areas of chloride impaired/threatened waterbodies. Stantec is also working on developing a survey for road authorities to understand their current chloride practices, challenges, and opportunities.

3. Twin Lakes SWA. Staff are comparing load reductions needed to meet water



quality standards in Ryan, Middle, and Upper Twin Lakes. Lower Twin Lake already meets state Water Quality standards. Staff pulled and analyzed all relevant WQ data (TP, Secchi, and Chl-*a*) for each lake to show annual variability. They also downloaded and analyzed variability of TP by depth in all of the lakes to show evidence for internal loading of TP from the sediments.

The 639W Wetland Feasibility Report is being finalized. The Lake Response Model (LRM) has been updated to include 2025 internal loading rates for all the lakes and TP watershed loading based on updated P8 model. Other inputs used in the LRM were based on the 1999 Lake Response Model published in the original TMDL. The 2025 updated watershed loads better characterize each lake within the model at this time. The updated lake response model estimates for surface TP in each lake are performing well against surface TP data collected from 2010-2025. An alum treatment scenario is being modeled for Upper Twin Lake to characterize reductions in internal TP loading and its impact on surface concentrations. Staff are currently identifying potential BMP locations.

4. Grant, Cost-Share and Fund Balances are summarized on the last page of the report.

XII. OTHER BUSINESS.

There being no further business, the meeting was adjourned at 2:02 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Judie A. Anderson".

Judie A. Anderson
Recording Secretary

JAA:tim

Z:\Shingle Creek\Meetings\Meetings 2025 SCWM\December 11, 2025 Meeting Minutes.docx

**COOPERATIVE WATER RESOURCES MANAGEMENT PROJECT
COOPERATIVE AGREEMENT**

BETWEEN

**WEST MISSISSIPPI WATERSHED MANAGEMENT COMMISSION
THREE RIVERS PARK DISTRICT**

1. PARTIES

The Three Rivers Park District (hereinafter referred to as the “Park District”) and the West Mississippi Watershed Management Commission (hereinafter referred to as the “Commission”), each being governmental units of the State of Minnesota, hereby enter into this Cooperative Agreement (“Agreement”). The Park District and the Commission may be referred to hereinafter as “the Parties.”

2. PROJECT

The Mississippi Gateway Shoreline Stabilization and Fishing Improvements Project (“Project”), which is the subject of this Agreement, is described on the attached Exhibit A: Partnership Cost Share Request.

3. PURPOSE

The Park District and the Commission recognize the importance of intergovernmental cooperation dedicated to the protection of valuable natural resources within the West Mississippi Watershed. This Project promotes environmental stewardship through the stabilization of the Mississippi River Shoreline within Mississippi Gateway Regional Park located in the City of Brooklyn Park. The Project will improve water quality by reducing sediment and phosphorus loading to the Mississippi River, restore nearshore fish/wildlife habitat, and improve shoreline access/fishing opportunities for the public. The Project is aligned with the Commission’s Fourth Generation Watershed Management Plan Goals (Goals 3.1.1 & 4.2.1). It is in the mutual interest of the Parties entering into this Agreement to improve water quality, protect/enhance fish and wildlife habitat, and improve water recreation facilities along the Mississippi River shoreline within the West Mississippi watershed.

4. DUTIES OF THE PARK DISTRICT

The Park District will be responsible for:

- a. Acting as the lead agency that will oversee the implementation and administration of the Project completion.
- b. Technical lead for the design and preparation of the plan specifications for construction of the Project. Design plans and specifications are subject to approval and agreement by the Parties for this Project.

- c. Securing all required regulatory permits to allow the Project to proceed.
- d. Administer a Project coordinating committee to facilitate communication about the Project and manage Project execution.
- e. Securing additional grant and cost-share partnership funds for the construction of the project.
- f. Securing the services of a qualified contractor to execute the construction of the Project. The Park District will select and hire the contractor in compliance with Minnesota Statutes, Section 471.345.
- g. Securing a fully executed contract between the selected contractor and the Park District to carry out the Project.
- h. Provide coordination and administration with, and supervision of, the contractor to assure proper construction of the Project in compliance with the approved final design plans.
- i. Acting as the Fiscal Agent for the Project. This includes the coordination of the invoicing process for the work, review of the invoices from the contractor, issuance of payment approval consistent with the Project contracts, maintain complete records of such costs incurred, and invoicing the Commission for payment reimbursement of their cost-share toward the Project (as specified in Section 4b.), and such other duties as are required for the successful fiscal management of the Project.
- j. Providing cash contribution (approximately \$177,700) as the Park District's share of the capital cost of the Project for the completion of tasks (final design, permit administration, bidding assistance, construction administration, and contractor management) identified in an executed scope of work with a consultant providing contractual services.

5. DUTIES OF THE COMMISSION

The Commission will be responsible for:

- a. Assuring the timely and responsive participation of a designated individual to represent the Commission on the coordinating committee for the Project.
- b. Reimbursement to the Park District for 30% of the Project construction administration and construction costs up to a maximum amount of \$75,000.

6. AMENDMENT

Any amendment to this Agreement must be in writing and approved by the Parties. The Parties shall have full power to amend this Agreement to add or delete items from the scope of this Agreement upon such terms as are agreed to between the Parties.

7. TERM AND TERMINATION

This Agreement is in effect as of the last party of execute it. This Agreement will terminate upon completion of the Project or on December 31, 2027, whichever comes first. In the event of termination, all parties will pay pro rata for that portion of the Project completed in accordance with Sections 4 & 5.

IN WITNESS WHEREOF, the parties hereto have caused this Cooperative Agreement to be executed and effective as of the date of signature of the last party to the Agreement.

THREE RIVERS PARK DISTRICT

Boe Carlson, Superintendent

Date

WEST MISSISSIPPI WATERSHED MANAGEMENT COMMISSION

Gerry Butcher, Chair

Judie Anderson, Administrator

Date

Date

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To: West Mississippi WMC TAC/Commissioners
From: Todd Shoemaker PE
Date: September 6, 2023
Subject: Partnership Cost Share Request by Three Rivers Park District for Mississippi Gateway Regional Park

Recommended Commission Action

Approve cost share request.

The Three Rivers Park District submitted a partner cost share request to the West Mississippi WMC for stabilization of the Mississippi River bank associated with the Mississippi Gateway Regional Park project (Figure 1). The Commission reviewed and approved the Mississippi Gateway project at the February 2023 meeting. The project will reduce excessive sediment and nutrient loading from approximately 2,200 linear feet of Mississippi River shoreline by stabilizing five separate areas of bank erosion and one area of gully erosion in an existing drainageway. Stabilizing these highly erosive areas will reduce the sediment and nutrient loading to the Mississippi River. Stabilization practices include grading and re-sloping of banks, vegetated riprap, native plantings, rock deflectors, and toe wood (Figures 2-7). Three Rivers Park District requests \$75,000 for the project. Commission guidelines state the maximum cost share amount is \$50,000.

The project feasibility study initially estimated construction cost for the bank stabilization at approximately \$258,000. Since the completion of the feasibility study, 90% design plans have been completed along with an updated cost estimate, which has risen to \$464,613. Besides the Commission partner cost share, Three Rivers Park District has also pursued funding from the National Park Service and Conservation Partners Legacy Grant. The Park District believes that securing the West Mississippi WMC partner cost share will strengthen the CPL grant application. Construction is currently planned for the winter of 2024/2025 with a substantial completion date of April of 2025.

Sediment loading rates (tons/year) were estimated based on bank height, length, recession rate, and soil bulk density from field and remote measurements. Bank recession rates were estimated using historical satellite imagery. Phosphorus load reduction was based on a phosphorus correction factor using the Board of Water and Soil Resources Water Erosion Pollution Reduction Estimator (Table 1).

Table 1. Water quality benefits of the proposed project.

	Sediment Reduction (ton/yr)	TP Reduction (lb/yr)	Normalized Cost (\$/lb TP)
Bank Stabilization	312	266	\$9 -\$313

Stantec recommends approval of the cost share request subject to the following condition:

1. The City of Brooklyn Park must verify that a public easement (or equivalent) is dedicated and that an Operations and Maintenance Agreement has been executed and recorded prior to release of any funds.

The City will present this application at the September 14, 2023 meeting. With the condition noted above and the concurrence of the TAC, staff recommends approval of this cost share application. If approved, the estimated balance of the West Mississippi WMC Partner Cost Share Fund would be \$130,500 at the end of 2023.

Figure 1. Project Location



Figure 2. Work Area 1 from Design Plans.

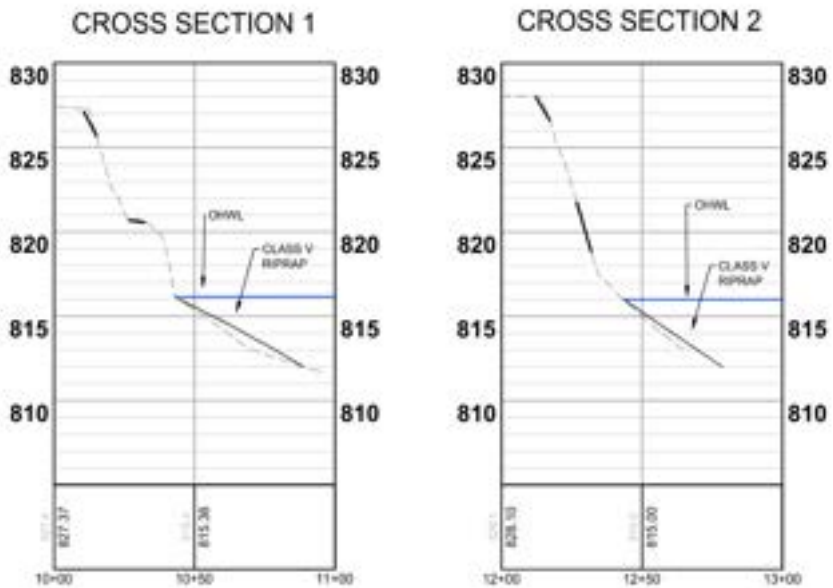
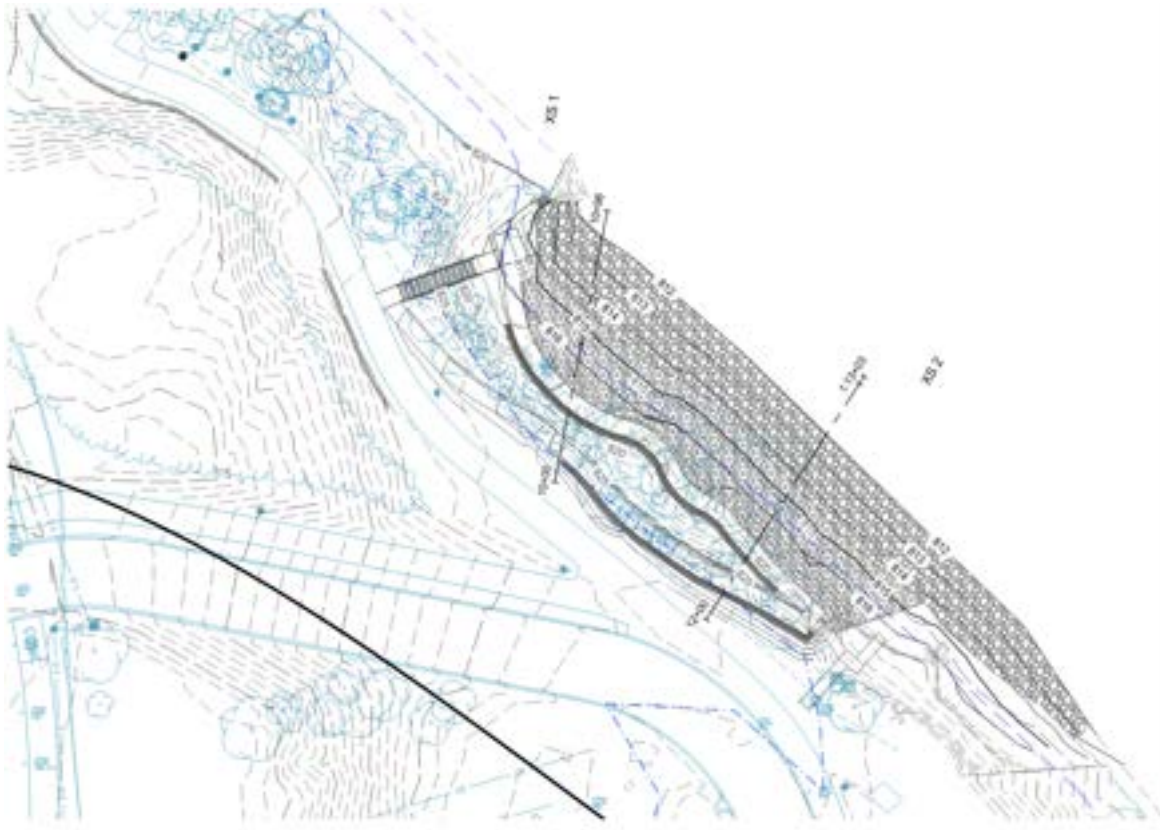


Figure 3. Work Area 2 from Design Plans.

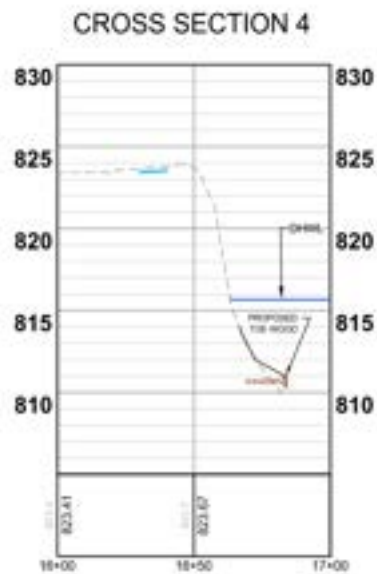
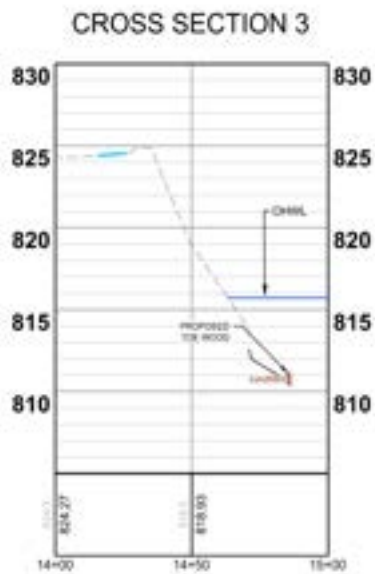
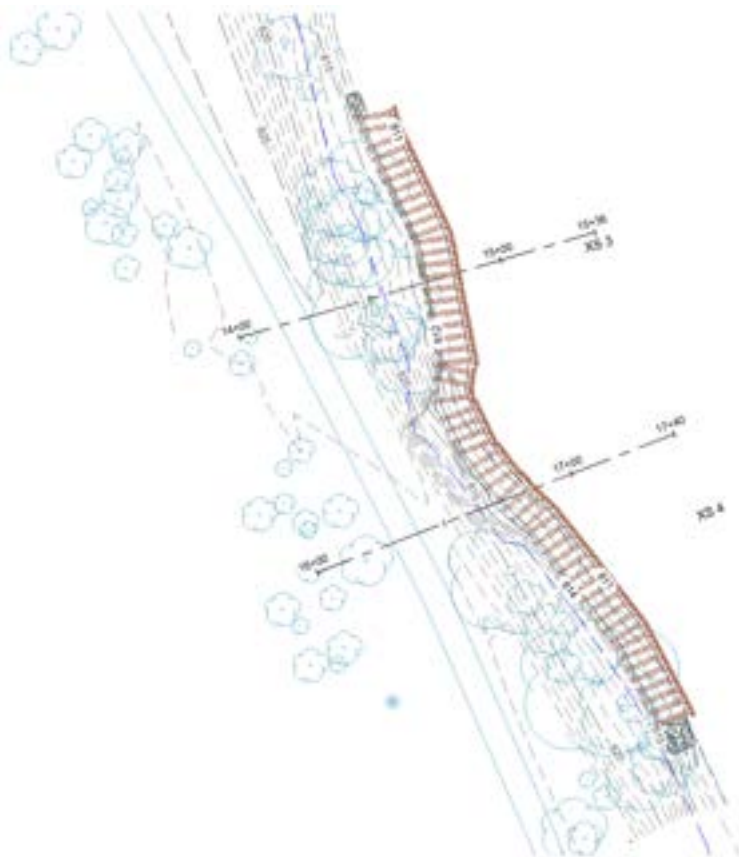


Figure 4. Work Area 3 from Design Plans.

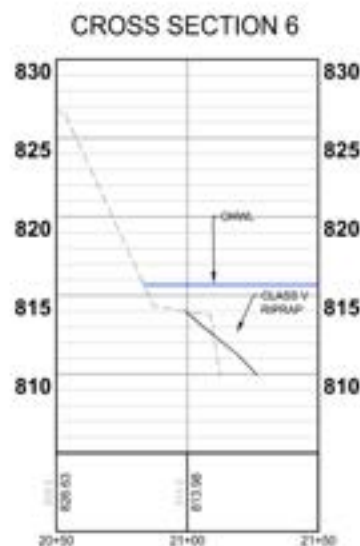
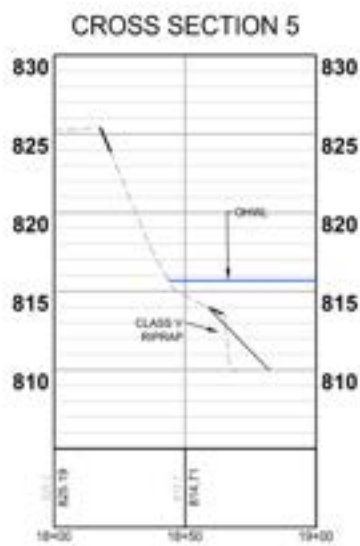
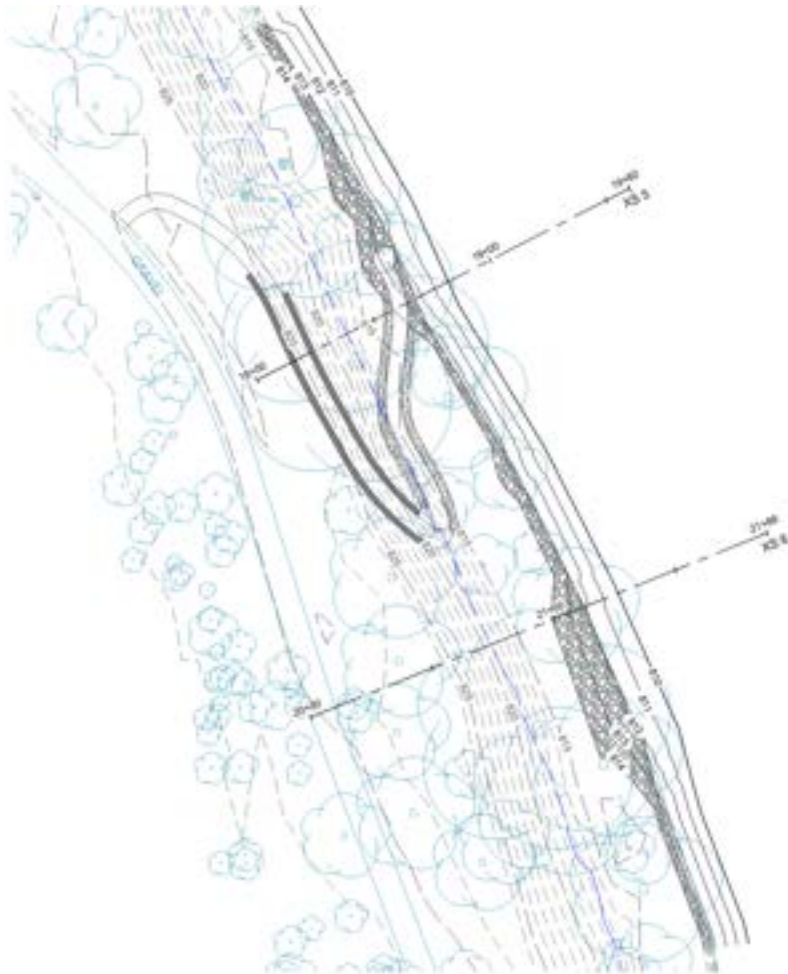


Figure 5. Work Area 4 from Design Plans.

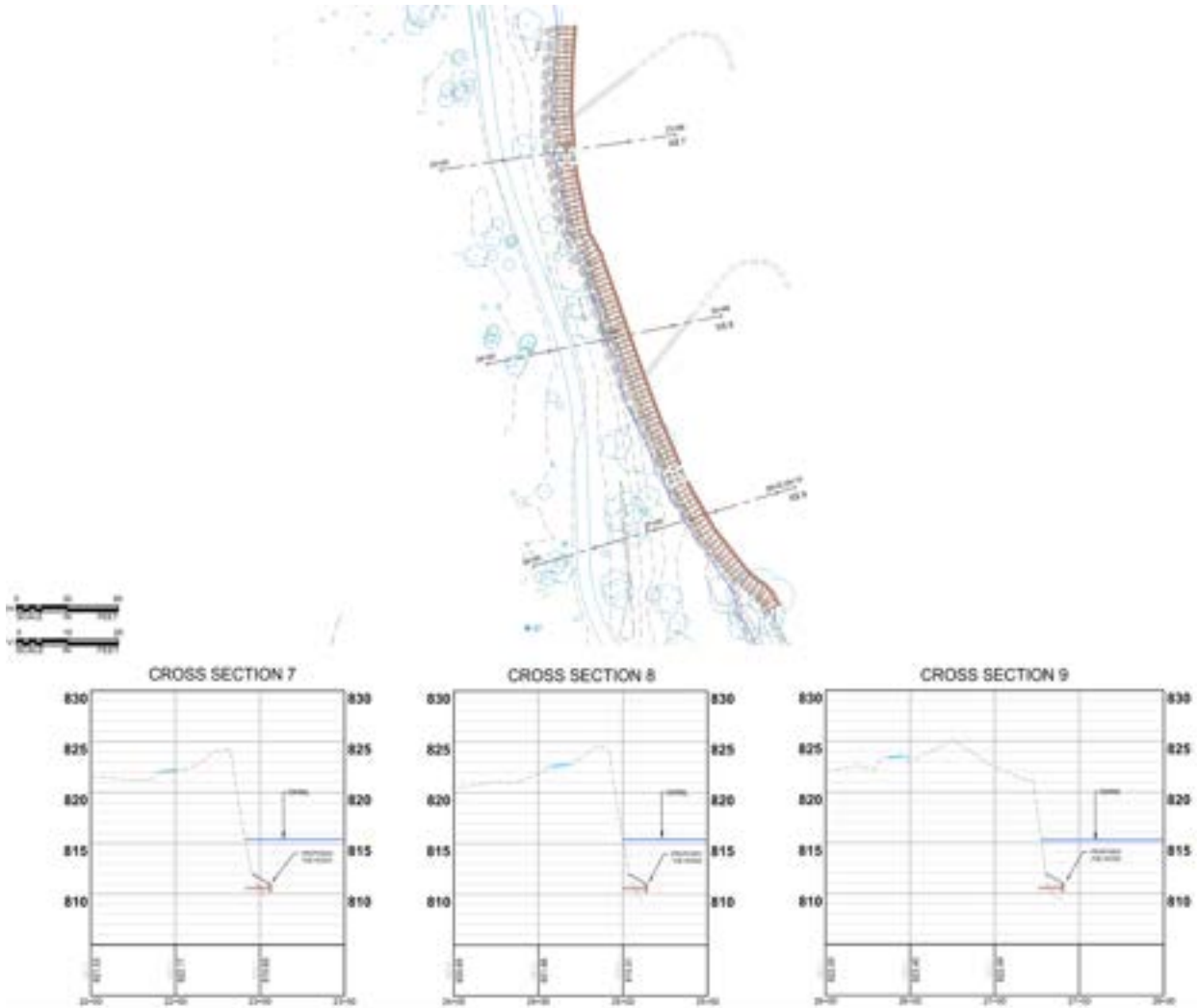


Figure 6. Work Area 5 from Design Plans.

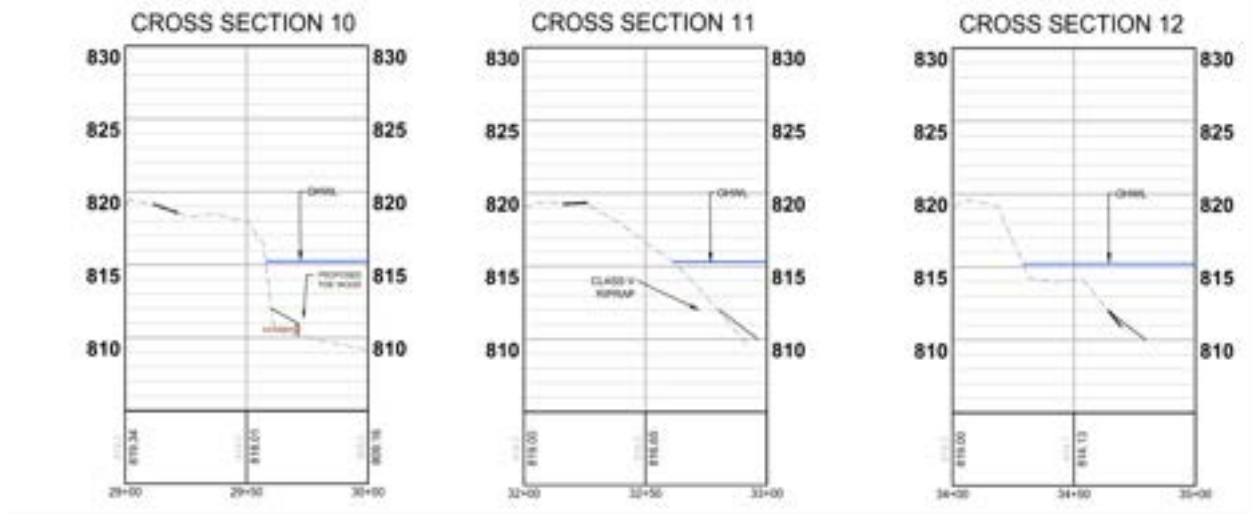
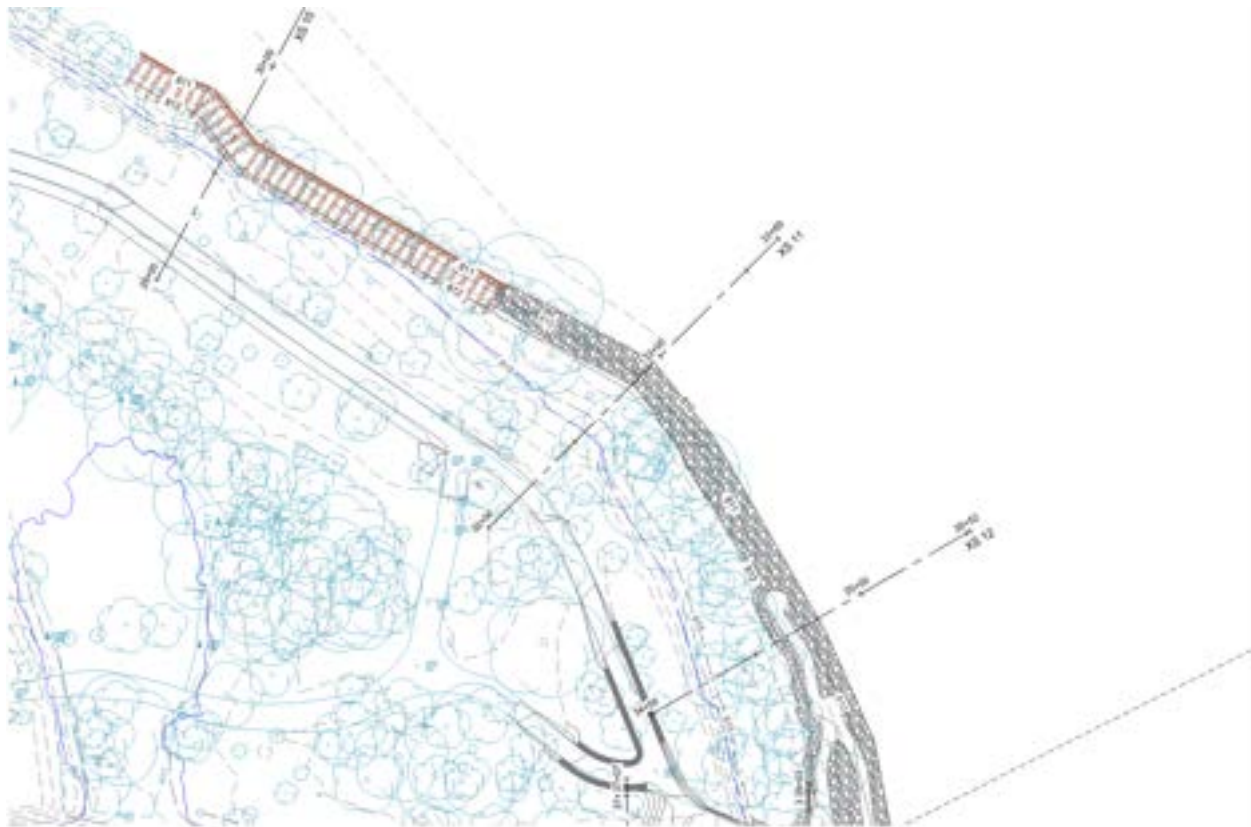
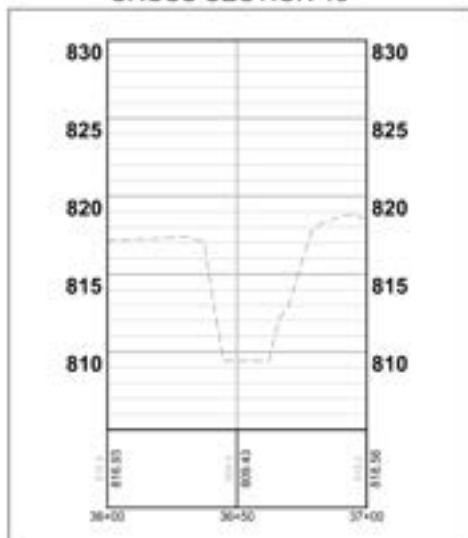


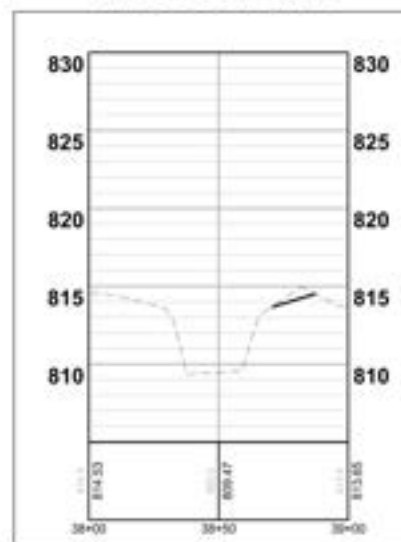
Figure 7. Work Area 6 from Design Plans.



CROSS SECTION 13



CROSS SECTION 14





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**West Mississippi
Watershed Management Commission
Partnership Cost-Share Program Guidelines**

The West Mississippi Watershed Management Commission will from time to time make funds available to its member cities to help fund the cost of Best Management Practices (BMPs) partnership projects with private landowners. The following are the guidelines for the award of cost-share grants from this program:

1. Projects on private property must be for water quality improvement and must be for improvement above and beyond what would be required to meet Commission rules. Only the incremental cost of “upsizing” a BMP above and beyond is eligible.
2. Priority is given to projects in a priority area identified in a subwatershed assessment or TMDL.
3. Consistent with the South Metro Turbidity TMDL, Mississippi River streambank stabilization projects are eligible provided: 1) a streambank assessment using the NRCS direct volume method rates the erosion severity as moderate or more severe; and 2) an annual TSS load reduction can be estimated.
4. Commission funds may reimburse up to 100% of the cost of the qualifying BMP.
5. The minimum cost-share per project is \$10,000 and the maximum is \$50,000.
6. Projects must be reviewed by the Technical Advisory Committee (TAC) and recommended to the Commissions for funding.
7. Cost-share is on a reimbursable basis following completion of project.
8. The TAC has discretion on a case-by-case basis to consider and recommend to the Commission projects that do not meet the letter of these guidelines.
9. Unallocated funds will carry over from year to year and be maintained in a designated fund account. Any balance in said account in excess of \$100,000 will be transferred to the City Cost Share Program Account.
10. The property owner must dedicate a public easement or equivalent sufficient to install and maintain the BMP.
11. The Member City must obtain a recordable maintenance agreement from the property owner that specifies maintenance requirements and schedule; authorizes the City to inspect the BMP and order maintenance and improvement; and authorizes the City to undertake ordered maintenance and improvement not completed by the property owner and assess the cost that work to the property.
12. The standard Commission/Member Cooperative Agreement will be executed prior to project construction.

Adopted August 12, 2021



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**West Mississippi Watershed Management Commissions
 Partnership Cost-Share Program Application**

City:	Brooklyn Park – Three Rivers Park District Mississippi Gateway
Contact Name:	Brian Vlach – Senior Manager of Water Resources
Contact Phone:	763-694-7846
Contact Email:	Brian.Vlach@ThreeRiversParkDistrict.org
Project Name:	Mississippi Gateway Regional Park Shoreland Stabilization
Total Project Cost:	\$557,534 = Construction (\$464,612) + Final Design (\$92,922) A more detailed cost estimate will be provided for the September 14 th West Mississippi Watershed Management Commission meeting
Amount Requested:	\$75,000
Project Location:	10360 West River Road, Brooklyn Park, MN 55444
Owner:	Three Rivers Park District
Address:	3000 Xenium Lane North
City, State, Zip:	Plymouth, MN 55441
Phone:	763-694-7846
Email:	Brian.Vlach@ThreeRiversParkDistrict.org

1. Describe the BMP(s) proposed in your project. Describe the current condition and how the BMP(s) will reduce pollutant loading and/or runoff volume. Note the estimated annual load and volume reduction by parameter, if known, and how they were calculated. Attach figures showing project location and BMP details including drainage area to the BMP(s).

This proposed project is located within the West Mississippi Watershed drainage area at Three Rivers Park District Mississippi Gateway Regional Park in the City of Brooklyn Park. The project will reduce excessive sediment and nutrient loading from approximately 2200 linear feet of Mississippi River shoreline by stabilizing 5 separate areas of bank erosion and one area of gully erosion in an existing drainageway. A feasibility study (2021) was completed to evaluate and document the erosion conditions for each site and propose feasibility-level concepts for addressing each of the existing erosion areas. Since completion of the feasibility study, 90% design plans have been developed for the project and more conservative cost estimate has adjusted for the project. Due to the recent spring flooding in 2023, the project erosion areas identified in the feasibility study will be re-evaluated for implementation of stabilization practices as well as adjusting cost estimates as part of the final design phase of the project.

The feasibility study estimated that the existing erosion from the areas of concern contributes approximately 500 tons of sediment to the Mississippi River each year. Stabilizing these highly erosive areas would significantly reduce the sediment and nutrient loading to the Mississippi River. The feasibility study proposes to stabilize each of these highly erosive areas with a combination of best management practices that include the following: grading and re-sloping of banks, vegetated riprap, native plantings, rock deflectors, and toe wood. The details for the management practices used for each



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erosive site are provided in the attached feasibility study as well as the 90% design plans that have been completed for the project.

It was estimated that the proposed stabilization practices for the project will reduce sediment loading by 312 tons/year and phosphorus loading by 266 lbs/year. Sediment loading rates (tons/year) were estimated based on bank height, length, recession rate, and soil bulk density from field and remote measurements. Soils throughout this reach of the Mississippi River were mostly sandy loams so an average bulk density of 103 lbs/ft³ was assumed for all banks. Bank recession rates were estimated using historical satellite imagery. Phosphorus load reduction was based on a phosphorus correction factor using the Board of Water and Soil Resources Water Erosion Pollution Reduction Estimator. The details of estimating sediment loss and bank recession rate as well as sediment/phosphorus loading reductions are provided in the feasibility study.

A primary benefit the project addresses is the nutrient and TSS impairments in the Mississippi River. The South Metro Mississippi River TSS TMDL sets a goal of a 20% reduction in TSS from the Upper Mississippi River basin to improve water quality in the river and reduce sedimentation to Lake Pepin. The Lake Pepin Nutrient TMDL sets a goal of reducing non-permitted sources of nutrients to the estimated natural background rate. This project would provide contribution to the overall cumulative load reductions that are identified and need to be accomplished incrementally in the Mississippi River and Lake Pepin TMDLs. The project will also help protect water quality in the river immediately downstream as well as help support nearshore habitat that is negatively impacted by the accumulation of sediment in spawning and emergent vegetation areas. The adjacent upland areas will have native plantings that will further enhance habitat for pollinators and other wildlife. This site is within the Mississippi River Corridor Critical Area in which protecting and preserving the natural, biological, ecological, and other values of the river to benefit the health and welfare of the citizens of the state as a priority.

This project also aligns with the statewide priority of restoring and protecting water resources for public use and public health including drinking water. The site is located within the Drinking Water Supply Management Area, where the impacts to drinking water from contamination can be minimized by preventive management. Streambank erosion is a high priority contaminant in the Minneapolis Source Water Protection Plan. Stabilizing these areas will reduce sediment and nutrient load to the Mississippi River and will help protect the drinking water source.

A secondary benefit of the project is improving water based recreational opportunities for the public on the Mississippi River. The 1.5 miles of natural shoreline of the Mississippi River has become a key feature of the Mississippi Gateway Regional Park. The park receives approximately 472,900 annual visitors with 165,000 of these visits occurring during the summer to take advantage of the amenities the park provides for the public. There are approximately 8,800 summer visits that come to the park specifically for shoreline fishing opportunities, which is an average of about 95 fishing visitors per summer day. This park receives the most fishing visitors in comparison to all the other Three Rivers Parks. The park also has a kayak/canoe rental facility providing access to the Mississippi River. The proposed project includes the construction of 3 to 5 fishing access platforms to improve shoreline fishing opportunities along the Mississippi River. The park also has a Nature Center that provides unique



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outdoor recreation and nature based educational programs for the public. Additional amenities the park provides is a spectacular view of the Mississippi River that includes picnic areas, scenic overlook areas, and hiking trails.

The Three Rivers Park District and City of Brooklyn Park are partnering to renovate and create a reimagined Mississippi Gateway Regional Park where these park amenities will be improved for the public. The City of Brooklyn Park owns approximately 97 acres on the west side of West River Road, and Three Rivers Park District owns 165 acres along the Mississippi River corridor on the east side of West River Road. The coordinated partnership will provide expanded and improved amenities for the public. This Mississippi Gateway Regional Park has become a popular destination for under-represented communities providing inclusive and equitable access to outdoor recreational programs and activities. Upon completion of the entire park reconstruction, visitation is expected to increase by at least 50 percent for an estimated 725,000 annual visitors. The proposed project will further compliment the major park re-construction/renovation efforts that will better provide local community benefit.

2. If this request is for cost share in “upsizing” a BMP, explain how the upsize cost and benefit were computed.

The project proposes stream bank restoration and stabilization on highly eroded areas on the Mississippi River. This project would not be considered as increasing the size of an existing BMP.

3. Show total project cost and the amount of cost share requested.

The feasibility study estimated construction cost for the project was approximately \$258,000. Since the completion of the feasibility study, 90% design plans have been completed and a more conservative cost estimate for construction of the project has been adjusted in the below table. A more detailed cost estimate will be provided for the West Mississippi Watershed Management Commission meeting on September 14th of 2023.



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Bank	Proposed Stabilization	Restoration	Construction
	Method	Linear Feet	Costs
Bank-1-Upstream	Vegetated Riprap, grading, wing wall reconstruction, native plantings	250	\$94,548
Bank 2	Vegetated Riprap, grading, native plantings	270	\$44,164
Bank 3	Vegetated riprap, grading, native plantings	400	\$67,580
Bank 4	Toe wood, rock deflectors, grading, native plantings	550	\$64,304
Bank 5 Drainageway	Toe wood, rock deflectors, grading, native plantings	960	\$129,932
Subtotal Construction Costs			\$400,528.00
Contingency 16%			\$64,084.48
Total Shoreline Stabilization Construction Costs			\$464,612.48



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The estimated construction costs and phosphorus removal for each site was used to conduct a cost-benefit analysis. The cost-benefit analysis in the below table assumes a project life expectancy of 30-years.

Bank	Proposed Stabilization Method	Load Reduction		Phosphorus Removal
		Sediment (tons/year)	Phosphorus (lbs/year)	Cost Benefit (\$/lb)
Bank-1-Upstream	Vegetated Riprap, grading, wing wall reconstruction, native plantings	18.07	15.4	\$211
Bank 2	Vegetated Riprap, grading, native plantings	5.52	4.7	\$313
Bank 3	Vegetated riprap, grading, native plantings	10.42	8.9	\$253
Bank 4	Toe wood, rock deflectors, grading, native plantings	261.45	222.2	\$9
Bank 5 Drainage Way	Toe wood, rock deflectors, grading, native plantings	16.81	14.3	\$303

Based on the conservative cost estimate for construction of the project, a cost-benefit analysis estimated for phosphorus reduction indicated that the implementation of erosion stabilization practices while assuming a 30-year life expectancy of the project would cost \$9 to \$313 per pound of phosphorus removed. Due to the recent spring flooding in 2023, the project erosion areas identified in the feasibility study will be re-evaluated for implementation of stabilization practices as well as adjusting cost estimates as part of the final design phase of the project.

Three Rivers Park District is currently securing funding for the project. The park district has already received a National Park Service Grant of \$150,000 for the project. The Park District is requesting a total of \$75,000 as the partnership cost-share amount from the West Mississippi Watershed Management Commission. The Park District will also be submitting a Conservation Partners Legacy (CPL) Grant application to secure additional funding toward the project. A cost-share partnership and securing additional funding from the West Mississippi Watershed Management Commission will be used to supplement final design and construction costs as well as strengthen the CPL grant application.



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4. What is the project schedule, when will work on the BMP(s) commence and when will work be complete?

The below table provides a schedule for the project tasks that will need to be completed for the project. It is anticipated that construction of the project will occur the winter of 2024/2025 with a substantial completion date of April of 2025.

Task	2023					2024												2025				
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Febr	Mar	Apr	
Mississippi Gateway Partnership Cost-Share Application																						
Conservation Partners Legacy Grant Program Application																						
Re-Survey Erosion Areas																						
Final Design Plans & Cost Estimate																						
Permitting																						
Request for Bids																						
Award of Contract																						
Construction																						

The member City must verify that a public easement (or equivalent) is dedicated and that an Operations and Maintenance Agreement has been executed and recorded prior to release of any funds.

SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION**PROJECT REVIEW SC2025-08:** Joyful Way Church

Owner: Kristina S
Company: 6420 Zane, LLC
Address: 2424 Kennedy Street NE, Minneapolis 55413

Engineer: Jeff Prasch
Company: Demarc Land Surveying and Engineering
Address: 7601 73rd Avenue N, Brooklyn Park 55428

Phone: 763-560-3093
Email: jeffprasch@demarcinc.com

Purpose: Construction of a church and associated parking and driveway on 3.3 acres.

Location: 6340 Zane Avenue North, Brooklyn Park (Figure 1).

- Exhibits:**
1. Project review application and project review fee of \$2,100, dated 08/28/2025, received 08/28/2025.
 2. Site Development Plans (Figure 2), by Demarc, dated 12/16/2025, received 12/17/2025.
 3. Stormwater Management Plan, by Demarc, dated 12/16/2025, received 12/17/2025.
 4. Draft Geotechnical Boring Logs, by Haugo GeoTechnical Services, dated 09/25/2025, received 10/06/2025.

- Findings:**
1. The project proposes the construction of an 11,000-sf church building with associated parking and driveway access. The site is 3.3 acres. Following development, the site will be 38 percent impervious with 1.3 acres of impervious surface – an increase of 1.2 acres.
 2. The complete project application was received on 8/28/2025. The 60-day review period was extended an additional 60 days by Commission staff. The extended 120-day review period was extended an additional 60 days by request of the applicant. The Commission must approve or deny this project no later than the 2/13/2026 meeting. The 180-day review period expires on 2/24/2026.
 3. Commission rules require the site to infiltrate 1.1 inches of runoff from new impervious and reconstructed impervious area within 48 hours. The new and reconstructed impervious area on this site is 1.3 acres, requiring infiltration of 5,053 cubic feet within 48 hours. The applicant demonstrated through infiltration testing and boring logs that site soils have the capacity to infiltrate the required volume in 48 hours. The bottom of the basin elevation provides three feet of vertical separation from seasonally high groundwater levels. The applicant meets Commission volume control requirements.

Table 1. Proposed volume retention through infiltration (ft³).

Volume Retention Required (ft³)	BMP	Volume Retention Provided (ft³)	1.1-inch Runoff (ft³)	2.5-inch Runoff (ft³)
5,053	East Infiltration Basin	12,053	4,190	9,528
	NW Infiltration Basin	206	460	1,046
	Total	9,734		

- To comply with the Commission’s water quality treatment requirement, the site must provide treatment so there is no net increase in TP or TSS from pre- to post-development land cover. Meeting the infiltration requirement is considered sufficient to provide a similar level of treatment.

Runoff from the site is proposed to be routed to two infiltration basins located on the eastern edge of the site and the northwest corner of the site. Pretreatment for the basins is provided by a forebay at the upstream end of each basin. The applicant meets Commission water quality treatment requirements.

- Commission rules require that site runoff is limited to predevelopment rates for the 2-, 10-, and 100-year, 24-hour, and 100-year, 10-day critical storm event. The majority of runoff from the site drains east to the east infiltration basin via overland flow and proposed storm structures. A central portion of the site drains northwest towards the northwest infiltration basin via overland flow. A west portion of the site drains west towards offsite Zane Ave catch basins via overland flow. The applicant meets Commission rate control requirements (Table 2).

Table 2. Runoff from site (cfs).

Drainage Area	2-year event		10-year event		100-year event		100-year, 10-day event	
	Pre-	Post-	Pre-	Post-	Pre-	Post-	Pre-	Post-
East (creek)	0.44	0.37	1.6	1.5	6.6	5.5	0.07	0.04
West (Zane Ave)	0.53	0.50	1.9	1.1	4.5	2.8	0.03	0.03
Total	0.57	0.56	2.3	1.9	7.7	6.2	0.11	0.06

- The erosion control plan includes a rock construction entrance, perimeter silt fence, inlet protection, perimeter control for infiltration basins, rip rap at inlets, stabilization of emergency spillways, and native seed specified on basin slopes. Erosion control plans meet Commission requirements.
- The National Wetlands Inventory identifies a wetland (Twin Creek) on the eastern edge of the site. SCWMC is LGU for WCA administration. A Notice of Decision was issued by the LGU to determine wetland boundary delineation, which is included on the proposed site plans. Wetland buffers a minimum of 20 feet in width and averaging 30 feet in width are provided. The applicant meets Commission wetland requirements.

SC2025-08: Joyful Way Church

8. There are no Public Waters on this site. The applicant meets Commission Public Waters requirements.
9. The low floor elevations of the buildings are at least two feet higher than the high-water elevation of the infiltration basin according to Atlas 14 precipitation. The low floor elevation of the building (868.0) is at least two feet higher than the 100-year flood elevation of the creek (861.3 feet) and infiltration basins (864.7 and 863.0 ft). Grading in the floodplain is proposed and will result in no net fill in the floodplain. The applicant meets Commission floodplain requirements.
10. The site is not located in a Drinking Water Source Management Area (DWSMA). The applicant meets Commission drinking water protection requirements.
11. A public hearing on the project was conducted on October 8, 2025 as part of Planning Commission review of this project, meeting Commission public notice requirements.
12. A draft Operations & Maintenance (O&M) agreement between the applicant and the City of Brooklyn Park has not been provided.
13. A Project Review Fee of \$2,100 has been received.

Recommendation: Table subject to the following conditions:

- 1) Provide a complete O&M agreement between the applicant and the City of Brooklyn Park for all stormwater facilities on the project site.
- 2) After construction, demonstrate by double ring infiltrometer or witness test that the site can meet the design infiltration rate of 3.24 inches/hour for the east basin and 0.8 inches/hour for the northwest basin.
- 3) Submit to the City of Brooklyn Park a recordable conservation easement for protection of the wetland buffer strip. The easement shall describe the boundaries of the watercourse or wetland and buffer strips, identify the monuments and monument locations, and prohibit any of the alterations noted below and the removal of the buffer strip monuments within the buffer strip or the watercourse or wetland.
 - i) Alterations including building, storage, paving, mowing, plowing, introduction of noxious vegetation, cutting, dredging, filling, mining, dumping, grazing livestock, agricultural production, yard waste disposal or fertilizer application, are prohibited within any buffer strip. Noxious vegetation may be removed as long as the buffer strip is maintained to the standards required by the Commission. Alterations would not include plantings that enhance the natural vegetation or selective clearing or pruning of trees or vegetation that are dead, diseased or posing similar hazards.

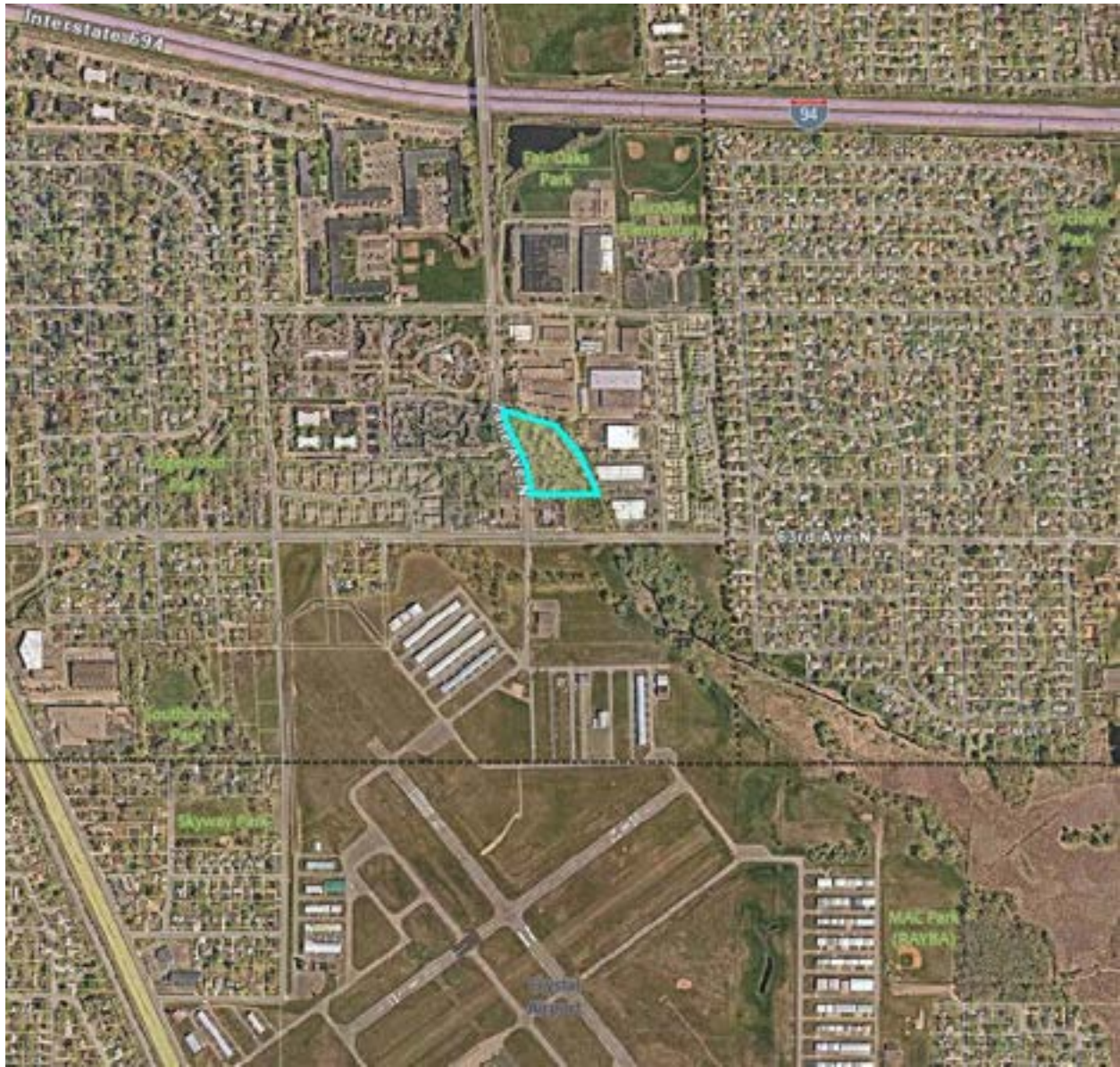
Stantec Inc.
Engineers for the Commission

Eric Osterdyk, P.E.

Date

SC2025-08: Joyful Way Church

Figure 1. Site location.



SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION**PROJECT REVIEW SC2025-10: Crest View Community School**

Owner: Jon Morstad
Company: ISD 279 – Osseo Area Schools
Address: 11200 93rd Ave N, Maple Grove, MN 55369

Engineer: Eric Meyer
Company: Larson Engineering
Address: 3524 Labore Road White Bear Lake, MN 55110

Phone: 651-481-9120
Email: emeyer@larsonengr.com

Purpose: Construction of a Community School on 15.2 acres.

Location: 8200 Zane Ave North, Brooklyn Park, MN 55443 (Figure 1).

- Exhibits:**
1. Project review application and project review fee of \$2,500, dated 12/4/25, received 12/8/25.
 2. Site plan, preliminary plat, grading (Figure 2), utility, erosion control, and landscaping plans (14 Sheets) dated 11/14/25, received 11/25/25.
 3. Hydrologic calculations by Larson Engineering Inc., dated 10/2/25, received 11/25/25.
 4. Geotechnical Draft Report, by Braun Intertec, dated 9/16/25, received 11/25/25.
 5. Site plan, preliminary plat, grading (Figure 2), utility, erosion control, and landscaping plans (15 Sheets) dated 12/05/25, received 12/22/25.
 6. Hydrologic Calculations, by Larson Engineering Inc., dated 12/22/25, received 12/22/25.
 7. Crest View Higher Level of Engineering, by Larson Engineering, dated 12/22/25, received 12/22/25.
 8. Landscape Plans (19 Sheets), by Damon Farber, dated 12/5/25, received 12/22/25.
 9. Draft O & M, by Larson Engineering, not dated, received 12/22/25.

- Findings:**
1. The proposed project is the reconstruction of an existing school into a community school with a playground and associated parking. The site is 15.2 acres. Following development, the site will be 37 percent impervious with 5.56 acres of impervious surface, an increase of 0.88 acres.
 2. The complete project application was received on 12/8/25. To comply with the 60-day review requirement, the Commission must approve or deny this project no later than the 1/8/25 meeting. Sixty calendar-days expires on 2/6/26.

SC2025-10: Crest View Community School

- Commission rules require the site to infiltrate 1.1 inches of runoff from new impervious and reconstructed impervious area within 48 hours. The new and reconstructed impervious area on this site is 245,018 ft², requiring infiltration of 22,460 cubic feet within 48 hours. The applicant proposes to construct two infiltration basins that have the capacity to infiltrate the required volume within 48 hours. The applicant meets Commission volume control requirements (Table 1).

Table 1. Proposed volume retention through infiltration (ft³).

Volume Retention Required (ft³)	BMP	Volume Retention Provided (ft³)	1.1-inch Runoff (ft³)	2.5-inch Runoff (ft³)
22,197	NE Infiltration Basin	7,187	8,492	19,299
	SW Infiltration Basin	35,408	11,759	58,132*
	Total	42,595		

*Includes 12,112 ft³ of excess 2.5-inch volume from the NE Infiltration Basin.

- To comply with the Commission’s water quality treatment requirement, the site must provide treatment so there is no net increase in TP or TSS from pre- to post-development land cover. Meeting the infiltration requirement is considered sufficient to provide a similar level of treatment.

Runoff from the site is proposed to be routed to two infiltration basins. The applicant meets Commission water quality treatment requirements.

- Commission rules require that site runoff is limited to predevelopment rates for the 2-, 10-, and 100-year, 24-hour, and 100-year, 10-day critical storm event. Runoff from the site is controlled by two infiltration basins. Revisions to the hydraulic model are required to determine existing and proposed rates to Zane and Yates Avenue. The applicant meets Commission rate control requirements (Table 2).

Table 2. Runoff from site (cfs).

Drainage Area	2-year event		10-year event		100-year event		100-year 10-day event	
	Pre-	Post-	Pre-	Post-	Pre-	Post-	Pre-	Post-
Zane Ave N	10.14	1.31	16.72	5.09	30.46	10.78	8.31	6.96
Yates Ave N	5.33	1.40	9.56	2.74	18.80	5.80	4.08	1.06

- The erosion control plan includes rock construction entrances, perimeter silt fence, silt fence surrounding infiltration basins, inlet protection, rip rap at inlets, slope checks, and native seed specified on the pond slopes. However, additional perimeter control is required to control offsite discharges. The erosion control plan does not meet Commission requirements; however, this will be addressed as a condition of approval (Condition 5).
- The National Wetlands Inventory does not identify any wetlands on site. The applicant meets Commission wetland requirements.

SC2025-10: Crest View Community School

8. There are no Public Waters on this site. The applicant meets Commission Public Waters requirements.
9. There is no FEMA-regulated floodplain on this site. The low floor elevations of the buildings are at least two feet higher than the high-water elevation of the detention infiltration basins according to Atlas 14 precipitation. The applicant meets Commission floodplain requirements.
10. The site is within a High Vulnerability Drinking Water Supply Management Area but outside the Emergency Response Area. Per the MN Stormwater Manual, a higher level of engineering review is required to justify infiltration. This review determines whether infiltrated water could reach a receptor (e.g. a well) within one year – a criterion based on pathogen survival and emergency response time. The applicant has provided documentation that indicates groundwater flows toward two wells (IDs 439000 and 759567) per the Minnesota Well Index. The closest lateral distance to these wells is approximately 2,160 feet. Using the Twin Cities Metropolitan Groundwater Model and Hennepin County Geologic Atlas the applicant estimated a horizontal velocity of 3.72 feet/day, resulting in a one-year travel distance of 1,357 feet. Thus, infiltrated water would take approximately 1.57 years (2,160 ft./ 1,357 ft./yr.) to reach the nearest well. Additionally, the applicant proposes ripping the bottom 18 inches of the infiltration practices and adding six inches of planting media (80% sand, 20% peat) above the ripped soils. These measures meet Commission drinking water protection requirements.
11. A public hearing on the project has been conducted on 11/12/25 as part of Planning Commission and City Council review of this project, meeting Commission public notice requirements.
12. A draft Operations & Maintenance (O&M) agreement between the applicant and the City of Brooklyn Park has been provided.
13. A Project Review Fee of \$2,500 has been received.

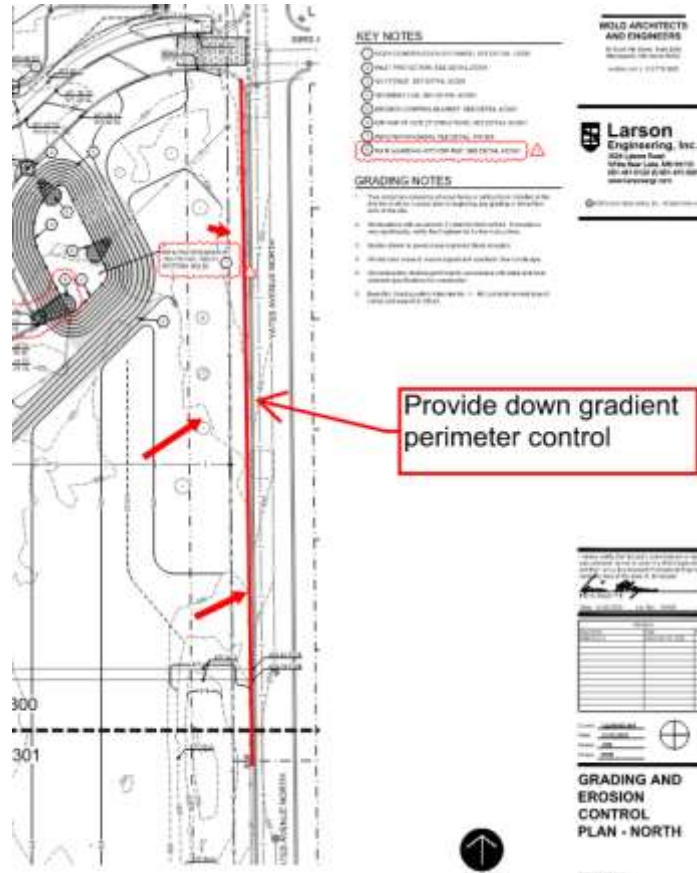
Recommendation: Approve subject to the following Conditions:

- 1) Demonstrate by field measured infiltration test that the site can meet the design infiltration rate of 0.6 inches/hour.
- 2) Revise the outlet invert of the 12-inch culvert in the existing conditions HydroCAD model from 838.20' to 868.20' to correspond with Sheet C401.
- 3) Route Subcatchment T to Pond 1P in the proposed conditions HydroCAD model. The grading shown on Sheet C300 and the proposed conditions drainage map indicate Subcatchment T will discharge to basin 1P rather than 2P as currently modeled.
- 4) Clarify intent of STMH-21. This structure is a solid grate with a piped outlet to Pond 1P; however, there is no contributing drainage area that is

SC2025-10: Crest View Community School

captured by this infrastructure. The previous submittal received on 11/25/25 showed a connection to catch basins on Yates Avenue pending City design/scope for Yates Avenue reconstruction.

- 5) Provide down-gradient perimeter control on the east side of the site shown in the Grading and Erosion Control Plan – North (Sheet C-300). Sheet C-300 shows drainage to Yates Avenue (see screenshot below).



Stantec Inc.
Engineers for the Commission

Eric Osterdyk, P.E.

12/29/25

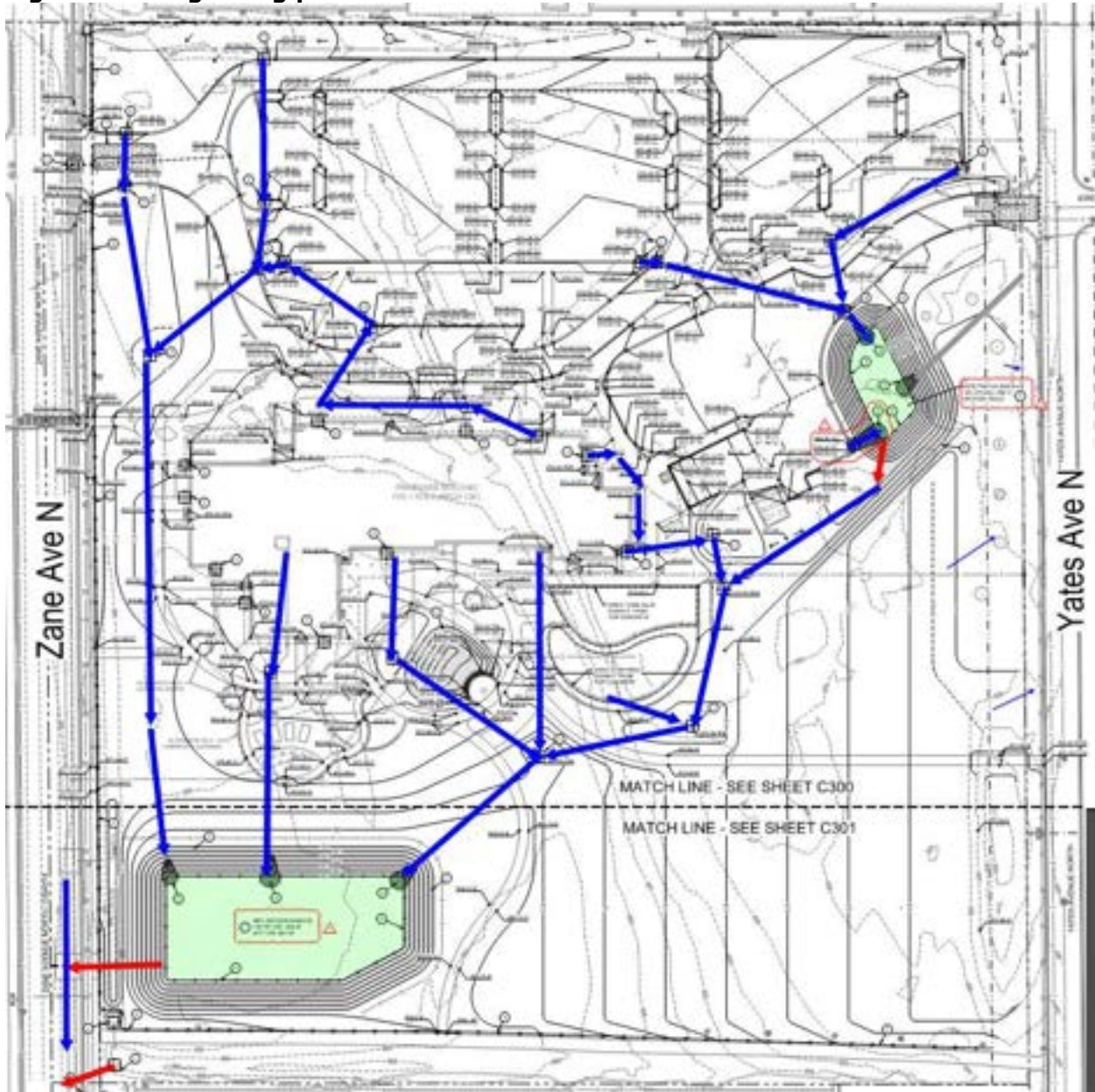
SC2025-10: Crest View Community School

Figure 1. Site location.



SC2025-10: Crest View Community School

Figure 2. Site grading plan.



To: Shingle Creek WMO Commissioners

From: Eric Osterdyk, P.E.
Grace Neumiller

Date: December 31, 2025

Subject: Draft 2026 Work Plan

**Recommended
Commission Action**

Review, discuss, and propose desired modifications. Approve the work plan or request it be brought back in February.

The following are suggested activities for the 2026 Shingle Creek Commission Work Plan, organized by Goal Areas identified in the Fourth Generation Plan and as general, routine Commission business. There are routine, ongoing activities as well as some Commission-funded construction projects expected. Note that we will bring a proposed 2026 Monitoring Plan to the Commission in February, which will provide additional details. Activities in calendar form are attached.

Goal 1. Protect, maintain, and improve the water quality and ecological integrity of the water and natural resources within the watersheds and the downstream receiving waters.

- a. Complete the Lake Magda Subwatershed Assessment to identify BMP opportunities as part of the FY24-25 WBIF grant.
- b. Manage aquatic invasive species (AIS) in watershed lakes as necessary. Bass Lake, Twin Lakes, and Meadow Lake all have curly-leaf pondweed infestations that have been treated recently.
- c. Implement carp removals and population estimate updates in Crystal and Twin Lakes as part of the FY24-25 Watershed Based Implementation Funding (WBIF) grant.
- d. Continue partnership with the City of Brooklyn Park and Three Rivers Park District to plan and design the Brookdale Park Natural Channel Phase 1 project, the stream restoration on Shingle Creek from the end point of the Connections project in Brookdale Park to just downstream of Xerxes Avenue.
- e. Continue working with the City of Minneapolis in planning for the Minneapolis Shingle Creek Regional Park project.
- f. Continue partnering with the City of Maple Grove to implement the Eagle Lake Management Plan, which includes a second dose of alum in 2026 and additional AIS treatments, if necessary.
- g. Continue partnering with cities on the Twin Lake Management Plan, including the subwatershed assessment and planning for potential internal load management.
- h. Continue to partner with the USGS to operate the Queen Avenue monitoring site.
- i. Stay abreast of other regional and state TMDLs.

- j. Use funding from the Project Maintenance Fund to upkeep past project improvements.
- k. Complete the 38th Avenue Outfall special monitoring project.

Goal 2. Reduce stormwater runoff rates and volumes to limit flood risk, protect conveyance systems, protect surficial groundwater, and reduce or mitigate impacts that have already occurred.

- a. Complete reviews of development and redevelopment projects as necessary.

Goal 3. Educate and engage all stakeholders in the watersheds on surface water issues and opportunities.

- a. Participate in the West Metro Water Alliance joint education and outreach group.
- b. Partner with Hennepin County and other local watersheds to fund and provide guidance to the shared Education and Outreach Coordinator.
- c. Work with the shared education and Outreach Coordinator to offer customized shoreline restoration workshops as part of an effort to enhance outreach to lake associations.
- d. Complete and implement a Joint Chloride Management Plan for the watershed with Shingle Creek, West Mississippi, and Elm Creek WMCs.
- e. Complete the migration and update of the Commission's and WMWA's websites.
- f. Develop a format and process for incorporating documentation of potential impacts to and outreach to underrepresented populations to increase engagement and help improve equitable outcomes.

Goal 4. Anticipate and proactively work to withstand adverse impacts from changing environmental and climate conditions.

- a. Consider applying for an MPCA Community Resilience grant, if available, in 2026 to model future precipitation scenarios in the watershed.

Continue ongoing administration and programming.

- a. Conduct routine Commission lake water quality monitoring and aquatic vegetation monitoring on Lake Magda and Ryan Lake, and project-associated monitoring on Eagle and Pike Lakes.
- b. Conduct Commission routine flow and water quality monitoring on Shingle and Bass Creeks at established monitoring sites.
- c. If available in 2026 sponsor volunteer stream monitoring through Hennepin County Watershed Connections.
- d. Sponsor volunteer lake monitoring through Metropolitan Council's Community Assisted Monitoring Program (CAMP) on up to four lakes.
- e. Prepare an annual water quality report.
- f. Solicit cost-share projects from member cities funded from the Cost Share Fund and the annual \$100,000 levy and the Partnership Cost Share Fund and the annual \$50,000 levy.

- g. Review feasibility studies for 2026 proposed capital projects, undertake Plan Amendments, hold public hearings, order projects, and certify levies.
- i. Prepare a 2027 annual budget.
- j. Invite three guest speakers to make lunchtime water resources presentations.

2026 PROJECTED WORKPLAN	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<i>ROUTINE BUSINESS</i>												
Set annual workplan												
Set annual monitoring program												
Call for CIP/plan amendment proposals												
TAC considers CIP/ amendments and refers to Commission												
Call for public meeting on any proposed plan amendments												
Annual water quality report												
Lake monitoring												
Stream monitoring												
Adopt any plan amendments and set max levy												
Plan amendments and maximum levies to County												
Initial annual budget review for following year												
Finalize budget and send to cities												
Clean Water Fund grant applications												
Call for public hearing on proposed capital projects												
Public hearing on proposed capital projects												
Annual progress review, education, and outreach report												
Project reviews												
<i>PROJECTS & MISC.</i>												
Lake herbicide treatments for AIS (Bass, Twin, Meadow)												
Crystal and Twin Lakes Carp Management (WBIF)												
Shingle Creek Brookdale Park Natural Channel Phase 1												
Minneapolis Shingle Creek Regional Park												
Eagle Lake Management Plan												
Lake Magda Subwatershed Assessment												

Provide customized shoreline restoration workshops													
Draft and adopt criteria for evaluating Commission projects for equity impact													
Draft and adopt Joint Chloride Management Plan													

To: West Mississippi WMC TAC & Commissioners
From: Eric Osterdyk, PE, CFM
Grace Neumiller
Date: December 31, 2025
Subject: Draft 2026 Work Plan

**Recommended
Commission Action**

Review, discuss, and propose desired modifications. Approve the work plan or request it be brought back in February.

The following are suggested activities for the 2026 West Mississippi Commission Work Plan, organized by Goal Areas identified in the Fourth Generation Plan as well as some general, routine Commission business. Note that we will bring a proposed 2026 Monitoring Plan to the Commission in February, which will provide additional details. Activities in calendar form are attached.

Goal 1. Protect, maintain, and improve the water quality and ecological integrity of the water and natural resources within the watersheds and the downstream receiving waters.

- a. Continue to identify, pursue grant funding for, and implement projects and programs addressing the bacterial impairment in the Mississippi River.
- b. Stay abreast of other regional and state TMDLs.
- c. Identify boundaries of the untreated areas directly connected to the Mississippi River or other conveyances.
- d. Partner with the MWMO to undertake monitoring at the 65th Avenue outfall.
- e. Continue to work with Brooklyn Park and Hennepin County to prepare a follow-up to the Mississippi River stabilization study.
- f. Complete the TH 252 subwatershed assessments for the Evergreen/70th Ave and Meadowood areas.

Goal 2. Reduce stormwater runoff rates and volumes to limit flood risk, protect conveyance systems, protect surficial groundwater, and reduce or mitigate impacts that have already occurred.

- a. Complete reviews of development and redevelopment projects as necessary.

Goal 3. Educate and engage all stakeholders in the watersheds on surface water issues and opportunities.

- a. Participate in the West Metro Water Alliance joint education and outreach group.

- b. Partner with Hennepin County and other local watersheds to fund and provide guidance to a shared Education and Outreach Coordinator.
- c. Complete and implement a Joint Chloride Management Plan for the watershed with Shingle Creek, West Mississippi, and Elm Creek WMCs.
- d. Complete the migration and update of the Commission's and WMWA's websites.
- e. Develop a format and process for incorporating documentation of potential impacts to and outreach to underrepresented populations to increase engagement and help improve equitable outcomes.

Goal 4. Anticipate and proactively work to withstand adverse impacts from changing environmental and climate conditions.

- a. Consider applying for an MPCA Community Resilience grant in 2026, if available, to model future precipitation scenarios in the watershed.

Continue ongoing administration and programming.

- a. Conduct Commission routine flow and water quality monitoring at the Environmental Preserve site.
- b. If available in 2026, sponsor volunteer stream monitoring through Hennepin County's Watershed Connections (formerly RiverWatch).
- b. Prepare an annual water quality report.
- c. Solicit cost-share projects from member cities funded from the Cost Share Fund and the annual \$50,000 levy.
- d. Review feasibility studies for 2026 proposed capital projects, undertake Plan Amendments, hold public hearings, order projects and certify levies.
- e. Prepare a 2027 annual budget.
- f. Invite three guest speakers to make lunchtime water resources presentations.

2026 PROJECTED WORKPLAN	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<i>ROUTINE BUSINESS</i>												
Set annual workplan	█											
Set annual monitoring program		█										
Call for CIP/plan amendment proposals	█	█										
TAC considers CIP/ amendments and refers to Commission			█	█								
Call for public meeting on any proposed plan amendments				█								
Annual water quality report				█								
Stream monitoring	█	█	█	█	█	█	█	█	█	█	█	█
Adopt any plan amendments and set max levy					█							
Plan amendments and maximum levies to County					█							
Initial annual budget review for following year					█							
Finalize budget and send to cities						█						
Clean Water Fund grant applications							█	█				
Call for public hearing on proposed capital projects								█				
Public hearing on proposed capital projects									█			
Annual progress review, education, and outreach report												█
Project reviews	█	█	█	█	█	█	█	█	█	█	█	█
<i>PROJECTS</i>												
Mississippi Riverbank Stabilization Feasibility Study Wrap-Up	█											
Continuous flow monitoring of 65 th Ave Outfall through MWMO	█	█	█	█	█	█	█	█	█	█	█	█
Draft and adopt criteria for evaluating Commission projects for equity impact analysis	█	█	█	█	█	█	█	█	█	█	█	█
Draft and adopt Joint Chloride Management Plan	█	█	█	█	█	█	█	█	█	█	█	█

WEST MISSISSIPPI RIVERBANK STABILIZATION



For many years, homeowners along the Mississippi River in Brooklyn Park have been losing shoreline. High water levels, fast-moving currents, groundwater seeping through the soil, and ice have been washing away several feet of riverbank. This erosion threatens yards, homes, trees, wildlife habitat, and water quality.

2020

Hennepin County inspected dozens of riverfront properties and found that the worst erosion was happening between the Highway 610 bridge and 85th Avenue. Without repairs, some areas could keep losing about six inches of bank every year.

2023–2024

The City, Hennepin County, and engineering firm Stantec re-evaluated the sites. Because only nine homeowners granted land access, most evaluations were conducted by boat on the Mississippi River. Erosion rankings were updated, and new photos and measurements were collected.

Erosion Levels

MINOR

Some roots showing, a few fallen trees, small washed-out areas.

MODERATE

Larger slumps, more exposed soil, some property loss.

MAJOR

Steep unstable slopes, major soil loss, undercut banks, multiple erosion causes acting at once.

Based on what was found, several stabilization methods were reviewed—from natural approaches (planting native vegetation, laying down logs with attached roots, thinning out trees) to more structural approaches (riprap rock, engineered mats, terracing).

Three representative properties were surveyed more deeply, and 30% design plans were created to show how full restoration could look. A previously completed project (Duncan property) was also evaluated as a successful example.

Typical stabilization methods

Vegetated riprap:

Rock with plants added for habitat and long-term stability.

Riprap toe:

Large rock placed at the river edge to stop undercutting

Rootwads/log toes:

Whole tree root systems placed at the shoreline to absorb water energy and mimic natural riverbanks.

Armormax:

A reinforced mat pinned into the slope that grows vegetation and stabilizes steep banks.

Terracing/regrading:

Reshaping the slope into steps to reduce collapse risk

Typical costs range from

\$300–\$600 per linear foot for minor erosion fixes
\$850–\$1,000 per linear foot for moderate erosion
\$1,250–\$2,225 per linear foot for major stabilization

These costs include contingency, engineering, and permitting. There is no one-size-fits-all solution. The best method and ultimate cost depends on slope steepness, water forces, soil type, vegetation, and how close the home is to the bank.



What Homeowners Can Do Now

- Reach out to the City/Watershed to get more information stay informed about project opportunities
- Allow site access for future evaluations
- Consider joining group stabilization efforts
- Keep vegetation on the slope healthy
- Avoid removing trees or altering the slope without guidance

This project is funded by a grant from the Clean Water, Land, and Legacy Amendment

This project is funded by a grant from the Clean Water, Land, and Legacy Amendment



Completed in partnership with City of Brooklyn Park and Hennepin County



Completed in partnership with City of Brooklyn Park and Hennepin County



WEST MISSISSIPPI RIVERBANK STABILIZATION



Understanding the Issue

Protecting Our Riverbank, Our Homes, and Our Community

For many Brooklyn Park residents, the Mississippi River is part of daily life—beautiful views, wildlife, and a sense of place. But the riverbank along our community has been steadily eroding for years. High water, changing river flows, groundwater seepage, and ice damage have caused the shoreline to retreat in many areas.

This erosion can lead to:

- Loss of property and usable yard space
- Threats to home foundations, decks, and outbuildings
- Falling trees and unstable slopes
- Increased sediment and pollutants washing into the Mississippi
- Loss of habitat for fish, birds, and other wildlife

A coordinated effort is underway to understand the erosion and create cost-effective solutions that protect both private property and the water quality of the Mississippi River.



What We Found Along the River

The Study Area

Between the Highway 610 bridge and 85th Avenue, engineers examined 73 riverbank parcels. Using past assessments (2020) and updated inspections (2023–2024), each property was categorized based on erosion severity. The most serious erosion identified in the area is concentrated west of Banfill Island.

Three types of erosion

MINOR EROSION

- Small areas of washed-out soil
- Exposed roots, a few fallen trees
- Early signs of undercutting



MODERATE EROSION

- Multiple erosion spots
- Small slumps or slides
- Noticeable loss of bank over time

MAJOR EROSION

- Steep, unstable banks
- Large soil losses each year (up to ½ foot)
- Undercut areas and mass soil movement
- Threats to structures



WEST MISSISSIPPI RIVERBANK STABILIZATION

How Erosion can be Fixed

There is no one-size-fits-all solution. The best method depends on slope steepness, water forces, soil type, vegetation, and how close the home is to the bank.

Natural / "Softer" Approaches

Used mostly for minor to moderate erosion.

Rootwads & Log Toes

Whole tree root systems placed along the bank absorb water energy and stabilize the shoreline.



Rootwads & Log Toes

Tree Thinning & Vegetative Management

Removing certain trees and planting native vegetation helps strengthen the soil with deep root systems.

Cedar Tree Revetments

Bundled cedar trees anchored to the bank slow the water and trap sediment.



Cedar Tree Revetments

Structural / "Harder" Approaches

Used for moderate to major erosion.

Riprap Toe & Riprap Bank

Large rock placed at the water's edge prevents the river from cutting into the base of the slope.



Riprap Toe + Vegetated Banks

Armormax (Engineered Matting)

A durable anchored mat that allows vegetation to grow while protecting steep or unstable slopes.



Armormax

Vegetated Riprap

Rock for stability + native plants for long-term strength and habitat.

Terracing and Regrading

The bank is reshaped into gentler "steps," reducing collapse risk and allowing vegetation to grow.



Terracing & Regrading

What Projects Cost & What Comes Next

Typical Cost Ranges (Per Linear Foot of Shoreline)

(Includes contingency, engineering, and permitting)

- Minor erosion fixes: \$300-\$600 per foot
- Moderate erosion fixes: \$850-\$1,000 per foot
- Major erosion fixes: \$1,250-\$2,225 per foot

Project costs vary depending on access, slope steepness, soil conditions, and the amount of bank that must be restored.

Why a Coordinated Approach Matters

Working together:

- Reduces costs
- Ensures stabilization is continuous across property lines
- Provides stronger long-term results
- Helps secure possible grants and funding

What Homeowners Can Do Now

- Reach out to the City/Watershed to get more information stay informed about project opportunities
- Allow site access for future evaluations
- Consider joining group stabilization efforts
- Keep vegetation on the slope healthy
- Avoid removing trees or altering the slope without guidance

Our Shared Goal

A stable, healthy, and beautiful Mississippi River shoreline - one that protects private property, supports wildlife, and benefits our whole community.

This project is funded by a grant from the Clean Water, Land, and Legacy Amendment

This project is funded by a grant from the Clean Water, Land, and Legacy Amendment

Completed in partnership with City of Brooklyn Park and Hennepin County



**SHINGLE CREEK / WEST MISSISSIPPI WATERSHED MANAGEMENT COMMISSION
MONTHLY COMMUNICATION LOG
January 2025**

Date	From	To	SC	WM	Description
12/8/25	Jenna Wolf (City of Robbinsdale)	Grace Neumiller	X		Inquiry about total 2025 Crystal Lake carp removal numbers. Responded with biomass removal summary table and carp length histogram from WSB.
12/9/25	Jeny Baroda (Met Council), Julie Benadum & Jaron Frank (Brown & Caldwell)	Eric Osterdyk, Fridley, Brooklyn Park, Comcast, CenterPoint Energy, Xcel Energy		X	Utility design coordination meeting for MCES Project New Lift Station L32A
12/16/25	Aaron Anderson (Quetico)	Eric Osterdyk	X		Inquiry about how to model the 100-yr 10-Day critical storm event. Upcoming project review for the Metro Mosquito Control District building expansion in Maple Grove.
12/16/25	Paul Strong (Bolton & Menk)	Eric Osterdyk	X		Permitting requirements on upcoming project review for the Robbinsdale Public Works Reconstruction.
12/16/25	Grace Neumiller	Emily Resseger (MWMO)		X	Confirming 2026 draft fee estimate for MWMO Monitoring of the 65 th Ave Outfall for West Mississippi staff budget purposes.
12/18/25	MPCA	Ben Scharenbroich, City of Plymouth; Diane Spector and Katie Kemmitt	X		Meeting to discuss state-wide experience and permitting requirements for lanthanum-modified bentonite as in-lake phosphorus treatment.
12/18/25	Eric Osterdyk	Tyler Hastings & Touyia Lee	X		Reviewed project rule requirements for MCES M112 Lift Station project. Project proposes 8,346 ft ² of new/reconstructed impervious area, of which only 192 ft ² is new impervious. These thresholds are below the typical project trigger for stormwater management, but the project is in the vicinity of Shingle Creek. In conversation with Touyia, we decided, that given the limited scope of the project and distance from Shingle Creek that the project would not trigger Commission Rules but would still need to follow the City Permitting process.
12/22/25	Grace Neumiller	Julie Hamilton (Avallo)	X	X	Sending signed WMWA Website Update contract and confirming date for website project kickoff meeting on January 7, 2026.
12/22/25	Katie Hembre	Yayao Moua (Tech Sales Co)	X		Correspondence with Tech Sales Co. regarding instrument order quote for pipe monitoring equipment order at the 38 th Ave Outfall in Spring 2026.
12/23/25	Grace Neumiller	John Jackson (SKOL Marketing)	X	X	Signed contract by Commission Chair for WMO Website Updates with SKOL Marketing. Project kickoff to occur in early January.

To: Shingle Creek/West Mississippi WMO Commissioners
From: Eric Osterdyk, PE, CFM
Date: December 31, 2025
Subject: January 2026 Staff Report

**Recommended
Commission Action**

For discussion and information.

PROJECT UPDATES

- 38th Ave Outfall Monitoring
 - Staff are working with Tech Sales to confirm the equipment quote for 38th Ave Outfall monitoring and order equipment before EOY 2025. Staff will meet in mid-January to discuss initial tasks for the project and contact City of Robbinsdale with any needs to prepare for equipment installation in Spring 2026.
- Mississippi Riverbank Stabilization Study
 - Staff completed a summary memo explaining the Mississippi Riverbank Stabilization Study in simplified terms for educational purposes and distribution to landowners. Landowners will be encouraged to reach out to the Commission if they would like to pursue a project on their properties.
 - The summary sheet will be delivered to the Commission at the January 2026 meeting.
- Joint Chloride Management Plan
 - Staff are working with TAC members to identify priority areas within the watersheds to target implementation actions, such as large parking lots, agricultural lands, or drainage areas of chloride impaired/threatened waterbodies. Please submit high priority CI management areas in your region to katie.kemmitt@stantec.com.
 - Stantec is also working on developing a survey for road authorities to understand their current chloride practices, challenges, and opportunities.
- Twin Lakes SWA
 - Staff are comparing load reductions needed to meet water quality standards in Ryan, Middle, and Upper Twin Lakes. Lower Twin Lake already meets state WQ standards. Staff analyzed all relevant WQ data (TP, Secchi, and Chl-*a*) for each lake to show annual variability and analyzed internal loading of the sediments.
 - The 639W Wetland Feasibility Report is being finalized.
 - The Lake Response Model (LRM) has been updated to include:
 - 2025 internal loading rates for all the lakes.
 - TP watershed loading based on updated P8 model.
 - Other inputs used in the LRM were based on the 1999 Lake Response Model published in the original TMDL.

- The 2025 updated watershed loads better characterize each lake within the model at this time.
- The updated lake response model estimates for surface TP in each lake are performing well against surface TP data collected from 2010-2025.
- An alum treatment scenario is being modeled for Upper Twin Lake to characterize reductions in internal TP loading and its impact on surface concentrations.
- Staff are currently identifying potential BMP locations.

GRANT, COST SHARE, AND FUND BALANCES UPDATE December 2025

Grant Projects

Project	Grant Source	Expiration	Status
<i>Shingle Creek</i>			
Joint Chloride Mgmt Plan	BWSR AIG	12/31/27	GIS work, first stakeholder meeting completed
Lake Magda SWA	WBIF	12/31/27	Not yet begun
Chloride Implementation	WBIF	12/31/27	In progress, waiting for Mgmt. Plan input
Crystal Lake Carp Mgmt	WBIF	12/31/27	Removals complete, awaiting final memo from WSB Engineering
<i>West Mississippi</i>			
Miss Riverbank Stabilization	WBIF	12/31/25	In progress, will present final report in January 2026
Chloride Implementation	WBIF	12/31/27	Cost share in New Hope brine equipment Sept 2025

Cost Share Projects

Project	Partner	Amount	Status
<i>Shingle Creek</i>			
Shingle Creek Rain Gardens	City-Mpls	\$50,000	In progress
FAIR School	FAIR School	\$10,000	In progress
<i>West Mississippi</i>			
Miss Gateway Shoreline Stabil	Partner-3 Rivers	\$75,000	In progress

Encumbered Balances as of 11/30/2025, including levy funds expected 2025

Watershed	City Cost Share	Partnership	Closed Projects	Assigned	Unrestricted
Shingle Creek	\$501,915	\$201,971	\$251,045	\$60,813	\$308,133
West Mississippi	\$565,748	\$290,728	\$129,806	\$129,920**	\$202,834

**About \$89,000 assigned to "Grant Match account"

January 7, 2026

I will pass this information along to the Commissioners and we will wait to hear more from you as it occurs. Thanks, Kayla.

- *Judie*

Judie A. Anderson

Watershed Administrator | JASS | 3235 Fernbrook Lane Plymouth MN 55447

judie@jass.biz | D 763.553.1144 | F 763.553.9326

Representing Elm Creek, Shingle Creek, West Mississippi, and Pioneer-Sarah Creek WMOs and Clearwater River WD

(Please consider the environment before printing this email.

From: Kayla Westerlund <Kayla.Westerlund@tpl.org>

Sent: Wednesday, January 7, 2026 12:55 PM

To: Judie Anderson <Judie@jass.biz>

Subject: RE: [External] FW: The FAIR School, Crystal Campus · Crystal, MN

Hi Judie,

Thank you for reaching out and please let me know if I can help at all during this situation. It is developing and we do not know everything right now. I will be meeting with the Robbinsdale School District in the coming weeks and will share more information when I have it.

The rain garden was installed last fall and we are waiting on the final invoice from the landscaper so we can pay them and then seek reimbursement from Shingle Creek for the grant.

All I know for sure right now is that the middle school will no longer operate at the FAIR School Crystal Campus and a different academic program will take over the building, likely the Highview/RVA programming which to my understanding is an alternative learning high school program.

The District will still own and operate the building and maintain and steward the schoolyard and rain garden that was installed with help from Shingle Creek. Trust for Public Land will assist with this process.

Let me know if you have any other questions and I will follow up with a plan of action once I have more information.

Kayla Westerlund (she/her)

Program Manager, Minnesota Community Schoolyards® Program



Trust for Public Land

2610 University Ave W, Suite 300

Saint Paul, MN 55114

P: 651.968.3503

Shingle Creek Watershed Management Commission Treasurer's Report

	2025 Budget	December	January 2026	%age YTD	2025 YTD
REVENUE					
Application Fees	15,000	2,500.00		129.33	19,400.00
Member Assessments	372,000			100.00	372,000.00
Interest and Dividends	20,000	15,336.97		895.70	179,139.25
Miscellaneous Income					16,666.28
TOTAL OPERATING REVENUE	407,000	17,836.97	-		587,205.53
EXPENSE					
2025 Activity					
ADMINISTRATION					
Administrative Services	70,000	5,500.72	4,559.21	95.82	67,072.01
Engineering Support	15,000	379.75	543.90	66.09	9,913.70
Project Reviews	1,200	183.10	232.20	116.97	1,403.64
ENGINEERING					
General Engineering	87,000	10,392.49	2,809.00	100.36	87,315.62
Grant Application Writing	12,000			61.26	7,351.50
Project Reviews/WCA	37,500	7,666.25	2,708.25	101.30	37,987.30
Blue Line Extension			365.00		8,874.40
TMDL 5 Year Reviews	5,000	1,752.25		157.88	7,893.75
LEGAL - Legal Services	6,500	363.00	568.63	85.38	5,549.88
JPA Update					94.00
MISCELLANEOUS					
Bookkeeping	10,500	450.25	560.50	119.96	12,595.90
Audit	7,500			86.67	6,500.00
Insurance & Bonding	3,400			96.68	3,287.00
Meeting Expense 2026			2,730.00		
Meeting Expense	6,500	294.41	278.40	99.02	6,436.31
PROGRAMS					
Stream Monitoring	36,000	1,257.83		105.87	38,114.16
Stream Monitoring (USGS)	4,200			90.48	3,800.00
Lake Monitoring	28,000	563.99		96.00	26,880.99
Citizen Assisted Lake Monitoring (CAMP)	6,500	684.25		55.79	3,626.25
Annual Monitoring Report	18,100	151.60	112.95	90.11	16,310.36
Water Quality Education					
Education Program 2026			500.00		
Education Program	24,000	967.00	142.12	46.50	11,160.44
WMWA (SC Share)	17,000			88.24	15,000.00
Management Plan/Amendments	500			-	-
Subwatershed BMP Assessment	0			-	-
Contribution to 5th Generation Plan	10,000			-	-
To/From Reserves	600			-	-
TOTAL OPERATING EXPENSE	407,000	30,606.89	16,110.16	92.67	377,167.21
OPERATING SURPLUS OR (DEFICIT)					210,038.32

Shingle Creek Watershed Management Commission Treasurer's Report

	2025 Budget	December	January 2026	%age YTD	2025 YTD
GRANTS AND CAPITAL PROJECTS			2025 Activity		
REVENUE					
Transfer to (from) Grants					167,687.19
Transfer to (from) CIPs		595,893.70			1,266,481.54
Transfer to (from) Closed Projects Account					-
TOTAL GRANT & CIP REVENUE		595,893.70	-		1,434,168.73
EXPENSE					
					-
					-
					-
					-
Transfer to (from) Grants		9,938.25	384.25		475,082.03
Transfer to (from) CIPs		870.00	407.50		91,591.14
Transfer to (from) City Cost Share Fund					-
Transfer to (from) Partnership BMP Cost Share Fund					-
Transfer to (from) Closed Projects Account		3,409.00	185,576.95		318,533.90
TOTAL GRANT & CIP EXPENSE		14,217.25	186,368.70		885,207.07
WMWA					
REVENUE					
WMWA Education - Partners					60,000.00
EXPENSE					
WMWA General Admin - Tech		1,369.39	297.82		14,771.41
WMWA Implementation		44.66	8,652.50		9,578.73
WMWA Educators		3,060.36			19,381.92
TOTAL WMWA EXPENSE		4,474.41	8,950.32		43,732.06
CASH SUMMARY					
4M Fund Balance at 12/31/24					3,991,208.16
Plus Revenue Received to date					2,085,531.80
Minus Claims Approved to Date					(1,700,350.24)
Minus Claims Presented Current Month					214,659.18
4M Fund Balance		4,799,248.08			4,591,048.90

Shingle Creek Watershed Management Commission Treasurer's Report

Claims Presented	General Ledger Acct No	January 2026	Total
Avallo Web Development - WMWA website	57010	8,300.00	8,300.00
City of Maple Grove-Eagle/Pike Lakes Interr	58035	159,912.70	159,912.70
Plymouth Comm Ctr-2026 Mtg Room Renta	54001	2,730.00	2,730.00
Watershed Partners - 2026 Membership	57008	500.00	500.00
WSB - 2025 Crystal Lake Carp Mgt...	70743	36.75	36.75
Joanna Sorenson - WMWA Educator			-
WMWA Ed Services	57011		
WMWA Ed Reimbursement	57012		
WMWA Special Projects	57010		-
Stantec			32,414.45
General Engineering	51001	2,809.00	
Grant Writing	51005		
Project Reviews	51002	2,708.25	
Blue Line Extension	51009	365.00	
TMDL 5-Year Reviews	56011		
Stream Monitoring	56004		
Lake Monitoring	56010		
CAMP	56002		
Education	57008		
Education - WMWA	57009		
Annual Water Monitoring Report	58002	112.95	
Meadow Lake Mgt Plan Phase 2 Grant	70739		
Crystal Lake Management Plan Grant	70732		
Eagle and Pike Lakes Internal Load	58035		
Joint Chloride Mgmt Plan (BWSR AIG)	70744	347.50	
Twin Lakes CLP Mgmt (25 Prop Maint Fund)	70844	407.50	
Ryan Creek Carp Barrier Maint (25 Prop M	70844		
Twin Lakes SWA	58023	25,664.25	
Bass Creek Feasibility Study	58028		
Town Law Center			921.13
Legal - General	52001	480.50	
Legal - SC Website	52001	88.13	
Legal - WMWA Website	57010	352.50	
Legal - JPA Update	52001		
Judie Anderson's Secretarial Service			297.82
WMWA General Expense	57009	297.82	
Judie Anderson's Secretarial Service			6,316.33
Administration	53001	4,559.21	
Project Review Support	53002	232.20	
Bookkeeping / Audit Prep	54002	560.50	
Meeting Expense	54001	278.40	
Education Programs	57008	142.12	
Engineering Support	53004	543.90	
Engineering Support - CIP General	53004		
Total Claims			211,429.18

INVOICE

Avallo Web Development
8627 Vagabond Lane North
Maple Grove, MN 55311

info@avallo.com
+1 (763) 488-1630
www.avallo.com



Bill to

Grace Neumiller
West Metro Water Alliance (WMWA)

Ship to

Grace Neumiller
West Metro Water Alliance (WMWA)

Invoice details

Invoice no.: 16120
Terms: Due on receipt
Invoice date: 12/28/2025
Due date: 12/28/2025

#	Date	Product or service	Description	Amount
1.		Web Development	1/2 Down	\$8,300.00
			Total	\$8,300.00

Ways to pay



[View and pay](#)



12800 Arbor Lakes Parkway, Maple Grove, MN 55369-7064

763-494-6000

December 17, 2025

Ms. Judie Anderson
Shingle Creek Watershed Management Commission
3235 Fernbrook Lane North
Plymouth, MN, 55447

SUBJECT: EAGLE AND PIKE LAKES INTERNAL LOAD PROJECT
CITY PROJECT NO. 24-15

Dear Judie,

The City of Maple Grove is requesting reimbursement for work completed as of December 17, 2025 on the Eagle and Pike Lakes Internal Load Project. Enclosed is the invoice from Solitude Lake Management and pay request for \$159,912.70. **The City of Maple Grove is requesting reimbursement of \$159,912.70** per the terms of the Cooperative Agreement for the Eagle and Pike Lakes Internal Load Project. Below is a summary of the invoices:

Solitude Lake Management Pay App #1	\$159,912.70
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Please let me know if you have any questions. Thank you for funding this important project.

Sincerely,

Derek Asche
Water Resources Engineer
City of Maple Grove

enc



Rental Agreement:

Date of Rental: once monthly 2025

Time of Rental: 10:00

Applicant Name: Shingle Creek WMC

Phone number: 763 553-1144

Email: judie @ jass. biz

@ \$ 325.00 each

TOTAL = \$3,900.00

70% SC - \$2,730.00

30% WM - \$1,170.00

Upon application approval, the City of Plymouth shall make available to the holder of the permit the Plymouth Community Center's facilities for use on the date specified, and shall provide custodial services, building supervision, and police services (if required). The City reserves the right to exercise supervisory authority and to prevent unauthorized or illegal activities on City property. The City shall not be responsible for interruptions of the use of the described facilities for reasons beyond its control and reserves the right to cancel this permit for reasons of public safety or convenience.

I (We) represent and agree that I (we) have read and understand the information regarding the use of the Plymouth Community Center, including cancellations procedures, liabilities and responsibilities assumed, times and curfews, and maximum room capacities. I (We) further understand that this is only an application for use which provides me (us) with no assumed or implied rights for use until written approval is received. I (We) further understand that fees paid are non-refundable in accordance with City policies recited in the Policy for Use of the Plymouth Community Center.

Specifically, and without limiting the generality of the foregoing, the holder of this permit agrees to save, defend, and hold harmless the City for any damages to City personnel, facilities, equipment, or other City property, or to the property and/or person of any third party resulting from the use authorized hereby. The City is not liable for death or injury of any such person occurring as a result of the use of the facilities authorized hereby.

Signature of Applicant: 

Date: 1-12-2025

FACILITY SALES RECEIPT

Receipt # 1217986
Payment Date: 12/12/2025
Household: 3649

Household Balance Information
Overall Household Balance Due

3,900.00

TOTAL DUE FOR YEAR 2026

METRO WATERSHED PARTNERS



INVOICE

Attention: Amy Juntunen
Shingle Creek WMC
3235 Fernbrook Lane N.
Plymouth, MN 55447
Date: 12/22/2025

WATERSHED
PARTNERS

651-523-2371
swicklund02@hamline.edu

Metro Watershed Partners
Hamline University CGEE
1536 Hewitt Ave. MS-A1760
Saint Paul, MN 55104

Project Title: Metro Watershed Partners

Description	Cost
2026 Membership: Watershed Partners and Adopt-a-Drain	\$500.00
TOTAL	\$500.00

Benefits of membership:

- You and your colleagues are invited to attend our **monthly meetings**, both in person and virtual, to network and share information with other watershed education professionals and to hear monthly speakers on topics relevant to our work. The Watershed Partners meet on the second Wednesday of the month from 9:30–11am.
- Join our **listserv on Mobilize** to receive meeting notifications and partner updates, message with other partners, and send announcements. To be added to Mobilize, please email Sofie Wicklund (swicklund02@hamline.edu) and request to be added.
- Portable **educational exhibits** are available for free checkout. More information available [here](#).
- Your organization is **listed as a supporting partner** on cleanwatermn.org/about-us, and on adopt-a-drain.org when someone clicks on a drain in your service area, and on email communication to adopters in your area.
- Clean Water MN is now the host of the [Low Salt, No Salt Minnesota Toolbox](#) and LSNS is an annual partner of [Winter Salt Week](#).
- Access to the [CWMN photo gallery](#) with hundreds of high-quality photographs. A new and improved digital resource library will be launched in early 2026.
- Access to an **Adopt-a-Drain administrative portal** that allows you to view and download data about adopted drains and program participants in your area. Log in at mn.adopt-a-drain.org/nova. Contact us if you do not already have admin access and would like to be added.
- A customized MS4-ready **annual report** that includes summary data about adopted drains and program participants in your area.
- Access to **print resources to promote Adopt-a-Drain** to residents in your area. View the most current marketing guide [here](#). Download promotional materials from the [Google Drive folder](#).
- For an additional fee, Adopt-a-Drain participants in your area can receive **yard signs and a printed "welcome kit"** in the mail.

Duration of service: January 1 - December 31st, 2026. Unspent funds will rollover to support program activities in 2027.

701 XENIA AVENUE S
 SUITE 300
 MINNEAPOLIS, MN
 55416



Shingle Creek and West Mississippi Management
 Commissions
 Attn: Katie Kemmitt
 3235 Fernbrook Lane North
 Plymouth, MN 55447

December 18, 2025
 Project/Invoice: R-030878-000 - 5
 Reviewed by: Anthony Havranek
 Project Manager: Mary Newman

2025 Crystal Lake Carp Management Population Estimate and Box Net Removal
Professional Services from November 01, 2025 to November 30, 2025

Phase 001 Project Management
 Project Management

	Hours	Rate	Amount	
Newman, Mary	.25	147.00	36.75	
Totals	.25		36.75	
Total Labor				36.75
		Total this Task		\$36.75
		Total this Phase		\$36.75

Billing Limits	Current	Prior	To-Date	
Total Billings	36.75	49,615.91	49,652.66	
Limit			53,471.00	
Remaining			3,818.34	
		Total this Invoice		\$36.75



INVOICE

Invoice Number 2495677
Invoice Date December 9, 2025
Purchase Order 227707772
Customer Number 165842
Project Number 227707772

Bill To Shingle Creek Watershed Management Commission Judie Anderson 3235 Fernbrook Lane Plymouth MN 55447 United States	<u>EFT/ACH Remit To (Preferred)</u> Stantec Consulting Services Inc. (SCSI) Bank of America ABA No. : 111000012 Account No: 3752096026 Email Remittance: eft@stantec.com	Alternative Remit To Stantec Consulting Services Inc. (SCSI) 13980 Collections Center Drive Chicago IL 60693 United States
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Project 2025 Engineering Services- Shingle Creek			
Project Manager	Osterdyk, Eric J	Contract Upset	282,025.58
Current Invoice Total (USD)	6,125.50	Amount Billed to Date For Period Ending	255,971.33 December 5, 2025

Top Task	101	General Engineering		
Low Task	101	General Engineering		
<u>Professional Services</u>				
Category/Employee			Current Hours	Rate
				Current Amount
		Trosper, Sophie A	0.50	139.00
		Clapp, Lucas W	0.50	146.00
		Neumiller, Grace Catherine	8.00	146.00
		Kemmitt, Kathrine Lee (Katie)	3.50	163.00
		Osterdyk, Eric J	3.00	176.00
		Spector, Diane F	2.00	200.00
		Subtotal Professional Services	17.50	2,809.00

Low Task Subtotal	General Engineering			2,809.00
Top Task Subtotal	General Engineering			2,809.00

Top Task	103A	Project Reviews/WCA		
Low Task	103A.01	WCA		
<u>Professional Services</u>				
Category/Employee			Current Hours	Rate
				Current Amount
		Kaster, Anthony R (Tony)	4.25	189.00
		Subtotal Professional Services	4.25	803.25

Low Task Subtotal	WCA			803.25
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Low Task	103A.02	General Project Review		
<u>Professional Services</u>				
Category/Employee			Current Hours	Rate
				Current Amount

Invoice Number 2495677
Invoice Date December 9, 2025
Purchase Order 227707772
Customer Number 165842
Project Number 227707772

Osterdyk, Eric J	1.00	176.00	176.00
Subtotal Professional Services	<u>1.00</u>		<u>176.00</u>

Low Task Subtotal **General Project Review** 176.00

Low Task 2025.10 **Crest View Community School**
Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Hershley, Lily A	0.50	139.00	69.50
Clapp, Lucas W	7.75	146.00	1,131.50
Osterdyk, Eric J	3.00	176.00	528.00
Subtotal Professional Services	<u>11.25</u>		<u>1,729.00</u>

Low Task Subtotal **Crest View Community School** 1,729.00

Top Task Subtotal **Project Reviews/WCA** 2,708.25

Top Task 104 **Blue Line Extension**
Low Task 104 **Blue Line Extension**
Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Doerr, Sylvia M	2.50	146.00	365.00
Subtotal Professional Services	<u>2.50</u>		<u>365.00</u>

Low Task Subtotal **Blue Line Extension** 365.00

Top Task Subtotal **Blue Line Extension** 365.00

Top Task 109 **Annual Monitoring Report**
Low Task 109 **Annual Monitoring Report**
Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Hembre, Kaitlyn Marie Elizabeth (Katie)	1.75	139.00	243.25
Subtotal Professional Services	<u>1.75</u>		<u>243.25</u>

SC - 162.98
 Less Wm Nov share - 50.03
SC TOTAL 112.95
 Wm - 80.27
 + Wm Nov share 50.03
Wm TOTAL 130.30

Low Task Subtotal **Annual Monitoring Report** 243.25

Top Task Subtotal **Annual Monitoring Report** 243.25



INVOICE

Invoice Number	2495677
Invoice Date	December 9, 2025
Purchase Order	227707772
Customer Number	165842
Project Number	227707772

Total Fees & Disbursements	6,125.50
INVOICE TOTAL (USD)	6,125.50

Net Due in 30 Days or in accordance with terms of the contract

Stantec will not change our banking information. If you receive a request noting our banking information has changed, please contact your Stantec Project Manager



INVOICE

Invoice Number 2495639
Invoice Date December 9, 2025
Purchase Order 227707837
Customer Number 165842
Project Number 227707837

Bill To

Shingle Creek Watershed
 Management Commission
 Judie Anderson
 3235 Fernbrook Lane
 Plymouth MN 55447
 United States

EFT/ACH Remit To (Preferred)

Stantec Consulting Services Inc. (SCSI)
 Bank of America
 ABA No. : 111000012
 Account No: 3752096026
 Email Remittance: eft@stantec.com

Alternative Remit To

Stantec Consulting Services
 Inc. (SCSI)
 13980 Collections Center Drive
 Chicago IL 60693
 United States

Project 2025 Proposed Maintenance Fund Activities

Project Manager	Kemmitt, Katie	Contract Upset	9,933.00
Current Invoice Total (USD)	407.50	Amount Billed to Date	8,440.90
		For Period Ending	December 5, 2025

Top Task 100 Twin Lakes CLP Management

Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Kemmitt, Kathrine Lee (Katie)	2.50	163.00	407.50
	Subtotal Professional Services	<u>2.50</u>		<u>407.50</u>

Top Task Subtotal Twin Lakes CLP Management 407.50

Total Fees & Disbursements 407.50
INVOICE TOTAL (USD) 407.50

Net Due in 30 Days or in accordance with terms of the contract

**Stantec will not change our banking information. If you receive a request noting our banking information has changed,
 please contact your Stantec Project Manager**



INVOICE

Invoice Number 2495640
Invoice Date December 9, 2025
Purchase Order 227707838
Customer Number 165842
Project Number 227707838

Bill To

Shingle Creek Watershed
 Management Commission
 Judie Anderson
 3235 Fernbrook Lane
 Plymouth MN 55447
 United States

EFT/ACH Remit To (Preferred)

Stantec Consulting Services Inc. (SCSI)
 Bank of America
 ABA No. : 111000012
 Account No: 3752096026
 Email Remittance: eft@stantec.com

Alternative Remit To

Stantec Consulting Services
 Inc. (SCSI)
 13980 Collections Center Drive
 Chicago IL 60693
 United States

Project Shingle Creek: Joint Chloride Management Plan_WO 25-01

Project Manager	Kemmitt, Katie	Contract Upset	52,200.00
Current Invoice Total (USD)	347.50	Amount Billed to Date	23,749.75
		For Period Ending	December 5, 2025

Top Task 100 Joint Chloride Management Plan

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Hyams, Aaron Robert	0.50	155.00	77.50
Kemmitt, Kathrine Lee (Katie)	1.00	163.00	163.00
Spector, Diane F	0.50	214.00	107.00
Subtotal Professional Services	<u>2.00</u>		<u>347.50</u>

Top Task Subtotal Joint Chloride Management Plan 347.50

Total Fees & Disbursements 347.50
INVOICE TOTAL (USD) **347.50**

Net Due in 30 Days or in accordance with terms of the contract

**Stantec will not change our banking information. If you receive a request noting our banking information has changed,
 please contact your Stantec Project Manager**



Invoice Number 2497384
Invoice Date December 10, 2025
Purchase Order ~
Customer Number 165842
Project Number 227708089

Bill To

Shingle Creek Watershed
 Management Commission
 Judie Anderson
 3235 Fernbrook Lane
 Plymouth MN 55447
 United States

EFT/ACH Remit To (Preferred)

Stantec Consulting Services Inc. (SCSI)
 Bank of America
 ABA No. : 111000012
 Account No: 3752096026
 Email Remittance: eft@stantec.com

Alternative Remit To

Stantec Consulting Services
 Inc. (SCSI)
 13980 Collections Center Drive
 Chicago IL 60693
 United States

Project Shingle Creek : Twin Lakes Subwatershed Assessment

Project Manager	Beneke, Tom	Contract Upset	114,600.00
Current Invoice Total (USD)	25,664.25	Amount Billed to Date For Period Ending	76,759.55 December 5, 2025

Top Task 100 Project Management and Coordination
Low Task 100 Project Management and Coordination

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Clapp, Lucas W	0.50	146.00	73.00
Beneke, Thomas S (Tom)	5.75	176.00	1,012.00
Tilman, Elizabeth (Lisa)	1.00	189.00	189.00
Subtotal Professional Services	<u>7.25</u>		<u>1,274.00</u>

Low Task Subtotal	Project Management and Coordination	1,274.00
Top Task Subtotal	Project Management and Coordination	1,274.00

Top Task 300 External Load Update
Low Task 300.1 Existing Conditions

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Clapp, Lucas W	0.75	146.00	109.50
Osterdyk, Eric J	0.50	176.00	88.00
Tilman, Elizabeth (Lisa)	1.75	189.00	330.75
Subtotal Professional Services	<u>3.00</u>		<u>528.25</u>

Low Task Subtotal	Existing Conditions	528.25
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Low Task 300.2 Project Identification

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Clapp, Lucas W	6.00	146.00	876.00



INVOICE

Invoice Number 2497384
Invoice Date December 10, 2025
Purchase Order ~
Customer Number 165842
Project Number 227708089

Subtotal Professional Services 6.00 876.00

Low Task Subtotal **Project Identification** 876.00

Low Task 300.3 Concept Design & Cost Estimates
Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Wochenske, Jordan	8.00	155.00	1,240.00
Subtotal Professional Services	<u>8.00</u>		<u>1,240.00</u>

Low Task Subtotal **Concept Design & Cost Estimates** 1,240.00

Low Task 300.5 Wetland 639W Feasibility Study
Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Clapp, Lucas W	32.25	146.00	4,708.50
Subtotal Professional Services	<u>32.25</u>		<u>4,708.50</u>

Low Task Subtotal **Wetland 639W Feasibility Study** 4,708.50

Top Task Subtotal **External Load Update** 7,352.75

Top Task 400 Internal Load Evaluation & Management
Low Task 400.1 Collection & Analysis of sediment cores

Disbursements

Direct - Other Direct Expenses 15,280.00
Subtotal Disbursements 15,280.00

Low Task Subtotal **Collection & Analysis of sediment cores** 15,280.00

Low Task 400.2 Update existing lake response models
Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Frett, Michael W	1.75	146.00	255.50
Beneke, Thomas S (Tom)	2.50	176.00	440.00
Lofton, Dendy D	2.00	189.00	378.00
Subtotal Professional Services	<u>6.25</u>		<u>1,073.50</u>

Invoice Number	2497384
Invoice Date	December 10, 2025
Purchase Order	-
Customer Number	165842
Project Number	227708089

Low Task Subtotal	Update existing lake response models	1,073.50
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Low Task	400.3	Internal P load mgmt feasibility + memo
Professional Services		

Category/Employee		Current Hours	Rate	Current Amount
	Frett, Michael W	1.50	146.00	219.00
	Subtotal Professional Services	<u>1.50</u>		<u>219.00</u>

Low Task Subtotal	Internal P load mgmt feasibility + memo	219.00
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Top Task Subtotal	Internal Load Evaluation & Management	16,572.50
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Top Task	500	Fish Community Survey
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Low Task	500	Fish Community Survey
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Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Varian, Anna	3.00	155.00	465.00
	Subtotal Professional Services	<u>3.00</u>		<u>465.00</u>

Low Task Subtotal	Fish Community Survey	465.00
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Top Task Subtotal	Fish Community Survey	465.00
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Total Fees & Disbursements	<u>25,664.25</u>
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INVOICE TOTAL (USD)	25,664.25
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Net Due in 30 Days or in accordance with terms of the contract

Stantec will not change our banking information. If you receive a request noting our banking information has changed, please contact your Stantec Project Manager



January 01, 2026

JASS Watershed Administrators
Shingle Creek Watershed Management Commission
3235 Fernbrook Lane
Plymouth, MN 55447

Bill Period: 12-01-2025 - 12-31-2025

General Matters
WMWA

Fees	1,175.00
Expenses	10.50
Total for this Bill	1,185.50
Previous Balance	0.00
Total Amount to Pay as of 01-01-2026	1,185.50

Town Law Center PLLP
1250 Wayzata Blvd E
Unit 1065
Wayzata, MN 55391

January 01, 2026

Bill Number: 1067

Bill Period: 12-01-2025 - 12-31-2025

RE: Multiple Matters

General Matters
WMWA

General Matters

Time Details

Date	Professional	Description	Hours	Rate	Amount
12-01-2025	Troy Gilchrist	Review and respond to email from Judie regarding reporting requirements; review law regarding same	0.30	235.00	70.50
12-09-2025	Troy Gilchrist	Work on professional services agreement for web work; email exchange with Grace N regarding same	0.40	235.00	94.00/4
12-11-2025	Troy Gilchrist	Prepare for, travel to, and attend meeting;	1.70	235.00	399.50
12-15-2025	Troy Gilchrist	Continue to work on agreement for web design project; email same to Grace for review	1.10	235.00	258.50/4
Total					822.50

Time Summary

Professional	Hours	Rate	Amount
Troy Gilchrist	3.50	235.00	822.50
Total			822.50

Expenses

Date	Professional	Description	Amount
12-11-2025	Troy Gilchrist	Mileage to attend meeting	10.50
Total Expenses			10.50

WMWA

Time Details

Date	Professional	Description	Hours	Rate	Amount
12-09-2025	Troy Gilchrist	Work on professional services agreement for web work; email exchange with Grace N regarding same	0.40	235.00	94.00
12-15-2025	Troy Gilchrist	Continue to work on agreement for web design project; email same to Grace for review	1.10	235.00	258.50

Date	Professional	Description	Hours	Rate	Amount
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WMWA Total 352.50

Time Summary

Professional	Hours	Rate	Amount
Troy Gilchrist	1.50	235.00	352.50
Total			352.50

Total for this Bill 1,185.50
 Previous Balance 0.00
Total Amount to Pay as of 01-01-2026 1,185.50

Outstanding Balance as of 01-01-2026

Current	30 Days	60 Days	90 Days	120 Days	180+ Days	Total
1,185.50	0.00	0.00	0.00	0.00	0.00	1,185.50

SHINGLE CREEK LEGAL
 TOTAL \$ 480.50

Web Design Agreement for Watershed Commissions
 TOTAL \$ 352.50

ELM CREEK — \$ 88.13
 SHINGLE CREEK — \$ 88.13
 WEST MISS. — \$ 88.12
 PIONEER-SARAH CREEK — \$ 88.12

WMWA Web Design work
 TOTAL \$ 352.50



Shingle Creek / West Mississippi Watershed Management Commissions
3235 Fernbrook Lane
Plymouth, MN 55447

January 5, 2026

	Share	G/L	Shingle Creek			West Mississippi		Total Project Area		
								SC	WM	
Administrative	53001		11.17	87.50	977.38	6.19	87.50	541.63		
Admin - Offsite	50-50	53001		102.50	-		102.50	-		
Administrative	70-30	53001	25.84	87.50	1,582.70		87.50	678.30		
Admin - offsite	70-30	53001	2.20	102.50	157.85		102.50	67.65		
<i>Office Support</i>	<i>70-30</i>	<i>53001</i>	<i>25.00</i>	<i>75.00</i>	<i>1,312.50</i>		<i>75.00</i>	<i>562.50</i>		
Data Processing/File Mgmt	53001			87.50		0.32	87.50	28.00		
Data Processing/File Mgmt	70-30	53001		87.50	-		87.50	-		
<i>Data E-Storage</i>	<i>53001</i>		<i>1.00</i>	<i>69.42</i>	<i>69.42</i>	<i>1.00</i>	<i>19.27</i>	<i>19.27</i>		
Administration Reimbursables	53001		459.360	1.00	459.36	#####	1.00	220.75	4,559.205	2,118.095
<i>Annual Storage Rental -.14/.11</i>	<i>53001</i>		<i>1.00</i>	<i>54.74</i>	<i>54.74</i>	<i>1.00</i>	<i>43.01</i>	<i>43.01</i>		
Bookkeeping	54022		5.72	87.50	500.50	3.06	87.50	267.75		
<i>Bookkeeping Subscription</i>	<i>54022</i>		<i>1.00</i>	<i>60.00</i>	<i>60.00</i>	<i>1.00</i>	<i>60.00</i>	<i>60.00</i>		
<i>Sage Subscription</i>	<i>54022</i>		<i>-</i>	<i>784.40</i>	<i>-</i>	<i>-</i>	<i>784.40</i>	<i>-</i>		
Audit Prep	54022			87.50	-		87.50	-	560.500	327.750
Meal Expense	70-30	54001	397.71	1.00	278.40		1.00	119.31	278.397	119.313
Project / WCA Reviews - Secre	53002			70.00	-		70.00	-		
Project / WCA Reviews - Admin	53002		1.68	87.50	147.00		87.50	-		
Project Reviews - File Mgmt	53002			70.00	-		70.00	-		
<i>Drop Box Subscription</i>	<i>53002</i>		<i>1.00</i>	<i>120.00</i>	<i>60.00</i>	<i>1.00</i>	<i>120.00</i>	<i>60.00</i>		
Project / WCA Reviews -Reimburse	53002		25.20	1.00	25.20		1.00	-	232.200	60.000
Website	50-50	57008	2.06	87.50	90.13		87.50	90.13		
<i>Renew website domain 2 yrs</i>	<i>50-50</i>	<i>57008</i>	<i>2.00</i>	<i>25.00</i>	<i>50.00</i>	<i>2.00</i>	<i>25.00</i>	<i>50.00</i>		
Education - Reimbursables	50-50	57007	2.00	1.00	2.00	2.00	1.00	2.00	142.125	142.125
Engineering Support - Admin	70-30	53004	5.21	87.50	319.11		87.50	136.76		
Engineering Support - Data M	70-30	53004		87.50	-		87.50	-		
Engineering Support -offsite	70-30	53004	2.85	102.50	204.49		102.50	87.64		
Engineering Support - Reimbursabl	53004		20.30	1.00	20.30	8.70	1.00	8.70	543.900	233.100
									6,316.327	3,000.383

**West Mississippi Watershed Management Commission
Treasurer's Report**

	2025 Budget	December	Jan 2026	%age YTD	2025 YTD
REVENUE					
Application Fees	20,000			36.00	7,200.00
Member Assessments	160,000			100.00	160,000.00
Interest & Dividend Income	5,000	4,578.48		1,192.33	59,616.30
Miscellaneous Income					-
Transfer to (from) CIPs		49,716.52			104,072.60
Transfer to (from) Grants					-
To (From) Reserve	18,950				-
TOTAL REVENUE	203,950	54,295.00	-		330,888.90
EXPENSES					
			2025 Activity		
ADMINISTRATION					
Administrative Services	32,000	2,626.94	2,118.10	94.41	30,211.02
Engineering Support	4,500	162.75	233.10	94.43	4,249.51
Project Reviews	1,000	60.00	60.00	71.70	717.01
ENGINEERING					
General Engineering	37,000	2,260.92	1,224.25	98.92	36,599.26
Grant Application Writing	0				-
Project Review	32,000	440.00	884.50	53.44	17,101.80
LEGAL					
Legal Services	5,500	339.50	568.62	84.57	4,651.37
JPA Update					157.50
MISCELLANEOUS					
Bookkeeping	4,700	224.50	327.75	128.74	6,050.91
Audit	6,500			75.38	4,900.00
Insurance & Bonding	3,100			93.10	2,886.00
Meeting Expense 2026			1,170.00		
Meeting Expense	3,250	126.18	119.31	84.87	2,758.42
PROJECTS					
Outfall and Stream Monitoring	24,000	267.25		70.42	16,901.41
Annual Monitoring Report	8,900		130.30	90.26	8,033.42
Water Quality Education					
Education 2026			500.00		
Education	24,000	967.00	142.12	46.50	11,160.42
WMWA	17,000			88.24	15,000.00
Management Plan/Amendments	500				-
Transfer to (from) CIPs					50,108.00
Transfer to (from) Grants		2,391.25	930.00		33,362.50
From SWA Assigned Funds			393.00		24,728.75
To (from) Reserves					-
TOTAL OPERATING EXPENSE	203,950	9,866.29	8,801.05		269,577.30
CASH SUMMARY					
4M Fund Balance at 12/31/24					1,386,586.36
Plus Revenue Received to Date					330,980.89
Minus Claims Approved to Date					(300,056.51)
Minus Claims Presented Current Month					10,471.05
4M Fund Balance		1,435,112.84			1,427,981.79

**West Mississippi Watershed Management Commission
Treasurer's Report**

Claims Presented	General Ledger Acct No.	January 2026	Total
			Total
Plymouth Comm Ctr -2026 Mtg Room Rental	54001	1,170.00	1,170.00
Watershed Partners - Membership 2026	57008	500.00	500.00
Stantec			3,562.05
General Engineering	51001	1,224.25	
Project Reviews	51002	884.50	
Stream and Outfall Monitoring	58011		
Education Program	57008		
Annual Water Monitoring Report	58002	130.30	
Intensive BMPs	57011		
Miss Riverbank Stabilization Feasibility Study	70602	930.00	
TH 252 Area SWA	70501	393.00	
Town Law Center			568.62
Legal - General	52001	480.50	
Legal - Website Update Share	52001	88.12	
Legal - JPA Update	52001		
Judie Anderson's Secretarial Service			3,000.38
Administration	53001	2,118.10	
Bookkeeping / Audit Prep	54002	327.75	
Project Review Support	53002	60.00	
Meeting Expense - Previous Mo. Meal	54001	119.31	
Education Programs	57008	142.12	
Engineering Support	53004	233.10	
Engineering Support - CIPs	53004		
Total Claims			8,801.05



Rental Agreement:

Date of Rental: once monthly 2025

Time of Rental: 10:00

Applicant Name: Shingle Creek WMC

Phone number: 763 553-1144

Email: judie @ jass. biz

@ \$ 325.00 each

TOTAL = \$3,900.00

70% SC - \$2,730.00

30% WM - \$1,170.00

Upon application approval, the City of Plymouth shall make available to the holder of the permit the Plymouth Community Center's facilities for use on the date specified, and shall provide custodial services, building supervision, and police services (if required). The City reserves the right to exercise supervisory authority and to prevent unauthorized or illegal activities on City property. The City shall not be responsible for interruptions of the use of the described facilities for reasons beyond its control and reserves the right to cancel this permit for reasons of public safety or convenience.

I (We) represent and agree that I (we) have read and understand the information regarding the use of the Plymouth Community Center, including cancellations procedures, liabilities and responsibilities assumed, times and curfews, and maximum room capacities. I (We) further understand that this is only an application for use which provides me (us) with no assumed or implied rights for use until written approval is received. I (We) further understand that fees paid are non-refundable in accordance with City policies recited in the Policy for Use of the Plymouth Community Center.

Specifically, and without limiting the generality of the foregoing, the holder of this permit agrees to save, defend, and hold harmless the City for any damages to City personnel, facilities, equipment, or other City property, or to the property and/or person of any third party resulting from the use authorized hereby. The City is not liable for death or injury of any such person occurring as a result of the use of the facilities authorized hereby.

Signature of Applicant:  Date: 1-12-2025

FACILITY SALES RECEIPT

Receipt # 1217986
Payment Date: 12/12/2025
Household: 3649

- SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION Plymouth Community Center
 3235 FERNBROOK LN N 14800 34th Avenue N
 PLYMOUTH MN 55447 Plymouth MN 55447
 Phone: (763)509-5280

Reservation Details: Plymouth Community Center-Event Wing, Aspen Room

Reserv. Contact: - Shingle Creek Watershed Management Commission
Phone Number: (763)553-1144
Reserv. Number: 49090
Status: Firm
Purpose: Shingle Creek Watershed Management Commission
Anticipated Count: 30

<u>Date(s) And Times</u>	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Thu 12/10/2026 10:00A to 3:00P	325.00	325.00	0.00	0.00	325.00

<u>Fee Description</u>	<u>Amount</u>	<u>Count</u>	<u>Discount</u>	<u>Sales Tax</u>	<u>Total Fee</u>
Hourly Rate Non-Profit	65.00	5.00	0.00	0.00	325.00

Special Questions: Link to existing reservation? 49090
 Event Function:
 Reservation Comment Code:
 How many people will be attending?
 Arrival time for set up:
 Event Start and End Time:
 Room set up needs:
 Will you be bringing in food? yes
 Catering? Name of Catering and will it be buffet or plated. Are they serving alcohol?
 AV Needs: screen/projector
 Rental contact name and phone number: Judie 763-553-1144

Processed on 12/12/25 @ 3:07 pm by nwarolin

Total New Fees	DER MONTH	325.00
Total Due		325.00
Total Fees Paid		0.00
Total Paid		0.00
Balance From Receipt		325.00

FACILITY SALES RECEIPT

Receipt # 1217986
Payment Date: 12/12/2025
Household: 3649

Household Balance Information
Overall Household Balance Due

3,900.00

TOTAL DUE FOR YEAR 2026

METRO WATERSHED PARTNERS



INVOICE

Attention: Amy Juntunen
West Mississippi WMC
3235 Fernbrook Lane N.
Plymouth, MN 55447
Date: 12/22/2025

WATERSHED
PARTNERS

651-523-2371
swicklund02@hamline.edu

Metro Watershed Partners
Hamline University CGEE
1536 Hewitt Ave. MS-A1760
Saint Paul, MN 55104

Project Title: Metro Watershed Partners

Description	Cost
2026 Membership: Watershed Partners and Adopt-a-Drain	\$500.00
TOTAL	\$500.00

Benefits of membership:

- You and your colleagues are invited to attend our **monthly meetings**, both in person and virtual, to network and share information with other watershed education professionals and to hear monthly speakers on topics relevant to our work. The Watershed Partners meet on the second Wednesday of the month from 9:30–11am.
- Join our **listserv on Mobilize** to receive meeting notifications and partner updates, message with other partners, and send announcements. To be added to Mobilize, please email Sofie Wicklund (swicklund02@hamline.edu) and request to be added.
- Portable **educational exhibits** are available for free checkout. More information available [here](#).
- Your organization is **listed as a supporting partner** on cleanwatermn.org/about-us, and on adopt-a-drain.org when someone clicks on a drain in your service area, and on email communication to adopters in your area.
- Clean Water MN is now the host of the [Low Salt, No Salt Minnesota Toolbox](#) and LSNS is an annual partner of [Winter Salt Week](#).
- Access to the [CWMN photo gallery](#) with hundreds of high-quality photographs. A new and improved digital resource library will be launched in early 2026.
- Access to an **Adopt-a-Drain administrative portal** that allows you to view and download data about adopted drains and program participants in your area. Log in at mn.adopt-a-drain.org/nova. Contact us if you do not already have admin access and would like to be added.
- A customized MS4-ready **annual report** that includes summary data about adopted drains and program participants in your area.
- Access to **print resources to promote Adopt-a-Drain** to residents in your area. View the most current marketing guide [here](#). Download promotional materials from the [Google Drive folder](#).
- For an additional fee, Adopt-a-Drain participants in your area can receive **yard signs and a printed "welcome kit"** in the mail.

Duration of service: January 1 - December 31st, 2026. Unspent funds will rollover to support program activities in 2027.



INVOICE

Invoice Number 2495676
Invoice Date December 9, 2025
Purchase Order 227707771
Customer Number 165866
Project Number 227707771

Bill To

West Mississippi Watershed
 Management Commission
 Judie Anderson
 3235 Fernbrook Lane
 Plymouth MN 55447
 United States

EFT/ACH Remit To (Preferred)

Stantec Consulting Services Inc. (SCSI)
 Bank of America
 ABA No. : 111000012
 Account No: 3752096026
 Email Remittance: eft@stantec.com

Alternative Remit To

Stantec Consulting Services
 Inc. (SCSI)
 13980 Collections Center Drive
 Chicago IL 60693
 United States

Project 2025 Engineering Service- West Mississippi

Project Manager	Osterdyk, Eric J	Contract Upset	72,484.12
Current Invoice Total (USD)	2,108.75	Amount Billed to Date For Period Ending	58,396.14 December 5, 2025

judie@jass.biz

Top Task 101 **General Engineering**
Low Task 101 **General Engineering**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Trosper, Sophie A	0.50	139.00	69.50
Neumiller, Grace Catherine	3.50	146.00	511.00
Kemmitt, Kathrine Lee (Katie)	1.25	163.00	203.75
Osterdyk, Eric J	2.50	176.00	440.00
Subtotal Professional Services	<u>7.75</u>		<u>1,224.25</u>

Low Task Subtotal	General Engineering	1,224.25
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Top Task Subtotal	General Engineering	1,224.25
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Top Task 102A **Project Reviews / WCA**
Low Task 102A.01 **General Project Review**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Clapp, Lucas W	4.25	146.00	620.50
Osterdyk, Eric J	1.50	176.00	264.00
Subtotal Professional Services	<u>5.75</u>		<u>884.50</u>

Low Task Subtotal	General Project Review	884.50
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Top Task Subtotal	Project Reviews / WCA	884.50
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Total Fees & Disbursements	2,108.75
INVOICE TOTAL (USD)	<u>2,108.75</u>



INVOICE

Invoice Number 2495674
Invoice Date December 9, 2025
Purchase Order --
Customer Number 165866
Project Number 227706216

Bill To

West Mississippi Watershed
 Management Commission
 Accounts Payable
 3235 Fernbrook Lane
 Plymouth MN 55447
 United States

EFT/ACH Remit To (Preferred)

Stantec Consulting Services Inc. (SCSI)
 Bank of America
 ABA No. : 111000012
 Account No: 3752096026
 Email Remittance: eft@stantec.com

Alternative Remit To

Stantec Consulting Services
 Inc. (SCSI)
 13980 Collections Center Drive
 Chicago IL 60693
 United States

Project	Mississippi Riverbank Stabilization Feasibility Study		
Project Manager	Osterdyk, Eric J	Contract Upset	60,000.00
Current Invoice Total (USD)	930.00	Amount Billed to Date For Period Ending	49,132.80 December 5, 2025

Top Task 100 **Mississippi Riverbank Stabilization Feasibility Study**
Low Task 100.003 **30% Preliminary Design of Selected Option**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Wochenske, Jordan	6.00	155.00	930.00
Subtotal Professional Services	<u>6.00</u>		<u>930.00</u>

Low Task Subtotal	30% Preliminary Design of Selected Option	930.00
Top Task Subtotal	Mississippi Riverbank Stabilization Feasibility Study	930.00
Total Fees & Disbursements		930.00
INVOICE TOTAL (USD)		930.00

Net Due in 30 Days or in accordance with terms of the contract

**Stantec will not change our banking information. If you receive a request noting our banking information has changed,
 please contact your Stantec Project Manager**

Invoice Number 2495677
Invoice Date December 9, 2025
Purchase Order 227707772
Customer Number 165842
Project Number 227707772

Osterdyk, Eric J	1.00	176.00	176.00
Subtotal Professional Services	<u>1.00</u>		<u>176.00</u>

Low Task Subtotal **General Project Review** 176.00

Low Task 2025.10 **Crest View Community School**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Hershley, Lily A	0.50	139.00	69.50
Clapp, Lucas W	7.75	146.00	1,131.50
Osterdyk, Eric J	3.00	176.00	528.00
Subtotal Professional Services	<u>11.25</u>		<u>1,729.00</u>

Low Task Subtotal **Crest View Community School** 1,729.00

Top Task Subtotal Project Reviews/WCA 2,708.25

Top Task 104 **Blue Line Extension**

Low Task 104 **Blue Line Extension**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Doerr, Sylvia M	2.50	146.00	365.00
Subtotal Professional Services	<u>2.50</u>		<u>365.00</u>

Low Task Subtotal **Blue Line Extension** 365.00

Top Task Subtotal Blue Line Extension 365.00

Top Task 109 **Annual Monitoring Report**

Low Task 109 **Annual Monitoring Report**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Hembre, Kaitlyn Marie Elizabeth (Katie)	1.75	139.00	243.25
Subtotal Professional Services	<u>1.75</u>		<u>243.25</u>

SC - 162.98
 Less WM Nov share - 50.03
SC TOTAL 112.95
 WM - 80.27
 + WM Nov share 50.03
WM TOTAL 130.30

Low Task Subtotal **Annual Monitoring Report** 243.25

Top Task Subtotal Annual Monitoring Report 243.25



INVOICE

Invoice Number 2495675
Invoice Date December 9, 2025
Purchase Order ~
Customer Number 165866
Project Number 227707394

Bill To

West Mississippi Watershed
 Management Commission
 Accounts Payable
 3235 Fernbrook Lane
 Plymouth MN 55447
 United States

EFT/ACH Remit To (Preferred)

Stantec Consulting Services Inc. (SCSI)
 Bank of America
 ABA No. : 111000012
 Account No: 3752096026
 Email Remittance: eft@stantec.com

Alternative Remit To

Stantec Consulting Services
 Inc. (SCSI)
 13980 Collections Center Drive
 Chicago IL 60693
 United States

Project TH 252 Area Subwatershed Assessments

Project Manager	Osterdyk, Eric J	Contract Upset	45,900.00
Current Invoice Total (USD)	393.00	Amount Billed to Date	28,820.58
		For Period Ending	December 5, 2025

Top Task 200 **Area 2 - BP Meadowwood**
Low Task 200.1 **Meetings/PM**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Tilman, Elizabeth (Lisa)	1.00	204.00	204.00
Subtotal Professional Services	<u>1.00</u>		<u>204.00</u>

Low Task Subtotal **Meetings/PM** 204.00

Low Task 200.4 **Conceptual Design**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Johnson, Benjamin R (Ben)	1.00	189.00	189.00
Subtotal Professional Services	<u>1.00</u>		<u>189.00</u>

Low Task Subtotal **Conceptual Design** 189.00

Top Task Subtotal **Area 2 - BP Meadowwood** 393.00

Total Fees & Disbursements 393.00
INVOICE TOTAL (USD) **393.00**

Net Due in 30 Days or in accordance with terms of the contract

Stantec will not change our banking information. If you receive a request noting our banking information has changed, please contact your Stantec Project Manager



January 01, 2026

JASS Watershed Administrators
West Mississippi Watershed Management Commission
3235 Fernbrook Lane
Plymouth, MN 55447

Bill Period: 12-01-2025 - 12-31-2025

General Matters

Fees	470.00
Expenses	10.50
Total for this Bill	480.50
Previous Balance	0.00
Total Amount to Pay as of 01-01-2026	480.50

Town Law Center PLLP
1250 Wayzata Blvd E
Unit 1065
Wayzata, MN 55391

January 01, 2026

Bill Number: 1079

Bill Period: 12-01-2025 - 12-31-2025

RE: General Matters

General Matters

General Matters

Time Details

Date	Professional	Description	Hours	Rate	Amount
12-01-2025	Troy Gilchrist	Review and respond to email from Judie regarding reporting requirements; review law regarding same	0.30	235.00	70.50
12-11-2025	Troy Gilchrist	Prepare for, travel to, and attend meeting;	1.70	235.00	399.50
Total					470.00

Time Summary

Professional	Hours	Rate	Amount
Troy Gilchrist	2.00	235.00	470.00
Total			470.00

Expenses

Date	Professional	Description	Amount
12-11-2025	Troy Gilchrist	Mileage to attend meeting	10.50
Total Expenses			10.50

Total for this Bill 480.50

Previous Balance 0.00

Total Amount to Pay as of 01-01-2026 480.50

Outstanding Balance as of 01-01-2026

Current	30 Days	60 Days	90 Days	120 Days	180+ Days	Total
480.50	0.00	0.00	0.00	0.00	0.00	480.50



January 01, 2026

JASS Watershed Administrators

Shingle Creek Watershed Management Commission
3235 Fernbrook Lane
Plymouth, MN 55447

Bill Period: 12-01-2025 - 12-31-2025

General Matters
WMWA

Fees	1,175.00
Expenses	10.50
Total for this Bill	1,185.50
Previous Balance	0.00
Total Amount to Pay as of 01-01-2026	1,185.50

Town Law Center PLLP
1250 Wayzata Blvd E
Unit 1065
Wayzata, MN 55391

January 01, 2026

Bill Number: 1067

Bill Period: 12-01-2025 - 12-31-2025

RE: Multiple Matters

General Matters
WMWA

General Matters

Time Details

Date	Professional	Description	Hours	Rate	Amount
12-01-2025	Troy Gilchrist	Review and respond to email from Judie regarding reporting requirements; review law regarding same	0.30	235.00	70.50
12-09-2025	Troy Gilchrist	Work on professional services agreement for web work; email exchange with Grace N regarding same	0.40	235.00	94.00 ^{1/4}
12-11-2025	Troy Gilchrist	Prepare for, travel to, and attend meeting;	1.70	235.00	399.50
12-15-2025	Troy Gilchrist	Continue to work on agreement for web design project; email same to Grace for review	1.10	235.00	258.50 ^{1/4}
Total					822.50

Time Summary

Professional	Hours	Rate	Amount
Troy Gilchrist	3.50	235.00	822.50
Total			822.50

Expenses

Date	Professional	Description	Amount
12-11-2025	Troy Gilchrist	Mileage to attend meeting	10.50
Total Expenses			10.50

WMWA

Time Details

Date	Professional	Description	Hours	Rate	Amount
12-09-2025	Troy Gilchrist	Work on professional services agreement for web work; email exchange with Grace N regarding same	0.40	235.00	94.00
12-15-2025	Troy Gilchrist	Continue to work on agreement for web design project; email same to Grace for review	1.10	235.00	258.50

Date	Professional	Description	Hours	Rate	Amount
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WMWA Total 352.50

Time Summary

Professional	Hours	Rate	Amount
Troy Gilchrist	1.50	235.00	352.50
Total			352.50

Total for this Bill 1,185.50
 Previous Balance 0.00
Total Amount to Pay as of 01-01-2026 1,185.50

Outstanding Balance as of 01-01-2026

Current	30 Days	60 Days	90 Days	120 Days	180+ Days	Total
1,185.50	0.00	0.00	0.00	0.00	0.00	1,185.50

SHINGLE CREEK LEGAL
 TOTAL \$ 480.50

Web Design Agreement for Watershed Commissions
 TOTAL \$ 352.50

ELM CREEK — \$ 88.13
 SHINGLE CREEK — \$ 88.13
 ⇒ WEST MISS. — \$ 88.12
 PIONEER-SARAH CREEK — \$ 88.12

WMWA Web Design work
 TOTAL \$ 352.50



Shingle Creek / West Mississippi Watershed Management Commissions
3235 Fernbrook Lane
Plymouth, MN 55447

January 5, 2026

	Share	G/L	Shingle Creek			West Mississippi		Total Project Area		
								SC	WM	
Administrative	53001		11.17	87.50	977.38	6.19	87.50	541.63		
Admin - Offsite	50-50	53001		102.50	-		102.50	-		
Administrative	70-30	53001	25.84	87.50	1,582.70		87.50	678.30		
Admin - offsite	70-30	53001	2.20	102.50	157.85		102.50	67.65		
<i>Office Support</i>	<i>70-30</i>	<i>53001</i>	<i>25.00</i>	<i>75.00</i>	<i>1,312.50</i>		<i>75.00</i>	<i>562.50</i>		
Data Processing/File Mgmt		53001		87.50		0.32	87.50	28.00		
Data Processing/File Mgmt	70-30	53001		87.50	-		87.50	-		
<i>Data E-Storage</i>		<i>53001</i>	<i>1.00</i>	<i>69.42</i>	<i>69.42</i>	<i>1.00</i>	<i>19.27</i>	<i>19.27</i>		
Administration Reimbursables		53001	459.360	1.00	459.36	#####	1.00	220.75	4,559.205	2,118.095
<i>Annual Storage Rental -.14/.11</i>		<i>53001</i>	<i>1.00</i>	<i>54.74</i>	<i>54.74</i>	<i>1.00</i>	<i>43.01</i>	<i>43.01</i>		
Bookkeeping		54022	5.72	87.50	500.50	3.06	87.50	267.75		
<i>Bookkeeping Subscription</i>		<i>54022</i>	<i>1.00</i>	<i>60.00</i>	<i>60.00</i>	<i>1.00</i>	<i>60.00</i>	<i>60.00</i>		
<i>Sage Subscription</i>		<i>54022</i>	<i>-</i>	<i>784.40</i>	<i>-</i>	<i>-</i>	<i>784.40</i>	<i>-</i>		
Audit Prep		54022		87.50	-		87.50	-	560.500	327.750
Meal Expense	70-30	54001	397.71	1.00	278.40		1.00	119.31	278.397	119.313
Project / WCA Reviews - Secre		53002		70.00	-		70.00	-		
Project / WCA Reviews - Admin		53002	1.68	87.50	147.00		87.50	-		
Project Reviews - File Mgmt		53002		70.00	-		70.00	-		
<i>Drop Box Subscription</i>		<i>53002</i>	<i>1.00</i>	<i>120.00</i>	<i>60.00</i>	<i>1.00</i>	<i>120.00</i>	<i>60.00</i>		
Project / WCA Reviews -Reimburse		53002	25.20	1.00	25.20		1.00	-	232.200	60.000
Website	50-50	57008	2.06	87.50	90.13		87.50	90.13		
<i>Renew website domain 2 yrs</i>	<i>50-50</i>	<i>57008</i>	<i>2.00</i>	<i>25.00</i>	<i>50.00</i>	<i>2.00</i>	<i>25.00</i>	<i>50.00</i>		
Education - Reimbursables	50-50	57007	2.00	1.00	2.00	2.00	1.00	2.00	142.125	142.125
Engineering Support - Admin	70-30	53004	5.21	87.50	319.11		87.50	136.76		
Engineering Support - Data M	70-30	53004		87.50	-		87.50	-		
Engineering Support -offsite	70-30	53004	2.85	102.50	204.49		102.50	87.64		
Engineering Support - Reimbursabl		53004	20.30	1.00	20.30	8.70	1.00	8.70	543.900	233.100
									6,316.327	3,000.383

Dear West Metro Water Alliance partners,

January 7, 2026

Happy 2026! We continue to make steady progress on WMWA projects and to advance our shared education and outreach efforts. Below is an update on current initiatives, next steps, and recent activity.

Chloride Reduction Campaign. Outreach has begun to the facilities already recommended by partners. As a reminder, I first requested facility recommendations in October, and I am still waiting to receive lists from several watersheds (Bassett, Elm, Shingle, and West Mississippi). Because capacity is limited this year, watershed and/or city staff recommendations are essential for ensuring consultations occur in the areas where they are most needed. Winter is moving quickly, so please send your recommendations as soon as you are able. Your support in identifying priority sites is greatly appreciated and helps ensure we can offer this service where it will have the most impact.

Youth Stormwater Education Work. No major updates at this time. Classrooms will begin Watershed Connections programming this spring.

Communications Work. The January [media kit](#) was shared with partners yesterday. This media kit offers information on the water quality and additional environmental benefits of preserving and protecting terrestrial and aquatic habitats, using beavers as an example. It also includes recommendations to reduce damage related to beaver activities. On Tuesday, I will share the draft 2026 communications plan and take questions. After that, partners will have two weeks to review and comment, with the goal of finalizing the plan following the February WMWA meeting.

Parkers Lake Chloride Reduction Project. We continue working with Bolton & Menk to implement recommended practices at four target properties. Consultations have been completed at all facilities in the northern subwatershed with on-site salt storage. This winter, our focus will be to implement site and equipment upgrades and host Smart Salting trainings.

Eagle Lake and Fish Lake Shoreline/Yard Restoration Projects. No major updates. Metro Blooms and Blue Thumb have completed and distributed restoration designs to participating residents. Letters of intent have been shared, and I continue to encourage implementation. For residents who attended last year's workshops, stipend contracts are being sent out, with one already fully signed. For a larger project identified on Fish Lake, ECWMC is interested in partial funding. We are working with the property owner, watershed staff, and Hennepin County to finalize cost-share agreements and plan for spring 2026 implementation.

RBWMO and BCWMC Multi-Family Housing Project Planning (2026–2027). We have met with RBWMO and BCWMC staff to discuss potential project sites and engagement strategies for 2026. Staff will be re-engaged in January to continue planning.

Please let me know if you have any questions or comments. I look forward to connecting at the WMWA meeting next week!

Thank you,

Grace Barcelow
Hennepin County Environment and Energy
Conservation Specialist
612-910-3914 (mobile)
612-543-9295 (office)
grace.barcelow@hennepin.us
Pronouns: she/her

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