

Monday, March 9, 2026  
6:00 P.M.

## REGULAR CITY COUNCIL MEETING – AGENDA #11

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

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

### I. ORGANIZATIONAL BUSINESS

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

**2. PUBLIC COMMENT AND RESPONSE 6:00 p.m.** Provides an opportunity for Brooklyn Park residents and business owners in Brooklyn Park to address the Council about matters relating to City business not otherwise on the agenda. Public Comment may not be used to make personal attacks, to air personality grievances, to make political endorsements, or for political campaign purposes. Council Members will not engage in a dialogue with speakers. Questions from the Council will be for clarification only. Public Comment will not be used as a time for problem solving or reacting to the comments made, but rather for informational purposes only. Public Comment will be limited to 15 minutes and individual comments are limited to three minutes.

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

#### 2B. PUBLIC COMMENT

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

#### 3B. PUBLIC PRESENTATIONS/PROCLAMATIONS/RECEIPT OF GENERAL COMMUNICATIONS

**3B.1** Introduction of New Employees

**3B.2** Mayor's Proclamation to Recognize and Honor the Month of March 2026 as Women's History Month in the City of Brooklyn Park

**A.** PROCLAMATION

**3B.3** Recreation and Parks Advisory Commission 2025 Year-in-Review and 2026 Workplan

**A.** 2026 RPAC WORKPLAN

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

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

**4.1** Award the Bid for the 2026 Bituminous Overlay Project to C.S. McCrossan Construction Inc.

**A.** RESOLUTION

**B.** BID TAB

**C.** MAP OF STREETS

**D.** MAP OF PARKING LOTS

**4.2** Approve Change Orders 4, 5, and 6 for the Fire Station # 2 Construction Project for Kraus-Anderson Construction Company

**A.** RESOLUTION

**B.** CHANGE ORDERS

**4.3** Accept Bids and Award Contract for Emergency Vehicle Traffic Signal at the Proposed Fire Station #2 Driveway onto CSAH 14, CIP 1032

- A. RESOLUTION
- B. BID TAB
- C. PROJECT LAYOUT
- 4.4 Approve Proposal from Alliant Engineering, Inc. for Construction Services for Emergency Vehicle Traffic Signal at the Proposed Fire Station #2 Driveway onto CSAH 14
  - A. RESOLUTION
  - B. PROPOSAL
  - C. PROJECT LAYOUT
- 4.5 Approve Proposal from WSB for Design Services for Raw Watermain Transmission Line
  - A. RESOLUTION
  - B. PROPOSAL
  - C. PROJECT LAYOUT
- 4.6 DEV25-123 (HAM Addition) – Subdivision of 10508 Winnetka Ave. N. Into Two Single Family Lots
  - A. RESOLUTION
  - B. LOCATION MAP
  - C. FINAL PLAT
- 4.7 Set a Public Hearing on March 23, 2026, to Solicit Testimony and Consider the Renewal of a Currency Exchange License for El Hornito LLC dba El Hornito
  - A. PUBLIC HEARING NOTICE
- 4.8 Appointment of Councilmember Shelle Page as the Alternate Liaison to Minneapolis NW Tourism Board
- 4.9 Approve Purchase of Salsco Transformer Turf Roller from Van Wall Equipment for Edinburgh USA
  - A. RESOLUTION
  - B. VANWALL SALSCO QUOTE
- 4.10 Approve Interaction Traction to Assist the City in Recruiting a Communications Director
  - A. RESOLUTION

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

**5. PUBLIC HEARINGS**

None.

**6. LAND USE ACTIONS**

None.

**7. GENERAL ACTION ITEMS**

- 7.1 Appointments to Commissions
- 7.2 Political Candidate Flyer Distribution and Campaign Tabling at City Events Policy
  - A. POLITICAL CANDIDATE POLICY

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

**8. DISCUSSION ITEMS**

None.

**IV. VERBAL REPORTS AND ANNOUNCEMENTS**

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

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

**V. ADJOURNMENT**

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

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	3B.1	<b>Meeting Date:</b>	March 9, 2026
<b>Agenda Section:</b>	Public Presentations/ Proclamations/Receipt of General Communications	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Katrina Doshier, Program Assistant
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Department Directors/Managers
<b>Item:</b>	Introduction of New Employees		

## City Manager's Proposed Action:

Introduction of the City of Brooklyn Park's new employees.

## Overview:

<u>Employee</u>	<u>Start Date</u>	<u>Title</u>
<b><i>Community Development</i></b>		
Ker Vang	February 9, 2026	Property Maintenance Inspector
Erik Garcia	March 2, 2026	Program Assistant II
<b><i>Recreation and Parks</i></b>		
Tyrell Ross	February 9, 2026	Building Maintenance Worker
Troy Parker Jr	February 10, 2026	Best Buy Teen Tech Center Specialist
Joy Arneson	February 17, 2026	Program Assistant II

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

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

**Attachments:** N/A

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	3B.2	<b>Meeting Date:</b>	March 9, 2026
<b>Agenda Section:</b>	Public Presentations/ Proclamations/Receipt of General Communications	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Dr. Marcellus Davis, REDI Manager
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Mayor Hollies Winston
<b>Item:</b>	Mayor's Proclamation to Recognize and Honor the Month of March 2026 as Women's History Month in the City of Brooklyn Park		

## City Manager's Proposed Action:

The Mayor shall recognize and proclaim the Month of March 2026 as "Women's History Month" by one of the following:

1. "I, Hollies Winston, Mayor of the city of Brooklyn Park, Minnesota do hereby recognize and proclaim the month of March 2026, to be a "Women's History Month" in the city of Brooklyn Park.

OR

2. By reading the proclamation.

## Overview:

Women's History Month had its origins as a national celebration in 1981 when Congress passed Public Law 97-28 which authorized and requested the President to proclaim the week beginning March 7, 1982, as "Women's History Week." Throughout the next five years, Congress continued to pass joint resolutions designating a week in March as "Women's History Week." In 1987 after being petitioned by the National Women's History Project, Congress passed Public Law 100-9 which designated the month of March 1987 as "Women's History Month." Between 1988 and 1994, Congress passed additional resolutions requesting and authorizing the President to proclaim March of each year as Women's History Month. Since 1995, presidents have issued a series of annual proclamations designating the month of March as "Women's History Month." These proclamations celebrate the contributions women have made to the United States and recognize the specific achievements women have made over the course of American history in a variety of fields.

Following a conversation with the City Council at the April 2023 Work Session where a discussion took place on what holidays and events the city should recognize a decision was made to recognize Women's History Month going forward.

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

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

## Attachments:

3B.2A PROCLAMATION

**PROCLAMATION**  
**TO RECOGNIZE AND HONOR WOMEN'S HISTORY**  
**MONTH MARCH 2026**

WHEREAS, women have played and continue to play critical economic, cultural, and social roles in our country, our state, and our community by constituting a significant portion of the labor force working inside and outside the home. Women throughout history have also played a unique role by providing a majority of the volunteer labor force of our country; and

WHEREAS, women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement and other movements, especially the peace movement, which create a more fair and just society for all; and

WHEREAS, despite these contributions, the role of women in history has been consistently overlooked and undervalued, in the literature, teaching; and

WHEREAS, the theme for 2026 is "**Leading the Change: Women Shaping a Sustainable Future.**" This theme honors women in every community who have devoted their lives and talents to producing art, pursuing truth, and reflecting the human condition decade after decade. From the earliest storytellers through pioneering journalists, their experiences have been captured by a wide variety of artists and teachers. These include authors, songwriters, scholars, playwrights, performers, and grandmothers; and

WHEREAS, the City of Brooklyn Park is proud to honor the history and contributions of women in our community and throughout our state and our Nation and proud to put forth the goal of gender equity and work to ensure representation and opportunity for all of its women and girls.

NOW, THEREFORE, BE IT RESOLVED, that I, Mayor Hollies Winston, and members of the City Council of the city of Brooklyn Park do recognize and hereby proclaim March 2026 as:

**"WOMEN'S HISTORY MONTH"**

BE IT FURTHER RESOLVED, the Mayor is requested to issue a proclamation each March, calling upon the people of the city of Brooklyn Park to observe March as "Women's History Month" with appropriate programs, ceremonies, and activities.



5200 85<sup>th</sup> Avenue North  
Brooklyn Park, MN 55443

\_\_\_\_\_  
Hollies Winston, Mayor

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	3B.3	<b>Meeting Date:</b>	March 9, 2026
<b>Agenda Section:</b>	Public Presentations/ Proclamations/Receipt of General Communications	<b>Originating Department:</b>	Recreation and Parks
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Joshua Uloth, RPAC Chair, Brad Tullberg, Director of Recreation and Parks
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Joshua Uloth, RPAC Chair
<b>Item:</b>	Recreation and Parks Advisory Commission 2025 Year-in-Review and 2026 Workplan		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO ACCEPT THE RECREATION AND PARKS ADVISORY COMMISSION 2026 WORKPLAN.

## Overview:

The Recreation and Parks Advisory Commission (RPAC) Chair, Joshua Uloth will provide highlights of the RPAC 2025 accomplishments and present the 2026 RPAC priorities to help advance the Brooklyn Park Jewel of the North Community Goals.

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

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

## Attachments:

3B.3A 2026 RPAC WORKPLAN

# Workplan | Recreation & Parks Advisory Commission

Feb. 2026 – Jan. 2027

Time frame	Project or Task(s)	Community Goals		Purpose (see next page for info)	Outcome (fill in after completed)
Feb	Weaver Lake Trail Overview - TRPD Department Strategic Planning Overview 2026 Project Overview	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 5	<input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input checked="" type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
March	Community Gardens Overview Annual Deer Hunt Report	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 5	<input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 4 <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	
April	Welcome New Commissioners Park Safety Plans	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 5	<input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input checked="" type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
May	Public Works Annual Report Amplified Sound Discussion Destination Sports Facility discussion	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 5	<input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 4 <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	
June	Recreation Services Division Report Adult & Senior Programming	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 5	<input type="checkbox"/> 2 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input checked="" type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
July	No Meeting	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 6	<input type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
August	Annual Parks Tour – Location TBD	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 5	<input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input checked="" type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
September	Youth Services Division Report Community Health Resources Follow Up	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 5	<input type="checkbox"/> 2 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input checked="" type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
October	Parks and Facilities Division Report Senior Center Community Engagement	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 5	<input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input checked="" type="checkbox"/> Act Initiated by: <input type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
November	Recreation Services Division Report Annual Budget Update & CIP/CEP	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 5	<input type="checkbox"/> 2 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input checked="" type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	

# Workplan | Recreation & Parks Advisory Commission

Feb. 2026 – Jan. 2027

December	No Meeting	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment Initiated by: <input type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	<input type="checkbox"/> Recommend <input type="checkbox"/> Act
January	Election of Officers 2027 RPAC Work Plan Review Bylaws	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment Initiated by: <input type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	<input type="checkbox"/> Recommend <input type="checkbox"/> Act

1: *Inclusive & Engaged Community*    2: *Beautiful Places*    3: *Thriving Economy*    4: *Safe Community*    5: *Increased Equity*    6: *Effective & Engaging Gov't*

# 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 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.

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



## BEAUTIFUL PLACES

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

- a. Brooklyn Park residents and business owners do their part to maintain clean and attractive neighborhoods, corridors, and commercial destinations.
- b. The City maintains and invests in quality green space, amenities, and natural resource preservation.
- c. Residents and visitors are served by reliable utilities, transportation network, and infrastructure.
- d. The City maintains and develops robust transportation options of all types.
- e. 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.

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

- a. Our rich diversity is showcased through our vibrant arts, food, entertainment, and retail offerings.
- b. Aging neighborhoods and commercial centers are revitalized through continuous investment.
- c. The City capitalizes on opportunities to expand and diversify Brooklyn Park's tax base and workforce.
- d. Businesses and organizations of all types, sizes, and specialties start, stay, and grow here.
- e. 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.

- a. The City's decisions and policies are guided by a racial equity lens to remove barriers.
- b. Quality recreation facilities and responsive programming for youth and families inspire activity for all interests and abilities.
- c. Aging adults have services and amenities to thrive and age in place.
- d. The City supports its emerging workforce to obtain the training and support needed to get and keep a living wage job.
- e. 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.

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

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.1	<b>Meeting Date:</b>	March 9, 2026
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Operations and Maintenance
<b>Resolution:</b>	X	<b>Prepared By:</b>	Greg Hoag, Park & Building Maintenance Manager
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	4	<b>Presented By:</b>	Greg Hoag, Park & Building Maintenance Manager Mitch Robinson, City Engineer
<b>Item:</b>	Award the Bid for the 2026 Bituminous Mill and Overlay Project to C.S. McCrossan Construction Inc.		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2026-\_\_\_\_ TO AWARD THE BID FOR THE 2026 BITUMINOUS MILL AND OVERLAY PROJECT TO C.S. MCCROSSAN CONSTRUCTION INC. AND TO AUTHORIZE THE MAYOR AND CITY MANAGER TO EXECUTE THE CONTRACT.

## Overview:

The proposed bituminous mill and overlay project is a continuation of the street maintenance and rehabilitation program which began in 1993 to preserve and increase street life. The street studies by IMS, Braun-Intertec and staff and research by APWA, MnDOT, MN Local Road Research Board, counties and other cities have shown a benefit if bituminous mill and overlays are performed when streets are in relatively fair condition. This treatment will not, however, rejuvenate a street that is in severe problem condition.

The bituminous mill and overlays are necessary to extend the useful life of existing streets in fair condition in Street/Utilities Maintenance Districts Six and Seven. The streets recommended for mill and overlay were selected by condition study, review of other related infrastructure items and other relevant input. Approximately 9.4 miles of residential and 1.07 miles of MSA streets will be milled and overlaid along with the Eidem Historical Farm and a portion of the Edinburgh USA parking lot, including curb, sidewalk and ADA ramp replacements.

The 2026 Bituminous Mill and Overlay Project CIP 4001-26 was advertised on January 29, 2026, in the Brooklyn Park Sun-Post. On February 19, 2026, eight (8) bids were received. The lowest responsible bid meeting specifications of \$2,576,130.83 is from C.S. McCrossan Construction, Inc. The engineer's estimate for this project was \$2,871,486.00.

## Primary Issues/Alternatives to Consider:

This project is necessary to meet the goal to provide continuous infrastructure preservation and improvement.

Operations & Maintenance staff recommend approval as presented.

## Budgetary/Fiscal Issues:

The recommended bid proposal cost of \$2,576,130.83 is included in the 2026-2030 Capital Improvement Plan as projects 4001-26 Street Resurfacing Program (\$2,458,508.65), 2003-26 Parking Lots-Parks (\$46,359.27) and 2035-26 Edinburgh USA Clubhouse (\$71,262.91) All three projects have adequate budget for their portion of the overall project.

Funding sources are Franchise Fees for the street rehabilitation, Heritage Infrastructure Fund for the Eidem Historical Farm and Recreation Enterprise Fund for Edinburgh USA.

**Attachments:**

- 4.1A RESOLUTION
- 4.1B BID TAB
- 4.1C MAP OF STREETS
- 4.1D MAP OF PARKING LOTS

RESOLUTION #2026

RESOLUTION TO AWARD THE BID FOR THE 2026 BITUMINOUS MILL AND OVERLAY PROJECT TO C.S. McCROSSAN CONSTRUCTION INC. AND TO AUTHORIZE THE MAYOR AND CITY MANAGER TO EXECUTE THE CONTRACT.

WHEREAS, the 2026 Bituminous Mill and Overlay Project was advertised in the Brooklyn Park Sun-Post on January 29, 2026; and

WHEREAS, on February 19, 2026, eight (8) bids were received; and

WHEREAS, the lowest responsible bid meeting specifications is from C.S. McCrossan Construction Inc. in the amount of \$2,576,130.83; and

WHEREAS, the construction project, CIP #4001-26, is budgeted to be funded by the Franchise Fees for a cost of \$2,458,508.65, and #2003-26 is budgeted from the Heritage Infrastructure Fund for the Eidem Historical Farm parking lot for a cost of \$46,359.27, and #2035-26 is budgeted from the Recreation Enterprise Fund for the Edinburgh USA parking lot at a cost of \$71,262.91; and

WHEREAS, the Bituminous Mill and Overlay Program is necessary to preserve/increase the useful life of existing streets and parking lots.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to award the bid for the 2026 Bituminous Mill and Overlay Project to C.S. McCrossan Construction Inc. in the amount of \$2,576,130.83 and authorize the Mayor and City Manager to execute the contract.

# CIP 4001-26 Neighborhood Overlays

**Quest Number: 10032781**

**Owner Number:** CIP 4001-26

**Closing Date:** Thu, 02/19/2026 11:00 AM CST

**Posting Type:** Construction Project

**Owner:** Brooklyn Park MN, City of

**Solicitor:** Brooklyn Park MN, City of

**Owner Name:** Brooklyn Park MN, City of

**Owner Contact:** Mr. Craig Runnakko, P.E.

**Owner Phone:** 763-493-8109

**Solicitor Name:** Brooklyn Park MN, City of

**Contact:** Mr. Craig Runnakko, P.E.

**Email:** craig.runnakko@brooklynpark.org

**Phone:** 763-493-8109

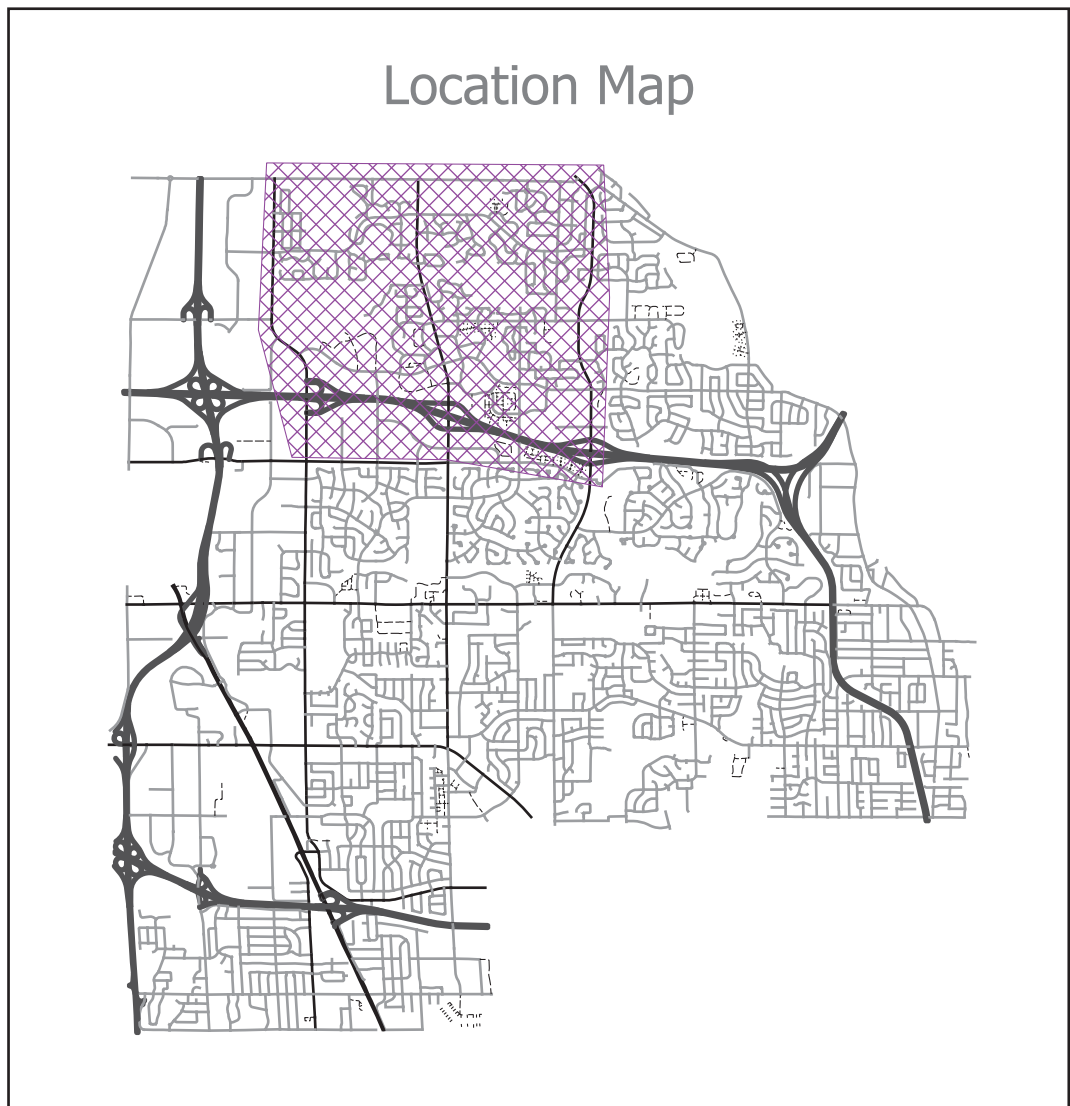
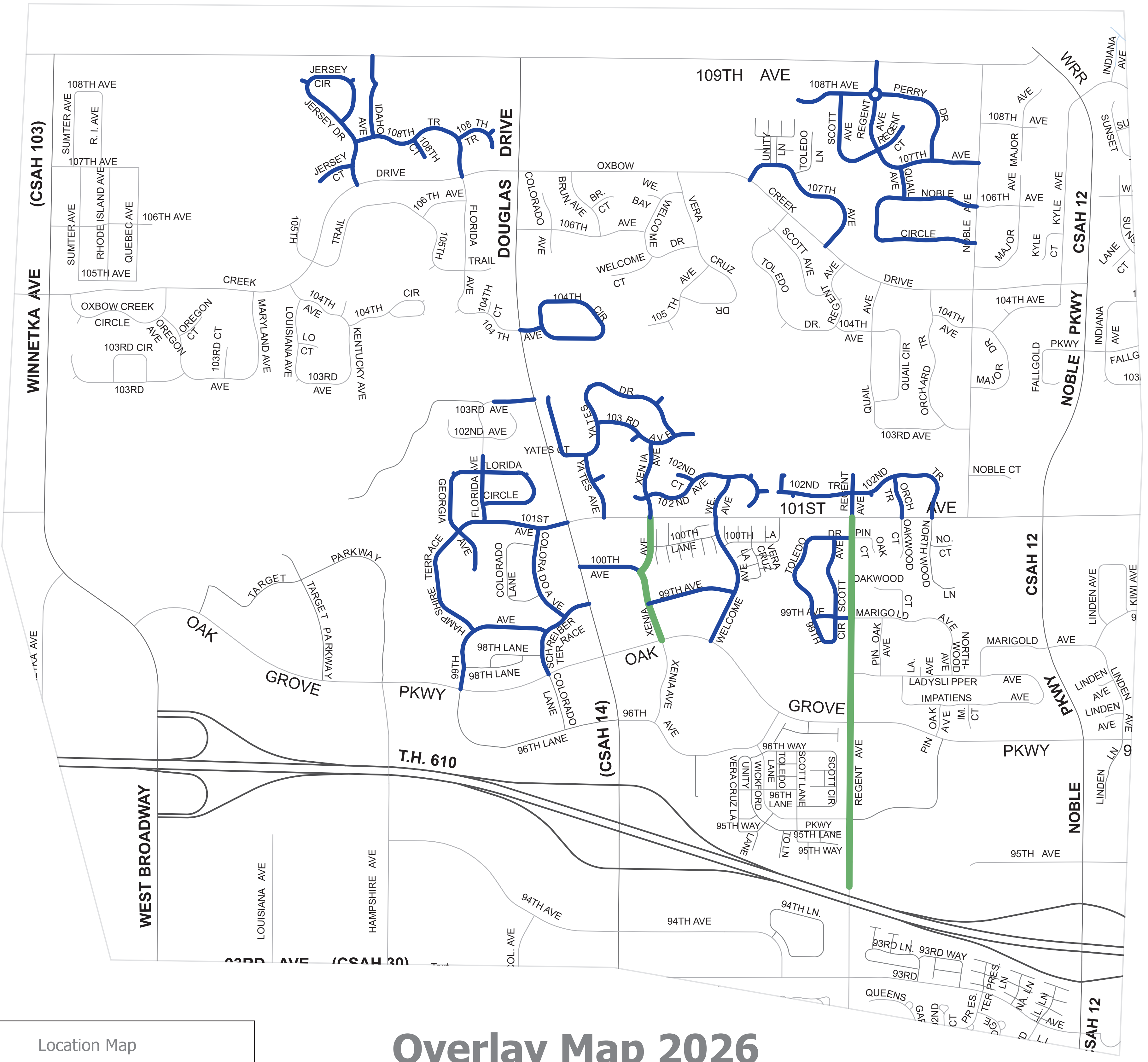
**Award Date:** 03/09/2026

**Comments:** Bids will be considered at the City council meeting on Monday March 9, 2026.

**Award Status:** Pending

**Letting Bid Tabulation:** [View on vBid](#)

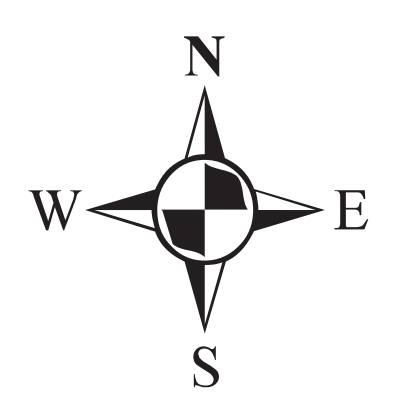
Company	Contact	Phone	E-mail	Amount	Awarded	Comment
C. S. McCrossan Construction, Inc.	Estimator	763-425-4167	estimating@mccrossan.com	\$ 2,576,130.83		
Valley Paving, Inc	VPI Estimating	952-445-8615	estimating@valleypaving.com	\$ 2,685,653.00		
North Valley, Inc.	NVI Estimating	763-274-2580	estimating@northvalleyinc.net	\$ 2,696,557.14		
Park Construction Company	Park Construction - Paving	763-786-9800	estimating@parkconstructionco.com	\$ 2,784,338.35		
Bituminous Roadways Inc.	Estimating Department	651-686-7001	estimating@bitroads.com	\$ 2,814,284.32		
GMH Asphalt Corporation	Estimator	952-442-5288	estimating@gmhasphalt.com	\$ 2,898,582.12		
Northwest	Estimator	952-445-1003	estimating@northwest-totalsite.com	\$ 2,969,643.84		
Asphalt Surface Technologies Corp.	Dale Strandberg	320-363-8500	astechquotes@gmail.com	\$ 3,526,360.45		



# Overlay Map 2026

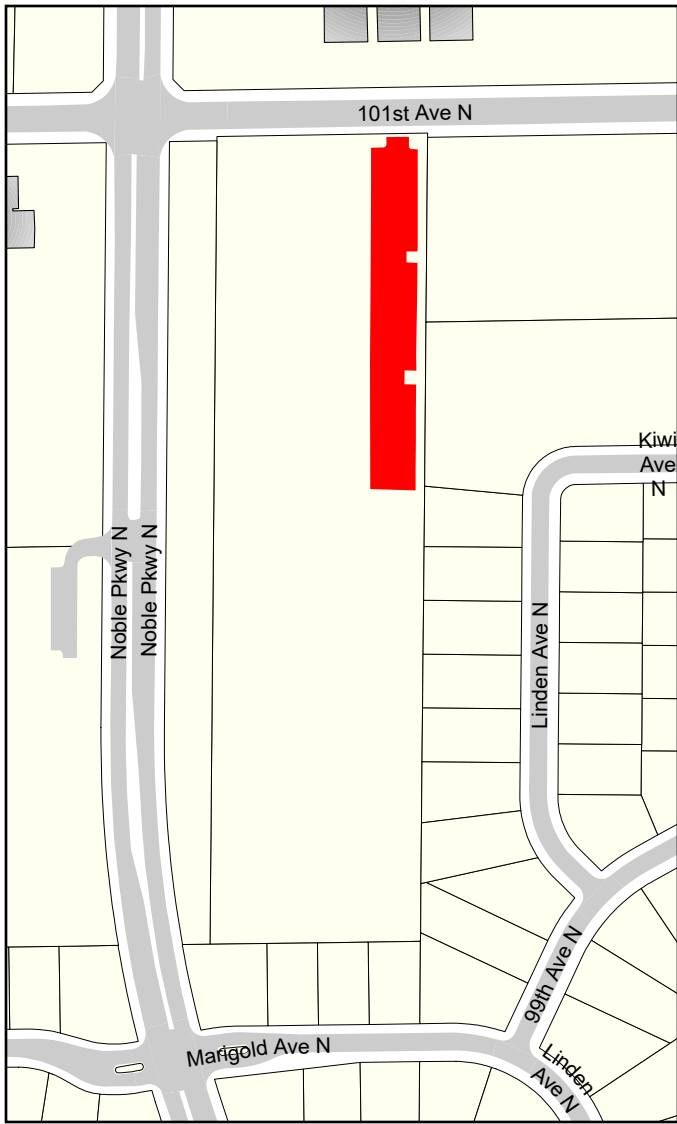
**Legend**  
— Street Overlay  
— MSA Overlay

(Non MSA) Public Streets:	174,572 SY
(MSA) Public Streets:	27,724 SY
Total Streets Only:	202,296 SY
Parking Lots:	11,727 SY
Total:	214,023 SY

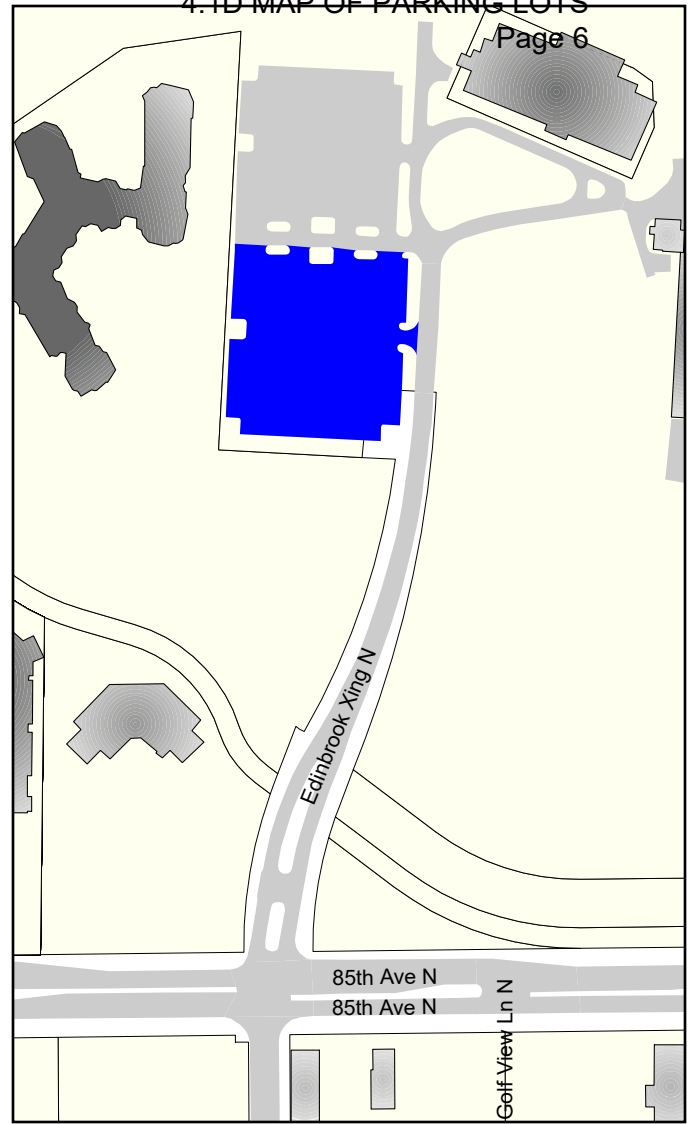


Date: 1/21/2026

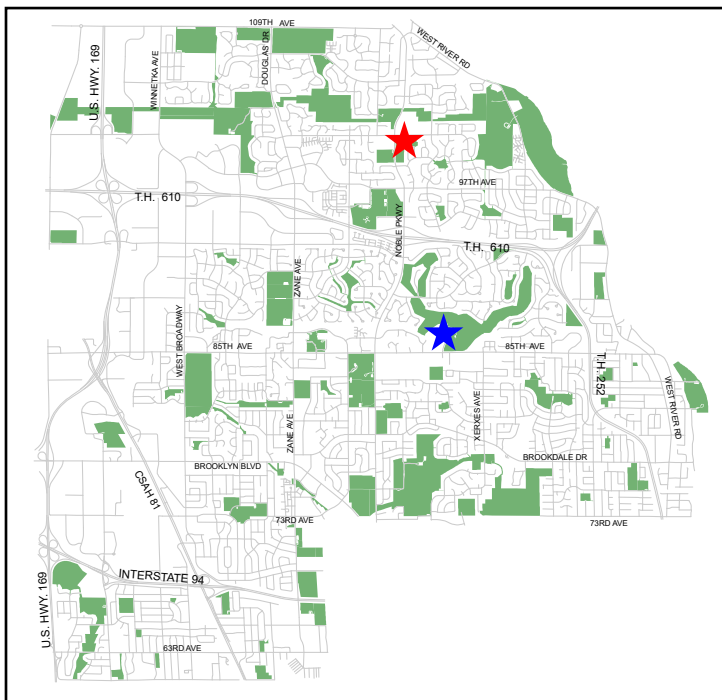
Path: T:\omfiles\ArcGIS Pro\Streets\Street Overlay 2026.aprx



Historical Farm



Edinburgh USA Main Lot (South Half)



# CITY OF BROOKLYN PARK PARKING LOT OVERLAY 2026

- Historical Farm - 4,377 SY
- Edinburgh USA Main Lot (S) - 7,350 SY

Total for the 2 Lots - 11,727 SY

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.2	<b>Meeting Date:</b>	March 9, 2026
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Operations & Maintenance
<b>Resolution:</b>	X	<b>Prepared By:</b>	Greg Hoag, Park & Building Maintenance Manager
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Greg Hoag, Park & Building Maintenance Manager; Shawn Conway, Fire Chief
<b>Item:</b>	Approve Change Orders 4, 5, and 6 for the Fire Station # 2 Construction Project for Kraus- Anderson Construction Company		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2026-\_\_\_\_\_ TO APPROVE CHANGE ORDERS 4, 5 AND 6 FOR THE FIRE STATION # 2 CONSTRUCTION PROJECT FOR KRAUS-ANDERSON CONSTRUCTION COMPANY.

## Overview:

This request is for approval of change orders 4, 5, and 6 associated with the construction of the new Fire Station #2. The change order cost adjustments are related to three extra work items.

A summary of the items is shown as follows:

<u>Description</u>	<u>Amount</u>
Additions/Changes:	
COR #4 Plumbing & HVAC changes	\$ 0
COR #5 Plumbing changes	\$ 23,441.42
COR #5 Electrical changes (Generator)	<u>\$(381,600.00)</u>
<b>Total</b>	<b><u>\$(358,158.58) CREDIT</u></b>

It is not unusual for projects of this type to require additional items or modifications due to circumstances or conditions that were not expected at the time of plan preparation or during construction. The required additions, modifications and adjustments were not included in the original bid and, therefore, the addition of the work required an additional cost over the original bid.

- Change order #4 was for minor changes to location of pipes and resulted in a zero cost increase.
- Change Order #5 is a plumbing change related to the floor drains in the apparatus bay area resulting in additional costs.
- Change Order #6 is related to a change in the type of generator and enclosure resulting in a credit of \$381,600.

## Primary Issues/Alternatives to Consider:

The Architect, CNH Architects and Operations and Maintenance staff have reviewed the items and negotiated with the Contractor and are satisfied with the negotiated amounts. Staff is recommending Council approval.

**Budgetary/Fiscal Issues:**

The project budget began with a construction contingency of \$1,608,831.64. Change orders 1,2,3 approved on February 9, 2026, for \$189,188.55 and these change orders of \$(358,158.58) will be added to the construction contingency thus keeping the project on budget.

**Attachments:**

- 4.2A RESOLUTION
- 4.2B CHANGE ORDERS

RESOLUTION #2026-

RESOLUTION TO APPROVE CHANGE ORDERS 4, 5 AND 6 FOR THE FIRE STATION # 2  
CONSTRUCTION PROJECT FOR KRAUS-ANDERSON CONSTRUCTION COMPANY

WHEREAS, the Fire Station # 2 project is needed to provide adequate space for Fire Department staff; and

WHEREAS, the construction bid for New World project #1032 was awarded by the City Council on October 13, 2025, to Kraus-Anderson Construction Company Inc. with a Guaranteed Maximum Price (GMP) of \$35,751,814.27.; and

WHEREAS, with the approval of the change orders 1,2,3, there was a contract increase of \$189,188.55; and

WHEREAS, with the approval of the change orders 4,5,6, there is a contract decrease of \$(358,158.58); and

WHEREAS, the total approved GMP cost of the project will therefore be \$35,582,844.24.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to approve change orders 4, 5 and 6 for the Fire Station # 2 construction project for Kraus-Anderson Construction Company for \$(358,158.58)



**Change Order Request**

<b>Project:</b> Brooklyn Park Fire Station #2	<b>Change Order Request:</b> 0004
<b>To:</b> City of Brooklyn Park	<b>Change Order Request Date:</b> Jan 20, 2026

**We propose to make the following changes in this contract :**

SI 03

**Cost Items:**

PCO	Scope	Name	(Sub)Contractor	Amount:
0012	WS 22A: Plumbing	No Cost Change per SI #03.	Wenzel-Plymouth Plumbing, LLC	\$0
0012	WS 23A: HVAC	WS 23A: HVAC	Associated Mechanical Contractors, Inc.	\$0

**Total Amount: \$0**

The total Cost to perform the work as described above is a CHANGE of \$0.  
The contract duration will be modified by (ZERO) days

Please indicate your acceptance and approval of this additional work in the space provided below

**Accepted By:**  
CNH Architects, Inc.

**Submitted By:**  
Kraus-Anderson Construction  
Company

**Approved By:**  
City of Brooklyn Park

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

By: Molly Jutz

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

Date 2/8/2026

Date

Date



**Change Order Request**

<b>Project:</b> Brooklyn Park Fire Station #2	<b>Change Order Request:</b> 0005
<b>To:</b> City of Brooklyn Park	<b>Change Order Request Date:</b> Jan 20, 2026

**We propose to make the following changes in this contract :**

PR 05 - Misc. Plumbing Revisions

**Cost Items:**

PCO	Scope	Name	(Sub)Contractor	Amount:
0013	WS 22A: Plumbing	WS 22A: Plumbing	Wenzel-Plymouth Plumbing, LLC	\$22,639.79
0013	WS 26A: Electrical	WS 26A: Electrical	Medina Electric, LLC	\$0
0013	Warranty Reserve Allocation	Warranty Reserve		\$33.96
0013	Umbrella Liability Insurance	ULI		\$224.13
0013	Payment & Performance Bond	Bond		\$140.37
0013	Fee	Fee		\$403.17

**Total Amount: \$23,441.42**

The total Cost to perform the work as described above is a CHANGE of \$23,441.42.  
The contract duration will be modified by (ZERO) days

Please indicate your acceptance and approval of this additional work in the space provided below

**Accepted By:**  
CNH Architects, Inc.

**Submitted By:**  
Kraus-Anderson Construction  
Company

**Approved By:**  
City of Brooklyn Park

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

By: Molly Jutz

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

Date

Date

Date



### Change Order Request

<b>Project:</b> Brooklyn Park Fire Station #2	<b>Change Order Request:</b> 0006
<b>To:</b> City of Brooklyn Park	<b>Change Order Request Date:</b> Jan 20, 2026

We propose to make the following changes in this contract :

PR 06 - Generator Enclosure

**Cost Items:**

PCO	Scope	Name	(Sub)Contractor	Amount:
0014	WS 26A: Electrical	WS 26A: Electrical	Medina Electric, LLC	\$-375,000.00
0014	Warranty Reserve Allocation	Warranty Reserve		\$-562.50
0014	Umbrella Liability Insurance	ULI		\$-3,712.50
0014	Payment & Performance Bond	Bond		\$-2,325.00

**Total Amount:** \$-381,600.00

The total Cost to perform the work as described above is a CHANGE of \$-381,600.00.  
The contract duration will be modified by (ZERO) days

Please indicate your acceptance and approval of this additional work in the space provided below

**Accepted By:**  
CNH Architects, Inc.

**Submitted By:**  
Kraus-Anderson Construction  
Company

**Approved By:**  
City of Brooklyn Park

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

By: Molly Jutz

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

Date 2/8/2026

Date

Date

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.3	<b>Meeting Date:</b>	March 9, 2026
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Public Works
<b>Resolution:</b>	X	<b>Prepared By:</b>	Tim Haugo, Assistant City Engineer
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	3	<b>Presented By:</b>	Mitch Robinson, City Engineer
<b>Item:</b>	Accept Bids and Award Contract for Emergency Vehicle Traffic Signal at the Proposed Fire Station #2 Driveway onto CSAH 14, CIP 1032		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2026-\_\_\_\_\_, ACCEPTING BIDS AND AWARDING CONTRACT IN THE AMOUNT OF \$579,090.73 TO PARK CONSTRUCTION COMPANY OF MINNEAPOLIS, MINNESOTA FOR THE EMERGENCY VEHICLE TRAFFIC SIGNAL AT THE PROPOSED FIRE STATION #2 DRIVEWAY ONTO CSAH 14, PROJECT CIP 1032.

## Overview:

The City has been working with Hennepin County to construct a new emergency vehicle access onto Zane Avenue (Hennepin County State Aid Highway 14) between 85<sup>th</sup> Avenue and Edinbrook Terrace. This driveway was identified as critical by the City Fire Chief. City staff, including the Fire Chief and the Public Works Director, determined the need for an emergency vehicle traffic signal to allow emergency vehicles to exit the fire station safely onto Zane Avenue during emergency calls. A proposal from Alliant Engineering, Inc. for construction services is also being presented to Council for approval this evening.

Bids were opened on February 26, 2026, with three bids received. Bids ranged from \$579,090.73 to a high of \$598,925.90. The lowest responsible bidder is Park Construction Company in the amount of \$579,090.73. This project is budgeted within the Fire Station #2 project with a budget of \$939,209.00 for this separate project.

## Received Bids:

Contractor	Bid Amount
Park Construction Company	\$579,090.73
Forest Lake Contracting, Inc.	\$589,821.65
New Look Contracting, Inc.	\$598,925.90
<b>Engineers Estimate</b>	<b>\$715,692.40</b>

Staff recommends the City Council award the contract to Park Construction Company.

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

## Budgetary/Fiscal Issues:

Total project costs are estimated to be approximately \$939,209.00 with final construction, consultant fees, and other project costs. This project is scheduled for a 2026 completion.

**Attachments:**

- 4.3A RESOLUTION
- 4.3B BID TAB
- 4.3C PROJECT LAYOUT

RESOLUTION #2026-

RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT TO PARK CONSTRUCTION COMPANY OF MINNEAPOLIS, MINNESOTA FOR EMERGENCY VEHICLE TRAFFIC SIGNAL AT THE PROPOSED FIRE STATION #2 DRIVEWAY ONTO CSAH 14, PROJECT CIP 1032

WHEREAS, the City Engineer has prepared plans and specifications for the following improvements to wit: CIP 1032: Emergency Vehicle Traffic Signal at the Proposed Fire Station #2 Driveway onto CSAH 14 and;

WHEREAS, Bids were received, opened, and tabulated according to law and the following bids were received complying with the advertisement:

<u>BIDDER</u>	<u>TOTAL AMOUNT OF BID</u>
Park Construction Company	\$579,090.73
Forest Lake Contracting, Inc.	\$589,821.65
New Look Contracting, Inc.	\$598,925.90
Engineer's Estimate	\$715,692.40

and;  
WHEREAS, the City Manager recommends award of contract to Park Construction Company of Minneapolis, MN as the lowest responsible bidder.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park, the Mayor and City Manager are hereby authorized and directed to enter into a contract with Park Construction Company of Minneapolis, MN in the name of the City of Brooklyn Park for the improvements aforesaid according to the plans and specifications thereof approved by the Council and on file in the office of the Clerk.

# CIP1032-Fire Station #2 Signal

**Quest Number: 10040934**

**Owner Number: CIP1032**

**Closing Date: Thu, 02/26/2026 11:00 AM CST**

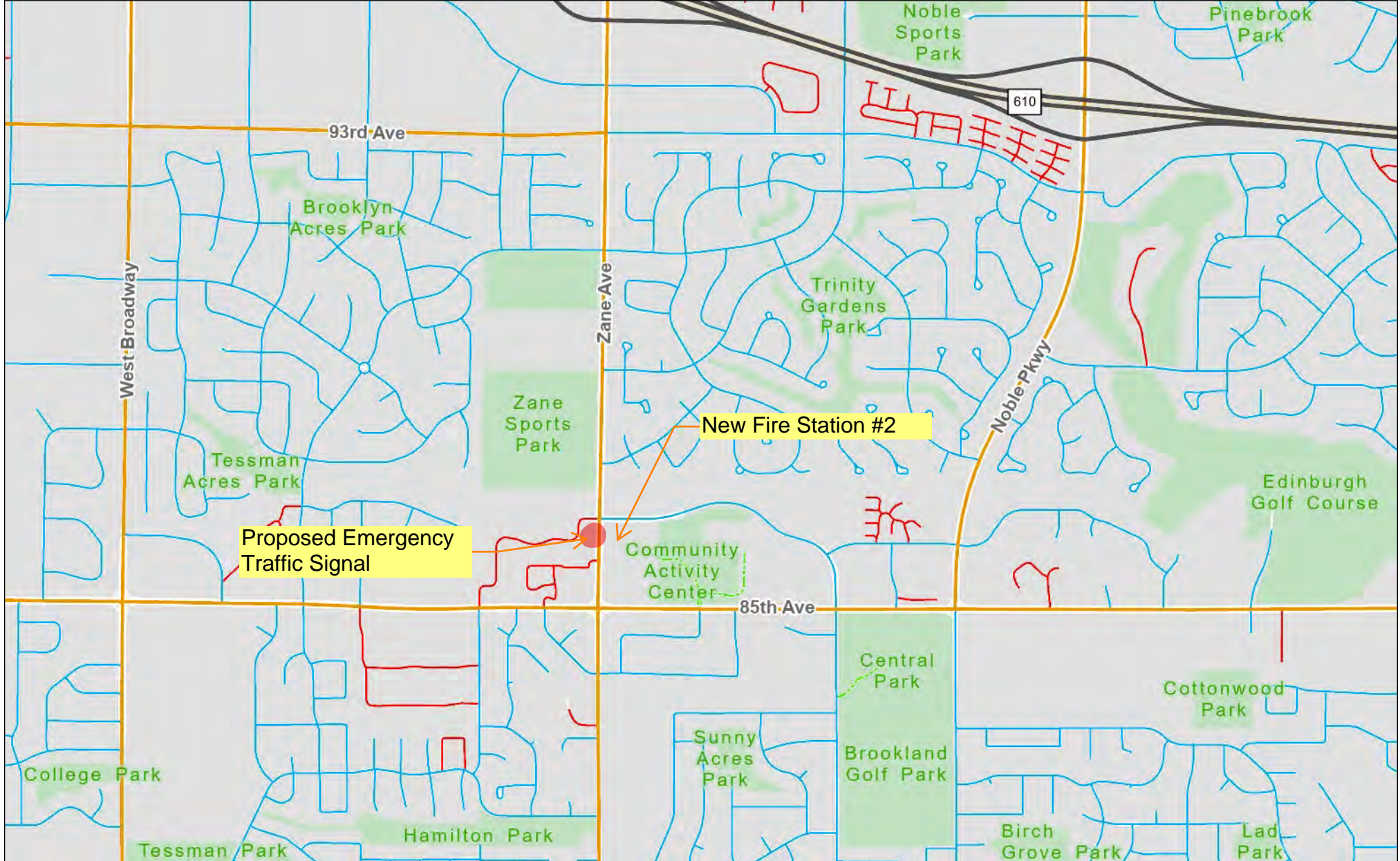
**Posting Type: Construction Project**

**Owner: Brooklyn Park MN, City of**

**Solicitor: Brooklyn Park MN, City of**

<b>Owner Name:</b>	Brooklyn Park MN, City of
<b>Owner Contact:</b>	Mr. Tim Haugo, P.E.
<b>Owner Phone:</b>	763-493-8291
<b>Solicitor Name:</b>	Brooklyn Park MN, City of
<b>Contact:</b>	Mr. Tim Haugo, P.E.
<b>Email:</b>	tim.haugo@brooklynpark.org
<b>Phone:</b>	763-493-8291
<b>Award Date:</b>	
<b>Comments:</b>	
<b>Award Status:</b>	Pending
<b>Letting Bid Tabulation:</b>	<a href="#">View on vBid</a>

<b>Company</b>	<b>Contact</b>	<b>Phone</b>	<b>E-mail</b>	<b>Amount</b>	<b>Awarded</b>	<b>Comment</b>
Park Construction Company	Park Construction - Paving	763-786-9800	estimating@parkconstructionco.com	\$ 579,090.73		
Forest Lake Contracting, Inc.	Trish Carlson	651-464-4500	estimating@forestlakecontracting.com	\$ 589,821.65		
New Look Contracting, Inc.	NLCESTIMATING	763-241-1596	estimating@newlookcontracting.net	\$ 598,925.90		



Map Scale = 1: 17,538

1,462 ft  1 in

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.4	<b>Meeting Date:</b>	March 9, 2026
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Public Works
<b>Resolution:</b>	X	<b>Prepared By:</b>	Tim Haugo, Assistant City Engineer
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	3	<b>Presented By:</b>	Mitch Robinson, City Engineer
<b>Item:</b>	Approve Proposal from Alliant Engineering, Inc. for Construction Services for Emergency Vehicle Traffic Signal at the Proposed Fire Station #2 Driveway onto CSAH 14		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2026 \_\_\_\_\_ TO APPROVE A PROPOSAL FROM ALLIANT ENGINEERING, INC. FOR CONSTRUCTION SERVICES FOR EMERGENCY VEHICLE TRAFFIC SIGNAL AT THE PROPOSED FIRE STATION #2 DRIVEWAY ONTO CSAH 14.

## Overview:

On November 20, 2024, the City retained Alliant Engineering, Inc., to prepare plans and specifications for the Emergency Vehicle Traffic Signal at the Proposed Fire Station #2. On January 26, 2026, Council approved the advanced ordering of the signal poles and on February 23, 2026, Council further approved a Cooperative Construction Agreement with Hennepin County.

The subject project, which constructs a median opening and emergency vehicle traffic signal on Zane Avenue (Hennepin County State Aid Highway 14), is summarized as follows:

The City has been working with Hennepin County to construct a new emergency vehicle access onto Zane Avenue (Hennepin County State Aid Highway 14) between 85<sup>th</sup> Avenue and Edinbrook Terrace. This driveway was identified as critical by the City Fire Chief. City staff, including the Fire Chief and the Public Works Director, determined the need for an emergency vehicle traffic signal to allow emergency vehicles to exit the fire station safely onto Zane Avenue during emergency calls.

In order to provide construction testing and inspection services for the subject project, staff requested a proposal from Alliant Engineering for these services. Alliant Engineering is a current consultant in the City's Consultant Pool and also provided the design services for this project. It is prudent and efficient to work with Alliant Engineering to provide the necessary inspection and contract administration services for this project. A motion to accept bids and award a contract to Park Construction Company for the construction of the Fire Station #2 Signal Project is up for approval this evening.

Alliant Engineering provided the attached proposal for these services in the amount of \$106,063.

Staff recommends the City Council approve Supplemental Letter of Agreement No. 3 to the 2025-2029 Consultant Services Master Agreement for Construction Services with Alliant Engineering, Inc., in the amount of \$106,063.

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

**Budgetary / Fiscal Issues:**

This project is in the 2026-2030 CIP (CIP 1032). With the advanced ordering of the traffic signal pole cost of \$58,026.00, construction cost of \$579,090.73, design consultant fees of \$93,088.50 and the proposed construction services in the amount of \$106,063.00, the total cost of the project is \$836,268.23. The budgeted total project cost is \$939,209.00 which is included in the overall Fire Station project budget.

**Attachments:**

- 4.4A RESOLUTION
- 4.4B PROPOSAL
- 4.4C PROJECT LAYOUT

RESOLUTION #2026 -

RESOLUTION TO APPROVE A PROPOSAL FROM ALLIANT ENGINEERING, INC. FOR CONSTRUCTION SERVICES FOR EMERGENCY VEHICLE TRAFFIC SIGNAL AT THE PROPOSED FIRE STATION #2 DRIVEWAY ONTO CSAH 14

WHEREAS, on November 20, 2024, the City retained Alliant Engineering, Inc. to prepare plans and specifications for the Emergency Vehicle Traffic Signal at the Proposed Fire Station #2 Driveway onto CSAH 14; and

WHEREAS, on January 26, 2026, the City Council approved advanced ordering of the signal poles; and

WHEREAS, on February 23, 2026, the City Council approved a Cooperative Construction Agreement with Hennepin County; and

WHEREAS, Alliant Engineering, Inc. has prepared a proposal for construction services for the subject project in the amount of \$106,063.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to approve the proposal for construction services from Alliant Engineering, Inc. for the Emergency Vehicle Traffic Signal at the Proposed Fire Station #2 Driveway onto CSAH 14 Project and authorize the City Manager to execute the proposal.



**ALLIANT**

February 24, 2026

Tim Haugo, PE  
Assistant City Engineer  
City of Brooklyn Park

Via Email: [Tim.Haugo@BrooklynPark.org](mailto:Tim.Haugo@BrooklynPark.org)

RE: **CSAH 14 (Zane Ave) Improvements at BPF Station No. 2**  
**City Project No.: 1032**  
**Supplemental Letter of Agreement No. 3 – 2025-2029 Consultant Services Master Agreement**

Dear Mr. Haugo:

Enclosed you will find a copy of our proposed scope of work for Construction Services for the CSAH 14 Improvements at BPF Station No. 2 Project. This will be Supplemental Letter of Agreement No. 3 under the 2025-2029 Consultant Services Master Agreement. As noted in our scope of work, we intend to complete the work outlined for a fee not to exceed \$106,063.00.

Please let us know if you have any questions.

We look forward to working with you and the rest of the Brooklyn Park team.

Sincerely,  
Alliant Engineering, Inc.

Mark Jaster, PE  
Director of Construction Services

Eric Nelson, PE  
Principal

Attachment: Scope of Work

ACCEPTANCE

This letter represents our entire understanding of the project scope. All work under this letter proposal will be governed by the Agreement for Professional Services between the City of Brooklyn Park, Minnesota and Alliant Engineering, Inc. on June 20, 2025. If the scope and fee appear to be appropriate, please sign on the space provided and return a copy to our office. We are available to begin work once we receive signed authorization.

I hereby authorize Alliant Engineering, Inc. to proceed with Supplemental Letter of Agreement No. 3 under the terms and conditions of the Agreement for Professional Services between the City of Brooklyn Park, Minnesota and Alliant Engineering, Inc. on June 20, 2025.

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

Name: Jay Stroebel  
Title: City Manager



## ALLIANT

February 16, 2026

Tim Haugo, PE  
Assistant City Engineer  
City of Brooklyn Park

Via Email: [Tim.Haugo@BrooklynPark.org](mailto:Tim.Haugo@BrooklynPark.org)

RE: **CSAH 14 (Zane Ave) Improvements at BPF D Station No. 2  
City Project No.: 1032  
Scope and Fee Proposal for Construction Services**

Dear Mr. Haugo:

Alliant Engineering has appreciated the opportunity to work with you on the CSAH 14 Improvements at BPF D Station No. 2 Project. As we move from design and towards construction in 2026, we offer this proposal for Construction Services based on your request for assistance with construction staking, construction inspection, materials testing, and contract administration services during 2026 construction.

The sections below describe the effort for tasks for the requested services. A detailed spreadsheet documenting the hours and fee associated with each task is also included with this letter. If approved, Alliant will invoice the City of Brooklyn Park on an hourly basis for this work under the tasks described in this letter.

### CONSTRUCTION SERVICES SCOPE AND FEE

#### Task 1 – Construction Staking

Alliant survey crews will set up project-wide survey control and provide staking one-time for all required items, including but not limited to removals, curb and gutter, storm sewer structures, and other public utility relocations. Survey needs will be coordinated through our on-site construction inspector in partnership with the selected contractor. Specific assumptions and clarifications for our staking scope are noted in the attached fee estimate.

Task 1 Fee: \$9,580.00

#### Task 2 – Materials Testing and Coordination

To provide continuity with geotechnical work on the BPF D Station No. 2 site, our team will include Braun Intertec for materials testing during construction. Their proposed services and associated fee are included as an attachment. Alliant will coordinate material testing schedules in partnership with Braun Intertec and the selected contractor.

Task 2 Fee (Alliant only): \$1,590.00

#### Task 3 – Construction Inspection & Administration

Alliant will provide the following routine construction inspection and administration services throughout the duration of the project:

- Schedule, convene, and document a pre-construction meeting with City representatives, contractor staff, private utilities, and regulatory officials.
- Conduct weekly construction coordination meetings with the contractor, City representatives, and private utilities.
- Review submittals and shop drawings for storm sewer, signal systems, concrete, bituminous, and related work.
- Measure and verify project quantities and prepare monthly pay requests in partnership with the selected contractor.
- Provide daily observation and documentation during all times of active construction.
- Respond to contractor inquiries and advise on minor design adjustments as needed.
- Prepare a project punchlist and work with contractors to resolve defects. Prepare necessary paperwork for project closeout and final payment.

Task 3 Fee: \$80,870.00

#### Task 4 – Preparation of Record Drawings

We will obtain survey information on all storm sewer, sanitary sewer, and watermain features installed with the project, and any other elements that significantly change from the design plans. Record drawings will be prepared in Bluebeam reflecting the surveyed as-built information.

Task 4 Fee: \$1,555.00

Direct Expenses for Materials Testing (Braun Intertec): \$12,118.00  
Direct Expenses for mileage and misc. inspection supplies: \$350.00

**TOTAL FOR CONSTRUCTION SERVICES: \$106,063.00**

A detailed estimate of the hours and associated fee for each task is included on the following pages.

We again thank you for the opportunity to work with the City of Brooklyn Park on this project and appreciate your consideration of this proposal. If you have any questions about this scope and fee or want to discuss in further detail, please contact me at 612-701-0479 or [mjaster@alliant-inc.com](mailto:mjaster@alliant-inc.com).

Sincerely,



Mark Jaster, PE  
Director of Construction Services



Eric Nelson, PE  
Principal

**CITY PROJECT NO.: 1032**  
**CSAH 14 (ZANE AVE) IMPROVEMENTS AT BPF D STATION NO. 2**  
**CONSTRUCTION SERVICES FEE ESTIMATE**

Task	Description	Alliant Engineering, Inc.				TEAM TOTAL	TASK TOTAL COST
		Project Manager	Survey CAD Technician	2-person Survey Crew	Construction Inspector		
		1.0	Construction Staking	0	13		
1.1	Set up project control and staking information		13			13	
1.2	Construction staking (1)(2)(3)			30		30	
2.0	Materials Testing and Coordination	2	0	0	8	10	1,590.00
2.1	Materials testing coordination and administration	2			8	10	
3.0	Construction Inspection & Administration	82	0	0	440	522	80,870.00
3.1	Pre-construction meeting and routine weekly meetings (4)(5)	18				18	
3.2	Shop drawing review and coordination	8				8	
3.3	Monthly pay requests	6				6	
3.4	Daily construction observation and documentation (6)	40			400	440	
3.5	Routine design adjustments/respond to contractor inquires	2				2	
3.6	Final punchlist and project closeout documentation	8			40	48	
4.0	Preparation of Record Drawings	1	2	4	0	7	1,555.00
4.1	As-built survey			4		4	
4.2	Prepare record drawings	1	2			3	
	<b>PROJECT TOTAL HOURS</b>	<b>85</b>	<b>15</b>	<b>34</b>	<b>448</b>	<b>582</b>	
	<i>Hourly Billing Rates</i>	\$ 235	\$ 160	\$ 250	\$ 140		
	<b>DIRECT LABOR</b>	<b>\$19,975</b>	<b>\$2,400</b>	<b>\$8,500</b>	<b>\$62,720</b>	<b>\$93,595</b>	
	<b>SUBTOTAL LABOR COST</b>						<b>\$93,595.00</b>
	Direct Expenses:						
	Subconsultant: Braun Intertec - Materials Testing						\$12,118.00
	Mileage and misc. supplies						\$350.00
	<b>SUBTOTAL DIRECT EXPENSES</b>						<b>\$12,468.00</b>

<b>ESTIMATED PROJECT COST</b>	<b>\$106,063.00</b>
-------------------------------	---------------------

Assumptions:

- (1) Two business days advanced notice is required for staking requests.
- (2) Hours include providing stakes for required items one time. Restaking due to contractor damage or other external factors will be additional charges at the listed hourly rates.
- (3) Mileage, equipment, and materials for construction staking are included in the hourly rates.
- (4) Hours include preparation of agendas, minutes, and other supporting materials as needed.
- (5) Assumes meetings begin in May 2026 and continue through June 2026 (8 weeks).
- (6) Assumes 50 hours per week for Construction Inspector from May through June 2026 (8 weeks).

February 12, 2026

Proposal 10007450\_001

Mark Jaster, PE

**Alliant Engineering, Inc.**

733 Marquette Avenue, Ste 700

Minneapolis, MN 55402

Re: Proposal for Construction Materials Testing Services  
Hennepin County CSAH 14 – Brooklyn Park Fire Department Turn Lane  
CIP 1032, CP 4101400  
Brooklyn Park, Minnesota

Dear Mr. Jaster:

Braun Intertec Corporation (Braun Intertec) submits this proposal to provide construction materials testing services for the Hennepin County CSAH 14 – Brooklyn Park Fire Department Turn Lane Project in Brooklyn Park, Minnesota.

## Our Understanding of Project

This project is for street improvements to Zane Ave N (CSAH 14) to accommodate access to the currently under construction Brooklyn Park Fire Department building. The project will include minor improvements to the subgrade with embankment and select granular, concrete curb and gutter, concrete pavement, concrete walks and medians, and new asphalt pavement. Minor improvements to storm sewer are also part of the project.

## Available Project Information

This proposal was prepared using the following documents and information.

- Project plans prepared by Alliant Engineering (Alliant), dated January 23, 2026.
- Phone conversation with Mark Jaster (Alliant) about the requested scope of work and testing related to asphalt, concrete pavement, and aggregate base materials.
- We were not provided with any specifications or geotechnical report for this project.

## Scope of Services

Services are performed under the direction of a licensed professional engineer. Testing services will be performed on an on-call, as-needed basis as requested and scheduled by you or your on-site project



representative. After reviewing available information to determine compliance with project plans, our scope of services for the project will be limited to the tasks defined below.

### **Soil Related Services**

- Measure the in-place dry density, moisture content and relative compaction of fill placed for pavement and of utility backfill for compliance with the project documents. This task includes performing laboratory Proctor tests to provide maximum dry densities from which the relative compaction of fill can be determined, as well as the use of a nuclear density gauge to measure in-place dry densities and moisture contents.
- Sample and test aggregate base materials for compliance with the project documents. This task includes laboratory gradation testing of aggregate base material.
- Perform MnDOT dynamic cone penetrometer (DCP) tests on aggregate base material.

### **Concrete Related Services**

- Sample and test fresh concrete associated with pavement and/or curb-and-gutter for compliance with the project documents and cast test cylinders for laboratory compressive strength testing. We assume that we will be able to appropriately dispose of excess concrete (and associated wash water) on site at no additional cost to us.
- Measure and report the compressive strength of the concrete test cylinders for compliance with the project documents. A set of three cylinders will be tested at 28 days for each set cast. If field cure cylinders are requested, each additional cylinder will be charged at the unit price listed in our cost estimate.

### **Consulting, Project Communication and Reporting Services**

- Project management, including scheduling of our field personnel.
- Review test reports and communicate with you and the parties you may designate such as the project contractor(s), and other project team members, as needed.
- Transmit test results to the project team on a weekly basis.

### **Basis of Scope of Work**

The costs associated with the proposed scope of services were estimated using the following assumptions. If the construction schedule is modified or the contractor completes the various phases of the project at different frequencies or durations than shown in this proposal, we may need to adjust the overall cost accordingly. The scope of work and number of trips required to perform these services are as shown in the attached table. Notable assumptions in developing our estimate include:

- We assume it will take 4 trips to complete the nuclear density gauge testing on this project.



- We assume compaction testing on aggregate base material will be performed using the Dynamic Cone Penetration (DCP) method; a minimum of 2 tests will be conducted each trip with 4 trips assumed.
- We assume 10 sets of concrete tests will be required to complete the project.
- We understand concrete paving will not require texture testing, thickness core testing, and flexural beam testing.
- We assume your full-time on-site construction observer will observe the test rolling for this project if required.
- We understand that bituminous paving testing will not be required for this project.
- We assume the project engineer of record will review and approve the contractor's quality control submittals and test results.
- You, or others you may designate, will provide us with current and approved plans and specifications for the project. Modification to these plans must also be sent to us so we can review their incorporation into the work.
- We will require a minimum of 24 hours' notice for scheduling inspections for a specific time. Shorter than 24 hours' notice may impact our ability to perform the requested services, and the associated impacts will be the responsibility of others.

If the work is completed at different rates than described above, this proposal should be revised. If the pace of construction is different than described above, this proposal should be revised.

## Cost and Invoicing

We will furnish the services described herein for an estimated fee of **\$12,118**. **Our estimated costs are based on industry averages for construction production. Depending on the contractor's performance, our costs may be significantly reduced or slightly higher than estimated.** A tabulation showing our estimated hourly and/or unit rates associated with our proposed scope of services is also attached. The actual cost of our services will be based on the actual units or hours expended to meet the requirements of the project documents.

This cost estimate was developed with the understanding that the scope of services defined herein will be required and requested during our normal work hours of 6:00 a.m. to 4:00 p.m., Monday through Friday. Services that we are asked to provide to meet the project requirements or the contractor's construction schedule outside our normal business hours will be invoiced using an overtime rate factor. The factor for services provided **outside** our normal work hours or on Saturday will be 1.25 times the listed hourly rate for the service provided. The factor for services provided on Sunday or legal holidays will be 1.5 times the listed hourly rate for the service provided. We have not included premiums for overtime in our cost estimate; however, we recommend that allowances and contingencies be made for overtime charges based on conversations with the contractor. You will be billed only for services provided on a time and materials basis.



Because our services are directly controlled by the schedule and performance of others, the actual cost may vary from our estimate. It is difficult to project all of the services and the quantity of services that may be required for any project. If services are required that are not discussed above, we will provide them at the rates shown in the attached table or, if not shown, at our current Schedule of Charges. We will invoice you on a monthly basis.



## General Remarks

We based the proposed fee on the scope of services described and the assumption that you will authorize our services within 30 days and that others will not delay us beyond our proposed schedule. If anything in this proposal is not consistent with your requirements, please let us know immediately.

We include the Braun Intertec General Conditions, which provide additional terms and are a part of our agreement. To accept this proposal and authorize us to proceed, please sign and return it to us in its entirety.

We appreciate the opportunity to present this proposal to you. We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components. Braun Intertec will not release any written reports until we have received a signed agreement. Ordering services from Braun Intertec constitutes acceptance of the terms of this proposal.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Jacob Collins at 612.418.8570 ([jacollins@braunintertec.com](mailto:jacollins@braunintertec.com)).

Sincerely,

### Braun Intertec Corporation

Jacob D. Collins  
Project Manager

Andrew M. Valerius  
Director, Senior Project Manager

Charles M. Cadenhead, Jr., PE  
Vice President, Principal Engineer

#### Attachments:

Cost Estimate Table

General Conditions (11/04/2024)

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

\_\_\_\_\_  
Authorizer's Firm

\_\_\_\_\_  
Authorizer's Signature

\_\_\_\_\_  
Authorizer's Name (please print or type)

\_\_\_\_\_  
Authorizer's Title

\_\_\_\_\_  
Date



**Fee Estimate**  
**10007450\_001**  
**Brooklyn Park CSAH 14 - BPDF - CIP 1032 CP 4101400**

**Client:**  
Alliant Engineering, Incorporated  
Mark Jaster  
733 Marquette Ave Ste 700  
Minneapolis, Minnesota 55402-2356

**Work Site Address:**  
Intersection of Edenbrook Terrace and Zane Ave N  
Brooklyn Park, Minnesota 55443

	Qty/Hours	Rate	Amount
<b>Task 1: Services</b>			
<b>Subtask 1.1: Construction Materials Testing</b>			<b>\$12,118.00</b>
<b>Subtask 1.1.1: Soils Testing</b>			<b>\$4,424.00</b>
Soil Compaction Testing - Nuclear	12.00	102.00	\$1,224.00
<i>Embankment, Select Granular, Storm Sewer</i> 4 Trips @ 3 Hr	12.00		
Compaction Testing - Non Nuclear - DCP Testing	12.00	102.00	\$1,224.00
<i>Roadway Aggregate Base</i> 2 Trips @ 3 Hr	6.00		
<i>Median/Sidewalk/Trail Aggregate Base</i> 2 Trips @ 3 Hr	6.00		
Soil Sample pick-up	3.00	102.00	\$306.00
Nuclear moisture-density meter charge, per hour	12.00	32.00	\$384.00
Soil Proctor MD Relationship (Standard) ASTM D698 each	2.00	216.00	\$432.00
Soil Sieve Analysis with 200 wash, each	3.00	168.00	\$504.00
Trip Charge	7.00	50.00	\$350.00
<b>Subtask 1.1.2: Concrete Testing</b>			<b>\$5,580.00</b>
Concrete Testing	30.00	102.00	\$3,060.00
<i>Curb and Gutter</i> 3 Trips @ 3 Hr	9.00		
<i>Pavement, Walks, Median, General Flatwork</i> 7 Trips @ 3 Hr	21.00		
Concrete Cylinder Pick Up	5.00	102.00	\$510.00
Concrete Compressive Strength Cylinders ASTM C39 each	30.00	42.00	\$1,260.00
<i>Curb and Gutter</i> 3 Sets @ 3 Qty	9.00		
<i>Pavement, Walks, Median, General Flatwork</i> 7 @ 3 Qty	21.00		
Trip Charge	15.00	50.00	\$750.00
<b>Subtask 1.1.4: Project Management</b>			<b>\$2,114.00</b>
Project Assistant	4.00	102.00	\$408.00
Project Manager	8.00	186.00	\$1,488.00
Senior Project Manager	1.00	218.00	\$218.00
<b>Task 1 Total:</b>			<b>\$12,118.00</b>
<b>Project Total</b>			<b>\$12,118.00</b>

**SECTION 1: AGREEMENT**

**1.1 Agreement.** This agreement consists of these General Conditions and the accompanying written proposal or authorization ("Agreement"). This Agreement is the entire agreement between Consultant and Client and supersedes all prior negotiations, representations or agreements, either written or oral.

**1.2 Parties to the Agreement.** The parties to this Agreement are the Braun Intertec entity ("Consultant") and the client ("Client") as described in the accompanying written proposal or authorization. Consultant and Client may be individually referred to as a Party or collectively as the Parties.

**SECTION 2: SCOPE OF SERVICES**

**2.1 Services.** Consultant will provide services ("Services") in connection with the project ("Project") which are specifically described in this Agreement. Client understands and agrees that Consultant's Services are limited to those which are expressly set forth in this Agreement.

**2.2 Additional Services.** Any Services not specifically set forth in the Agreement constitute "Additional Services." Additional Services must be agreed upon in writing by the Parties prior to performance of the Additional Services and may entitle Consultant to additional compensation and schedule adjustments. Additional compensation will be based upon Consultant's then current rates and fees.

**SECTION 3: PERFORMANCE OF SERVICES**

**3.1 Standard of Care.** Consultant will perform its professional Services consistent with the degree of care and skill exercised by members of Consultant's profession performing under similar circumstances at the same time and in the same locality in which the professional Services are performed. CONSULTANT DISCLAIMS ALL STATUTORY, ORAL, WRITTEN, EXPRESS, AND IMPLIED WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR PERFORMANCE OF SERVICES IN A GOOD AND WORKMANLIKE MANNER.

**3.2 Written Reports and Findings.** Unless otherwise agreed in writing, Consultant's findings, opinions, and recommendations will be provided to Client in writing and may be delivered via electronic format. Client agrees not to rely on oral findings, opinions, or recommendations.

**3.3 Observation or Sampling Locations.** Locations of field observations or sampling described in Consultant's report or shown on Consultant's sketches reference Project plans or information provided by others or estimates made by Consultant's personnel. Consultant will not survey, set, or check the accuracy of those points unless Consultant accepts that duty in writing. Client agrees that such dimensions, depths, or elevations are approximations unless specifically stated otherwise in the report. Client accepts the inherent risk that samples or observations may not be representative of items not sampled or seen and further that site conditions may vary over distance or change over time.

**3.4 Project Site Information.** Client will provide Consultant with prior environmental, geotechnical and other reports, specifications, plans, and information to which Client has access about the Project site and which are necessary for Consultant to carry out Consultant's Services. Client agrees to provide Consultant with all plans, changes in plans, and new information as to Project site conditions until Consultant has completed its Services.

**3.5 Subsurface Objects.** To the extent required to carry out Consultant's Services, Client agrees to provide Consultant, in a timely manner, with information that Client has regarding buried objects at the Project site. Consultant will not be responsible for locating buried objects or utilities at the Project site unless expressly set forth in this Agreement, or expressly required by applicable law. Client agrees to hold Consultant harmless, defend, and indemnify Consultant from claims, damages, losses, penalties and expenses (including attorney fees) involving buried objects or utilities that were not properly marked or identified or of which Client had or should have had knowledge but did not timely notify Consultant or correctly identify on the plans Client or others furnished to Consultant. Consultant, from time to time, may hire a third party to locate underground objects or utilities and, unless otherwise expressly stated in this Agreement, such action shall be for the sole benefit of Consultant and in no way will alleviate Client of its responsibilities hereunder.

**3.6 Hazardous Materials.** Client will notify Consultant of any knowledge or suspicion of the presence of hazardous or dangerous materials present on any Project site or in any sample or material provided to Consultant. Client agrees to provide Consultant with information in Client's possession or control relating to such samples or materials. If Consultant observes or suspects the presence of contaminants not anticipated in this Agreement, Consultant may terminate Services without liability to Client or to others, and Client will compensate Consultant for fees earned and expenses incurred up to the time of termination.

**3.7 Supervision of Others.** Consultant shall have no obligation to supervise or direct Client's representatives, contractors, or other third parties retained by Client. Consultant has no authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by Client, Client's representatives, contractors, or other third parties retained by Client.

**3.8 Safety.** Consultant will provide a health and safety program for its employees as well as reasonable personal protective equipment ("PPE") typical for the performance of the Services provided by this Agreement and as required by law. Consultant shall be entitled to compensation for all extraordinary PPE required by Client. Client will provide, at no cost to

Consultant, appropriate Project site safety measures which are necessary for Consultant to perform its Services at the Project location or work areas in connection with the Project. Consultant's employees are expressly authorized by Client to refuse to work under conditions that may, in an employee's sole discretion, be unsafe. Consultant shall have no authority over or be responsible for the safety precautions and programs, or for security, at the Project site (except with respect to Consultant's own Services and those of its subconsultants).

**3.9 Project Site Access and Damage.** Client will provide or ensure access to the site. In the performance of Services some Project site damage is normal even when due care is exercised. Consultant will use reasonable care to minimize damage to the Project site. Unless otherwise expressly stated in this Agreement, the cost of restoration for such damage has not been included in the estimated fees and will be the responsibility of the Client.

**3.10 Monitoring Wells.** To the extent applicable to the Services, monitoring wells are Client's property, and Client is responsible for monitoring well permitting, maintenance, and abandonment unless otherwise expressly set forth in this Agreement.

**3.11 Contaminant Disclosures Required by Law.** Client agrees to make all disclosures related to the discovery or release of contaminants that are required by law. In the event Client does not own the Project site, Client acknowledges that it is Client's duty to inform the owner of the Project site of the discovery or release of contaminants at the site. Client agrees to hold Consultant harmless, defend, and indemnify Consultant from claims, damages, penalties, or losses and expenses, including attorney fees, related to Client's failure to make any disclosure required by law or for failing to make the necessary disclosure to the owner of the Project site.

**SECTION 4: SCHEDULE**

**4.1 Schedule.** Consultant shall complete its obligations within a reasonable time and shall make decisions and carry out its responsibilities in a manner consistent with the Standard of Care. Specific periods of time for rendering Services or specific dates by which Services are to be completed are provided in this Agreement. If Consultant is delayed in the performance of the Services by actions, inactions, or neglect of Client or others for whom Client is responsible, by changes ordered in the Services, or by other causes beyond the control of Consultant, including force majeure events, then the time for Consultant's performance of Services shall be extended and Consultant shall receive payment for all expenses attributable to the delay in accordance with Consultant's then current rates and fees.

**4.2 Scheduling On-Site Observations or Services.** To the extent Consultant's Services require observations, inspections, or testing be performed at the Project site, Client understands and agrees that Client, directly or indirectly through its authorized representative, has the sole right and responsibility to determine and communicate to Consultant the scheduling of observations, inspections, and testing performed by Consultant. Accordingly, Client also acknowledges that Consultant bears no responsibility for damages that may result because Consultant did not perform such observations, inspections, or testing that Client failed to request and schedule. Client understands that the scheduling of observations, inspections, or testing will dictate the time Consultant's field personnel spend on the job site and agrees to pay for all services provided by Consultant due to Client's scheduling demands in accordance with Consultant's then current rates and fees.

**SECTION 5: COST AND PAYMENT OF SERVICES**

**5.1 Cost Estimates.** Consultant's price or fees provided for in this Agreement are an estimate and are not a fixed amount unless otherwise expressly stated in this Agreement. Consultant's estimated fees are based upon Consultant's experience, knowledge, and professional judgment as well as information available to Consultant at the time of this Agreement. Actual costs may vary and are not guaranteed or warranted.

**5.2 Payment.** Consultant will invoice Client on a monthly basis for Services performed. Client will pay for Services as stated in this Agreement together with costs for Additional Services or costs otherwise agreed to in writing within thirty (30) days of the invoice date. Unless otherwise stated in this Agreement or agreed to in writing, Consultant's costs for all services performed will be based upon Consultant's then current rates, fees, and charges. No retainage shall be withheld by Client. All unpaid invoices will incur an interest charge of 1.5% per month or the maximum allowed by law.

**5.3 Other Payment Conditions.** Consultant will require Client credit approval and Consultant may require payment of a retainer fee. Client agrees to pay all applicable taxes. Client's obligation to pay for Services under this Agreement is not contingent on Client's ability to obtain financing, governmental or regulatory agency approval, permits, final adjudication of any lawsuit, Client's successful completion of any project, receipt of payment from a third party, or any other event.

**5.4 Third Party Payment.** Provided Consultant has agreed in writing, Client may request Consultant to invoice and receive payment from a third party for Consultant's Services. Consultant, in its sole discretion, may also require the third party to provide written acceptance of all terms of this Agreement. Neither payment to Consultant by a third party nor a third party's written acceptance of all terms of this Agreement will alter Client's rights and responsibilities under this Agreement. Client expressly agrees that the Agreement contains sufficient consideration notwithstanding Consultant being paid by a third party.

**5.5 Non-Payment.** If Client does not pay for Services in full as agreed, Consultant may retain work not yet delivered to Client and Client agrees to return all Project Data (as defined in this Agreement) that may be in Client's possession or under Client's control. If Client fails to pay Consultant in accordance with this Agreement, such nonpayment shall be considered a

default and breach of this Agreement for which Consultant may terminate for cause consistent with the terms of this Agreement and without liability to Client or to others. Client will compensate Consultant for fees earned and expenses incurred up to the time of termination. Client agrees to be liable to Consultant for all costs and expenses Consultant incurs in the collection of amounts invoiced but not paid, including but not limited to attorney fees and costs.

#### SECTION 6: OWNERSHIP AND USE OF DATA

**6.1 Ownership.** All reports, notes, calculations, documents, and all other data prepared by Consultant in the performance of the Services ("Project Data") are instruments of Consultant's Services and are the property of Consultant. Consultant shall retain all common law, statutory and other reserved rights, including the copyright thereto, of Project Data.

**6.2 Use of Project Data.** The Project Data of this Agreement is for the exclusive purpose disclosed by Client and, unless agreed to in writing, for the exclusive use of Client. Client may not use Project Data for a purpose for which the Project Data was not prepared without the express written consent of Consultant. Consultant will not be responsible for any claims, damages, or costs arising from the unauthorized use of any Project Data provided by Consultant under this Agreement. Client agrees to hold harmless, defend and indemnify Consultant from any and all claims, damages, losses, and expenses, including attorney fees, arising out of such unauthorized use.

**6.3 Samples, Field Data, and Contaminated Equipment.** Samples and field data remaining after tests are conducted, as well as field and laboratory equipment that cannot be adequately cleansed of contaminants, are and continue to be the property of Client. Samples may be discarded or returned to Client, at Consultant's discretion, unless within fifteen (15) days of the report date Client gives Consultant written direction to store or transfer the samples and materials. Samples and materials will be stored at Client's expense.

**6.4 Data Provided by Client.** Electronic data, reports, photographs, samples, and other materials provided by Client or others may be discarded or returned to Client, at Consultant's discretion, unless within 15 days of the report date Client gives Consultant written direction to store or transfer the materials at Client's expense.

#### SECTION 7: INSURANCE

**7.1 Insurance.** Consultant shall keep and maintain the following insurance coverages:

- a. Workers' Compensation: Statutory
- b. Employer's Liability: \$1,000,000 bodily injury, each accident | \$1,000,000 bodily injury by disease, each employee | \$1,000,000 bodily injury/disease, aggregate
- c. General Liability: \$1,000,000 per occurrence | \$2,000,000 aggregate
- d. Automobile Liability: \$1,000,000 combined single limit (bodily injury and property damage)
- e. Excess Umbrella Liability: \$5,000,000 per occurrence | \$5,000,000 aggregate
- f. Professional Liability: \$2,000,000 per claim | \$2,000,000 aggregate

**7.2 Waiver of Subrogation.** Client and Consultant waive all claims and rights of subrogation for losses arising out of causes of loss covered by the respective insurance policies.

**7.3 Certificate of Insurance.** Consultant shall furnish Client with a certificate of insurance upon request.

#### SECTION 8: INDEMNIFICATION, CONSEQUENTIAL DAMAGES, LIABILITY LIMITS

**8.1 Indemnification.** Consultant's only indemnification obligation shall be to indemnify and hold harmless the Client, its officers, directors, and employees from and against those damages and costs incurred by Client or that Client is legally obligated to pay as a result of third party tort claims, including for the death or bodily injury to any person or for the destruction or damage to any property, but only to the extent proven to be directly caused by the negligent act, error, or omission of the Consultant or anyone for whom the Consultant is legally responsible. This indemnification provision is subject to the Limitation of Liability set forth in this Section 8.

**8.2 Intellectual Property.** Client agrees to indemnify Consultant against losses and costs arising out of claims of patent or copyright infringement as to any process or system that is specified or selected by Client or others on behalf of Client.

**8.3 Mutual Waiver of Consequential Damages.** NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREUNDER, NEITHER CONSULTANT NOR CLIENT SHALL BE LIABLE TO THE OTHER FOR ANY CONSEQUENTIAL, PUNITIVE, INDIRECT, INCIDENTAL OR SPECIAL DAMAGES, OR LOSS OF USE OR RENTAL, LOSS OF PROFIT, LOSS OF BUSINESS OPPORTUNITY, LOSS OF PROFIT OR REVENUE OR COST OF FINANCING, OR OTHER SUCH SIMILAR AND RELATED DAMAGE ASSERTED IN THIRD PARTY CLAIMS, OR CLAIMS BY EITHER PARTY AGAINST THE OTHER.

**8.4 Limitation of Liability.** TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL LIABILITY IN THE AGGREGATE OF CONSULTANT, CONSULTANT'S OFFICERS, DIRECTORS, PARTNERS, EMPLOYEES, AGENTS, AND SUBCONSULTANTS, TO CLIENT AND ANYONE CLAIMING BY, THROUGH OR UNDER CLIENT FOR ANY CLAIMS, LOSSES, COSTS, OR DAMAGES WHATSOEVER ARISING OUT OF, RESULTING FROM OR IN ANY WAY RELATED CONSULTANT'S PERFORMANCE OF THE SERVICES OR THIS AGREEMENT, FROM ANY CAUSE OR CAUSES, INCLUDING BUT NOT LIMITED TO NEGLIGENCE, PROFESSIONAL ERRORS AND OMISSIONS,

**STRICT LIABILITY, BREACH OF CONTRACT, INDEMNIFICATION, CONSEQUENTIAL DAMAGES OR BREACH OF WARRANTY, SHALL NOT EXCEED THE TOTAL COMPENSATION RECEIVED BY CONSULTANT OR \$50,000, WHICHEVER IS GREATER.**

#### SECTION 9: MISCELLANEOUS PROVISIONS

**9.1 Services Prior to Agreement.** Directing Consultant to commence Services prior to execution of this Agreement constitutes Client's acceptance of this unaltered Agreement in its entirety.

**9.2 Confidentiality.** To the extent Consultant receives Client information identified as confidential, Consultant will not disclose that information to third parties without Client consent. Additionally, any Project Data prepared in performance of the Services will remain confidential and Consultant will not release the reports to any third parties not involved in the Project. Neither of the aforesaid confidentiality obligations shall apply to any information in the public domain, information lawfully acquired from others on a nonconfidential basis, or information that Consultant is required by law to disclose.

**9.3 Relationship of the Parties.** Consultant will perform Services under this Agreement as an independent contractor, and its employees will at all times be under its sole discretion and control. No provision in this Agreement shall be deemed or construed to create a joint venture, partnership, agency or other such association between the Parties.

**9.4 Resource Conservation and Recovery Act.** To the extent applicable to the Services, neither this Agreement nor the providing of Services will operate to make Consultant an owner, operator, generator, transporter, treater, storer, or a disposal facility within the meaning of the Resource Conservation and Recovery Act, as amended, or within the meaning of any other law governing the handling, treatment, storage, or disposal of hazardous substances. Client agrees to hold Consultant harmless, defend, and indemnify Consultant from any claims, damages, penalties or losses resulting from the storage, removal, hauling or disposal of such substances.

**9.5 Services in Connection with Legal Proceedings.** Client agrees to compensate Consultant in accordance with its then current fees, rates, or charges if Consultant is asked or required to respond to legal process arising out of a proceeding related to the Project and as to which Consultant is not a party.

**9.6 Assignment.** This Agreement may not be assigned by Consultant or Client without the prior written consent of the other Party, which consent shall not be unreasonably withheld.

**9.7 Third Party Beneficiaries.** Nothing in this Agreement, express or implied, is intended, or will be construed, to confer upon or give any person or entity other than Consultant and Client, and their respective permitted successors and assigns, any rights, remedies, or obligations under or by reason of this Agreement.

**9.8 Termination.** This Agreement may be terminated by either Party for cause upon seven (7) days written notice to the other Party. Should the other Party fail to cure and perform in accordance with the terms of this Agreement within such seven-day period, the Agreement may terminate at the sole discretion of the Party that provided the written notice. The Client may terminate this Agreement for its convenience. If Client terminates for its convenience, then Consultant shall be compensated in accordance with the terms hereof for Services performed, reimbursable costs and expenses incurred prior to the termination, and reasonable costs incurred as a result of the termination.

**9.9 Force Majeure.** Neither Party shall be liable for damages or deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations (other than the payment of money) results, without its fault or negligence, from any cause beyond its reasonable control, including but not limited to acts of God, acts of civil or military authority, embargoes, pandemics, epidemics, war, riots, insurrections, fires, explosions, earthquakes, floods, adverse weather conditions, strikes or lock-outs, declared states of emergency, and changes in laws, statutes, regulations, or ordinances.

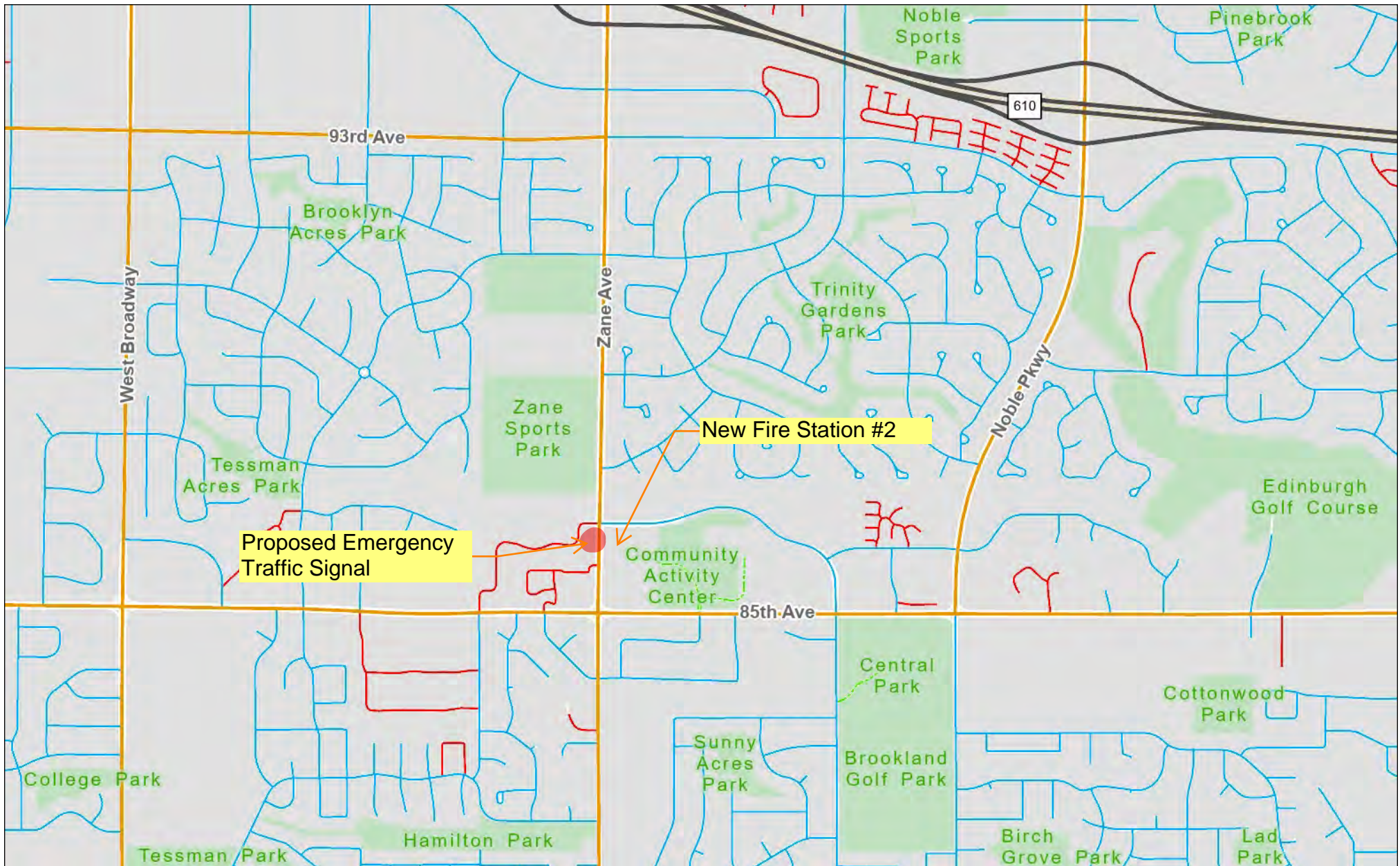
**9.10 Disputes, Choice of Law, Venue.** In the event of a dispute and prior to exercising rights at law or under this Agreement, Consultant and Client agree to negotiate all disputes in good faith for a period of 30 days from the date of notice of such dispute. This Agreement will be governed by the laws and regulations of the state in which the Project is located and all disputes and claims shall be heard in the state or federal courts for that state. Client and Consultant each waive trial by jury.

**9.11 Individual Liability.** No officer or employee of Consultant, acting within the scope of employment, shall have individual liability for any acts or omissions, and Client agrees not to make a claim against any individual officers or employees of Consultant.

**9.12 Severability.** Should a court of law determine that any clause or section of this Agreement is invalid, all other clauses or sections shall remain in effect.

**9.13 Waiver.** The failure of either Party hereto to exercise or enforce any right under this Agreement shall not constitute a release or waiver of the subsequent exercise or enforcement of such right.

**9.14 Entire Agreement.** The terms and conditions set forth herein constitute the entire understanding of the Parties relating to the provision of Services by Consultant to Client. This Agreement may be amended only by a written instrument signed by both Parties. In the event Client issues a purchase order or other documentation to authorize Consultant's Services, any conflicting or additional terms of such documentation are expressly excluded from this Agreement.



Map Scale = 1: 17,538

1,462 ft  1 in

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

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.5	<b>Meeting Date:</b>	March 9, 2026
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Public Works
<b>Resolution:</b>	X	<b>Prepared By:</b>	Mitch Robinson, City Engineer
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	3	<b>Presented By:</b>	Mitch Robinson, City Engineer
<b>Item:</b>	Approve Proposal from WSB for Design Services for Raw Watermain Transmission Line		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2026 \_\_\_\_\_ TO APPROVE SUPPLEMENTAL LETTER OF AGREEMENT NO. 2 TO THE 2025-2029 CONSULTANT SERVICES MASTER AGREEMENT FOR DESIGN SERVICES WITH WSB FOR RAW WATERMAIN TRANSMISSION LINE CIP 3007.

## Overview:

Well No. 11 near the intersection of 85<sup>th</sup> Ave and West Broadway is one of the City's highest producing wells in terms of volume. Due to the detection of PFAS in amounts that exceed the current EPA MCLs from this well, raw water from this well was directly introduced into the City system without treatment. Given its high production levels, the City needs to blend the water from this well with other raw water to reduce PFAS concentrations and meet high usage (summer) needs.

The general alignment for the raw water line is decided based on available corridors, both in terms of land ownership and minimal impacts. The alignment will generally follow Edinbrook Channel, a drainage channel traveling east/west north of 85<sup>th</sup> Ave. However, given the proposed light rail extension planned along West Broadway Avenue, the raw water alignment needs additional investigation so that it can be placed in a parallel alignment or crossing that is not in conflict and allows for future access and maintenance.

WSB provided the attached proposal for these services in the amount of \$205,983.

Staff recommends the City Council approve Supplemental Letter of Agreement No. 2 to the 2025-2029 Consultant Services Master Agreement for Construction Services with WSB for design services for CIP 3007 in the amount of \$205,983.

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

## Budgetary / Fiscal Issues:

This project is in the 2026-2030 CIP (CIP 3007) with \$1.525 million in funding from the water utility fund.

## Attachments:

- 4.5A RESOLUTION
- 4.5B PROPOSAL
- 4.5C PROJECT LAYOUT

RESOLUTION #2026 -

RESOLUTION TO APPROVE SUPPLEMENTAL LETTER OF AGREEMENT NO. 2 TO THE 2025-2029  
CONSULTANT SERVICES MASTER AGREEMENT FOR DESIGN SERVICES WITH WSB FOR RAW  
WATERMAIN TRANSMISSION LINE CIP 3007

WHEREAS, Well No. 11 is one of the City's highest producing wells in the terms of volume; and

WHEREAS, due to the detection of PFAS, a raw watermain is required to directly connect to the water treatment plant; and

WHEREAS, the general alignment for the water line is decided based on available corridors; and

WHEREAS, WSB has prepared a proposal for design services for the subject project in the amount of \$205,983.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to approve the proposal for design services from WSB for the Raw Watermain Transmission Line CIP 3007 and authorize the City Manager to execute the proposal.



March 3, 2026

Mr. Marc Culver  
Director of Operations and Maintenance  
City of Brooklyn Park  
5200 85<sup>th</sup> Ave N  
Brooklyn Park, MN 55443

Re: Wellhouse 11 – WTP Raw Watermain Extension  
Letter of Agreement No 2 – 2025 – 2029 Consultant Services Master Agreement

Dear Mr. Culver:

Enclosed you will find a copy of our proposed scope of work for the Wellhouse 11 – WTP Raw Watermain Extension Project. This would be Letter of Agreement No. 2 under the 2025 – 2029 Consultant Services Master Agreement. As noted in our scope of work, we intend to complete the work outlined for a fee not to exceed \$205,983.

We look forward to working with you, Mitch, and the rest of the Brooklyn Park team on this project

Sincerely,  
WSB

Jupe Hale, PE  
Senior Director of Municipal Services

Attachment: Scope of Work and Fee Table

**ACCEPTANCE**

This letter represents our entire understanding of the project scope. All work under this proposal will be governed by the agreement for Professional Services between the City of Brooklyn Park, Minnesota and WSB LLC on June 15, 2025. If the scope and fee appear to be appropriate, please sign on the space provided and return a copy to our office. We are available to begin work once we receive signed authorization.

I hereby authorize WSB to proceed with Letter of Agreement No. 2 under the terms and conditions of the Agreement for Professional Services between the City of Brooklyn Park, Minnesota and WSB LLC on June 15, 2025.

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

Name: Jay Stroebel

Title: City Manager

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



SCOPE OF SERVICES

## Wellhouse No. 11 Raw Watermain Extension Project

FOR THE CITY OF BROOKLYN PARK

February 25, 2026

Mr. Marcus Culver, PE  
City Engineer  
City of Brooklyn Park  
5200 85th Ave. N.  
Brooklyn Park, MN 55443

Re: Proposal to Provide Professional Engineering Services for  
Wellhouse No. 11 Raw Watermain Extension

Dear Mr. Culver:

WSB is pleased to submit the following proposal to provide professional consulting services for the Wellhouse No. 11 Raw Watermain Extension Project. We have assembled a multidisciplinary team that can provide the City of Brooklyn Park with all the necessary professional services - geotechnical, surveying, wetland delineation, design, and bidding to deliver a successful infrastructure improvement project while maintaining compliance with City and State standards.

**WSB's Approach** | Our approach will deliver a project that conforms to Brooklyn Park's construction standards. The City will have access to an experienced team of WSB staff that have successfully delivered similar projects for surrounding communities throughout the Minneapolis and St. Paul metro area. Our proposed design team will partner with the City of Brooklyn Park to identify potential design challenges, discuss possible alternatives, and then communicate with City staff to develop solutions that all project stakeholders can stand behind.

**Experienced Team** | Eric Eckman and Rachel Scheu have served as the primary design engineers and project managers for numerous urban infrastructure extension projects. In addition to their comprehensive understanding of the technical aspects of the project, the team also understands the need to engage stakeholders early and often during design to ensure successful delivery during construction.

Enclosed you will find a proposal to complete the tasks associated with the Wellhouse No. 11 Raw Watermain Extension Project. The proposal includes an hourly breakdown to complete each of the tasks associated with the project. The terms of this proposal shall remain valid for the duration of the project.

We are excited about the prospect of continuing a lasting, collaborative, and trusting relationship with the City of Brooklyn Park. We believe the successful delivery of any improvement project hinges on developing a partnership with the City, and we look forward to continuing that partnership with the City of Brooklyn Park.

Thank you for the opportunity to propose on this project. If you have questions about the content of this proposal, please feel to reach out at [jhale@wsbeng.com](mailto:jhale@wsbeng.com) or 612.875.2156.

Sincerely,

WSB

Jupe Hale, PE  
Senior Director of Municipal Services

## PROJECT UNDERSTANDING

The City desires to connect Well No. 11, one of the City's highest producing wells, directly to its Water Treatment Plant. Prior to detection of PFAS in amounts that exceed the current EPA MCLs, raw water from this well was directly introduced into the City system without treatment. Given its high production levels, the City needs to blend the water from this well with other raw water to reduce PFAS concentrations and meet high usage (summer) needs.

The general alignment for the raw water line is decided based on available corridors, both in terms of land ownership and minimal impacts. However, given the proposed light rail extension planned along West Broadway Avenue, the raw water alignment needs additional investigation so that it can be placed in a parallel alignment or crossing that is not conflict and allows for future access and maintenance.

The City would like to get Well No. 11 connected to the water treatment plant as soon as possible. The current proposed schedule will be to complete preliminary investigations and design in the early spring and summer, with the intent to advertise and bid in August/September 2026. This should allow for some fall and winter construction activities, which will be particularly helpful along portions of the alignment that are in wetland and poor soils areas. Desired completion will be in spring/early summer 2027, with the goal of placing the raw water main into service by mid-summer 2027.

It is important to note that the City is contracting for design and bidding only at this time. Once the project has been fully designed, including construction phasing and schedule, the City will seek a proposal for construction services, generally in the August/September 2026 timeframe.

Through an investigation of the scope of work and conducting a site visit, WSB is familiar with the vision, expectations, and goals for this project. Based on our extensive expertise with similar projects and our project understanding, we are confident about successfully and professionally undertaking this project.

## PROJECT APPROACH/SCOPE OF SERVICES

Our team has both the experience and the expertise necessary to complete the design and construction of this project seamlessly. WSB takes pride in delivering a quality design that reduces risk during construction and allows the project to be delivered on time and on budget. WSB utilizes the latest technology to complete designs in a cost-effective manner and has a robust internal review process that involves a thorough review of construction documents at 60%, 90%, and 100% levels. These reviews involve reviewing the construction documents from a contractor's perspective to identify project related risks so that solutions can be developed and incorporated into the construction documents.

WSB creates high-quality plans and has experienced construction staff to complete the project on time and on budget. WSB utilizes the latest technology to enhance efficiency and communication throughout the design and construction process. The combination of our knowledge of the design process with our construction expertise will allow us to deliver a successful project to the City of Brooklyn Park.

### Task 1 | Data Collection

#### PROJECT KICKOFF MEETING

The general purpose of the kickoff meeting is to allow WSB the opportunity to develop a very clear understanding of the scope of the project, intended outcome, Client's expectations of the consultant's services, meet with key individuals, staff members, etc., who are involved in the project or have information that will affect the project as well as conduct a general review and discussion about the issues and concerns related to this project.

WSB will propose a schedule that meets the requirements of the proposal, as well as key benchmarks established in the RFP. A project schedule is key for identifying required tasks by all parties, as well as coordination to obtain vital information at critical points throughout the design process.

**PRELIMINARY LAYOUT**

WSB will prepare an alignment and profile for the watermain to serve as a visual analysis based on the City's initial preferred alignment to review with City staff to identify and discuss specific project issues in the field. This way, there is an understanding of the potential issues and options that can be discussed prior to final design moving forward.

**TOPOGRAPHIC SURVEY AND BASE MAPPING**

WSB will perform a field control survey and develop horizontal and vertical control points at convenient intervals throughout the project corridor. We will provide shot data for all topographic features including but not limited to: trees, tree lines, mailboxes, driveway edges, landscape edges, private and public utility locations, all curb stops, hydrants, manholes, catch basins, inverts of manholes, inverts of catch basins, inverts of flared end sections, culverts, gate valves, garage doors, house corners adjacent street reconstruction, roadway edges, street signs, property corners, light poles, flag poles, and retaining walls. WSB will locate and provide shot data for all property corners adjacent to the construction or in City easement areas. Available plats will be used to verify property corners found are valid. WSB will provide curb and gutter shots for all streets. It is assumed that the City will coordinate all right-of-entries to obtain shots in these areas adjacent to private property. WSB will shoot data for all wetland delineation markers located within survey areas.

Following the topographic survey, WSB will then create the base map for the project utilizing AutoCAD Civil 3D. Utilizing existing plats or property surveys, WSB will show property lines on the base map adjacent to the project. WSB will create the TIN for the project and create contours in the appropriate AutoCAD layer and provide a digital copy of the base map to the City.

**WETLAND DELINEATION**

All wetlands and surface water features will be delineated and characterized within the defined review limits. Prior to the site visit, WSB will review the Hennepin County Soil Survey, MnDNR Public Waters map, City/Hennepin County Wetland Inventories, MnDNR National Wetland Inventory, FEMA flood zone map, contours, and historic aerial photos for the project area.

A Level 2 (onsite) wetland investigation will be completed within the designated review limits. The wetland delineation will be completed in conformance with the US Army Corps of Engineers (USACE) Wetlands Delineation Manual (US Army Corps of Engineers, 1987) and the Midwest Regional Supplement. The wetland boundaries will be surveyed using a sub-meter accuracy GPS unit. Fluorescent pink pin flags may be used to temporarily mark the boundary of any wetlands and surface water features, until approval is received.

The field wetland delineation data will be compiled into a wetland delineation report. This report will be submitted to the West Mississippi Watershed Management Commission, the Local Government Unit (LGU) for the WCA. The report will also be submitted to the USACE for their review and approval. The wetland delineation report will include a figure depicting the locations of all delineated wetlands, as well as characterization & classification of wetland types. The location of roadside ditches, watercourses, stormwater ponds, and/or County ditch systems will also be depicted, if applicable.

Wetland boundary and type concurrence will be requested from the LGU and USACE. A final, approved wetland boundary electronic (CAD, GIS) file will be delivered to the client following LGU and USACE approval. This task includes a return trip to the site to meet with the LGU to verify the delineated wetland boundaries. If needed by the city, an Approved Jurisdictional Determination (AJD) can be requested from the USACE to understand which aquatic resources they have jurisdiction. For this project, an AJD is probably not necessary.

WSB will first explore the possibility of seeking a no-loss decision from the LGU by reviewing whether all wetlands subject to replacement can be avoided or deemed incidental. It may be possible to avoid replacement of wetland impacts if a utility or de minimis exemption, or no-loss decision can be obtained. This will depend in part on the work plan within/near the resources. If this is not possible, additional permitting would be required (see optional / additional services).

The project crosses Mattson Brook, a MN DNR Public Watercourse. The DNR requires a utility crossing license for mains that cross DNR public waters or lands. WSB will prepare the utility crossing license application and submit this on behalf of the city.

#### **UTILITY LOCATION/COORDINATION**

WSB will submit a Gopher State One Call Ticket for the project areas to assemble utility information which will be shown on the plans. WSB will perform a Gopher State One Call to assemble utility information which will be collected during the topographic survey. WSB will facilitate one preliminary small utility coordination meeting to discuss plans for the area. We understand that the final design phase will include small utility coordination in compliance with Minnesota State Statute 216D.04.

#### **GEOTECHNICAL EVALUATION**

WSB will conduct a Geotechnical Evaluation which will include soil borings and summary report complete with professional recommendations. Based on the project limits WSB is recommending 12 borings at a depth of 12 feet. City staff will be provided with a map showing the locations of the proposed borings for their review and comment.

This task will also include Gopher State One Calls, an on-site meeting to review the roadway and mark locations for drilling, as well as documentation of the findings in a geotechnical report. Depending on what the borings reveal, additional bores can be completed to ensure a firm understanding of what exists beneath the surface.

### **Task 2 | Final Design**

#### **PROJECT MANAGEMENT**

WSB will dedicate Eric Eckman to manage the project from initiation through completion. His responsibilities encompass facilitating clear communication and coordination of contract activities to ensure project deliverables are achieved within the defined schedule and budget parameters. Eric will attend monthly meetings with City staff during the design phase and he will be accountable for preparing meeting agendas and minutes.

#### **DESIGN PLANS**

WSB will develop project plans in close coordination with City Staff. All project plans will be produced using AutoCAD Civil 3D and will include, at a minimum, the following sheets:

- Title Sheet
- Statement of Estimated Quantities
- Soil and Construction Notes
- Standard Plates, Standard Plans, and Miscellaneous Details
- Typical Sections
- Quantity Tabulations
- Existing Topography and Removal Plans
- Alignment Plans and Tabulations
- Watermain Plans and Profiles
- Erosion Control and Turf Establishment Plans
- Traffic Control Plans
- Construction Staging Plans

Plans will be provided in electronic format (PDF) at each design milestone (30%, 60%, 90%, and 100%) for review and comment by the City. Upon completion, WSB will submit the final design base files in AutoCAD Civil 3D electronic format.

#### **PROJECT MANUAL AND SPECIAL PROVISIONS**

WSB will prepare a Project Manual in city format, including Special Provisions for project items not covered by City of Brooklyn Park Standard Specifications.

**QUANTITIES AND COST ESTIMATES**

WSB will develop a Statement of Estimated Quantities and an Opinion of Probable Cost at the 30%, 60%, 90%, and 100% project plan submission milestones. The quantities and associated costs will be categorized into sections for water utilities, storm sewer, sanitary sewer, and street improvements, and will be further itemized according to any distinct funding sources.

**PERMITTING**

WSB will prepare and submit all required permit documents, including,

but not limited to: Hennepin County, MDH, MPCA, MNDNR, NPDES, West Mississippi Watershed District and Shingle Creek Watershed District. The City of Brooklyn Park will be responsible for all required permit fees associated with the project.

**Task 3 | Bidding Assistance**

The WSB project team will complete all necessary work to bid the project, including:

- The preparation of an advertisement for bids.
- Publishing the advertisement for bids in both the City's official newspaper and Quest CDN.
- Uploading the project plans and specifications for electronic purchase.
- Delivery of hard copy plans and specifications to the City for sale at City Offices.
- Responding to contractor bidding questions.
- Issuing addenda as needed.
- Attendance at electronic bid opening.
- Preparation of a bid tabulation and a bid summary.
- Preparation of a letter of recommendation regarding the bid award.
- Preparation of contract documents and the Notice of Award to the contractor once authorized by the City Council.

**OPTIONAL / ADDITIONAL SERVICES**

WSB will prepare up to two (2) additional alignments and profile for the watermain to serve as a visual analysis to review with City staff to identify and discuss specific project issues in the field if desired.

WSB anticipates work in the aquatic resources may be avoided by HDD. If work is required in the wetlands or stream, it would be temporary and should not likely require mitigation. If a no-loss decision or exemption cannot be obtained, a wetland replacement plan application will be prepared for the proposed site development plan. WSB will coordinate with the Client to provide supporting documentation of why the wetlands must be impacted and replaced.

WSB assumes any wetland replacement would occur via MN wetland bank credits and not site-specific replacement (at the site).

Right of Way/ Easement Needs: If requested by the City, WSB is available prepare easement descriptions and sketches to be used by the City for temporary and permanent easement acquisition. The descriptions and sketches shall be made available electronically and by hard copy to the City staff, City attorney, acquisition specialist, and appraiser to use as necessary to prepare easement documents and obtain easements. An additional proposal would be provide for this upon request.

**PROPOSED SCHEDULE**

It is understood that the City desires the watermain extension plans to be complete and bid by late summer 2026. To meet the desired project completion date, we propose the following schedule:

Preliminary Layout Meeting with City .....	Late March 2026
Topographic Survey and Geotechnical Exploration .....	May 2026
60% plan submittal .....	June 2026
90% plan submittal .....	July 2026
100% plan submittal .....	August 2026
Bid Opening .....	September 2026

WSB will begin work immediately upon receiving your Notice to Proceed.

**PROPOSED FEE**

WSB will provide the services as outlined in Project Approach / Scope of Services. Our budget was developed based on our understanding of the scope and experience with similar types of projects. The following is a summary of the costs for each phase of the project:

<b>Task</b>	<b>Description</b>	<b>Fee</b>
1	Data Collection	\$57,618
2	Final Design	\$140,068
3	Bidding	\$8,297
	<b>Total</b>	<b>\$205,983</b>

We propose to conduct the work listed above on an hourly not-to-exceed fee of **\$205,983**.

Optional Tasks described not including right-of-way services would be an additional \$20,722 if accepted would bring the total to \$226,705

If additional work outside of the above-described scope is determined necessary, we will proceed only after City approval. WSB will work with the City to define the scope of any additional work for City approval. Additional work would be billed on an hourly basis in accordance with the WSB 2026 Fee Schedule.

**ACCEPTANCE**

This letter represents our entire understanding of the project scope. All work under this letter proposal will be governed by the Professional Services Agreement entered into between the City of Brooklyn Park and WSB on June 15, 2025. If the scope and fee appear to be appropriate, please sign on the space provided and return one copy to our office. We are available to begin work once we receive signed authorization.

**ACCEPTED BY: CITY OF BROOKLYN PARK, MN**

I hereby authorize WSB to proceed with the above-referenced work under the terms and conditions of the Professional Services Agreement entered into between City of Brooklyn Park and WSB on June 15, 2025.

**Signature:** \_\_\_\_\_

**Name/Title:** \_\_\_\_\_

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

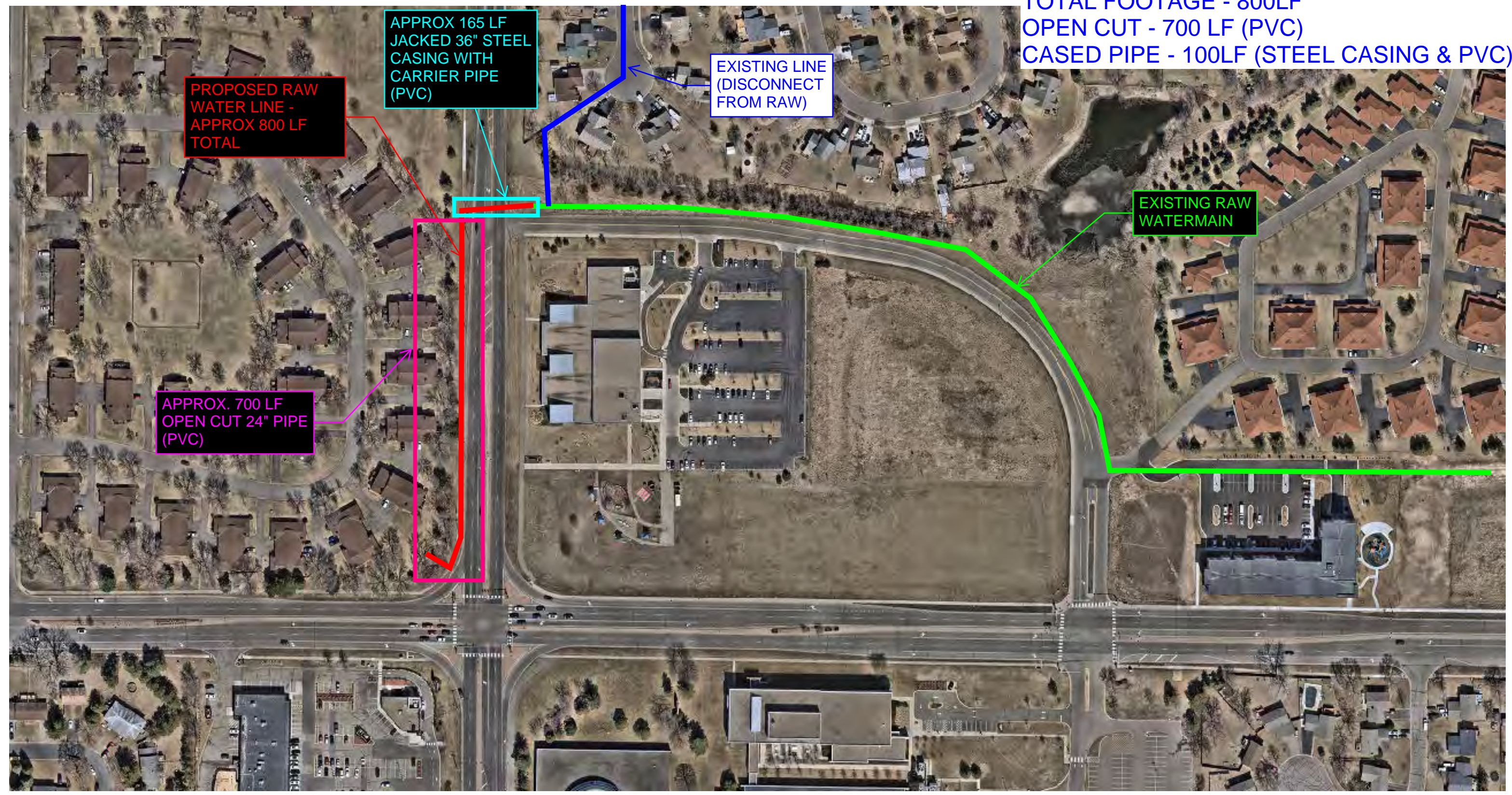


**Estimate of Cost**  
**City of Brooklyn Park, Minnesota**  
**Professional Engineering Services**  
**Well House 11 + WTP RAW Water Extension**



Task Description	Estimated Hours									Total Hours	Cost
	Sr. Project Manager	Client Liaison	Project Engineer	Engineering Technician	Graduate Engineer	Onsite Survey	Office Survey	Office Survey	Admin		
	<i>Eric Eckman</i>	<i>Jupe Hale</i>	<i>Rachel Scheu</i>	<i>Brandon Movall</i>		<i>Two-Person Crew</i>	<i>James Barich</i>	<i>Cooper Forbrook</i>	<i>Sue Buckley</i>		
<b>1 Data Collection</b>											
1.1 Kickoff Meeting	4		2	2	2					10	\$2,182
1.2 Topographic Survey						58	2	15		75	\$18,798
1.3 Wetland Delineation						Lump Sum					\$8,100
1.4 Utility Location/Coordination	4	2	4	2	8					20	\$4,038
1.5 Geotechnical (soil borings and report)					Lump Sum						\$24,500
<b>Task 1 Total Estimated Hours and Fee</b>	<b>8</b>	<b>2</b>	<b>6</b>	<b>4</b>	<b>10</b>	<b>58</b>	<b>2</b>	<b>15</b>		<b>105</b>	<b>\$57,618</b>
<b>2 Design</b>											
2.1 Drawings			40	80	200					320	\$56,040
2.2 Preliminary Layout	4	1	8	12	12					37	\$7,361
2.3 Design	16	16	60	40	40					172	\$34,904
2.4 Specifications	4		8		16				16	44	\$7,588
2.5 Quantity Tabulations and Cost Estimate	2		4		16					22	\$3,698
2.6 QA/QC	24	6	8	8						46	\$11,358
2.7 Meetings	16	8	16	4	8					52	\$11,568
2.8 Permits	3		4		12					19	\$3,351
2.9 Wetland Permitting					Lump Sum						\$4,200
<b>Task 2 Total Estimated Hours and Fee</b>	<b>69</b>	<b>31</b>	<b>148</b>	<b>144</b>	<b>304</b>				<b>16</b>	<b>712</b>	<b>\$140,068</b>
<b>3 Bidding</b>											
3.1 Prepare advertisement for bids and coordinate publications	1		2						2	5	\$955
3.2 Answer bidder's questions, issue addenda, if required	2	2	6	2	2				4	18	\$3,610
3.3 Attend bid opening and tabulate results.	2	1	2						2	7	\$1,509
3.4 Prepare letter of recommendation to the City.	1	1	2						2	6	\$1,244
3.5 Prepare notice of award and contract agreement		1	2						2	5	\$979
<b>Task 3 Total Estimated Hours and Fee</b>	<b>6</b>	<b>5</b>	<b>14</b>	<b>2</b>	<b>2</b>				<b>12</b>	<b>41</b>	<b>\$8,297</b>
<b>4 Optional Tasks</b>											
4.1 Additional Preliminary Layouts (2)	8	2	16	24	24					74	\$14,722
4.2 Wetland Permitting / Replacement Plan Application					Lump Sum						\$6,000
<b>Task 4 Total Estimated Hours and Fee</b>	<b>8</b>	<b>2</b>	<b>16</b>	<b>24</b>	<b>24</b>					<b>126</b>	<b>\$20,722</b>
<b>Total Estimated Hours</b>	<b>91</b>	<b>40</b>	<b>184</b>	<b>174</b>	<b>340</b>	<b>58</b>	<b>2</b>	<b>15</b>	<b>28</b>	<b>932</b>	
<b>Hourly Billing Rate</b>	\$265	\$289	\$180	\$228	\$153	\$275	\$209	\$162	\$165		
<b>Total Fee by Labor Classification</b>	\$24,115	\$11,560	\$33,120	\$39,672	\$52,020	\$15,950	\$418	\$2,430	\$4,620		\$183,905
<b>TOTAL PROJECT COST</b>											<b>\$226,705</b>

TOTAL FOOTAGE - 800LF  
OPEN CUT - 700 LF (PVC)  
CASED PIPE - 100LF (STEEL CASING & PVC)



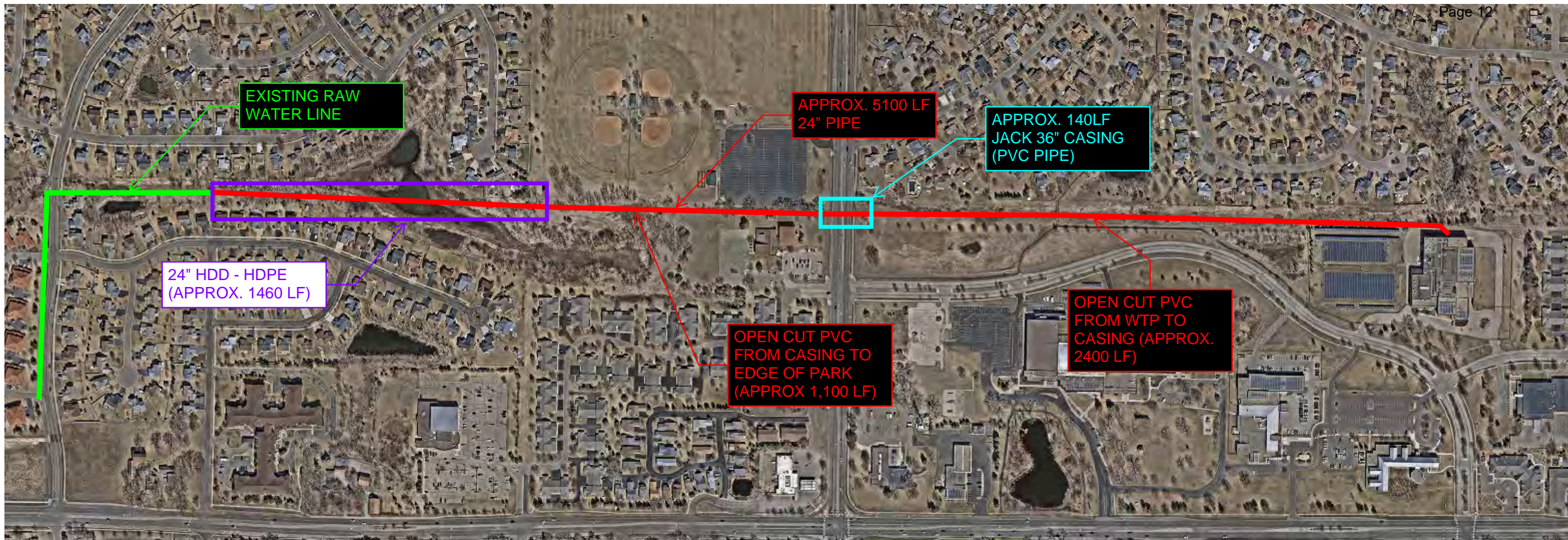
PROPOSED RAW WATER LINE - APPROX 800 LF TOTAL

APPROX 165 LF JACKED 36" STEEL CASING WITH CARRIER PIPE (PVC)

EXISTING LINE (DISCONNECT FROM RAW)

EXISTING RAW WATERMAIN

APPROX. 700 LF OPEN CUT 24" PIPE (PVC)



TOTAL FOOTAGE - 5100LF  
CASED PIPE - 140LF (36" STEEL CASING & 24" PVC)  
OPEN CUT - 3,500 LF (24" PVC)  
HDD - 1,460 LF (24" HDPE)

<b>City of Brooklyn Park Request for Council Action</b>			
<b>Agenda Item:</b>	4.6	<b>Meeting Date:</b>	March 9, 2026
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Community Development
<b>Resolution:</b>	X	<b>Prepared By:</b>	Matt Hayes-Regan, Associate Planner
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	3	<b>Presented By:</b>	Tim Gladhill, Community Development Director
<b>Item:</b>	DEV25-123 (HAM Addition) – Subdivision of 10508 Winnetka Ave. N. Into Two Single Family Lots		

**City Manager’s Proposed Action:**

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2026-\_\_\_\_ APPROVING A FINAL PLAT FOR “HAM ADDITION” SUBDIVIDING 10508 WINNETKA AVE. N. INTO TWO SINGLE-FAMILY LOTS.

**Overview:**

At the February 23, 2026, City Council meeting, the Council unanimously approved a preliminary plat for “HAM Addition” that subdivides 10508 Winnetka Ave. N. into two single family lots.

At the February 11, 2026, Planning Commission meeting, the Planning Commission unanimously recommended approval of the proposed preliminary plat for “HAM Addition.”

Per Section 151.006 of the City’s Subdivision Code, following approval of a preliminary plat, the subdivider must submit a final plat within one year. The final plat must be prepared by a land surveyor registered in the State of Minnesota and must conform to the approved preliminary plat. The applicant retained Sathre-Bergquist, P.E., to prepare the attached final plat.

The final plat was submitted to and reviewed by City staff and the City Attorney to ensure compliance with the approved preliminary plat and all applicable requirements. The City’s Subdivision Code authorizes the City Council to confirm that the final plat conforms to the approved preliminary plat, determine whether any deviations are present, approve the final plat, and authorize the Mayor and City Manager to sign the plat.

Following Council approval and signature, the applicant must record the final plat with the County within 180 days. Once recorded, the final plat establishes the legal lot configuration.

**Primary Issues/Alternatives to Consider:**

1. Approval of the plat as presented.
2. Approval of the plat with modifications.
3. Denial of the plat based on certain findings.

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

**Attachments:**

- 4.6A RESOLUTION
- 4.6B LOCATION MAP
- 4.6C FINAL PLAT

RESOLUTION #2026-

RESOLUTION APPROVING A FINAL PLAT FOR "HAM ADDITION" SUBDIVIDING 10508 WINNETKA AVE.  
N. INTO TWO SINGLE-FAMILY LOTS

Planning Commission File #25-123

WHEREAS, the plat of "HAM Addition" 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, and

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.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park, Preliminary Plat Request #25-123 "HAM Addition" shall be approved subject to the following conditions:

1. Approval of Title by the City Attorney and all conditions therein.
2. Submission of a CAD copy of the plat.
3. Building permits must be obtained prior to any development of the site.
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.



**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** 



# HAM ADDITION

C.R. DOC. NO. \_\_\_\_\_

**KNOW ALL PERSONS BY THESE PRESENTS:** That HAM Properties LLC, a Minnesota limited liability company, owner of the following described property:

Lot 1, Block 10, MARVELLA, Hennepin County, Minnesota.

Has caused the same to be surveyed and platted as HAM ADDITION and does hereby dedicate to the public for public use the drainage and utility easements as created by this plat.

In witness whereof said HAM Properties LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signed: HAM Properties LLC

\_\_\_\_\_  
Steve Hegedus, President

STATE OF MINNESOTA, COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by Steve Hegedus, President of HAM Properties LLC, a Minnesota limited liability company, on behalf of the company.

\_\_\_\_\_  
Notary Public (Signature)                      \_\_\_\_\_  
Notary (Printed Name)                      My Commission Expires: \_\_\_\_\_

**SURVEYORS CERTIFICATE**

I Colyn M. Tvete do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been or will be correctly set within one year; that all water boundaries and wet lands, as defined by Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Colyn M. Tvete, Licensed Land Surveyor  
Minnesota License No. 62269

STATE OF MINNESOTA, COUNTY OF HENNEPIN

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by Colyn M. Tvete.

\_\_\_\_\_  
Notary Public (Signature)                      \_\_\_\_\_  
Notary (Printed Name)                      My Commission Expires: \_\_\_\_\_

**CITY COUNCIL, CITY OF BROOKLYN PARK, MINNESOTA**

This plat of HAM ADDITION was approved and accepted by the City Council of the City of Brooklyn Park, Minnesota at a regular meeting thereof held this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

City Council, City of Brooklyn Park, Minnesota

By: \_\_\_\_\_, Mayor                      By: \_\_\_\_\_, Manager

**COUNTY AUDITOR**

Hennepin County, Minnesota

I hereby certify that taxes payable in \_\_\_\_\_ and prior years have been paid for land described on this plat, dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Daniel Rogan, County Auditor                      By: \_\_\_\_\_, Deputy

**SURVEY DIVISION**

Hennepin County, Minnesota

Pursuant to Minnesota Statutes Section 383B.565 (1969), this plat has been approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

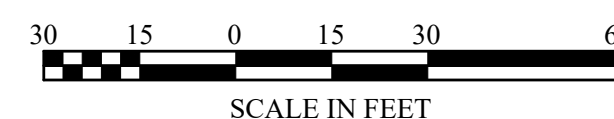
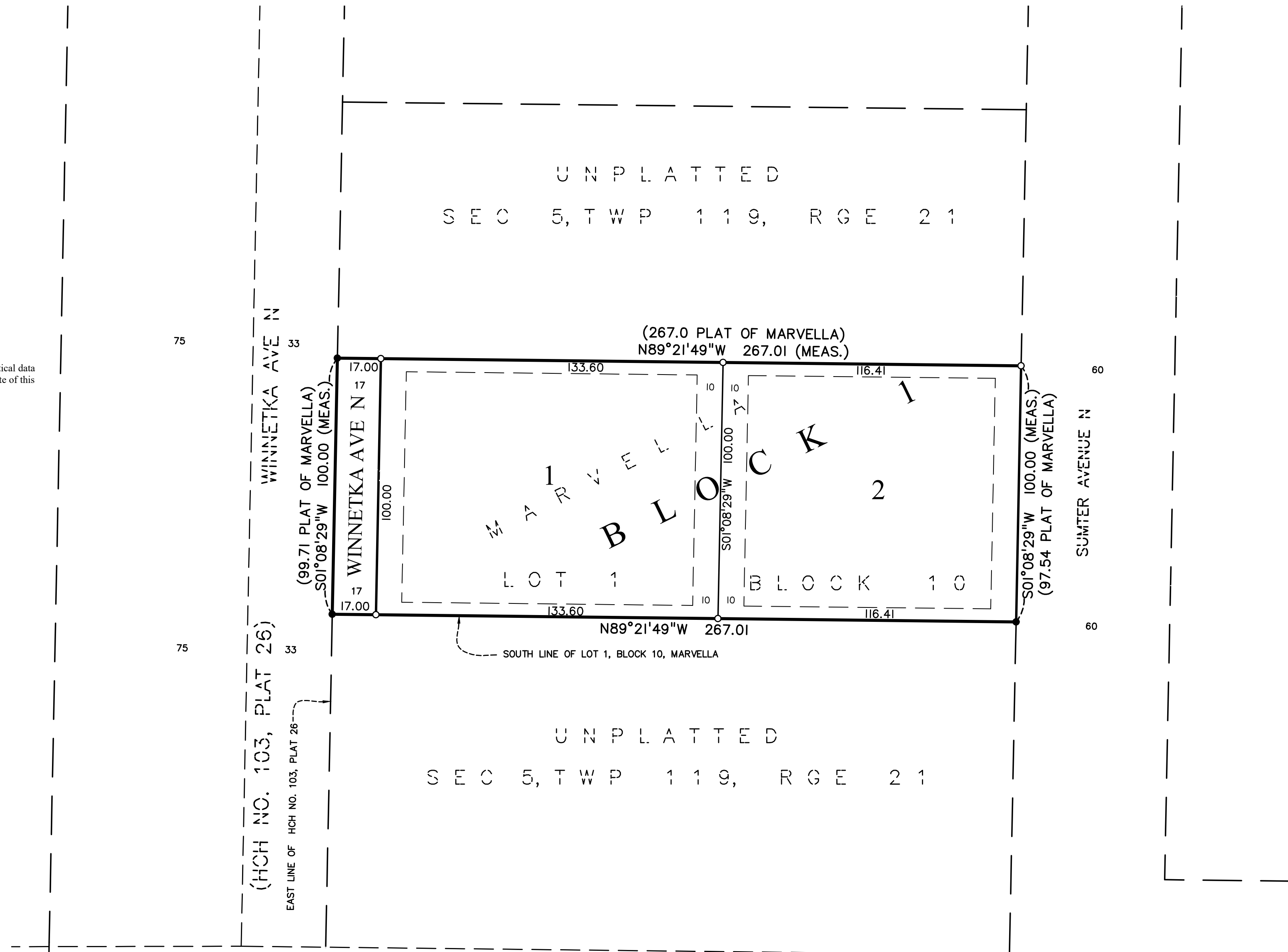
Chris F. Mavis, County Surveyor                      By: \_\_\_\_\_

**COUNTY RECORDER**

Hennepin County, Minnesota

I hereby certify that the within plat of HAM ADDITION was recorded in this office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ M.

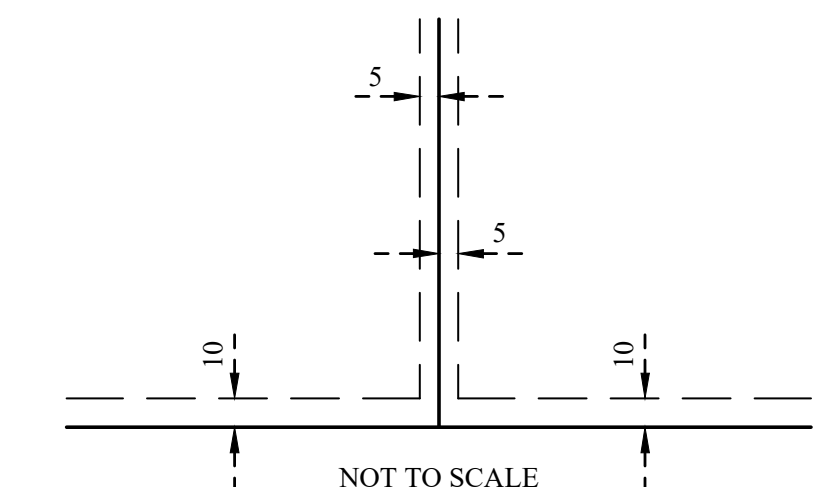
Amber Bougie, County Recorder                      By: \_\_\_\_\_, Deputy



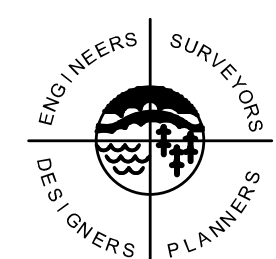
The basis for the bearing system is the south line of Lot 1, Block 10, MARVELLA and is assumed to bear North 89 degrees 21 minutes 49 seconds West

- Denotes a 1/2 inch by 14 inch iron pipe monument set and marked by License No. 62269 in accordance with Minnesota State Statute 505.021, Subd. 10.
- Denotes a found 1/2 inch open iron pipe monument

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



Being 5 feet in width and adjoining side lot lines and being 10 feet in width and adjoining public ways, unless otherwise indicated on this plat.



**SATHRE-BERGQUIST, INC.**

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.7	<b>Meeting Date:</b>	March 9, 2026
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Community Development
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Megan Bookey, Program Assistant III
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Keith Jullie, Rental and Business Licensing Manger
<b>Item:</b>	Set a Public Hearing on March 23, 2026, to Solicit Testimony and Consider the Renewal of a Currency Exchange License for El Hornito LLC dba El Hornito		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO SET A PUBLIC HEARING ON MARCH 23, 2026, TO SOLICIT TESTIMONY AND CONSIDER THE RENEWAL OF A CURRENCY EXCHANGE LICENSE FOR EL HORNITO LLC DBA EL HORNITO SUPERMERCADO/SERVICIOS LOCATED AT 7982 BROOKLYN BOULEVARD

## Overview:

In April 1992, the Governor signed a law requiring the City to conduct a public hearing and to publish a notice regarding the hearing for applications and renewals for currency exchange licenses.

The Commissioner of Commerce issues the license. The application or renewal cannot be approved by the Commissioner without the concurrence of the governing body of the local unit of government.

The Commissioner is required to have the applicant submit to a background investigation by the BCA (Bureau of Criminal Apprehension). As part of the background investigation, the BCA will conduct criminal history checks of Minnesota records and is authorized to exchange fingerprints with the FBI for the purpose of a criminal background check of the national files. The City is in the process of reviewing this application and the reports will be available at the public hearing.

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

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

## Attachments:

4.7A PUBLIC HEARING NOTICE

**NOTICE  
CITY OF BROOKLYN PARK  
5200 85<sup>TH</sup> AVENUE NORTH**

**PUBLIC HEARING**

NOTICE IS HEREBY GIVEN THAT THE Brooklyn Park City Council will hold a public hearing in the City Hall Council Chambers, 5200 85<sup>th</sup> Avenue North, on Monday, March 23, 2026, to consider the issuance of a Currency Exchange license to El Hornito LLC. dba El Hornito Supermercado/Servicios Located at 7982 Brooklyn Blvd.

All persons desiring to be heard are invited to attend. Written comments will be received by the Licensing Division prior to the hearing.

Devin Montero  
City Clerk

*To be published in the Brooklyn Park Sun Post on March 12, 2026*

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.8	<b>Meeting Date:</b>	March 9, 2026
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Katrina Doshier, Program Assistant
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Hollies Winston, Mayor
<b>Item:</b>	Appointment of Councilmember Shelle Page as the Alternate Liaison to Minneapolis NW Tourism Board		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT COUNCILMEMBER SHELE PAGE AS THE ALTERNATE LIAISON BETWEEN THE CITY COUNCIL AND THE MINNEAPOLIS NORTHWEST TOURISM BOARD FOR THE YEAR 2026.

## Overview:

Councilmember Shelle Page has requested to continue as the Alternate Liaison between the City Council and Minneapolis Northwest Tourism for the year 2026. Mayor Winton serves as the Primary Council Liaison and Community Development Director Tim Gladhill serves as the Primary Staff Liaison.

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

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

**Attachments:** N/A

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.9	<b>Meeting Date:</b>	March 9, 2026
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Recreation & Parks
<b>Resolution:</b>	X	<b>Prepared By:</b>	Brad Tullberg, Recreation & Parks Director
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Brad Tullberg
<b>Item:</b>	Approve Purchase of Salsco Transformer Turf Roller from Van Wall Equipment for Edinburgh USA		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2026-\_\_\_\_\_ TO APPROVE THE PURCHASE OF A SALSCO TRANSFORMER TURF ROLLER FROM VAN WALL EQUIPMENT FOR EDINBURGH USA IN THE AMOUNT OF \$62,345.93.

## Overview:

The replacement of the 2007 Tru Turf Greens Roller (Unit #8166) was included in the 2026-30 Capital Equipment Plan in the amount of \$62,000 under CEP Project 6138. Large turf rollers are a critical component to maintaining a high level of course conditions and require planned replacement cycles to minimize downtime for repairs. This piece of equipment has reached the end of its typical expected life cycle.

The new turf roller will be purchased for \$62,345.93 selected from the lowest competitive quote from Van Wall Equipment. To maximize the value of the unit being replaced, staff will be disposing of the old unit via public auction as allowable through the City of Brooklyn Park procurement policy. Funds received for the sale of the old unit will be used to offset the purchase price of the new unit.

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

## Budgetary/Fiscal Issues:

The Edinburgh USA Enterprise Fund will be the source of funding for the purchase of the new Salsco Transformer Turf Roller and proceeds from the sale of the old unit will be used to offset the purchase price.

## Attachments:

- 4.9A RESOLUTION
- 4.9B VANWALL SALSCO QUOTE

RESOLUTION #2026-

APPROVE THE PURCHASE OF A SALSCO TRANSFORMER TURF ROLLER FROM VAN WALL EQUIPMENT FOR EDINBURGH USA IN THE AMOUNT OF \$62,345.93.

WHEREAS, the replacement of the 2007 Tru Turf Greens Roller (Unit #8166) was included in the 2026-30 Capital Equipment Plan in the amount of \$62,000 under CEP Project 6138; and

WHEREAS, turf rollers are a critical component to maintaining a high level of course conditions and require planned replacement cycles to minimize downtime for repairs; and

WHEREAS, the turf roller will be purchased for \$62,345.93 as selected from lowest competitive quote received from Van Wall Equipment; and

WHEREAS, to maximize the value of the unit being replaced, staff will dispose of the old unit via public auction as allowable through the City of Brooklyn Park procurement policy; and

WHEREAS, the Edinburgh USA Enterprise Fund will be the source of funding for the purchase of the new Salsco Transformer Turf Roller and proceeds from the sale of the old unit will be used to offset the purchase price; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to Approve the Purchase of a Salsco Transformer Turf Roller from Van Wall Equipment in the Amount of \$62,345.93.

**Quote # 1679903**

Exp. 30-Mar-2026

Balance Due  
**\$62,345.93****Prepared For**CITY OF BROOKLYN PARK  
EDINBURGH USA5200 85TH AVE N  
MINNEAPOLIS, MN 554434300**Prepared By**Ben Johnson  
1451 Energy Park Drive  
St. Paul, MN 55108

Mobile Phone: 6127477308

Description	QTY	Selling Price
<b>SALSCO TRANZFORMER</b>	1	<b>\$57,413.37</b>
Attachments	1	<b>\$922.00</b>
<b>Subtotal</b>		<b>\$58,335.37</b>
<b>Total Selling Price</b>		<b>\$58,335.37</b>
<b>Total Tax</b>		<b>\$4,010.56</b>
<b>Sub Total</b>		<b>\$62,345.93</b>
<b>Balance Due</b>		<b>\$62,345.93</b>



JOHN DEERE

Configurations

SALSCO TRANZFORMER	QTY 1	Extended Selling Price \$57,413.37
<b>Base / Options</b>		Unit Selling Price <b>\$57,413.37</b>
Features Electric Hydraulic Actuators, 40HP Briggs & Stratton EFI Engine, Arm-Rest Seat, Cross Contamination Prevention Kit, & LED Light Kit	1	
<b>Dealer Attachments</b>		Unit Selling Price <b>\$922.00</b>
REAR WHEEL EXTENSION KIT	1	\$922.00
		Unit Qty

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.10	<b>Meeting Date:</b>	March 9, 2026
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	X	<b>Prepared By:</b>	Katrina Doshier, Program Assistant
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Dr. Angel Smith, Assistant City Manager and Administration Department Director
<b>Item:</b>	Approve Interaction Traction to Assist the City in Recruiting a Communications Director		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2026-\_\_\_\_ TO APPROVE INTERACTION TRACTION TO ASSIST THE CITY IN RECRUITING A COMMUNICATIONS DIRECTOR.

## Overview:

On Tuesday, February 10, 2026, the City of Brooklyn Park requested proposals from qualified firms with demonstrated experience in executive-level recruitment for local government, specifically for communications, public affairs, or related leadership roles, to assist the City in recruiting an inaugural Communications Director.

On Tuesday, February 24, 2026, two executive search firms were interviewed. It is recommended a contract is awarded to Interaction Traction. Interaction Traction is a Minneapolis-based organizational strategy and executive recruitment firm founded in 2004 with experience conducting in-depth discovery to fully understand governance structure, strategic priorities, organizational culture, and team dynamics before launching outreach. They bring subject matter expertise in integrated marketing communications, partner engagement, and organizational leadership, alongside direct experience operating within Minnesota's municipal environment.

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

## Budgetary/Fiscal Issues:

Full Executive Search Services for the Communications Director is 33% of the estimated 1st Year Salary. It is requested approval of up to \$70,000, plus any additional reasonable and necessary expenses associated with Candidate Travel, Background Checks, etc.

## Attachments:

4.10A RESOLUTION

RESOLUTION #2026-

RESOLUTION TO APPROVE INTERACTION TRACTION TO ASSIST THE CITY IN RECRUITING A  
COMMUNICATIONS DIRECTOR

WHEREAS, on Tuesday, February 10, 2026, the City of Brooklyn Park requested proposals from qualified firms with demonstrated experience in executive-level recruitment for local government, specifically for communications, public affairs, or related leadership roles, to assist the City in recruiting an inaugural Communications Director; and

WHEREAS, on Tuesday, February 24, 2026, two executive search firms were interviewed as part of the City's selection process; and

WHEREAS, following evaluation of qualifications, experience, and proposed approach, staff recommends awarding a contract to Interaction Traction; and

WHEREAS, Interaction Traction is a Minneapolis-based organizational strategy and executive recruitment firm founded in 2004 with experience conducting in-depth discovery to understand governance structure, strategic priorities, organizational culture, and team dynamics prior to initiating recruitment outreach; and

WHEREAS, the proposed fee for full executive search services for the Communications Director position is 33 percent of the estimated first-year salary, with a total of approximately \$70,000, plus any additional reasonable and necessary expenses associated with candidate travel, background checks, and related services.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park, Minnesota, that the City Manager is hereby authorized and directed to enter into an agreement with Interaction Traction for executive search services for the recruitment of a Communications Director.

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	7.1	<b>Meeting Date:</b>	March 9, 2026
<b>Agenda Section:</b>	General Action Items	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Katrina Doshier, Program Assistant
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Mayor Hollies Winston
<b>Item:</b>	Appointments to Commissions		

## City Manager's Proposed Action:

Appoint commissioners to serve on the Budget Advisory Commission, Community Long-range Improvement Commission, Human Rights Commission, Planning Commission, and the Recreation and Parks Advisory Commission.

**BUDGET ADVISORY COMMISSION (BAC)** Four appointments (1 City At-large; 1 Central; 1 East; 1 West)

### **City At-large** (One appointment)

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_ TO THE BUDGET ADVISORY COMMISSION REPRESENTING THE CITY AT-LARGE EFFECTIVE APRIL 1, 2026 FOR A THREE-YEAR TERM TO EXPIRE APRIL 1, 2029. (Reappointing or Replacing Amy Meuers)

### **Central District** (One Appointment)

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_ TO THE BUDGET ADVISORY COMMISSION REPRESENTING THE CENTRAL DISTRICT EFFECTIVE APRIL 1, 2026 FOR A THREE-YEAR TERM TO EXPIRE APRIL 1, 2029. (Reappointing or Replacing Farquema Cokie)

### **East District** (One Appointment)

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_ TO THE BUDGET ADVISORY COMMISSION REPRESENTING THE EAST DISTRICT EFFECTIVE APRIL 1, 2026 FOR A THREE-YEAR TERM TO EXPIRE APRIL 1, 2029. (Reappointing or Replacing William Petty)

### **West District** (One Appointment)

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_ TO THE BUDGET ADVISORY COMMISSION REPRESENTING THE WEST DISTRICT EFFECTIVE APRIL 1, 2026 FOR A THREE-YEAR TERM TO EXPIRE APRIL 1, 2029. (Replacing Eric Pone)

**COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION (CLIC)** Five appointments (2 City At-large; 1 Central; 1 East; 1 West)

*(Per Section 9.04 of our City Charter, the Mayor appoints to this Commission with the approval of the City Council.)*

**City At-large** (Two appointments)

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_ TO THE COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION REPRESENTING THE CITY AT-LARGE EFFECTIVE APRIL 1, 2026 FOR A THREE-YEAR TERM TO EXPIRE APRIL 1, 2029. (Replacing John Schaefer)

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_ TO THE COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION REPRESENTING THE CITY AT-LARGE EFFECTIVE APRIL 1, 2026 FOR A THREE-YEAR TERM TO EXPIRE APRIL 1, 2029. (Reappointing or Replacing Ashyante Gill)

**Central District** (One appointments)

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_ TO THE COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION REPRESENTING THE CENTRAL DISTRICT EFFECTIVE APRIL 1, 2026 FOR A THREE-YEAR TERM TO EXPIRE APRIL 1, 2029. (Replacing Shelley Marbut)

**East District** (One appointment)

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_ TO THE COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION REPRESENTING THE EAST DISTRICT EFFECTIVE APRIL 1, 2026 FOR A THREE-YEAR TERM TO EXPIRE APRIL 1, 2029. (Replacing Brenda Reeves)

**West District** (One appointment)

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_ TO THE COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION REPRESENTING THE WEST DISTRICT EFFECTIVE APRIL 1, 2026 FOR A THREE-YEAR TERM TO EXPIRE APRIL 1, 2029. (Reappointing or replacing Tekoa Cochran)

**HUMAN RIGHTS COMMISSION (HRC)** Four appointments (1 City At-large, 1 Central; 1 West)

**City At-large** (One appointment)

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_, TO THE HUMAN RIGHTS COMMISSION REPRESENTING THE CITY AT-LARGE EFFECTIVE APRIL 1, 2026 FOR A THREE-YEAR TERM TO EXPIRE APRIL 1, 2029. (Replacing Toby Gunderson)

**Central District** (One appointment)

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_, TO THE HUMAN RIGHTS COMMISSION REPRESENTING THE CENTRAL DISTRICT EFFECTIVE APRIL 1, 2026 FOR A THREE-YEAR TERM TO EXPIRE APRIL 1, 2029. (Reappointing or Replacing Amna Arabi)

**West District** (One appointment)

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_, TO THE HUMAN RIGHTS COMMISSION REPRESENTING THE WEST DISTRICT EFFECTIVE APRIL 1, 2026 FOR A THREE YEAR TERM TO EXPIRE APRIL 1, 2029. (Reappointing or Replacing Valen Ademodi)

**PLANNING COMMISSION** Three appointments (1 City At-large; 1 East; 1 West).

**City At-large** (One appointment)

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_ TO THE PLANNING COMMISSION REPRESENTING THE CITY AT-LARGE EFFECTIVE APRIL 1, 2026 FOR A THREE-YEAR TERM TO EXPIRE APRIL 1, 2029. (Reappointing or replacing Teshite Wako)

**East District** (One appointments)

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_ TO THE PLANNING COMMISSION REPRESENTING EAST DISTRICT EFFECTIVE APRIL 1, 2026 FOR A THREE-YEAR TERM TO EXPIRE APRIL 1, 2029. (Replacing Shereese Turner)

**West District** (One appointment)

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_ TO THE PLANNING COMMISSION REPRESENTING THE WEST DISTRICT EFFECTIVE APRIL 1, 2026 FOR A THREE-YEAR TERM TO EXPIRE APRIL 1, 2029. (Replacing Christopher Udomah)

**RECREATION AND PARKS ADVISORY COMMISSION (RPAC)** Six appointments (2 City At-large; 1 Central; 1 East; 1 City At-large [balance of a term]; 1 West [balance of a term])

**City At-large** (Two appointments)

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_ TO THE RECREATION AND PARKS ADVISORY COMMISSION REPRESENTING THE CITY AT-LARGE EFFECTIVE APRIL 1, 2026 FOR A THREE-YEAR TERM TO EXPIRE APRIL 1, 2029. (Reappointing or Replacing Latrina Caldwell)

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_ TO THE RECREATION AND PARKS ADVISORY COMMISSION REPRESENTING THE CITY AT-LARGE EFFECTIVE APRIL 1, 2026 FOR A THREE-YEAR TERM TO EXPIRE APRIL 1, 2029. (Reappointing or Replacing Terry Parks)

**Central District** (One appointment)

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_ TO THE RECREATION AND PARKS ADVISORY COMMISSION REPRESENTING THE CENTRAL DISTRICT EFFECTIVE APRIL 1, 2026 FOR A THREE-YEAR TERM TO EXPIRE APRIL 1, 2029. (Replacing Judith Purcell)

**East District** (One appointment)

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_ TO THE RECREATION AND PARKS ADVISORY COMMISSION REPRESENTING THE EAST DISTRICT EFFECTIVE APRIL 1, 2026 FOR A THREE-YEAR TERM TO EXPIRE APRIL 1, 2029. (Replacing Taylor Murray)

**City At-large** (One appointment)

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_ TO THE RECREATION AND PARKS ADVISORY COMMISSION REPRESENTING THE CITY AT-LARGE FOR THE BALANCE OF A TERM EFFECTIVE IMMEDIATELY TO EXPIRE APRIL 1, 2028. (Replacing Long Dang)

**West District** (One appointment)

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_ TO THE RECREATION AND PARKS ADVISORY COMMISSION REPRESENTING THE WEST DISTRICT FOR THE BALANCE OF A TERM EFFECTIVE IMMEDIATELY TO EXPIRE APRIL 1, 2027. (Replacing Judith Wanyama)

**EMERGING LEADER – City At-large (Ages 18-24 – One-year terms)** (Two appointments)

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_ TO THE HUMAN RIGHTS COMMISSION AS AN EMERGING LEADER REPRESENTING THE CITY AT-LARGE EFFECTIVE APRIL 1, 2026 FOR A ONE-YEAR TERM TO EXPIRE APRIL 1, 2027. (Vacant)

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_ TO THE PLANNING COMMISSION AS AN EMERGING LEADER REPRESENTING THE CITY AT-LARGE EFFECTIVE APRIL 1, 2026 FOR A ONE-YEAR TERM TO EXPIRE APRIL 1, 2027. (Vacant)

**CLIC YOUTH LIAISON – City At-large (Ages 14-17 – One-year terms)** (One appointment)

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_ TO THE COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION AS A YOUTH LIAISON REPRESENTING THE CITY AT-LARGE EFFECTIVE APRIL 1, 2026 FOR A ONE-YEAR TERM TO EXPIRE APRIL 1, 2027. (Vacant)

**RPAC YOUTH LIAISON – City At-large (Ages 14-17 – One-year terms)** (One appointment)

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO APPOINT \_\_\_\_\_ TO THE RECREATION AND PARKS ADVISORY COMMISSION AS A YOUTH LIAISON REPRESENTING THE CITY AT-LARGE EFFECTIVE APRIL 1, 2026 FOR A ONE-YEAR TERM TO EXPIRE APRIL 1, 2027. (Replacing Abundance Anako)

**Overview:**

On February 23, 2026, the City Council interviewed applicants to fill commission openings. Unless noted, terms are three-years, expiring April 1, 2029.

If there are any openings left unfilled after the appointments are made at tonight's Council meeting, City staff will re-advertise to fill the positions that are still vacant.

**Primary Issues/Alternatives to Consider:**

Selection and appointment of commissioners.

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

**Attachments:** N/A

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	7.2	<b>Meeting Date:</b>	March 9, 2026
<b>Agenda Section:</b>	General Action Items	<b>Originating Department:</b>	Administration
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jay Stroebel, City Manager
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Jay Stroebel
<b>Item:</b>	Political Candidate Flyer Distribution and Campaign Tabling at City Events Policy		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO ADOPT THE POLITICAL CANDIDATE FLYER DISTRIBUTION AND CAMPAIGN TABLING AT CITY EVENTS POLICY

## Overview:

Historically, during political campaign seasons there has been interest to leverage City events and City spaces for the purpose of connecting with residents and voters. At times this has created uncertainty for City staff on what should be allowed and not allowed and impacted the family friendliness of some City-sponsored events. This policy seeks to establish parameters and clarity for City staff and political candidates on when and where political candidate flyer distribution and campaign tabling will be allowed and not allowed. An additional legal consideration on this topic that has been discussed is the fact that a public entity may not expend public funds (including staff time) on anything that urges or promotes the candidacy of any individual running for public office. This item was previously discussed at a Council Work Session on February 23, 2026.

## Budgetary/Fiscal Issues:

There is a potential budgetary benefit of allowing political campaigns to rent tables at a select number of City-sponsored events. If this policy is approved, the impact on staff time will need to be monitored.

## Primary Issues/Alternatives to Consider:

## Attachments:

7.2A POLITICAL CANDIDATE POLICY

## **Political Candidate Flyer Distribution and Campaign Tabling at City Events Policy**

### **Purpose:**

To establish parameters and clarity for City staff and political candidates on when and where political candidate flyer distribution and campaign tabling will be allowed and not allowed in City facilities and City-sponsored events.

### **Policy:**

#### **Political Candidate Flyer Distribution and Campaign Tabling at City Events**

##### **Distribution of written political campaign materials at city buildings and city-sponsored events.**

- Distribution of political campaign flyers or other written materials within any city building is not allowed.
- Distribution of political campaign flyers or other written materials at city-sponsored events is allowed. No more than three representatives for a candidate or issue may distribute literature at any one time.

##### **Political candidate campaign tabling at city-sponsored events.**

- City staff will identify a maximum of four (4) events at which political campaign tabling will be allowed each calendar year. Tables must be secured in advance by registering and paying the determined fee. Please note - City staff cannot prohibit the distribution of flyers by candidates who have not purchased tables.
  - *In 2026, staff recommend allowing political tabling at the Tater Daze Community Gathering, Juneteenth, COSA Fest, and Civic Engagement Series events. (This is not part of the policy)*
- At all other City-sponsored events political candidate campaign tabling will not be allowed. This would include the Celebrate Brooklyn Park events including but not limited to summer concerts, Back to School Bash, Spooktacular, and farmer's market, etc.